MCAST

MQF/EQF Level 3

AG3-01-21

Diploma in Animal Care

Course Specification

Course Description

This programme of study offers an introduction to working with and handling farm animals and pets, and provides the necessary related hands-on experience. It provides the practical skills and background knowledge required to form a solid foundation in animal care. The learner will have the opportunity to acquire knowledge on various habitat designs that can be used as accommodation for farm and pet animals, and study feeding procedures and how to identify and solve animal health problems. A learner who opts for this programme of study will be expected to attend scheduled husbandry duties which form part of this course. This practical experience, coupled with motivation and responsibility, will back up the theoretical knowledge gained during lectures.

Programme Learning Outcomes

At the end of the programme the students is able to

1. *Recognise and describe the most common domesticated animals and pets.*
2. *Perform simple techniques in animal grooming and care of pets.*
3. *Observe and recognise well-known animal disorders and health problems.*
4. *Use standard tools and accessories in animal care in line with safety procedures.*

Entry Requirements

MCAST Foundation Certificate
OR
2 SEC/O-Level/SSC&P (Level 3) passes

Key Information

Awarding Body – MCAST

Accreditation Status – Accredited via MCAST's Self Accreditation Process (MCAST holds Self-Accrediting Status as per 1st schedule of Legal Notice 296/2012)

Type of Programme: Qualification

MQF Level	Examples of Qualifications	'Qualification' Minimum Credits Required	'Award' Credits Required
Level 8	Doctoral Degree Third Cycle Bologna Process	NA	NA
Level 7	Masters Second Cycle Bologna Process	90-120	Less than 30
	Post-Graduate Diploma	60	
	Post-Graduate Certificate	30	
Level 6	Bachelor[23]/Bachelor (Hons.)[24] First Cycle Bologna Process	180-240	Less than 180
Level 5	Short Cycle Qualification	120	Less than 60
	Undergraduate Higher Diploma	90	
	Undergraduate Diploma	60	
	Undergraduate Certificate	30	
	VET Level 5 Programme[25]	60-120	
Level 4	Pre-Tertiary Certificate	30	Less than 120
	VET Level 4 Programme[26]	120	
	MATSEC Certificate	NA	
Level 3	VET Level 3 Programme[27]	60	Less than 60
	General and Subject Certificate	NA	
Level 2	VET Level 2 Programme[28]	60	Less than 60
	General and Subject Certificate	NA	
Level 1	VET Level 1 Programme[29]	40	Less than 40
	General and Subject Certificate	NA	
Introductory Level A	Preparatory Programme	30	Less than 30
Introductory Level B	Pre-entry Basic Skills Course	30	Less than 30

Table 1: Minimum number of credits for 'Qualifications' and parameters for 'Awards'

Fig.1: p56, Ministry for Education and Employment & National Commission for Further and Higher Education Malta (2016). *Referencing Report, 4th Edition*. NCFHE.

Total number of Hours: 1500

Mode of attendance: Full Time

Duration: 1 Year

Target audience for MCAST full-time courses is 16 to 65+

The official language of instruction at MCAST is English. All notes and textbooks are in English (except for language courses which will be in the respective language being instructed). International candidates will be requested to meet English language certification requirements for access to the course.

This course will be offered at

MCAST has four campuses as follows:

MCAST Main Campus
Triq Kordin, Paola, Malta

All courses except for the Institute for the Creative Arts, Centre of Agriculture, Aquatics and Animal Sciences are offered here.

Institute for the Creative Arts
Mosta Campus
Misraħ Għonoq Tarġa Gap,
Mosta

Institute of Applied Sciences,
Centre of Agriculture, Aquatics and Animal Sciences,
Luqa Road, Qormi

Gozo Campus
J.F. De Chambray Street
MCAST, Għajnsielem
Gozo

Teaching, Learning and Assessment

The programmes offered are vocational in nature and entail both theoretical lectures delivered in classes as well as practical elements that are delivered in laboratories, workshops, salons, simulators as the module requirements dictate.

Each module or unit entails a number of in person and/or online contact learning hours that are delivered by the lecturer or tutor directly (See also section 'Total Learning Hours).

