



MCAST

MQF Level 1

Key Skills

Units Specification

Current Approved Programme Structure

Unit Code	Unit Title	ECVET
CDKSK-103-2101	Community Social Responsibility	3
CDKSK-105-1926	Mathematics	5
CDKSK-105-1927	English	5
CDKSK-105-1928	Malti	5
CDKSK-105-2106	Information Technology	5
CDKSK-105-1930	Science	5
Total ECVET		28

Unit: CDKSK-103-2101 Community Social Responsibility

Unit level (MQF): 1

Credits : 3

Unit description

This key skill presents the opportunity for MQF level 1 learners to explore their individual self and their social environment. Learners will become familiar with and understand different aspects of their personal self as well as become familiar and grasp different life skills that would empower them to become active members in society. Whilst becoming more aware of themselves, learners will have the possibility to further explore their surroundings and understand their relation and responsibility towards others. The learners will also be presented with basic tools and techniques, which will empower them in developing basic organisational skills. Through the completion of a compulsory community work experience, learners will recognise the benefits of self-management skills towards the acquisition of balance within one's lifestyle.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Identify the relation between basic personal traits and interests upon the development of the self.*
2. *Identify opportunities for self-development within surrounding communities.*
3. *Recognise adequate presentation and behaviour within different social contexts.*
4. *Describe the experience acquired through a community work initiative.*

Unit: CDKSK-105-1926 - Mathematics

Unit level (MQF): 1

Credits : 5

Unit description

The aim of this unit is to help the student to develop basic numeracy skills. It will enable and motivate the student to use basic mathematical knowledge to solve problems encountered in real-life situations. By the end of this unit, students will be able to use simple mathematical language to validate the solutions given to everyday problems. These problems will involve:

- (a) simple numerical calculations,
- (b) extraction and interpretation of data from statistical tables and charts,
- (c) communication in graphical form,
- (d) classification of flat shapes and solids.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Carry out simple numerical calculations with the use of a scientific calculator;*
2. *Give simple tabular and graphical representations of data;*
3. *Read and use units of measure;*
4. *Classify, draw and work with simple shapes and objects.*

Unit: CDKSK-105-1927 - English

Unit level (MQF): 1

Credits : 5

Unit description

This unit covers the four skills of the English language at MQF Level 1. By the end of the academic year, learners will have achieved exit-point at said Level 1.

This unit is internally assessed and verified. Assessment is carried out through assignments based on the Learning Outcomes below.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Listen to and understand simple utterances delivered slowly and clearly articulated;*
2. *Speak and communicate using functional English language used in everyday social and work environments;*
3. *Read level-appropriate texts for practical purposes;*
4. *Write level-appropriate texts for practical purposes.*

Unit: CDKSK-105-1928 - Malti

Unit level (MQF): 1

Credits : 5

Ir-Razzjonal

Fil-kors preliminari tal-Ewwel Livell tal-Kulleġġ Malti tal-Arti, ix-Xjenza u t-Teknoloġija, l-ilsien Malti jintgħallem biex l-istudenti:

1. ikunu kapaċi jużawh biex jikkomunikaw u jirrelataw man-nies ta' madwarhom;
2. ikunu kapaċi jesprimu ħsushom, ħsibijiethom u xewqathom bil-fomm u bil-kitba;
3. jagħrfu l-aħjar mod li bih jitgħallmu u jisfruttaw il-potenzjal tagħhom;
4. jiżviluppaw il-ħiliet meħtieġa biex isiru persuni indipendenti, responsabbli u intraprenditorjali;
5. jikkomunikaw fl-oqsma vokazzjonali tagħhom.

L-Għanijiet tat-Tagħlim

Biex l-istudenti jiksbu din l-unità jridu juru li kapaċi:

1. jifhmu xi jkun qed jintqalilhom u jwasslu messaġġi bil-Malti;
2. jiksbu l-ħila li jtkellmu b'Malti tajjeb dwar ħwejjeġ ta' kuljum u l-qasam vokazzjonali;
3. jiksbu l-ħila li jaqraw testi qosra mibnija b'sentenzi sempliċi u jifhmuhom;
4. jiktbu b' Malti tajjeb kitbiet qosra u sempliċi skont ir-regoli tal-ortografija u s-sintassi.

