



MCAST

MQF/EQF Level 4

CS4-01-21

Advanced Diploma in Beauty and Complementary Therapies

Course Specification

Course Description

This programme of studies is made up of units intended to equip learners with the knowledge to provide relaxation and stress relief treatments as well as to improve skin conditions. Learners will have the opportunity to perform practical tasks during hands-on sessions within the inhouse salon at the Institute of Community Services. There will also be work placement experiences within established salons and spas as part of the course programme. Study units during the second year of studies include alternative therapies such as reflexology, hot stone therapy and aromatherapy. At the end of the first academic year, successful learners will have the option to exit their studies and be awarded the MCAST Award in Beauty Therapy. Upon completion of the full programme the learners will qualify as beauty therapists. Learners are required to purchase the necessary beauty accessories at the beginning of the academic year.

Programme Learning Outcomes

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

1. *Understand concepts of diet and nutrition;*
2. *Perform a range of holistic massage techniques;*
3. *Perform facial electrical treatments;*
4. *Understand anatomy and physiology principles essential for beauty therapists.*

Entry Requirements

MCAST Diploma for Beauty Specialists

OR

ITEC Diploma for Beauty Specialists

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: 3000 hours

Mode of attendance: Fully Face-to-Face Learning

Duration: 2 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, 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 004 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 004 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
CSBTY-412-2007	Holistic Massage	12	1	Yearly
CSPHY-406-2003	Anatomy & Physiology	6	1	Yearly
CSBTY-409-2008	Facial Electrical Treatments	9	1	Yearly
CSBTY-412-2009	Body Electrical treatments	12	1	Yearly
CSPRJ-406-2000	Beauty Therapies Client Based Project	6	1	Yearly
CSNTR-406-2000	Diet and Nutrition for Complementary Therapists	6	1	Yearly
CDKSK-406-2001	English	6	1	Yearly
CSBTY-403-2102	Essential Oils	3	1	Yearly
CSBTY-409-2103	Aromatherapy	9	2	Yearly
CSBTY-412-2013	Reflexology	12	2	Yearly
CSBTY-409-2010	Alternative Therapies including Indian Head Massage	9	2	Yearly
CSBTY-406-2011	Hot Stone Massage	6	2	Yearly
CSPRJ-406-2001	Complementary Therapies Client Based Project	6	2	Yearly
CDKSI-406-1901	Il-Malti għall-Istitut tas-Servizzi fil-Komunità, tax-Xjenzi Applikati u għall-Arti Kreattiva	6	2	Yearly
CDKSK-404-1915	Employability and Entrepreneurial Skills	4	2	Yearly
CDKSK-402-2104	Community Social Responsibility	2	2	Yearly
CDKSK-406-2002	Individual and Social Responsibility	6	2	Yearly
Total ECTS		120	/	/

CSBTY-412-2007: Holistic Massage

Unit Level (MQF/EQF): 4

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

This Unit will allow candidates to develop both practical and theoretical aspects of Holistic Face and Body Massage, which are prevalent within the Beauty and Complimentary Therapy Industry. This unit will focus on many core considerations that must be addressed in order for this treatment to be administered successfully and for Learners to become confident in all aspects which will allow completion of the unit.

Candidates will understand the Practical and Theoretical aspects of this treatment, how to administer Holistic Facial and Body massage treatments and who can and cannot have this treatment. This unit will allow growth of confidence in massage techniques with the knowledge learned on Holistic Face and Body massage.

This unit will contain various aspects to allow a comprehensive learning environment for the candidate, keeping in line with current teaching trends and methodologies. Understanding of clientele and customer bases are both essential and will be covered within this unit, allowing for adaptations of treatments as and when required. Areas covered would also include; Contra-indications, Contra-actions, Client Care, Consultation Procedures, Health and Safety and Professional Conduct. Successful completion of Anatomy and Physiology, Basic Body Massage, Facial therapies and current Health and Safety legislation are essential prior to taking part in this course. Background information and knowledge of these subjects will allow for competent completion of this unit allowing the learner to administer this treatment on clientele competently and confidently.

