



MQF/EQF Level 6

BC6-02-21

**B.Sc. (Hons) Financial Services
Management**

Course Specification

Course Description

Targeting one of Malta's strongest economic sectors, this degree in Financial Services offers learners the opportunity to get a detailed insight into the various aspects of financial services, an industry which offers a range of career opportunities ranging from Risk Management to Fund Administration and Wealth Management. Apart from the more technical aspects related to financial services, learners will also gain the required analytical, critical and research skills that are required to work in such a high profile and demanding industry. Learners graduating from this degree find themselves in a very strong position in terms of employment as they are well geared to work in different sectors within this industry.

Programme Learning Outcomes

At the end of the programme the learner will be able to:

- 1. Understand the essential foundations of the financial services industry;*
- 2. Appreciate the various underpinning financial decision making, including risk;*
- 3. Provide financial advice and other retail services within Financial Services Organisations;*
- 4. Develop technical and management skills for a junior managerial career in financial services and for strategic decision making.*

Entry Requirements

MCAST Advanced Diploma in Finance and Insurance; OR

MCAST Advanced Diploma in Financial Services; OR

2 A-Level passes and 2 I-Level passes

Compulsory A-Levels: Accounts and Economics

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 | 90-120 | Less than 30 |
| | Second Cycle Bologna Process | 60 | |
| | Post-Graduate Diploma 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: 4500 hours

Mode of attendance: Fully Face-to-Face Learning

Duration: 3 Years

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 Ghonoq Targa Gap,

Mosta

Institute of Applied Sciences,

Centre of Agriculture, Aquatics and Animal Sciences,

Luqa Road, Qormi

Gozo Campus

J.F. De Chambray Street

MCAST, Ghajnsielem

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 005 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 005 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 through 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 join 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 | Year | Semester |
|-------------------|--|------------|----------|----------|
| CDKSK-503-1907 | English I | 3 | 1 | A |
| CDKSK-503-1908 | English II | 3 | 1 | B |
| BCFIN-512-1501 | Financial Markets and Risk | 12 | 1 | YEAR |
| BCFIN-512-1507 | Assessing Financial Performance | 12 | 1 | YEAR |
| BCFIN-512-1503 | Practice of Financial Advice | 12 | 1 | YEAR |
| BCFIN-512-1508 | Retail Lending | 12 | 1 | YEAR |
| BCFIN-506-1506 | Quantitative Methods for Finance and Investment | 6 | 1 | YEAR |
| BCLAW-506-1805 | Introduction to Law and Compliance | 6 | 2 | A |
| BCECN-506-1501 | Economics | 6 | 2 | A |
| BCRSH-506-1801 | Research Methods 1 | 6 | 2 | A |
| CDKSK-506-2011 | Malti | 6 | 2 | A |
| CDKSK-604-1909 | Entrepreneurship | 4 | 2 | A |
| BCFIN-506-2000 | Introduction to Pension Services* | 6 | 2 | B |
| BCINS-506-1905 | Introduction to Risk and Insurance* | 6 | 2 | B |
| BCFIN-506-1505 | Practice of Islamic Banking and Finance* | 6 | 2 | B |
| BCMGT-506-2001 | Applied Leadership and Management | 6 | 2 | B |
| BCRSH-506-1802 | Research Methods 2 | 6 | 2 | B |
| BCMTH-506-1810 | Applied Business and Financial Mathematics | 6 | 2 | B |
| BCWBL-506-1501 | Further Work Based Learning | 6 | 2 | B |
| CDKSK-602-2105 | Community Social Responsibility | 2 | 2 | B |
| BCFIN-606-1602 | Wealth Management | 6 | 3 | A |
| BCFIN-606-1603 | Globalisation of Financial Markets | 6 | 3 | A |
| BCFIN-606-1604 | Foundations of Risk Management in Financial Services | 6 | 3 | A |
| BCFIN-606-1606 | Fund Management and Administration | 6 | 3 | B |
| BCFIN-606-1607 | Risk Management Practices in Financial Services | 6 | 3 | B |
| BCLAW-606-2000 | Applied Financial Services Law and Compliance | 6 | 3 | YEAR |
| BCMRK-606-2001 | Applied Marketing for Financial Services | 6 | 3 | YEAR |
| BCSTA-606-1801 | Handling Business Data and Statistics | 6 | 3 | YEAR |
| BCDIS-612-1601 | Dissertation | 12 | 3 | YEAR |
| Total ECTS | | 180 | / | / |

***Students to choose 1 elective subject from the below**

- *Practice of Islamic Banking and Finance*
- *Introduction to Pension Services*
- *Introduction to Risk and Insurance*

BCFIN-512-1501: Financial Markets and Risk

Unit Level (MQF/EQF): 5

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

The unit is designed to provide an introduction to the environment within which the financial services industry operates and to explore the main components of the financial system.

It begins by describing the major financial institutions, the markets within which they operate and the main participants in the markets. The emphasis is on how the financial system works and on the inter-relationships between market participants and stakeholders.

The unit goes on to explain the core concepts of a monetary system, such as the money supply, inflation and the factors influencing interest rates and foreign exchange rates. It describes the role of monetary policy in controlling inflation and the role of the central banks in providing liquidity to the markets.

The unit also explores the concept of risk, and the nature of the risks relating to the financial markets, financial institutions and non-bank companies. Particular attention is dedicated to the management of risk. This includes the concept of hedging and financial products and strategies for managing risk, but also extends to issues such as systemic risk, capital adequacy and liquidity risk.

The unit also covers the principles and nature of regulation in the financial markets, and the impact of regulation on the markets and financial institutions.

There is emphasis on current trends and issues in the financial markets, including those of ethics and sustainability, so that the unit has direct and up-to-date relevance for individuals working in the financial services industry.