Access to all resources is provided to all registered students. These include study resources in paper or electronic format through the Library and Resource Centre as well as tools, software, equipment and machinery that are provided by the respective institutes depending on the requirements of the course or module.

Students may however be required to provide consumable material for use during practical sessions and projects unless these are explicitly provided by the College.

All Units of study are assessed throughout the academic year through continuous assessment using a variety of assessment tools. Coursework tasks are exclusively based on the Learning Outcomes and Grading Criteria as prescribed in the course specification. The Learning Outcomes and Grading Criteria are communicated to the Student via the coursework documentation.

The method of assessment shall reflect the Level, credit points (ECTS) and the schedule of time-tabled/non-timetabled hours of learning of each study unit. A variety of assessment instruments, not solely Time Constrained Assignments/Exams, are used to gather and interpret evidence of Student competence toward pre-established grading criteria that are aligned to the learning outcomes of each unit of the programme of study.

Grading criteria are assessed through a number of tasks, each task being assigned a number of marks. The number of grading criteria is included in the respective Programme Specification.

The distribution of marks and assessment mode depends on the nature and objectives of the unit in question.

Coursework shall normally be completed during the semester in which the Unit is delivered.

Time-constrained assignments may be held between 8 am and 8 pm during the delivery period of a Unit, or at the end of the semester in which the Unit is completed. The dates are notified and published on the Institute notice boards or through other means of communication.

Certain circumstances (such as but not limited to the Covid 19 pandemic) may lead Institutes and Centres to hold teaching and assessment remotely (online) as per MCAST QA Policy and Standard for Online Teaching, Learning and Assessment (Doc 020) available via link https://www.mcast.edu.mt/college-documents/

The Programme Regulations referenced below apply. (DOC 003 available at: link https://www.mcast.edu.mt/college-documents/

Total Learning Hours

The total learning hours required for each unit or module are determined as follows:

Credits (ECTS)	Indicative contact hours	Total Student workload (hrs)	Self-Learning and Assessment Hours
1	5 – 10 hrs	25 hrs	20-15 hrs*
2	10 – 20 hrs	50 hrs	40-30 hrs*
3	15 – 30 hrs	75 hrs	60-45 hrs*
4	20 – 40 hrs	100 hrs	80-60 hrs*
6	30 – 60 hrs	150 Hrs	120-90 hrs*
9	45 – 90 hrs	225 hrs	180-135 hrs*
12	60 – 120 hrs	300 hrs	240-180 hrs*

* The 'Self-Learning and Assessment Hours' amount to the difference between the contact hours and total student workload.

Grading system

All MCAST programmes adopt a learner centred approach through the focus on Learning Outcomes. The assessment of MCAST programmes is criterion-referenced and thus assessors are required to assess learners' evidence against a pre-determined set of Learning Outcomes and assessment criteria.

For a student to be deemed to have successfully passed a unit, a minimum of 50% (grade D) must be achieved. In case of part time programmes, the student must achieve a minimum of 45% to successfully pass the unit.

All units are individually graded as follows:
A* (90-100)
A (80-89)
B   (70-79)
C   (60-69)
D   (50-59)
Unsatisfactory work is graded as 'U'.

Work-based learning units are graded on a Pass/Fail basis only.

Detailed information regarding the grading system may be found in the following document: DOC 003 available at: link https://www.mcast.edu.mt/college-documents/

Intake Dates

•MCAST opens calls for application once a year between July and August of each year for prospective applicants residing in MALTA.
•Applications to full-time courses from international students not residing in MALTA are accepted between April and Mid-August.
•For exact dates re calls for applications please follow this link
https://www.mcast.edu.mt/online-applications-2/

Course Fees

MCAST course are free for Maltese and EU candidates. International candidates coming from outside the EU need to pay fees for the respective course. Course fees are set on a per-level and course duration basis. For access to course fee structure and payment methods please visit https://www.mcast.edu.mt/fee-payments-for-non-eu-candidates/.

Method of Application

Applications to full-time courses are received online via the College Management Information System. Candidates can log in using Maltese Electronic ID (eID) or European eIDAS (electronic identification and trust services) to access the system directly and create an account as the identity is verified electronically via these secure services.