Learning Outcomes

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

- 1. Identify various chakra points, facial pressure point massage and lymphatic drainage, treatment layout and massage techniques used, any equipment required and the Health and Safety regarding Holistic Massage;*
- 2. Detail the history of massage, effective healing properties, visualisation and grounding techniques and treatment aftercare;*
- 3. Demonstrate specific client care and consultation techniques to develop treatment plans and administer Holistic massage treatment;*
- 4. Evaluate and reflect on the effectiveness of practical Holistic Massage treatment.*

CSPHY-406-2003: Anatomy and Physiology

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This Unit is fact based to allow the candidate to increase their knowledge and understanding of human anatomy and physiology and the way in which the body is organized. It is intended to underpin and support other units within the course. It will provide a thorough program of study for a career path in beauty and complimentary therapies.

Throughout the unit candidates will be expected to describe the characteristics and functions of the major systems of the body. This will include the skeletal and muscular systems: nervous and endocrine systems: cardiovascular and respiratory systems: lymphatic and urinary system, the digestive system and the integumentary and reproductive system. It is suggested that these systems be assessed holistically between learning outcomes 1 and 2, enabling the candidate to relate the structure and function to each individual system.

Candidates will also provide evidence which will analyse and discuss the effects of a specific Complementary Therapy on one of the major systems of the body.

This unit will give an overview of the human body, highlighting the connection between its structure and function and the link between the human body and its systems, and the practical treatments of the beauty or complimentary therapist.

Learning Outcomes

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

- 1. Identify the characteristic structures of the major systems of the body;*
- 2. Describe the characteristic structures of the major systems of the body;*
- 3. Describe the function of the major systems of the body;*
- 4. Analyse and describe the effects of Body Massage on all the major systems of the body.*

CSBTY-409-2008: Facial Electrical Treatments

Unit Level (MQF/EQF): 4

Credits: 9

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 225

Unit Description

This unit has been designed to familiarise learners with Facial electrical treatments and implement such treatments with manual techniques to treat skin care concerns. The unit will allow for full comprehension of the purpose of facial electrotherapy, to enable the utilisation of such equipment to treat specific skin types and conditions. The Learner will have the autonomy to plan treatment tasks, prepare accordingly for treatment execution and perform treatments safely and effectively.

Learning Outcomes

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

- 1. Demonstrate knowledge and understanding of Facial Electrical Treatments and how they are utilised in skin care;*
- 2. Administer Pre-treatment tasks and manual treatments to prepare for Facial Electrical;*
- 3. Perform Facial Electrical Treatments professionally and effectively;*
- 4. Evaluate treatment effectiveness and performance.*

CSBTY-412-2009: Body Electrical Treatments

Unit Level (MQF/EQF): 4

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

This unit has been designed to familiarise learners with body electrical treatments and meet the needs of clients with specific body concerns. The unit will allow for the acquisition of knowledge and understanding of several body electrotherapy treatments which will allow the learner to plan, perform and evaluate treatments successfully whilst complying with necessary health and safety regulations.

Learning Outcomes

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

- 1. Demonstrate knowledge and understanding of body electrical treatments and link to common body conditions and client concerns;*
- 2. Administer pre-treatment duties to prepare for safe and methodical working practices;*
- 3. Perform Body Electrical Treatments professionally and effectively;*
- 4. Evaluate treatment effectiveness and performance.*

CSBTY-409-2010: Alternative Therapies Including Indian Head Massage

Unit Level (MQF/EQF): 4

Credits: 9

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 225

Unit Description

This unit is designed to allow learners to gain knowledge and understanding of a variety of alternative therapies available within the beauty and complimentary therapy industry.

Learners will gain experience of researching and comparing the effects and benefits of a variety of complimentary therapy treatments. Learners will also learn how to present and submit their findings in a report format.

This unit provides learners with the underpinning knowledge of client suitability to alternative therapy treatments with regards to contra-indications and special care. This unit will also provide the opportunity for learners to devise a suitable treatment plan and apply effective practical skills to meet client requirements.

Learners will seek feedback and evaluate their findings gaining experience of critical evaluation. Learners will also gain knowledge of preparing and presenting findings and evaluation in a report format.

This unit is suitable for learners who have current knowledge of basic alternative therapy treatments e.g. hot stone massage, reflexology, Indian head massage and wish to expand on their treatment selection.