Learning Outcomes

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

1. *Demonstrate knowledge and understanding of financial institutions and be able to identify the different types of services that they provide to meet the needs of their customers;*
2. *Identify and explain the concepts of money, interest rates, exchange rates and inflation and identify and explain the main functions and importance of the monetary and financial system;*
3. *Demonstrate an understanding of the concept of risk and its importance;*
4. *Demonstrate an understanding of the reasons for regulation of the financial services industry and be able to understand the key principles of that regulation, including both statutory and self-regulation;*
5. *Recognise and appreciate the influences on financial institutions and markets, including financial intermediation and disintermediation, and ethical and sustainability issues;*
6. *Identify and analyse the factors influencing monetary policy, its functions and the role of central banks in the management of liquidity, the money supply and the rate of inflation. To be able to analyse the implications of changes in exchange and interest rates;*
7. *Analyse the types and levels of risks and how they can be managed;*
8. *Analyse the roles and objectives of the regulators of the financial services industries in Malta and internationally, and analyse particular regulatory needs in a given situation.*

BCFIN-512-1507: Assessing Financial Performance

Unit Level (MQF/EQF): 5

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

The unit is designed to provide an introduction of how organisations set and monitor core areas of their business. The unit focuses on how market participants can understand, explain and enhance the performance and objectives of organisations. The objectives are generally expressed in financial terms but at a business department/function, objectives are expressed in non-financial terms.

It begins by describing the dynamic environment in which businesses operate and the main stakeholders in a business organisation and how they interact to make decisions. Initially, the unit will also introduce financial performance information by looking at the contents of financial statements and examine approaches to interpret and evaluate financial statements.

The unit goes on to describe the fundamental accounting concepts, the difference between profit and cash flow, and the differing accounting bases of measurement. The regulatory requirements of financial reporting and the interrelationships of financial statements will also be covered.

The unit also explores the double-entry system of accounting and the recording of transactions, focusing on the accounting for inventory, depreciation, accruals, prepayments, provisions, contingencies and the use of suspense accounts and the correction of errors. An understanding of the nature and structure of cash flow will be discussed. The unit will then cover the production of financial statements and how accounting ratios to assess profitability, efficiency and liquidity of a particular organisation can be calculated.

The unit will then review the role and the preparation of budgets and how can they be used to forecast an organisation's performance. The unit concludes by examining the use of performance indicators in the non-financial elements of the balanced scorecard

approach. Topics covered include the four perspectives of the balanced scorecard and how they are linked.

Learning Outcomes

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

1. *Demonstrate an understanding of market participants that make use of financial information, the financial statements that are presented to them and the qualitative characteristics that make the financial information useful;*
2. *Understand the principles of double-entry book-keeping including the recording of transactions through day books, ledgers and journals;*
3. *Prepare a set of financial statements, including the Statement of Profit or Loss, Statement of Financial Position and Statement of Cash Flows;*
4. *Identify and explain pertinent data for measuring performance including the use of financial ratios as part of an analysis / appraisal of an organisation's financial position, performance and liquidity, and recognise the limitations of such financial analysis;*
5. *Understand the objective-setting and monitoring process including budget setting and budget preparation for performance forecasting;*
6. *Demonstrate an understanding of the purpose and components of the balanced scorecard approach to setting and monitoring performance measures of organisational success;*
7. *Use the principles of the balanced scorecard approach to assess the non-financial aspects of business performance and recognise its limitations.*

BCFIN-512-1503: Practice of Financial Advice

Unit Level (MQF/EQF): 5

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

This unit has been designed to provide students with sound knowledge and understanding of the skills required to provide effective financial advice. It focuses on how the advisor can identify the needs, goals and risk tolerance of the investor subject to the investor's constraints. The main aim of this unit is to enable the adviser to formulate an investment policy statement (IPS) and delimit an investment strategy and/or planning to address the financial needs of the investor.

It begins by detailing the regulatory and ethical framework that embraces the financial advice environment. The first part considers the financial regulator responsibilities and its approaches and covers ethical behaviour and professional standards.

The unit goes on by considering the role and relevance of taxes. Because tax-efficient strategies vary across countries and individuals, it is of utmost important that tax-efficient strategies need to be devised for investment construction and wealth transfer. The unit also describes the importance of the macro-economic environment and its impact on asset classes and investment planning.

Risk management is a key component of investment management. The unit incorporates this key component by explaining the nature and impact of the main types of risk on the performance of asset classes and how can they affect the investments and planning of the individual investor. The unit then analyses the different types of customer needs, taxes implications, retirement planning and the interrelationship of regulation and taxes.

The unit also touches briefly on behavioural finance. It distinguishes between cognitive errors and emotional biases and how these biases affect investment policy and asset allocation decisions. The unit concludes by developing the learners' understanding of the importance of gathering information client information and needs consumer and devising investment strategies and planning through practical application.

Learning Outcomes

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

1. *Explain the role of the financial regulator with specific focus on the principles and rules of the regulatory framework relating to financial advice environment;*
2. *Understand and explain the role and relevance of taxes in relation to individuals and investments;*
3. *Describe and evaluate the macro-economic environment and its impact on asset classes;*
4. *Identify and explain the nature and impact of the main types of risk on investment performance and how risk can be contained;*
5. *Describe the main financial instruments to minimise risk;*
6. *Distinguish between cognitive errors and emotional biases and evaluate how these biases affect investment policy and asset allocation decisions and be able to recommend approaches to contain their effects;*
7. *Describe the advisor-client relationship and how it can be detailed in an investment policy statement (IPS);*
8. *Explain the ethical responsibilities of financial advisors.*

BCFIN-512-1508: Retail Lending

Unit Level (MQF/EQF): 5

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

This module has been designed to provide students with a sound introductory level of knowledge and understanding of the requisite skills to effectively manage the varied lending requests made by customers. In this context customers are defined as consumers, micro-enterprises and small charities and associations.

The early syllabus sections provide a broad framework of the lending environment, ensuring that the student is aware of the implications of lending responsibly, in compliance with the legal and regulatory environment in which lenders operate, before moving on to analyse the range of lending services that can now be offered to satisfy those borrowing needs.