Non-EU candidates need to request account creation though an online form by providing proof of identification and basic data. Once the identity is verified and the account is created the candidate may proceed with the online application according to the same instructions applicable to all other candidates.

Non-EU candidates require a study visa in order to travel to Malta and joint the course applied for. For further information re study-visa please access https://www.identitymalta.com/unit/central-visa-unit/.

For access to instructions on how to apply online please visit https://www.mcast.edu.mt/online-applications-2/

Contact details for requesting further information about future learning opportunities:

MCAST Career Guidance
 Tel: 2398 7135/6
 Email: career.guidance@mcast.edu.mt

Current Approved Programme Structure

Unit Code	Unit Title	ECTS	Semester
ASANC-306-1401	Animal Science	6	YEAR
ASANC-306-1402	Principles of Animal Grooming	6	YEAR
ASANC-306-1403	Principles of Animal Nursing	6	YEAR
ASHSB-303-1402	Basics of Animal Care Technology	3	YEAR
ASHSB-306-1401	General Animal Husbandry	6	YEAR
ASHSB-306-1403	Breeding of Rabbits	6	YEAR
ASAPC-303-1401	Apiculture	3	YEAR
CDKSK-304-1921	Mathematics	4	YEAR
CDKSK-304-1922	English	4	YEAR
CDKSK-304-1923	Malti	4	YEAR
CDKSK-304-2108	Information Technology	4	YEAR
CDKSK-304-2103	Community Social Responsibility	4	YEAR
CDKSK-304-1925	Science	4	YEAR
ASANC-300-1602	Practical*	0	YEAR
Total ECTS		60	/

*Learners following this programme need to also follow a practical component which is not accredited. This is assessed on a pass/fail basis, and is shown also on the final transcript

ASANC-306-1401: Animal Science

Unit level (MQF/EQF): 3
Credits: 6
Delivery Mode: Face to Face
Total Learning Hours: 150

Unit description

This unit will provide   learners with knowledge on animal science to enable them to understand various concepts of animal biology, genetics, breeding principles and nutrition.

Learners will enhance their knowledge about animal taxonomy and divisions of the kingdom of animals, in Maltese, English and Latin.

In relation to the local context, this unit will concentrate on the most important animal species for Maltese agribusiness sector. Learners will be introduced to the anatomy, morphology, physiology and histology of different animals. Learners will also become familiar with the basic principles of genetics, reproduction of animals, reproductive organs and the animal digestive system. In this unit, learners will also understand the basic animal requirements in relation to climate factors.

Familiarisation with the above principles is essential to gain the required skills and competencies in animal care.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Explain the functions of the main animal organs and their role in the animals' physiological processes.*
2. *Understand the basic principles of genetics and inheritance.*
3. *Describe the reproductive cycle of birds and mammals which are important for local Agribusiness.*
4. *Explain a range of digestive processes and the corresponding digestive system of different animals.*
5. *Identify favourable environmental conditions for different groups of animals.*

ASANC-306-1402: Principles of Animal Grooming

Unit level (MQF/EQF): 3
Credits: 6
Delivery Mode: Face to Face
Total Learning Hours: 150

Unit description

Throughout the years, man domesticated pets for, work and protection needs. Nowadays, the domestication of pets extends to breeding pets for show, and for pets. Business related to pets in Malta is increasing while traditional livestock husbandry is declining.

This unit aims to provide the learner with an understanding of the principles of pet grooming and their application in pet care.

The learners will also learn to distinguish and describe the most important pet species and breeds. For the most important species they will study pet behaviour, and their needs for care and attention. In addition, the learner will learn how to approach, handle, bathe and groom pets.

Pets are often bred for show. Hence, the learner will be introduced to breeding standards, and desired traits and conformities of pets for show.

The unit contains hands-on learning where learners will be introduced to safe and competent use of grooming tools.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Identify the most common pet species and breeds.*
2. *Understand the importance of pet grooming.*
3. *Perform pet grooming safely using the appropriate products tools and methods.*
4. *Identify different types of grooming tools and their uses.*

ASANC-306-1403: Principles of Animal Nursing

Unit level (MQF/EQF): 3
Credits: 6
Delivery Mode: Face to Face
Total Learning Hours: 150

Unit description

An important element in the care of animals is the provision of basic care and first aid to prevent and limit the effects of diseases and injury. This unit will provide learners with the basic knowledge about principles of animal nursing and their application. Learners will learn how to approach and observe animal behaviour and provide basic care for animals.