Learning Outcomes

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

- 1. Identify Contra-indications and Special Care to alternative therapy treatments;*
- 2. Research effects and benefits of two chosen alternative therapy treatments;*
- 3. Prepare for and carry out chosen alternative therapy treatments;*
- 4. Evaluate and present findings on two chosen alternative therapies.*

CSBTY-406-2011: Hot Stone Massage

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This Unit will allow candidates to develop both practical and theoretical aspects of Hot Stone Massage, which are prevalent within the Beauty and Complimentary Therapy Industry. This unit will focus on many core considerations that must be addressed in order for this treatment to be administered successfully and for Learners to become confident in all aspects which will allow completion of the unit.

Candidates will understand the Practical and Theoretical aspects of this treatment, how to administer Hot Stone Massage and who can and cannot have this treatment. This unit will allow candidates looking to develop basic massage techniques with the advanced treatment of Hot Stones.

This unit will contain various aspects to allow a comprehensive learning environment for the candidate, keeping in line with current teaching trends and methodologies. Understanding of clientele and customer bases are both essential and will be covered within this unit, allowing for adaptations of treatments as and when required. Areas covered would also include; Contra-indications, Contra-actions, Client Care, Consultation Procedures, Health and Safety and Professional Conduct. Successful completion of Anatomy and Physiology, Manual Body Massage and current Health and Safety legislation are essential prior to taking part in this course. Background information and knowledge of these subjects will allow for competent completion of this unit allowing the learner to administer this treatment on clientele competently and confidently.

Learning Outcomes

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

1. *Explain various stone types, treatment layout and massage techniques used, any apparatus required and the Health and Safety regarding Hot Stone Massage;*
2. *Detail the History of Hot Stones, their healing properties and cleansing, aftercare rituals and grounding techniques;*
3. *Use specific client care and consultation techniques to develop treatment plans and administer Hot Stone Massage treatment;*
4. *Evaluate and reflect on effectiveness of practical treatment.*

CSNTR-406-2000: Diet and Nutrition for Complementary Therapists

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This unit will allow learners to gain knowledge and understanding of diet and nutritional needs relating to complimentary therapy treatments. The learner will investigate what is considered to be a balanced diet, and the potential effects on the body of smoking, caffeine and alcohol intake.

Learners will have experience of carrying out detailed consultations with a variety of clients to gain current lifestyle information. Learners will then use the knowledge gained to advise and support clients in making healthy dietary and nutritional choices.

Learners will investigate the main food groups, including carbohydrates, proteins, dairy, fruit & vegetables and fats & sugars, and will demonstrate understanding of absorption and digestion of nutrients.

This unit is designed for learners who wish to gain knowledge of diet and nutrition and the promotion of a healthy diet in relation to complimentary therapy.

Current knowledge and understanding of physiology in the human body would greatly benefit the learner.

Learning Outcomes

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

- 1. Demonstrate knowledge and understanding of digestion and absorption of nutrients;*
- 2. Investigate the food groups of a balanced diet;*
- 3. Consult with clients wishing to improve their health and wellbeing;*
- 4. Give advice and support to clients in making healthy choices.*

CSBTY-403-2102: Essential Oils

Unit Level (MQF/EQF): 4

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 75

Unit Description

This unit provides the learners with an introduction to aromatherapy. Learners will gain knowledge and understanding related to the history and origin of the various essential oils and carrier oils as well as the different methods that are used to extract these oils.

Learners will develop knowledge and skill to enable them to select the essential oils according to their classification notes. Learners will gain knowledge and understanding regarding the effects essential oils have on the various body systems and the way oils enter and leave the body. This will enable the learner to select the oils that are most suited for the client's needs.

Learners will become aware of statutory law and ethical values expected of them and their fellow professionals in relation to treatment, to present themselves, and prepare the treatment area in accordance with professional standards and health and safety regulations. Learners will need to ensure they attain and keep the required professional standards, particularly when working closely with clients of all ages and backgrounds when performing aromatherapy treatments. Learners will know how to ensure that the essential oils are of premium quality and will be knowledgeable regarding all safety precautions and proper storage of the oils.

On completion of this area of work, learners will have the basic knowledge related to aromatherapy and will be able to evaluate and select the appropriate method for administering essential oils according to the client's needs.