Increasingly, such facilities are administered on a centralised basis - whether by bankers, credit operators, or others - and may be delivered electronically, by cheque, plastic card or other debit transaction. The subject is therefore relevant to all such providers of consumer credit. Note: Students will be familiar with at least the basic characteristics of the products described above, and how they are used.

The syllabus provides the student with an overview of the whole lending process. This includes a review of the lending cycle, including making the initial lending decision, but also moving on to discuss the control and monitoring of any lending made, early warning signals that repayment of the debt could potentially be an issue and, where necessary, consideration of the process of debt recovery.

The general principles and features of collateral/security are considered, in outline only, together with an overview of some of the advantages and limitations of differing types, whether direct or third party. However, there is no detailed coverage of the specific legal aspects of taking and perfecting particular forms of collateral, nor of the legal intricacies of different methods of dealing with insolvency, both of which can vary significantly according to geographic location.

Learning Outcomes

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

1. *Evaluate the borrowing and lending environment in which lenders operate;*
2. *Demonstrate an understanding of the various types of lending solutions;*
3. *Describe and apply judgmental lending analysis and application scoring theory for lending decisions;*
4. *Understand all the stages involved in the lending application process;*
5. *Demonstrate a broad understanding of customer management in the lending function, which involve authorisation, controlling the lending portfolio through behavioural scorecards and granting additional credit;*
6. *Evaluate the need to monitor and control lending once approved, in line with the 'lending cycle': from the initial lending decision, to recognition of early warning signals, control actions and refinancing;*
7. *Describe how the customer relationship is managed should the recovery of debt be necessary, understand the possible routes for customers to deal with their liabilities and evaluate how delinquent accounts are handled by the organisation.*

BCFIN-506-1506: Quantitative Methods for Finance and Investment

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This module provides students with an understanding of the quantitative methods for finance and investment at an introductory level. This includes the ability to formulate problems into quantitative models, to aid the successful resolution of the problem. Students will learn how to apply statistical methods to analyse past data and infer future trends. Using output from mathematical and statistical models, students will learn to analyse, interpret and derive potential outcomes from quantitative information.

Upon completion of this module students will be able to demonstrate an understanding of applying quantitative techniques to a range of problems in the accounting, finance and investment environment. Students will also be able to communicate the results of quantitative analyses in the contexts of accounting, finance and investment, to both specialists and non-specialists, recognising any limitations of the underlying models.

Learning Outcomes

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

- 1. Understand basic mathematical concepts;*
- 2. Collect and present data using methods that are appropriate within a business context;*
- 3. Summarise statistical data using appropriate methods;*
- 4. Use index numbers within a business context;*
- 5. Understand the principles of probability and its link to risk;*
- 6. Apply the concepts financial mathematics in a business context;*
- 7. Use statistical methods to analyse past data and infer future trends.*

BCLAW-506-1805: Introduction to Law and Compliance

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Financial Services Organisations (FSOs) operate within an increasingly complex regulatory environment and thus considerable importance is being placed on the implementation of compliance programs. Therefore, the purpose of this unit is to introduce learners to the main laws that regulate the local financial services industry and respective compliance programmes.

The unit is designed to introduce learners to the Maltese legal system, the different categories of laws and the Maltese legal infrastructure. Contracts are essentially part and parcel of the day-to-day business of financial services and therefore understanding the fundamental concepts relating to rights, obligations and contracts are a must to learners wishing to pursue with their career in this area.

The unit also is designed to provide a good foundation to learners in relation to the legal principles relating to organisations and the different legal forms that exist under Maltese law. In addition, it is considered essential for learners to grasp the basic concepts in relation to money laundering and financing of terrorism and the confidentiality and data protection aspects within the industry.

The unit concludes by considering the fundamental principles of compliance so that, following completion of this unit, learners will be able to understand better the importance of compliance for the organisation and the industry itself.

Learning Outcomes

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

1. *Understand the Maltese legal system;*
2. *Examine rights and obligations, of a contract in a financial services environment;*
3. *Explain the legal principles relating to legal organisations;*
4. *Evaluate the legislative framework concerning the prevention of money laundering and the funding of terrorism;*
5. *Understand the importance of confidentiality and data protection in the financial services industry;*
6. *Understand the importance of compliance within an organization and the financial services industry.*

BCFIN-506-2000: Introduction to Pension Services

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The starting point of this unit is to introduce the main issues which Malta is facing with respect to demographic developments. Throughout this unit an analysis of the implications of ageing and demographic changes to the local state funded system will be carried out. This will set the scene for the need of improving the current pension system.

The unit will delve into the three pillars of the pension system which are utilised across the European unit. This unit aims to provide learners with the ability to assess and analyse the three different pillars of the pension system.

Upon completion of the unit, the student is expected to be able to critically analyse the local pension system whilst proposing changes to the current system which will ensure sustainability and adequacy in the spending of government funds.

Learning Outcomes

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

- 1. Analyse the impact of demographic changes in Malta on the local pension system;*
- 2. Explain the role of the state funded pension system and the rationale for Government intervention in retirement provision;*
- 3. Assess the adequacy of the occupational and earnings pension systems;*
- 4. Explain the voluntary funded pension system by providing an overview of the objective and assess longevity risk.*

BCINS-506-1905: Introduction to Risk and Insurance

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The need of any insurance lies in the provision of compensation to the insured following a loss which is covered under the policy. In essence, the risk is transferred from the insured to the insurer. As a result, customers pay a known amount called the 'premium'. This is an anticipation in case something goes wrong, and as a result a loss would be suffered by the insured. In that case, the insurer will compensate them financially. The customers are thus buying peace of mind and it is at the claims stage that the insurance organisation will prove its worth.