This unit will look at the most common domesticated pets/ animals and the related care provision. Consequently, learners will be exposed to observation and record keeping routines, the measurement of basic vital health parameters and their normal values and daily animal nursing routines.

The legal, ethical and safety aspects of animal nursing will also be covered together with the performance of nursing techniques according to established guidelines.

This unit will provide opportunities for learners to practice nursing techniques and tools in the proper manner. Learners will also be familiarised with the main veterinary institutions and firms in Malta.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Understand legal, ethical and safety aspects of veterinary nursing.*
2. *Recognize the signs of good and ill health in animals.*
3. *Apply the best practices of nursing care and patient management.*
4. *Understand the applications of animal first aid principles.*
5. *Outline the tools and basic equipment commonly used in veterinary practice.*

ASHSB-303-1402: Basics of Animal Care Technology

Unit level (MQF/EQF): 3
Credits: 3
Delivery Mode: Face to Face
Total Learning Hours: 75

Unit description

This unit will introduce learners to animal care mechanisation and equipment. Learners will also be familiarised with the basic checks and necessary remedies for common faults and breakdowns. Modern animal breeding is heavily dependent on mechanisation which is becoming more complex because of progress in technology.

Learners will learn about tools, machines and equipment used for different purposes in animal care, namely feeding, watering, cleaning and manure handling as well as heating and cooling.

Learners will also have the opportunity for hands-on learning to acquire the necessary skills necessary for a job in animal care sector. The hands-on learning will involve mainly small scale machines and equipment.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Explain the function of common animal feeding and watering equipment for different animals.*
2. *Describe different cleaning and manure handling techniques.*
3. *Understand heating and cooling systems in animal husbandry.*
4. *Understand a wide range of faults/breakdowns that might occur to various equipment/machines.*

ASHSB-306-1401: General Animal Husbandry

Unit level (MQF/EQF): 3
Credits: 6
Delivery Mode: Face to Face
Total Learning Hours: 150

Unit description

Animal husbandry is an important component of the Maltese agricultural scene. Consequently, the agribusiness sector requires people with the proper knowledge, skills and competences.

This unit will provide learners with general knowledge, principles and information which are common to different domesticated and pet animals.

This unit will introduce learners to the basic animal needs for feeds and water and the proper feeding practices and nutritional value of feeds according to the different species. Learners will also be exposed to different animal breeding systems and related environmental issues.

Such issues also include animal housing systems both for micro and large scale projects which is in accordance to the legal framework regarding animal breeding standards and registers, sanitary and animal welfare requirements.

An introduction to the local market and the marketing of animal products will also be covered.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Explain the nutritional needs and water requirements of different animals.*
2. *Understand the differences between various types of feeds and meals.*
3. *Describe the main features of different animal farming systems.*
4. *Understand the main construction and functional features of different animal housing systems.*
5. *Understand the legal requirements of keeping and marketing of animals.*

ASHSB-306-1403: Breeding of Rabbits

Unit level (MQF/EQF): 3
Credits: 6
Delivery Mode: Face to Face
Total Learning Hours: 150

Unit description

The breeding of rabbits is considered as a key agribusiness sector in Malta, both in terms of commercial meat production, due to rabbit being a Maltese traditional dish, and also for rabbit shows.

This unit will familiarise learners with the particular care required in the breeding of rabbits. This unit will look at the origin, history and process of domestication of rabbits.