Learning Outcomes

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

1. *Explain the history of essential oils and carrier oils used in aromatherapy.*
2. *Analyse the methods of extraction related to the essential oils and carrier oils used in aromatherapy.*
3. *Explain the classification of the various essential oils.*
4. *Discuss how essential oils enter and leave the body and how aromatherapy works on the various body systems.*
5. *Examine safe use, storage and buying of essential oils.*
6. *Evaluate the effectiveness of the various methods of administering essential oils.*

CSBTY-409-2103: Aromatherapy

Unit Level (MQF/EQF): 4

Credits: 9

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 225

Unit Description

This is a knowledge and understanding skills based unit and will allow the learners to demonstrate they have the necessary skills to be able to select and blend their own oils used in aromatherapy and carry out aromatherapy massage treatments. This unit will develop learners and prepare them for working with a diverse range of clients within the beauty therapy industry.

Learners will develop knowledge and skills to enable them to gather the correct information to plan an effective aromatherapy treatment. Learners will identify and address client's aims and objectives, needs and wants through completing a thorough consultation. Learners will ensure client is suitable for treatment and show knowledge of contra-indications and restrictions to specific oils. Learners will select the correct blend of oils in accordance with client's treatment plan.

Learners will become aware of statutory law and ethical values expected of them and their fellow professionals in relation to treatment, to present themselves, client and treatment area in accordance with professional standards and health and safety regulations. Learners will need to ensure they attain and keep the required professional standards, particularly when working closely with clients of all ages and backgrounds when performing aromatherapy treatment. Learners will need to apply the correct techniques and adapt movements to meet the client's treatment plan and ensure client care and comfort is maintained throughout treatment.

Learners will evaluate the effectiveness of the treatments taking into consideration of short and long term effects. Learners will give specific homecare and aftercare advice, possible contra-actions and record feedback through effective communication with client.

Learners will develop the theoretical skills required to carry out aromatherapy massage by gaining knowledge by investigating the profiles of essential oils and carrier oils. Learners will cover the basic properties, therapeutic effects, composition, and plant family. Learners will have the underpinning knowledge to effectively select oils and blend according to client's consultation and treatment.

On completion of this area of work, learners will understand aromatherapy massage and have the necessary skills and knowledge required to administer treatments and offer suitable homecare and further advice.

Learning Outcomes

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

- 1. Explain the source, plant family and chemistry of the essential oils used in aromatherapy.*
- 2. Explain the therapeutic uses and contra-indications of essential oils and carrier oils in aromatherapy.*
- 3. Develop an effective aromatherapy massage treatment plan in consultation with the client.*
- 4. Prepare an effective aromatherapy treatment.*
- 5. Perform and complete an aromatherapy treatment.*
- 6. Evaluate and compare the effectiveness of the treatments.*

CSBTY-412-2013: Reflexology

Unit Level (MQF/EQF): 4

Credits: 12

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 300

Unit Description

This Unit will provide learners with a solid foundation in the knowledge, skills and competencies required to enable learners to assess, perform, record and evaluate reflexology treatments.

During the course, learners will learn the history and methodology behind the practise of Reflexology, demonstration and discussion of the techniques of application. Learners will gain a good working knowledge of the anatomy and physiology of the feet, related joints and body's systems in connection with Reflexology and how treatment can affect these.

Learner will finish the unit with a good working knowledge of diseases of the foot, contra-indications and special care requirements to treatment, the preparation of a treatment environment and equipment with reference to relevant health and safety legislation and procedures, hygiene standards, comfort of the client and professional appearance of both environment and therapist.

Learners will learn how to perform medical consultations with clients, record this information and analyse it to develop treatment plans, recognising the limitations of treatment duration guidelines. They will learn how to interact with clients in an empathetic manner and assess each client holistically, taking lifestyle and emotional state into consideration. By completion of the unit the learners will also be able to perform a reflexology treatment to a high standard, understanding additional relaxation techniques which can be applied and how to adapt the treatment to a range of clients. After the reflexology treatments have been carried out, learners will then be able to evaluate the effectiveness of the treatment to discern any adaptations necessary to further treatments, whilst providing appropriate aftercare advice.

Learning Outcomes

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

1. *Explain the basic principles and method of the application of the Reflexology technique, including the anatomy of the hands and feet, while recognising any contra-indications and necessary adaptations to treatment;*
2. *Conduct and record a client consultation to develop treatment plans, assessing client's feet and making any adaptations as necessary based on this information;*
3. *Prepare a treatment room/equipment for treatment and perform reflexology treatment on the feet;*
4. *Evaluate the effectiveness of treatments; provide advice on the after-effects of treatment and appropriate client-centred aftercare;*
5. *Prepare for a career as a professional therapist, following good practise according to industry codes of conduct, including understanding public liability insurance.*

CSPRJ-406-2000: Beauty Therapies Client Based Project

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This Unit is skills based to allow candidates to acquire a genuine employment experience in a particular industry related situation. This should be out-with their learning environment and take place in a salon or spa. The unit is intended to permit the candidate to benefit from a genuine employment experience in an identified industrial setting.