A thorough understanding of the principles of insurance will ensure that the underwriters shall provide the necessary information to the clients about the legal requirements and cover afforded by the policies. If the information is not clear or incorrect the relationship with the customer can be terminated and consistently poor misguidance will severely jeopardise the reputation of the insurer.

It is, thus, fundamental that any person working within the insurance sector should possess a good understanding of the concept of risk relating to insurance, the principles of insurance and the constituents of an insurance policy. This course will give an introduction to the concept of risk for insurance purposes and the pillars of insurance, better referred to as the principles of insurance.

Learning Outcomes

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

- 1. Examine the concepts of risk within the insurance industry;*
- 2. Understand the general principles of contract law in relation to insurance;*
- 3. Outline the principles of insurance;*
- 4. Explain the generic structure of an insurance policy.*

BCFIN-506-1505: Practice of Islamic Banking and Finance

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The unit is designed to ensure that students who have completed the introductory module on Islamic Banking and Finance are able to understand how the principles learned are applied in practice. Furthermore, this unit will ensure that students are familiar with the contractual principles used in all Islamic Finance agreements.

This course shall provide an introduction to the main Islamic contractual principles and how they developed. It shall also chart the restrictions which are imposed on all Islamic finance agreements, and the rationale behind these restrictions. Students will be introduced to the following topics:

1. the doctrines of Islamic commercial and contract law;
2. the autonomy of the will and freedom of contract principles from Islamic law perspective.

At the latter stages of the course the main five divisions of Islamic financial alternatives are set out which will be analysed in comparison with the conventional banking products.

Finally, this unit goes on to consider some of the legal difficulties that the operations of Islamic banking encounter.

Learning Outcomes

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

1. *Understand the key features of Islamic contract law and explain how they influence Islamic finance agreements;*
2. *Describe the complex structure of Islamic banking products and the main contract types upon which they are based;*
3. *Compare and contrast Islamic banking products and their conventional western counterparts;*
4. *Apply their knowledge of the main types of Islamic finance agreements.*

BCMGT-506-2001: Applied Leadership and Management

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Effective leadership and management are fundamental to the success of any organisation. This unit has therefore been designed to develop the learners' knowledge and understanding of organisational management and leadership issues.

Primarily, students will understand the difference between the function of a manager and the role of a leader. The characteristics, behaviours and traits which support effective management and leadership are considered. In addition, the importance of ensuring an effective human resource management function within the organisation is also tackled. Employees are the lifeblood of any organisation and being able to attract, recruit and retain talented people is at the core of the human resource function.

The unit also examines the role which leaders and managers play in the operations of an organisation by considering organisational structures, mission, objectives and strategies, power, authority and culture, change management and the increasing importance of organisations operating in a socially responsible manner. Lastly, the unit also allows learners to appreciate the importance of understanding an organisation's external environment and stakeholders.

Learning Outcomes

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

1. *Distinguish between the role of a leader and of a manager within an organisation;*
2. *Analyse the effectiveness of an organisation's human resource management function;*
3. *Examine the role leaders and managers play in the operations of an organisation;*
4. *Evaluate an organisation's external environment and key stakeholders.*

BCECN-506-1501: Economics

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit is designed to provide an introduction to the general principles of microeconomics and macroeconomics with application to financial products and markets and to the economy as a whole.

The module begins with an overview of microeconomic theory. It considers the allocation of scarce resources in mixed economies and describes how this happens via the market mechanism. It considers the theories of price and of competition and then looks at why and how governments intervene in free markets.

The module goes on to describe national income identities and discusses critically the extent to which they can be used to compare living standards over time and between countries. The module then turns to macroeconomic theory. It takes a brief look at conflicting Keynesian and monetarist theories, describes a country's main macroeconomic objectives and analyses how monetary, fiscal and supply-side policies can be used to achieve a sustainable economic position.

Finally, the module studies international trade, a country's balance of payments position and the exchange rate of its currency. It looks at the work of international economic institutions.

Learning outcomes

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

1. *Understand the fundamental economic problem in terms of the allocation of scarce resources;*
2. *Demonstrate a descriptive and graphical approach to the theory of price and the theory of competition;*
3. *Explain the concept of market failure and its related reasons;*
4. *Describe the main national income identities, explain the relationships between them and critically discuss their use in assessing living standards;*
5. *Understand the main variables underpinning the Keynesian theory of employment and the relationships between them;*
6. *Understand the main objectives of government macroeconomic policy and explain the main tools of monetary and fiscal policy;*
7. *Understand international economic issues and describe the functions of international economic and financial organisations.*

BCRSH-506-1801: Research Methods 1

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Research is conducted in many ways in a wide variety of contexts and for different purposes. Research can have a considerable impact upon organisations and their employees.

The intricacy of organisational issues makes it difficult to understand them fully. Issues are complicated when they involve many interconnected causes and consequences. Researching an organisational issue or problem involves additional stakeholders who bring with them additional tensions and this unit is designed to highlight these tensions with an aim to develop learners' relationship skills with stakeholders.

Research is rarely straightforward and is undertaken by means of individual and self-contained stages; the research process is more integrated.

To avoid disorder Research Methods 1 is designed is designed to prepare learners to successfully undertake supervised research projects by working within an orderly framework. The unit aims to develop learners' understanding of research by identifying and developing appropriate techniques for the purposes of individual research. Research skills will be of value to learners' future career.

The unit is designed to provide learners with an awareness of the research stages required to complete the research process by considering research methodologies and types of research data that can be used and their appropriateness for particular types of research.

Learning Outcomes

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

- 1. Describe the basic research process model.*
- 2. Explain the importance of research.*
- 3. Identify stakeholders in research and ethical considerations.*
- 4. Produce a research proposal by applying data handling techniques and interpreting key data.*

BCRSH-506-1802: Research Methods 2

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit utilises and builds on the knowledge and understanding developed in Research Methods 1 and is designed for students who wish to develop their personal and professional research skills.