Unit: CDKSK-105-2106 Information Technology

Unit level (MQF): 1

Credits : 5

Unit description

This unit is made up of a number of competences including the competence to use personal computers; the competence to manage efficiently a personal computer; the competence to operate effectively within the operating system and the competence to make productive, creative, and efficient use of the main office application software packages: word processing software, presentation software, web-browsing software & e-mail management software. Special attention is also given to the security aspects when using the internet and related services.

This unit is designed to ensure that learners are not only taught the knowledge and skills associated with productive, creative, and effective use of personal computers but should be given sufficient opportunities to find, exchange and share information. This should also ensure that learners develop the proper and correct attitudes associated with the use of information and ICT.

This unit should guide the learners to have a broad understanding of how ICT can help their learning, their work, and their social life. Learners will start to develop the ability to decide when and how to use ICT and be aware of the limitations associated with this use.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Demonstrate basic use of an operating system and file management.*
2. *Carry out simple tasks associated with a word processing application.*
3. *Use presentation software to develop basic presentations.*
4. *Browse the Internet and communicate using electronic communication.*
5. *Use the main concepts underlying secure ICT practices in daily life.*

Unit: CDKSK-105-1930 - Science

Unit level (MQF): 1

Credits : 5

Unit description

The word science comes from the Latin word "scientia," which means knowledge, hence according to Webster's New Collegiate Dictionary, the definition of science is "*knowledge attained through study or practice,*" or "*knowledge covering general truths of the operation of general laws, esp. as obtained and tested through scientific method [and] concerned with the physical world.*"

This means that science refers to a system of acquiring knowledge which uses observation and experimentation to describe and explain natural phenomena. Therefore, the purpose of science is to produce useful models of reality.

There are 2 fields of science which are: the natural science, which is the study of the natural world, and the social sciences, which is the study of human behavior and society.

In this Level 1 key skill, learners will become familiar with the field of natural sciences. Learners will be covering topics from 3 different areas, which are: the living world, the physical world and the world of technology.

Learners will become familiar with living and non-living things, the 7 vital functions, group objects found in the natural environment according to whether they are living or non-living as well as the diversity of life. Hence, learners will be able to distinguish between plants and animals in terms of their physical characteristics, observe and group simple animals into different vertebrate groups according to their characteristics. In addition, learners will also be able to describe how animals depend on plants for their survival as well as demonstrate an awareness of the interaction between plants and animals in a given environment.

Learners will also study the human life, that is; the body structure, knowledge of and the position of the main body organs and their function. This would lead to recognising the importance of physical health and the importance of healthy food, clean water and

unpolluted air, the importance of a balanced diet and regular exercise as well as the harmful effects of drugs, alcohol and smoking.

With regards to the physical world learners will become familiar with matter and the 3 different states of matter, the knowledge about the materials that are used in everyday life, the basic physical properties including colour, hardness, odour, taste, solubility and electrical conductivity. Learners will also understand the properties and uses of natural materials e.g. wood, limestone; group objects used in everyday life based on their state of matter and physical properties.

Furthermore, learners will increase their awareness about local environmental issues including energy sources and waste management. Learners will become familiar with basic laboratory equipment, and the effect of friction in everyday life including situations where friction is useful and others where friction is unwanted, and situations where lubrication is used to reduce friction. Learners will be exposed to health and safety issues including ways of reducing exposure to threats to health, increasing the body's resistance to disease and minimising the bad effects of disease including the need of hygiene and inoculations to prevent disease; recognising situation of risk to safety in a particular environment and describing how to avoid accidents.

Via an investigation related to their area of study, as part of the last learning outcome, learners will be encouraged to think, ask questions and develop basic scientific skills including predicting the outcome/s, carrying out simple measurements, collecting and interpreting data. They will also be able to work on their communication skills by being provided with the opportunity to communicate their findings to their colleagues.

Learning Outcomes

On completion of this unit learners should be able to:

- 1. Classify objects in the natural environment;*
- 2. Use simple scientific terms related to basic scientific facts;*
- 3. Understand the important role that science plays in everyday life;*
- 4. Develop personal basic scientific skills.*