MQF Level 2

Key Skills

Units Specification

Current Approved Programme Structure

Unit Code	Unit Title	ECVET
CDKSK-206-2102	Community Social Responsibility	6
CDKSK-206-2004	English	6
CDKSK-206-2005	Malti	6
CDKSK-206-2006	Mathematics	6
CDKSK-206-2107	Information Technology	6
CDKSK-206-2008	Science	6
Total ECVET		36

Unit: CDKSK-206-2102 - Community and Social Responsibility

Unit level (MQF):   **2**

Credits   :   **6**

Unit description

This key skill presents the opportunity for MQF level 2 learners to explore their individual self and their social environment whilst also reflecting about future goals. Learners will identify and understand different aspects of their personal self, whilst reflecting upon what composes their self-confidence. Learners will also become familiar and grasp different life skills that would empower them to explore their surroundings and become responsible and inclusive members in society.

The learners will also be presented with tools and techniques, which will assist them in becoming more employable whilst honing their 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. The completion of the compulsory community work project will also present the ideal opportunity for the learners to analyse their experience and evaluate their own performance.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Identify personal attributes and experiences that influence the development of the self.*
2. *Examine ways and means towards becoming more employable.*
3. *Recognise responsible interactions between the individual and the surrounding communities.*
4. *Explain duties and requirements for engaging in a community work experience.*

Unit: CDKSK-206-2004 - English

Unit level (MQF):   **2**

Credits   :   **6**

Unit description

In all Foundation Certificate programmes across MCAST, the ability to communicate in our second language becomes both a necessity for life as well as education and work.

The speaker of English should be aware of the importance and daily use of English as a tool for interacting in the immediate community, whether domestic, public or professional. English is also the main language of instruction in higher education nowadays.

Communicating in English takes into account all the four language skills of listening, speaking, reading and writing according to the prescribed level. Emphasis is placed on knowing how to use a language, rather than just knowing about a language.

This unit is targeted at learners proceeding from Level 1 (therefore taking into account successful completion of Level 1 English) as well as those whose entry level is directly at Level 2.

It is assumed that no entry qualifications such as SEC English (Ordinary Level) are necessary for learners to undertake this unit.

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 connected speech on a range of vocational topics;*
2. *Speak clearly during interactive communication scenarios and deliver a clear message;*
3. *Read to identify and comprehend information presented textually in formal, vocational and familiar contexts;*

4. *Organise and write text in paragraphs of simple, complete and syntactical sentences.*

Unit: CDKSK-206-2005 - Malti

Unit level (MQF):   **2**

Credits   :   **6**

Ir-Razzjonal

Fil-korsijiet preliminari tat-Tieni Livell tal-Kulleġġ Malti tal-Arti, ix-Xjenza u t-Teknoloġija, l-ilsien Malti jintgħallem għax:

1. ninqdew bih biex nikkomunikaw u nirrelataw man-nies ta' madwarna;
2. nużawh biex b'mod kreattiv nesprimu ħsusna, ħsibijietna u xewqatna;
3. jintuża fl-oqsma vokazzjonali u għandu reġistru tekniku prattiku u funzjonali;
4. jiġbor fih l-identità lingwistika u kulturali ta' ġensna.

L-Għanijiet

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

1. *jwieġbu mistoqsijiet, jitkellmu b'Malti tajjeb kif ukoll jieħdu sehem f' taħditiet u f'diskussjonijiet;*
2. *jifhmu dak li jisimgħu;*
3. *jaqraw u jifhmu testi varji;*
4. *jiktbu b' Malti tajjeb skont ir-regoli tal-ortografija u s-sintassi.*

Unit: CDKSK-206-2006 - Mathematics

Unit level (MQF):   **2**

Credits :   **6**

Unit description

This unit aims to develop basic mathematical knowledge and skills needed in real-life situations. In a supportive environment, the student will be challenged to understand mathematical problems, reflect on different plans that could be used to solve the given problem, attempt an answer and check the validity of an answer to the problem. By the end of this unit, students will be able to describe orally or in writing the reasons behind the mathematical arguments used and to break down complex problems into smaller and simpler problems. These problems will involve:

- (a) numerical calculations,
- (b) classification of shapes,
- (c) understanding and simple application of symbolic notation,
- (d) communication in graphical form,
- (e) manipulating simple algebra, and
- (f) extraction and interpretation of information from statistical tables and charts.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Compute numerical calculations by showing all the necessary working;*
2. *Carry out harder numerical calculations;*
3. *Collect data and represent it graphically;*
4. *Use simple algebraic formulae;*
5. *Draw and work with lines, shapes and objects;*
6. *Read and use measurement scales.*

Unit: CDKSK-206-2107 – Information Technology

Unit level (MQF):   **2**

Credits   :   **6**

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, spreadsheet software, presentation software, web-browsing software & e-mail management software.

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. *Identify the main concepts of ICT and computer management.*
2. *Use a word processing application to accomplish basic everyday tasks.*
3. *Use a spreadsheet application to input, format data and prepare charts.*
4. *Create basic presentations using presentation software.*
5. *Apply essential web browsing and electronic communication concepts and skills.*

Unit: CDKSK-206-2008 – Science

Unit level (MQF):   **2**

Credits   :   6

Unit description

In this Level 2 key skill, learners will enhance their knowledge on the aspect of natural sciences, mainly via focusing on three different areas which consist of the living world, the physical world and the world of technology.

As part of the living world, learners will learn about the basic unit of which all living things are composed of – the cell and its components. Furthermore, they will become familiar with the differences and similarities between plants, animals and fungi based on their physical characteristics and the way they obtain food. Learners will also enhance their knowledge on the organisation of the human body – different organs that carry out different functions, are located in different areas of the body and are grouped forming body systems. Also, learners will increase their awareness on factors that affect the overall well-being of an individual, including diet and lifestyle.

In the case of the physical world, learners will become familiar with different materials found in the immediate environment. They will observe and describe their physical properties and then be able to compare and classify objects/materials/tools based on their physical properties. It is strongly suggested that lectures refer to objects/materials/tools that are related to the learners' area of study so as to increase the relevance of the topic. Learners will discuss advantages and disadvantages of local energy sources, combustion of fuels, associated hazards and action to prevent accidents, methods via which heat is transferred and the importance of insulation.

The main focus of the area 'the world of technology' will be on health and safety whereby the learner will describe and explain ways of reducing exposure to threats to health and safety at home and in the workplace, discuss how one can increase the body's resistance to disease, and recognise situations of risk to safety and increase awareness about how to avoid accidents.

The remainder of the unit will consist of an investigation related to the environment; with one of these investigations completed in collaboration with Birdlife Malta.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Communicate scientific information by using the scientific process skills of observing and grouping;*
2. *Apply science to enhance the quality of everyday life;*
3. *Promote sustainable living by exploring the link between the natural world and human behaviour;*
4. *Investigate the impact of anthropogenic activities on the environment.*