Learners will also look at the requirements of breeding rabbits in terms of feed, water and climate conditions. Learners will also be exposed to specific housing requirements, machinery and equipment. Learners will also consider the economic significance and production features of different breeds and hybrids of rabbits. In this unit learners will also look at the specific morphology, reproduction, physiology, genetics, specific diseases, disorders and their treatments. Besides emphasising the breeding of rabbits, the aim of this unit is to build on the knowledge gained in the units Animal Science, General Animal Husbandry and Basics of Animal Care Technology.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Outline the history and phenotypic particularities of common rabbit breeds and hybrids.*
2. *Explain adequate feed, water and housing conditions for rabbits at different growth stages.*
3. *Apply adequate preventive and curative measures against diseases, parasites and disorders common in rabbits.*
4. *Explain the reproductive system and the reproduction phases of rabbits.*
5. *Describe the rabbit meat market conditions and the importance of humanely slaughtering rabbits for meat production.*

ASAPC-303-1401: Apiculture

Unit level (MQF/EQF): 3
Credits: 3
Delivery Mode: Face to Face
Total Learning Hours: 75

Unit description

Beekeeping is an agricultural industry having a positive impact on flowering plants. The honey bee is primarily kept for the production of honey and related by-products. The aim of this unit is to enhance knowledge gained in the units Animal Science, General Animal Husbandry and Basics of Animal Care Technology in relation to apiculture.

This unit will familiarise learners with the particularities of beekeeping. The unit will look at the history of beekeeping, the significance and use of honeybee products and the impact of honeybees on flower pollination.

This unit will also look at specific honeybee morphology, reproduction, diseases, disorders and their treatments. Importance will be given to the role of the honeybee in fighting against the Varroa mite. Since honeybees gather and live in colonies, a special emphasis will be given to different members of the colony, the structure of the colony and the hierarchy of the colony.

Requirements for beekeeping in terms of feed, water and climate conditions will be discussed. The unit will also introduce learners to the basics of honeybee housing, handling techniques and ways of transportation. Learners will also be exposed to standard techniques in beekeeping which include observing and inspecting colonies and hives, preventing swarming, maintaining hives and frames, and harvesting of honey.

Learning Outcomes

On completion of this unit learners should be able to:

1. *Recognise the ecological and economic importance of beekeeping.*
2. *Understand the honey bee morphology, reproduction and digestion.*
3. *Describe the honey bee colony structure and hierarchy.*
4. *Describe the standard techniques in taking care of honey bee colonies.*

CDKSK-304-1923: Malti

Unit level (MQF/EQF): 3
Credits: 4
Delivery Mode: Face to Face
Total Learning Hours: 100

Daħla

L-ilsien huwa essenzjali fl-iżvilupp intellettwali, emozzjonali u soċjali ta' kull individwu. Il- Malti mhux biss jiġbor fih identità lingwistika u kulturali iżda huwa għodda ta' komunikazzjoni u interazzjoni. Permezz ta' l-Ilsien Malti l-individwu jista' jesprimi dak kollu li jħoss u jkun kreattiv fil-messaġġ li jrid iwassal filwaqt li jkun espost għal oqsma oħra ta' tagħlim. Il-Malti huwa lsien ħaj li ssawwar mill-poplu Malti u għadu qiegħed jissawwar biex jibqa' għodda ta' kreattività għal kull min jużah.

L-Għanijiet

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

1.   Jifhmu diskors standard li wieħed juża u jiltaqa' miegħu fil-ħajja ta' kuljum, kif ukoll jifhmu suġġetti marbuta ma' ġrajjiet kurrenti u suġġetti personali u ta' interess professjonali u vokazzjonali.

2.   Jifhmu testi li jikkonsistu f'diskors użat fil-ħajja ta' kuljum u fid-dinja tax-xogħol filwaqt li
jifhmu deskrizzjoni ta' avvenimenti, fehmiet u opinjonijiet permezz tal-qari.

3.   Jaffrontaw sitwazzjonijiet f'kuntest ta' konverżazzjoni u jitkellmu fuq suġġetti li huma familjari jew ta' interess personali kif ukoll marbuta mad-dinja ta' kuljum u l-qasam tax- xogħol.

4.   Jifformolaw testi fuq suġġetti li huma familjari għalih u ta' interess personali u vokazzjonali b'mod preċiż u relevanti f'dak li għandu x'jaqsam mal-lingwa Maltija.

1.   Jħaddmu ħiliet varji għal skop ta' tagħlim, li jmorru lil hinn mil-lingwa.

CDKSK-304-1922: English

Unit level (MQF/EQF): 3
Credits: 4
Delivery Mode: Face to Face
Total Learning Hours: 100

Unit Description

This unit is targeted at learners proceeding from a Level 2 vocational programme (therefore taking into account completion of Level 2 Key Skills English) as well as those whose entry level is directly at Level 3.