A key skill is an ability to analyse situations and use investigative techniques to underpin problem solving and decision making. Therefore, research training is fundamental to academic and professional development and this unit designed to help students develop the skills to undertake a supervised research project, relevant to their course and of their choice.

This unit is designed to be practical in nature and as such both the contents and processes are to be assessed to ensure that the learner can demonstrate both knowledge and application of that knowledge in the context of a research project. This unit is designed to encourage students to systematically gather and analyse relevant research literature to underpin a robust research question and to evaluate and research and methods suited to their chosen topic.

This unit is designed to encourage students to think critically and enhance the learners' critical thinking, analysis and interpretation of qualitative and quantitative data. This unit encourages the development of effective problem solving and decision making, communication and time management skills.

Learning Outcomes

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

1. *Demonstrate fundamental research skills.*
2. *Plan & carry out a research project.*
3. *Present findings of the research including the application of data handling techniques.*
4. *Outline the implications of these findings for 'best practice'.*

BCMTH-506-1810: Applied Business and Financial Mathematics

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Applied Business and Financial Mathematics aims to introduce students to more complex mathematical and statistical concepts which may be applied to business and financial setups. Students are introduced to linear programming and the idea of finding the optimal solution of an objective function. The area of linear algebra is used to formally present students with data which is of a multivariate nature; a common occurrence in business and financial data. To this end, the topics of vectors and matrices are covered in detail in this unit. As a result, the variance-covariance matrix and the correlation matrix are discussed as a generalisation of their univariate counterparts. Calculus is an integral part of any course in business and financial statistics. Therefore, this unit presents elementary differentiation and integration. Finally, statistical distributions, both discrete and continuous are discussed and applied to solve problems related to business, finance, and economics.

Learning Outcomes

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

- 1. Use linear programming to solve minimisation and maximisation problems;*
- 2. Apply concepts from calculus to solve business and financial problems;*
- 3. Produce production plans and/or forecasts using linear algebra;*
- 4. Summarise multivariate data;*
- 5. Describe and solve business and financial problems in terms of probabilistic models involving discrete and/or continuous random variables.*

BCWBL-506-1501: Further Work Based Learning

Unit Level (MQF/EQF): 5

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

In this unit learners will be given a business-relevant project that can be designed in conjunction with business partners, or if this is not possible, then by the programme delivery team. It is essential that the learner is encouraged to foster links with the business community to help facilitate the completion of the unit.

In business the successful undertaking of tasks may often depend on the application of knowledge and skills in more than one subject area. It may be necessary to combine the knowledge and skills of several subjects and integrate them with the ability to analyse and evaluate. The learner should be encouraged to use all subject knowledge gained up to this point to ensure the success of this project.

This unit aims to give learners the opportunity to build skills and competences in planning and carrying out a project which involves critical analysis, evaluation and synthesis of ideas, concepts, information and issues which are within the common understanding of their subject discipline.

Learners are encouraged to integrate the knowledge and skills developed throughout the whole programme. The project will provide experience in carrying out a realistic work-related project by planning and organising work, carrying it through to completion and reporting findings.

Learners will also reflect on their progress on the unit to identify areas of strength and opportunities for improvement for the future.

Undertaking this project will also give learners the opportunity to develop skills for employment in a business role.

Learning Outcomes

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

1. *Prepare a project proposal in response to a specific remit.*
2. *Outline how the project will be carried out including timelines using an appropriate software package.*
3. *Carry out the project to meet the specifications given.*
4. *Evaluate the project in terms of efficiency and effectiveness.*

BCLAW-606-2000: Applied Financial Services Law and Compliance

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The Financial Services Industry has become more complex in the last decade primarily due to increasing compliance requirements imposed by the EU and transposed in the local environment. This Unit of study aims to provide a solid understanding of the main laws that regulate the local financial services industry and understand how compliance programmes should be implemented.

The unit is a continuation on the Unit entitled 'Introduction to Law and Compliance'. It commences by introducing contracts in the financial services context. Subsequently, an evaluation of the regulatory framework is undertaken by exploring the banking, insurance and securities markets regulatory framework.

This unit also considers the statistical reporting requirements with which licenced entities are required to comply with. The importance of such compilations and the different periods are explored depending on the various sectors within the same industry.

In conclusion, learners will then undertake studies related to consumer protection and compliance. On completion of the unit, learners will be able to develop appropriate compliance programs to monitor, manage and mitigate compliance risk.

Learning Outcomes

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

1. *Examine the elements of a contract in a financial services environment;*
2. *Evaluate the local financial services regulatory framework;*
3. *Explain the financial and statistical reporting which is made to competent authorities;*
4. *Understand the importance of consumer protection in the financial services industry;*
5. *Understand the importance of compliance in the financial services industry.*

BCFIN-606-1602: Wealth Management

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This module builds upon the learners' previous knowledge of financial markets and products, by considering the specific services offered by a wealth management division and the financial planning services that are provided to clients according to their particular requirements. It has been designed to provide learners with a sound knowledge and understanding of the wealth management industry, its clients and their respective needs, and related wealth management investment strategies, including tax implications.

The unit commences by considering the unique characteristics of the wealth management industry and highlights its increased significance. It also considers the major changes occurring over the past recent years within the wealth management industry, in particular the changes in clients' behaviour and needs. In view of all this, it is extremely important for wealth managers to identify, understand and address changing clients' needs and preferences to be able to develop appropriate investment solutions. Consequently, the wealth management model and its client-centric approach would really help wealth managers to fully understand clients' requirements.

The role and relevance of taxes in investment decision-making is also considered. The unit considers the various types of taxation systems found in Malta, the tax implications on wealth management and any practical and ethical issues that need to be considered by wealth managers when providing tax efficient advice.