The candidate should confirm an environment that is fitting to justify an employment experience in their line of work. The fundamental role of this unit should be their implementation of the practical aspects of their course.

Candidates must carry out an assortment of treatments on clients whilst keeping to industry times and standards. They must then carry out an evaluation of their time in their chosen environment.

Candidates must have previously developed the skills to carry out this experience.

When the unit is complete the candidate should be able to:

- Arrange and manage the employment experience. This should include writing a CV and letter of application; sourcing a suitable placement for the employment experience; preparing for an interview ensuring that they are aware of their strengths and weaknesses both prior to and after the experience and how they may have changed.
- Fulfil the employment experience. They must carry out a variety of services within the placement showing appropriate attendance and time-keeping skills;
- Evaluate the employment experience. A record of the activities carried out must be provided ensuring feedback both from the employer and the candidate on their performance during the placement.

Learning Outcomes

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

1. *Prepare for a suitable workplace experience;*
2. *Perform suitable activities in the workplace environment;*
3. *Evaluate what has been learned from the workplace experience;*
4. *Prepare a folio of evidence to display work carried out within the experience.*

CSPRJ-406-2001: Complimentary Therapies Client Based Project

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

This is a practical based unit which will allow learners to experience realistic employment within a commercial environment. Learners will be able to demonstrate and build on knowledge and skills learned to date.

Learners will focus their study on practical performance according to commercially viable time frames and conclusively evaluate their practice and experience.

Learners will also gain knowledge of carrying out consecutive treatments on clients according to their specific requirements and aims.

This unit will allow learners to develop their practical skills whilst carrying out a variety of industry standard treatments on clients. The learner will gain knowledge and experience of working for a commercial establishment.

The learner will research and identify a suitable commercial establishment relevant to the subject they are currently studying in which to complete their work placement hours.

This unit is suitable for learners who have gained necessary knowledge and skills to carry out a work placement within a chosen environment

Learning Outcomes

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

- 1. Research and prepare for a commercial work placement;*
- 2. Perform work experience within a suitable establishment;*
- 3. Perform a variety of services on clients;*
- 4. Evaluate and reflect on performance.*

CDKSK-402-2104: Community Social Responsibility

Unit Level (MQF/EQF): 4

Credits: 2

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 50

Unit Description

This unit focuses on Community Social Responsibility and provides an opportunity for learners to better understand themselves and the others and to establish goals in life. Community social responsibility enables learners to understand their strengths and areas for improvement and prepares 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, community social responsibility will be delivered through a combination of workshops, small-group sessions with mentors and various opportunities to reflect.

The set of sessions will tackle community social responsibility skills and will mostly focus on the self, the ability to work independently and important values in life. The second set of sessions will address interpersonal skills and will focus on working with others, dealing with diversity and conflicts. Furthermore, at the end of the sessions, the 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-404-1915: Employability and Entrepreneurial Skills

Unit Level (MQF/EQF): 4

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 100

Unit Description

This unit complements the vocational and key skill units at Level 4 and provides an opportunity for learners to enhance their employability and entrepreneurial skills.

Quite often, learners tend to focus most on technical skills and competences required in a certain trade which enable them to access employment. On the other hand, employers expect employees to be appropriately skilled to follow instructions, take initiative, work effectively in a team, take a lead when necessary and more. In view of this the unit starts with an introduction to the 4th industrial revolution and proceeds to the transversal skills necessary to find employment, retain employment and advance at the place of work. Learners will be able to highlight their strengths and identify the areas that require improvement.

The rest of the unit focuses on entrepreneurial skills, a skill which is one of the most important transversal skills identified by UNESCO. Learners are introduced to methods which can be used to generate new and innovative business ideas and methods which help them evaluate ideas and choose the most feasible. Furthermore, learners will cover the various stages of product and/or service development, including market analysis, processes, pricing strategy, promotion and resources required.