In line with the Malta Qualifications Framework for Level Descriptors, English for Diploma Programmes takes into account the learning of English in terms of knowledge, skills and competences. Knowledge seeks to assess recognition of facts, principles and general concepts in a field of work or study, while skills assess the application of that knowledge in the accomplishment of tasks by employing basic methods, materials and information. In turn, competences empower the learner by giving him/her full responsibility for their accomplishment.

At Level 3, learners are expected to have sufficient knowledge of English in order to deal with everyday situations in scenarios ranging from home, work, social and public settings. General emphasis is laid on work and public settings. In their application of this knowledge, learners are required to listen to or read a range of short texts of a technical and non-technical nature, as well as information broadcast through the popular media. General understanding as well as association of ideas and inference of meaning are expected at this level. Learners should be capable of communicating in English by discussing familiar topics or vocational topics previously exposed to.

This unit encourages learners to combine their technical knowledge with their growing knowledge of general English. They will be introduced to specialised vocabulary related to their area of vocational interest: to materials and their properties, equipment and its usage, processes, tools, devices, customer service and item servicing and general workshop/laboratory practice. In addition, learners are expected to be able to write and produce short but effective work-related memoranda, personal letters, letters of application and curriculum vitae. Writing

practice will be contextualised according to the various exigencies of the various institutes.

Learning Outcomes

On completion of this unit a learner will be able to:

1. *Listen to and understand information obtained from a media source.*
2. *Identify and comprehend information presented textually in vocational and technical contexts.*
3. *Identify, comprehend, and interpret information presented visually.*
4. *Speak and communicate ideas effectively on a range of topics ranging from the personal to the technical/vocational.*
5. *Write short, work-related correspondence in the form of memoranda, letter of application and curriculum vitae.*
6. *Research and organise information for extended technical/vocational writing.*

CDKSK-304-1921: Mathematics

Unit level (MQF/EQF): 3
Credits: 4
Delivery Mode: Face to Face
Total Learning Hours: 100

Unit Description

This unit aims to develop the mathematical knowledge and skills required to apply mathematics in real-life situations. The student should be given the opportunity to engage in problem solving by: *(i)* exploring different approaches to solve a given problem; *(ii)* using appropriate strategies and language to arrive to a solution; and *(iii)* checking the validity and accuracy of the solution. The interconnectivity between different areas of mathematics should be pointed out to the student, even though some areas might require different techniques and tools (including ICT tools). The use of (scientific) calculators and ICT can be integrated in the delivery of the topics listed hereunder. The student should also be helped to develop and appreciate mathematical reasoning and deductive skills by being exposed to short proofs.

By the end of this unit, the student should demonstrate readiness and competency to independently apply mathematical techniques in solving problems, and be able to communicate findings using appropriate mathematical vocabulary and rigour.
  These problems will involve:
- (a) numerical calculations,
- (b) algebraic manipulation,
- (c) geometrical properties,
- (d) basic statistical analysis and
- (e) probabilistic techniques.

Learning outcomes
To achieve this unit, the student must be able to:

1. *Compute further numerical calculations.*
2. *Construct and manipulate formulae and algebraic expressions.*
3. *Construct linear equations using graphical techniques.*

4. *Apply geometrical properties of lines, shapes and solids to find lengths, angles, areas and volumes.*
5. *Summarise statistical data both graphically and numerically.*
6. *Determine the probability of single events and of the combination of independent events.*

CDKSK-304-2108: Information Technology

Unit level (MQF/EQF): 3
Credits: 4
Delivery Mode: Face to Face
Total Learning Hours: 100

Unit Description

This unit aims to develop basic computer knowledge and skills needed in real-life situations. In a supportive environment, the learner will be challenged to understand how to use various real-life applications belonging to a productivity suite with the aim of providing to our learners the necessary skills required to use common computer applications necessary during their studies. By the time learners complete this unit they will be increasingly independent users of personal computers and will have a broad understanding of how ICT can help their learning, their work, and their social life. They will have a well-developed ability to decide when and how to use ICT and will be aware of the limitations associated with this use.