Learning Outcomes

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

1. *Define the wealth management segment and identify its main distinctive characteristics;*
2. *Provide a detailed description of the wealth management model and discuss the main reasons and challenges for adopting it;*
3. *Analyse the market for wealth management products;*
4. *Identify clients' investment needs and present suitable investment recommendations;*
5. *Analyse issues related to tax and taxation planning.*

BCMRK-606-2001: Applied Marketing for Financial Services

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Marketing is an essential element of any business today as it enables businesses to create an identity and to portray this image to their customers with the aim of inspiring trust and finally driving business. The financial services area is no exception. As competition increases, businesses need to find differentiation criteria that enable them to attract and retain the most valuable customers.

In this unit, learners will develop an in-depth understanding of how financial services organisations identify, anticipate and meet the needs, expectations and aspirations of customers to ensure the effectiveness of an organisation's marketing effort.

Learners will also develop an understanding of the importance of being aware of changes in the market (including the competitive landscape), which is having a significant impact on the customers of financial services organisations and the way the organisations interact with customers.

Learners will also develop knowledge, understanding of, and skill in, the use of different marketing tools, techniques and concepts and how these can be used in practice. Focus will be given as to how financial services organisations employ marketing practices to ensure sustained and profitable growth in their businesses.

Learning Outcomes

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

- 1. Explain the role of marketing in financial institutions;*
- 2. Analyse the components of the marketing environment and their impact on marketing activities;*
- 3. Recognise the importance of marketing research;*
- 4. Apply different segmentation, targeting and positioning techniques in the financial services industry;*
- 5. Discuss the use of the extended marketing mix in a financial services environment.*

BCFIN-606-1603: Globalisation of Financial Markets

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will provide learners with an understanding of the implications of financial market integration and the emergence of a global financial system. In addition, through this module, learners should be able to understand the impact that globalisation has on the operations of international financial markets and finance models.

Starting with an overview of globalisation and the international financial system, the unit eventually progresses by considering the role of financial markets and institutions in sustaining the global financial system. Subsequently, the way in which the globalisation of financial markets is affected by risk and the key drivers of change, such as regulation and government policy, is considered. Additionally, the role of various financial instruments and markets within a global setting is considered. This includes bonds, interest rates, central banks, foreign exchange markets and international equity markets.

Since the globalisation of financial markets is a highly dynamic field of study, learners are encouraged to keep constantly up to date with current developments in the area. The module will broaden the learners' knowledge of the financial services industry from an international point of view, so that they will be able to fully appreciate the opportunities and risks that the globalisation process brings about.

Learning Outcomes

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

1. *Understand globalisation and the international financial system;*
2. *Analyse the role of international financial markets and institutions in sustaining the global financial system;*
3. *Evaluate how the key drivers of change and risk impact the globalisation of financial markets;*
4. *Analyse the function of bonds, interest rates and central banks in the global financial system;*
5. *Analyse the role of foreign exchange (forex) markets and equilibrium in the globalisation of financial markets;*
6. *Examine the growth and development of international equity markets.*

BCFIN-606-1604: Foundations of Risk Management in Financial Services

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Organisations that operate within the financial services industry face various risks and so it is essential that a robust approach to risk management is adopted by such organisations. This unit primarily considers how risk is identified and measured by Financial Services Organisations (FSOs). It starts off by considering the fundamental principles of risk management and the application of risk management in the financial services industry. Subsequently, the different stakeholders of the financial services industry and their attitudes towards risk management, together with the role of corporate governance and ethics in influencing a risk culture are considered.

Through this unit, learners will also learn about the different categories of risk within the financial services industry together with a range of techniques that are used to identify risks within the aforementioned industry. The characteristics, appropriateness of use and limitations of such risk identification techniques are considered. Furthermore, the risk indicators within the financial services sector are also considered so that learners will be able to identify the risks arising and their resulting impact. Subsequently, the measurement of risks to which a financial services organisation is exposed is also considered. This involves the methods used to measure market risk, credit risk, operational risk and the Capital Asset Pricing Model (CAPM).

Learning Outcomes

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

1. *Explain the history and fundamental principles of risk management in financial services;*
2. *Analyse the influence of stakeholders, corporate governance and ethics on risk management in financial services;*
3. *Identify the risks to which a local financial services organisation is being exposed;*
4. *Measure the risks to which a local financial services organisation is being exposed.*

BCSTA-606-1801: Handling Business Data and Statistics

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Statistics is the science of collecting and interpreting data, and then using this data to draw inferences. This module will discuss the collection of data using appropriate sampling techniques, as well as the techniques that can be used to make predictions and derive estimates about a large body of data. The ability to construct confidence intervals and to assess the level of reliability of inferences, which perhaps is the most important aspect of handling business data and statistics, will be analysed in detail. The content should integrate with the other modules. The ability to handle business/financial data and statistical results should serve as a springboard for sound decision-making in business and/or financial services areas.

Learning Outcomes

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

- 1. Describe, evaluate and justify the use of sampling methods and techniques;*
- 2. Make inferences related to a business scenario by using confidence intervals and hypothesis testing;*
- 3. Analyse and generalise the relationship between two variables;*
- 4. Use principal component analysis to reduce the dimension of a given set of data.*

BCFIN-606-1606: Fund Management and Administration

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The aim of this unit is to give students a practical insight into the funds industry, which is one of the most thriving within the local financial services environment. The unit will focus on the environment in which investment management takes place and the way in which funds are operated.

Primarily, the unit considers the fundamental concepts of fund administration and management. These include funds-related terminology, an overview of the local funds industry and the process and documentation involved in setting up and launching an investment fund. In addition, the roles and responsibilities of the main service providers and stakeholders of the funds industry are considered. Learners will also learn about the book-keeping entries that are used to record portfolio transactions and general ledger entries, and the various calculations involved in fund accounting. In addition, the ways in which a fund's assets may be valued using appropriate pricing sources, and asset verification and control procedures are considered. The statutory reporting requirements and importance of cash management procedures for an investment fund are also considered.

Following completion of this unit, learners will be able to analyse the impact of regulations and risk on the local funds industry. The key areas of regulation relating to fund management and administration, the different types of agreements, the sources of risk in fund administration and management and the importance of compliance by an investment fund are considered.