Learners will work in a small team and by the end of the unit they will have the opportunity to develop a business idea which is commercially viable. Furthermore, they will present the idea to prospective investors/stakeholders.

CDKSK-406-2001: English

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

The main objective of this unit is to prepare students to use the English language to understand, analyse, organise and communicate specific technical knowledge by inferring meaning from, and using, embedded information, being able to evaluate information critically and communicate through different types of texts, as required by various but often specific technical contexts within the selected field of study.

The emphasis is on the processes needed to transition from use of the English language in General Education to that required for access to Higher Education.

In particular, L4 Key Skills English is targeted at learners who have completed Foundation College programmes (Levels 1 to 3) and seek to further their studies at Technical or Degree level.

In this respect, this unit recognises the necessity to meet two linguistic demands at this threshold level; strengthening students' linguistic competences to be able to communicate more specifically within their vocational area and stream and to prepare them for more rigorous academic thinking, research and writing as necessitated by degree courses.

Being introduced at this level are core and elective unit outcomes. Reading and writing outcomes are core components in this syllabus while listening and speaking are elective components. Every L4 programme must deliver the two core outcomes and any one of the two elective learning outcomes. The elective criteria to be assessed cannot be selected from and across both outcomes.

Learning Outcomes

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

1. *Read technical texts effectively to improve knowledge of the subject area;*
2. *Understand information presented orally in the form of recordings, or talks, discussions, seminars, interviews or presentations;*
3. *Demonstrate own understanding of the subject matter via oral presentation, mock interviews or similar oral delivery;*
4. *Write a research paper or technical report demonstrating cohesion, structure and appropriate style.*

CDKSK-406-2002: Individual and Social Responsibility

Unit Level (MQF/EQF): 4

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning Hours: 150

Unit Description

Since time immemorial, humanity always had to face challenging questions and situations, related to the responsibilities, each individual and society at large, had to carry along their existence. In this unit, learners will understand what *existing* in today's world really means by reflecting on themselves, their roots, past, and their place in the community.

Learners will also have the possibility to build or enhance their sense of duty and obligation, as well as personal leadership. This will engage the student in forging own moral and ethical framework and *raison d'être*.

This process will then be linked to the various ideas and theories that developed throughout different historical epochs - which reflect man's commitment to better understand his and society's commitment to mould life according to chosen values, such as peace, helping those in need, promoting and implementing human rights, freedom of speech, movement and cult, protecting vulnerable members of society, as well as eliminating unfair discrimination against women, refugees and people with disabilities.

Learning Outcomes

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

1. *Identify the challenges faced in today's society, which impact own existence and social context;*
2. *Discuss the impact of today's challenges vis a vis current events;*
3. *Reflect about own values within today's social and cultural realities;*
4. *Debate the relevance of a moral framework in today's society.*

CDKSI-406-1901: Il-Malti għall-Istitut tas-Servizzi fil-Komunità (ICS) u tax-Xjenzi Applikati (IAS)

Il-Livell tal-Unità: (MQF/EQF): 4

L-Għadd ta' Kreditu: 6

Mod ta' Tagħlim: Preżenti

Total ta' Sigħat ta' Tagħlim: 150

Deskrizzjoni tal-Unità

Din l-unità hija intenzjonata li ssaħħaħ il-ħiliet tal-qari, is-smiġħ, it-taħdit u l-kitba bil-Malti għall-istudenti tar-raba' livell fi ħdan l-Istitut tas-Servizzi fil-Komunità (ICS) u l-Istitut tax-Xjenzi Applikati (IAS). Il-ħsieb aħhari huwa dejjem li l-istudenti jsaħħu dawn l-erba' ħiliet biex 'il quddiem ikunu jistgħu japplikawhom b'mod korrett fuq il-post tax-xogħol tagħhom.

L-istudenti se jkunu qed jitharrġu janalizzaw testi moqrija u jifhmu l-kontenut primarju tagħhom. Mhux biss, imma għandhom ukoll jagħrfu messaġġi mhux daqstant diretti fl-istess testi, għal fehim aktar sħiħ u komplut.

Dan jgħodd ukoll għal kuntesti differenti ta' smiġħ. Biex komunikazzjoni tkun effettiva jeħtieġ li wieħed jitharreġ jisma' sew u jifhem dak li qed jingħad. Xi drabi, minkejja li nkunu qed nitkellmu bl-ilsien nattiv tagħna, mhux dejjem niftehmu tajjeb u dan jista' jwassal għal diversi konvergenzi kemm fuq il-post tax-xogħol u anki fil-ħajja soċjali tagħna. L-istudenti se jkunu qed jitharrġu wkoll jiformolaw opinjoni fuq suġġetti u argumenti mismugħa minn lat kritiku.