Through this unit the learners will achieve a broad knowledge of ICT and will be able to use ICT to carry out several increasingly complex tasks. They will be competent in using word processing, spreadsheet, and presentation software to create, format and finish documents, workbooks and slide shows that contains various elements. Finally, this unit also introduces the use of online communities and online tools to build and maintain an online presence.

Learning outcomes
To achieve this unit, the student must be able to:

1.   *Use a word processing application to create everyday letters and documents.*
2.   *Use a spreadsheet to produce accurate work outputs.*
3.   *Use presentation software.*
4.   *Utilise online collaboration tools.*
5.   *Use internet presence management tools.*

CDKSK-304-1925: Science

Unit level (MQF/EQF): 3
Credits: 4
Delivery Mode: Face to Face
Total Learning Hours: 100

Unit Description

In this Level 3 key skill, learners will increase their awareness about the importance of science in our everyday life. The focus will be on natural sciences, mainly the three different areas; the living world, the physical world and the world of technology.

The focus of the living world will be on interactions between living organisms in a given environment, the dependence of animals on plants for their survival via food chains and food webs, and human life. Topics related with human life will include the position of the main body organs, anatomy and physiology of at least two organ systems, and physical health (importance of healthy food, clean water and unpolluted air; importance of balanced diet and regular exercise for physical and emotional well-being; adverse effects of drugs, alcohol and smoking; ways to avoid contamination of bacteria and viruses; role of white blood cells and misuse of antibiotics).

As part of the physical world, the learner will be more familiar with physical properties of materials, classifying objects and materials based on their physical properties, and linking the uses of objects and materials with their physical properties. Furthermore, they will enhance their knowledge on renewable and non-renewable sources of energy, using sources of energy in the immediate environment safely and economically, and energy-saving measures that can be applied at home and at work.

Related with the world of technology, the learners will discuss health and safety issues at home and in the workplace including recognising situations of risk and ways how one can avoid accidents. Also, the learners will familiarise themselves with issues related to costs and efficiency of everyday life processes by carrying out an analysis of a particular process or task in terms of energy and efficiency.

Learners will enhance their investigative skills via a project (which includes a site visit designed specifically for different institutes) in collaboration with BirdLife Malta. During a training session, lecturers will be given teaching resources and suggestions for sites to deliver the field teaching aspect and project themes. Via this learning outcome, the learner will be empowered to take action to develop a project that

addresses an environmental issue. S/he will have to analyse the data, interpret and evaluate findings and then communicate them to their colleagues. The learner should realise that everyone can do something which will make a difference and that action can take place not only at the personal level but also at other levels such as community, national and international levels. Learners should understand ecosystem services and recognise that they can be used in all careers to save time, money, resources etc. but that they need to be respected for this to be possible.

Learning Outcomes

On completion of this unit the student will be able to:

1. *Observe and classify objects in the immediate environment*
2. *Link scientific knowledge with everyday life situations*
3. *Research local environmental issues and use problem solving skills to investigate sustainable solutions*
4. *Use scientific knowledge to improve everyday life*

CDKSK-304-2103: Community Social Responsibility

Unit level (MQF/EQF): 3
Credits: 4
Delivery Mode: Face to Face
Total Learning Hours: 100

Unit Description

This key skill presents the opportunity for MQF level 3 learners to explore their individual self through the analysis of their core values and behavioural tendencies. This will bestow insight upon the learners, which will assist them in setting and/or recalibrating their future goals. Through the acquisition of different life skills, learners will be empowered to explore their surroundings and become more responsible towards the environment which hosts them. Delving into what constitutes responsibility towards others, the learners will be presented with the opportunity to recognise the significance of developing an adequate personal conduct. The learners will also be presented with opportunities to develop and/or hone their management and organisational skills, which in return will assist them in becoming more employable and independent. 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 students to analyse their experience, evaluate their own performance and also generate suggestions and recommendations for future good practices.

Learning Outcomes

On completion of this unit the student will be able to:

1. *Examine the relation between personal core values and goal setting.*
2. *Practice organisational skills to establish further independence.*
3. *Identify the practice of proper personal conduct and communication within different communities.*
4. *Evaluate the engagement in a community work experience.*