Learning Outcomes

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

1. *Understand the fundamental concepts of fund administration and management;*
2. *Explain the roles and responsibilities of the main service providers and stakeholders of the funds industry;*
3. *Calculate the valuation of an investment fund and complete accounting procedures;*
4. *Analyse the impact of regulations and risk on the local funds industry.*

BCFIN-606-1607: Risk Management Practices in Financial Services

Unit Level (MQF/EQF): 6

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit builds upon the unit entitled “Foundations of Risk Management in Financial Services”. It takes a practical approach towards risk management by considering how risk is evaluated by Financial Services Organisations (FSOs) so that the appropriate response to risk is adopted. Initially, the main standards and regulations concerning risk management in the financial services industry are considered. These include the Risk Management and Internal Capital Adequacy Assessment Process, the Forward Looking Assessment of Own Risks concept, the Basel recommendations, Solvency II Directive, Capital Requirements Directive (CRD) and the Markets in Financial Instruments Directive (MiFID). Subsequently, the unit progresses to consider how the results obtained from risk measurement can be evaluated, so that eventually appropriate recommendations can be made for FSOs to adopt a sustainable risk reward profile that optimises risk and return.

Following the completion of this unit, learners will be able to apply a range of risk management response techniques. This includes concepts related to, and the importance of risk avoidance, transference, retention and acceptance. In addition, the use of various financial instruments as a risk management response is also considered. Finally, the communication strategies through which FSOs keep their stakeholders informed of the risks they are exposed to and the importance of controlling, monitoring and enhancing the risk management process are considered.

Learning Outcomes

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

1. *Understand the main standards and regulations concerning risk management in the financial services industry;*
2. *Evaluate the results obtained from risk measurement and make recommendations to optimise risk and return;*
3. *Apply a range of risk management response techniques;*
4. *Understand the importance of risk communication and review of the risk management process.*

CDKSK-503-1907: English I

Unit Level (MQF/EQF): 5

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit is intended to be run in the first semester of the first year of undergraduate degree programmes and consolidates prior knowledge, skills and competences in English reading, writing, listening and speaking by further strengthening the more academic functions of the language.

English I is intended to be an EAP (English for Academic Purposes), focusing specifically on improving learners' awareness of, and familiarity, with the core skills necessary for successful academic reading and writing in English, especially preparing them for the rigours of extended writing by research and the reading of academic sources of information.

Learners will become familiar with academic features of style and the principles and mechanics of good text structure. They will also learn how to consult, understand and use secondary material from academic sources within their field of study and effectively integrate it as part of a larger argument or body of work.

Learning Outcomes

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

1. *Recognise the form, content and style of academic texts;*
2. *Use an academic style of writing when working on assignments and dissertations;*
3. *Reproduce secondary content by means of direct and indirect quoting methods;*
4. *Apply proper referencing conventions when citing secondary content.*

CDKSK-503-1908: English II

Unit Level (MQF/EQF): 5

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit is intended to be run in the second semester of the second year of undergraduate degree programmes and consolidates prior knowledge, skills and competences of Academic English by further strengthening reading, writing, listening and speaking skills as determined by the rigours of pre-dissertation research.

English II is targeted at learners who have successfully completed their degree programme's first year and exposes undergraduate students to a higher level of critical reading and writing skills demanded in the second and final years of the degree programme. This usually involves the identification and select reading of academic texts, their review and their eventual use in a research proposal, dissertation and academic presentation.

It is also the objective of this unit to train learners to be more aware of, and proficient in, spoken Academic English as this becomes a key requirement at this level of studies.

Learning Outcomes

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

1. *Evaluate academic sources of information when working on own dissertation;*
2. *Produce texts of an academic nature using appropriate language and style;*
3. *Communicate verbally in a manner which conveys proficiency of the subject being researched;*
4. *Respond effectively to key questions in relation to research in own field.*

CDKSK-602-2105: Community Social Responsibility

Unit Level (MQF/EQF): 6

Credits: 2

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 50

Unit Description

This unit focuses on community and social responsibility skills and provides an opportunity for learners to better understand themselves and others, as well as establish goals in life. Community and social responsibility skills enable learners to understand their strengths and areas that need improvement while preparing them for life, employment and to become active citizens in society.

Moving away from traditional delivery of other units, learners will be empowered to take ownership of their learning process. Hence, this unit will be delivered through a combination of workshops, small-group sessions with mentors and various opportunities to reflect.

The first set of sessions will focus on the self, the ability to work independently and the important values in life. The second set of sessions will focus on working with others, dealing with diversity and conflicts. Furthermore, at the end of the sessions, learners will be introduced to the importance of active citizenship in life.

Learning Outcomes

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

1. *Identify personal goals through self-reflection.*
2. *Evaluate how collaboration with others can be more effective.*
3. *Explain the importance of giving and receiving feedback.*
4. *Contribute actively to make a difference in society.*

CDKSK-604-1909: Entrepreneurship

Unit Level (MQF/EQF): 6

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

The working definition of '**entrepreneurship**' employed in this unit is that stated by the European Commission: "*Entrepreneurship refers to an individual's ability to turn ideas into action. It includes creativity, innovation and taking calculated risk, as well as the ability to plan and manage projects in order to achieve objectives. This supports everyone in day-to-day life at home and in society, makes employees more aware of the context of their work and better able to seize opportunities, and provides a foundation for entrepreneurs establishing a social or commercial activity*" (Entrepreneurship in Vocational Education & Training, June 2009).

In line with this definition, the unit places an emphasis on fostering a mind-set that *entrepreneurship* is the vehicle that drives *creativity* and *innovation*. The learner will, amongst others, be encouraged to gain an insight as to how to investigate customer needs and markets to generate an innovative idea for a start-up; participate in the realistic simulation of the creation of a start-up¹; create and pitch sections of a business plan, as well as draft sections of a business plan for an identified business idea.