L-istess punt jgħodd għat-taħdit. L-istudenti għandhom ikunu mħarrġa kemm fit-taħdit produttiv kif ukoll dak interattiv. Minkejja li l-influenza tal-Ingliż qiegħda dejjem tkompli tikber u anki fuq il-postijiet tax-xogħol issib min jagħżel li jitellem bl-Ingliż, madanakollu ma nistgħux niċħdu l-fatt li fuq il-postijiet tax-xogħol, it-taħdit, sew dak bejn min iħaddem, il-ħaddiema nfushom u anki l-klijenti, b'mod ġenerali jsir bil-Malti. Għalhekk l-istudenti għandhom ikunu kapaċi jitellem b'Malti tajjeb u ċar, b'vokabolarju addattat skont il-qasam partikulari u l-kuntest tax-xogħol tagħhom. L-għan ta' meta wieħed jitellem huwa dak li jiġi mifhum, li jikkomunika tajjeb ma'

ħaddieħor. Għaldaqstant wieħed għandu jitharregħ ukoll fit-taħdit interattiv; kif wieħed jikkomunika tajjeb mal-oħrajn. Nuqqas ta' komunikazzjoni ħafna drabi twassal għal diffikultajiet u xi drabi anki kunflitti, speċjalment fuq il-post tax-xogħol.

Se tkun qed tingħata wkoll l-importanza li jisthoqqilha, il-kitba. Persuna Maltija għandha jkollha bażi tajba ta' għarfien tar-regoli tal-ortografija u l-grammatika biex meta tuża l-ilsien nattiv fil-kitba tagħha tagħmel dan bl-inqas żbalji possibbli. L-istudenti se jkunu qed jitharrgħu wkoll fi traduzzjonijiet mill-Ingliż għall-Malti. Minkejja li nistgħu nitqiesu fortunati li pajjiżna huwa pajjiż bilingwali u li l-Ingliż huwa wkoll lingwa ufficjali tagħna, flimkien mal-Malti, xi drabi l-influwenza tal-Ingliż mhux dejjem tgħin lill-individwu jagħmel użu tajjeb mill-Malti. Il-mezzi ta' komunikazzjoni u l-influwenza ta' sorsi oħra bħall-midja soċjali, mhux dejjem qed iservu ta' influwenza pożittiva għal tfal u zgħażaġħ Maltin f'dak li għandu x'jaqsam mal-kitba bil-Malti. Għalhekk f'din l-unità l-istudenti se jkunu qed jitharrgħu wkoll f'dan il-qasam bl-iskop aħħari jkun li fuq il-post tax-xogħol jagħmlu użu tajjeb ukoll mill-Malti miktub. Dan jintrabat ukoll mal-fatt li jridu jibqgħu aġġornati ma' xi tibdil li jista' jsir minn żmien għal żmien fil-lingwa inkluż aġġornamenti fl-ortografija.

L-Għanijiet tat-Tagħlim

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

- 1. Janalizzaw testi tekniċi moqrija u jagħmlu distinzjoni bejn il-kontenut primarju u dak sekondarju;*
- 2. Jaddattaw strateġiji varji biex jifhmu u jsegwu kuntesti differenti ta' smiġħ, b'mod partikulari dawk relatati ma' oqsma differenti tax-xogħol, u jiformolaw opinjoni dwar dak li jkunu semgħu;*
- 3. Ifissru ruħhom tajjeb u b'mod effettiv bil-Malti mitkellem kemm għal skop ta' komunikazzjoni produttiva kif ukoll dik interattiva;*
- 4. Jiktbu tajjeb bil-Malti skont ir-regoli ortografiċi u grammatikali tal-lingwa, jinqdew b'vokabolarju wiesa' u jħaddnu stili xierqa skont dak li hu mitlub f'kuntesti varji fuq il-postijiet tax-xogħol;*
- 5. Japplikaw b'mod tajjeb il-Malti meta jiġu biex jaqilbu kuntesti varji mill-Ingliż, relatati mal-qasam tagħhom, bil-kitba.*