The assessment of the unit is designed in a way to provide an opportunity for learners to strengthen transversal competencies which UNESCO highlights as necessary for the 21st century. These include intrapersonal skills, interpersonal skills, critical and innovative thinking, media and information literacy and global citizenship.

¹ 'Doing effective entrepreneurship' is firmly grounded in theory, yet the *chalk and talk* delivery mode is not promoted in this unit. Rather, *actionable theory through practice* is strongly encouraged. *Realistic simulations*, limited not only to in-class activities such as *discussions* of the problems faced in the different phases of a business, especially in the process of commercialisation of innovative products and services, and *on-paper* creative management strategies, are considered essential.

Learners with different backgrounds and experiences are required to contribute actively in a team to prepare the necessary work towards initiating a successful business venture.

In this unit, learners will become familiar not only with the main theories related to entrepreneurship and business start-ups but will have the opportunity to explore, interact and learn from a number of first-hand situations. The challenges of working with diverse team members will provide the learners not only with the possibility to look at entrepreneurship ideas from different perspectives, but also to come up with more creative, original and feasible solutions to challenges that will arise.

The practical and realistic element of the unit will allow learners to engage and interact with different stakeholders from industry and public institutions. This real-life interaction will provide the ideal set up to link theory with practice in the real world. Learners are encouraged to get out of their comfort zone and explore their entrepreneurial spirit by combining creativity, innovation and risk taking to help seize an opportunity, improve current situations or solve problems they encounter in the real world.

Learning Outcomes

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

- 1. Understand the terms “entrepreneurship” and “entrepreneur” and techniques used to generate and evaluate business ideas;*
- 2. Examine important considerations while developing a new business idea;*
- 3. Apply business planning and control initiatives while developing a new business idea;*
- 4. Contribute effectively in a team to develop a concept prototype of a feasible product/service idea.*

CDKSK-506-2011: Malti

Il-Livell tal-Unità: (MQF/EQF): 5

L-Għadd ta' Kreditu: 6

Mod ta' Tagħlim: Preżenti

Total ta' Sigħat ta' Tagħlim: 150

Deskrizzjoni tal-Unità

Lingwistikament Malta dejjem aġġornat ruħha mal-ħtiġijiet tal-Ewropa u l- Mediterran. Ġeografikament pajjiżna kien u għadu iżolat mill-bqija, u propju kien dan l-istess iżolament li ħalla impatt daqstant qawwi fuq l-iżvilupp tal-ilsien Malti. Bl-avvanz fit-teknoloġija Malta ma baqgħatx iżolata mill-bqija tad-dinja, iżda wieħed jista' jgħid li d-dinja saret villaġġ wieħed. Il-komunikazzjoni saret aktar faċli u propju għalhekk li l-Ingliš sar wieħed mill-mezzi l-aktar importanti filkomunikazzjoni internazzjonali.

Is-sħubija ta' Malta bħala membru sħiħ tal-Unjoni Ewropea f'Mejju tal-2004 reġgħat qajmet, filwaqt li kkonfermat l-imporanza tal-ilsien Malti kemm f'kuntest lokali kif ukoll dak internazzjonali. Malta huwa pajjiż li jgħix il-bilingwiżmu l-ħin kollu. Studji riċenti sabu li l-għażla tal-lingwa tagħmel differenza kbira fil-livell ta' aċċettazzjoni, emozzjonijiet li jiġu ġġenerati u r-rabta ma' prodott partikolari.

Għaldaqstant l-iskop ta' din l-unità huwa li jhejji lill-istudenti bl-aħjar mod possibli sabiex ikunu jistgħu jużaw il-lingwa Maltija b'mod tajjeb minn kull aspett biex iċċittadin Malti ma jiġix imċaħħad mill-użu tal-ebda servizz u/jew prodott mhux preżentati bil-lingwa nattivta ta' pajjiżu wkoll. L-istudenti jilħqu l-livell mixtieq ta' pproċessar u produttività lingwistika marbuta mal-ħajja ta' kuljum f'Malta llum il-ġurnata - il-qari, il-kitba, it-taħdit interattiv u l-komunikazzjoni iġġenerali marbuta mad-dinja immedjata tagħhom.

Mat-tmiem ta' din l-unità, l-istudenti jkunu żviluppaw kif ukoll tgħallmu kif japplikaw firxa wiesgħa ta' kompetenzi lingwistiċi billi jkunu esperjenzaw attivitajiet lingwistiċi li jinvolvu l-ipproċessar u l-produzzjoni ta' testi ġeneriċi kif ukoll tekniċi bil-Malti, l-interazzjoni ta' taħdit u diskors ma' kliġenti varji, filwaqt li japplikaw dawkl l-istrategġiji meħtieġa fil-ħajja vokazzjonali tagħhom f'Malta. Għaldaqstant l-istudenti jkunu mġħammra b'dawkl l-abbiltajiet meħtieġa għallħajja - kemm mil-lat akkademiku kif ukoll dak marbut mad-dinja immedjata tax-xogħol.

L-Għanijiet tat-Tagħlim

Fi tmiem din l-unità l-istudenti għandhom ikunu kapaċi:

1. *Jaqraw testi tekniċi kumplessi b'mod effettiv u effiċjenti filwaqt li jkabbru lgħarfien tagħhom fuq is-suġġett;*
2. *Jifhmu informazzjoni teknika u kumplessa ppreżentata b'mod orali fil-forma ta' diskussjonijiet, taħditiet u preżentazzjonijiet;*
3. *Jirrappurtaw informazzjoni ġenerika u teknika b'mod dettaljat u koerenti filwaqt li juru għarfien tajjeb ħafna tas-suġġett innifsu permezz tal-kitba;*
4. *Jitkellmu b'mod tajjeb ħafna f'dan il-livell filwaqt li juru għarfien tajjeb ħafna tas-suġġett innifsu permezz ta' preżentazzjonijiet orali.*