# MQF/EQF Introductory Level B

# LEB-01-23G

# Award in Vocational Skills

## Course Specification

# Course Description

The Award in Vocational and Employability Skills (Introductory Level - B) is a programme of study following the MCAST Award in Vocational and Employability Skills (Introductory Level - A) that helps students with learning disabilities / learning difficulties consolidate the skills necessary to gain and maintain employment or to further their education. Students will have the opportunity to further their studies in a number of vocational areas, namely Hospitality, Office and Digital Skills. They will also focus on Key Skills which include Maltese, English, Mathematics, PSHE, IT, and Daily Living & Community Skills and Customer care and Employability skills. A work placement experience in industry is also provided.

# Programme Learning Outcomes

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

1. *Acquire more specific skills in one of the two vocational areas;*
2. *Understand their personal inclination towards the role their chosen area offers;*
3. *Be prepared for independent living through consolidation of key skills and life skills;*
4. *Function, with minimum guidance, in society and contribute in the labour market.*

# Entry Requirements

MCAST Award in Vocational Skills (Introductory Level A).

Adapt to both class-based and communitybased learning - to be ascertained through the previous year.

# 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<br>Third Cycle Bologna Process | NA | NA |
| Level 7 | Masters<br>Second Cycle Bologna Process | 90-120 | Less than 30 |
| | Post-Graduate Diploma | 60 | |
| | Post-Graduate Certificate | 30 | |
| Level 6 | Bachelor[23]/Bachelor (Hons.)[24]<br>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: 750

Mode of attendance: Full-time

Duration: 1 Year

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

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

This course will be offered at

MCAST has four campuses as follows:

**MCAST Main Campus**
Triq Kordin, Paola, Malta

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

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

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

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

## *Teaching, Learning and Assessment*

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

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

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

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

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

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

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

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

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

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

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

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

*Total Learning Hours*

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

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

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

*Grading system*

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

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

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

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

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

*Intake Dates*

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

## *Course Fees*

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

## *Method of Application*

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

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

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

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

## *Contact details for requesting further information about future learning opportunities:*

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

## Current Approved Programme Structure

| Unit Code | Unit Title | ECTS | Semester |
|---|---|---|---|
| CDPKS-B03-2107 | Mathematics | 3 | Year |
| CDPKS-B03-2108 | English | 3 | Year |
| CDPKS-B03-2109 | Malti | 3 | Year |
| CDPKS-B03-2110 | I.T. | 3 | Year |
| CDPKS-B03-2111 | Daily Living and Community Skills | 3 | Year |
| CDPKS-B03-2112 | Personal, Social and Health Education | 3 | Year |
| CDPWV-B03-2102 | Customer Care and Employability Skills | 3 | Year |
| CDPWH-B03-2102 | Hospitality | 3 | Year |
| CDPWO-B03-2102 | Office | 3 | Year |
| CDPWD-B03-2102 | Digital Skills | 3 | Year |
| Total ECTS | | 30 | / |

# CDPKS-B03-2107 Mathematics

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

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## Unit Description

The unit builds on previous knowledge learnt concerning the identification and use of numbers for different situations. Through the unit, the learners will apply basic mathematical concepts to everyday workplace contexts.

The learners will move on to applying the basic principles when using mathematical data and so learn to use data consisting in tables, charts, lists and pictures. Included in this section are the use of time management and money handling necessary for independent living.

As a final step towards completing this module, learners will make simple use of the application of shapes and spaces for everyday life and work related situations.

Topics are designed and implemented in a way to foster the development of numerate behaviour in everyday life in relation to the weather, transport, telephone, household, food, sports, body, daily activities, clothes, caring for the environment and the workplace in the areas of office work, production and retail, and tourism.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Use a range of numbers in their different forms.*
2. *Manipulate simple data in lists and tables.*
3. *Identify how objects of various shapes and sizes fit into spaces found at the workplace.*
4. *Use various measuring tools found at the place of work.*

# CDPKS-B03-2108 English

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

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## Unit Description

In this unit, learners will be equipped with the necessary knowledge, skills and understanding to use and apply English in everyday life with varying degrees of support. Gaining these skills will ensure that the learners will be able to get the most out of their future work and education.

This unit covers basic skills required for reading, writing, listening, and speaking. Topics and texts, presented to foster the language learning process, focus on themes of functional English pertaining to everyday life and the workplace.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Identify the purpose of a text and find relevant information in the text.*
2. *Produce a simple text for a given audience and for a specific purpose.*
3. *Follow the contributions of others in simple discussions/exchanges about familiar topics and in familiar situations.*
4. *Participate in simple discussions/exchanges about familiar topics, making active contributions, with one or more people in familiar situations.*

# CDPKS-B03-2109 Malti

Unit level (MQF/EQF): Introductory Level B

Credits: 3
Delivery Mode: Face to Face
Total Learning Hours: 75

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## Id-Deskrizzjoni tal-Unità

F'din l-unità introduttorja ta' livell B, l-ilsien Malti jintgħallem biex l-istudenti jkunu kapaċi jisimgħu, jifhmu u jesprimu b'mod ċar dak li jaħsbu permezz tal-fomm u tal-kitba.

L-istudenti jingħataw il-possibilità li jaqraw messaġġi u testi sempliċi marbuta mal-ħajja ta' kuljum u mal-qasam vokazzjonali tagħhom.L-istudenti jiksbu wkoll il-kapaċità li jiddiskutu u jagħtu l-opinjonijiet tagħhom fil-ħajja ta' kuljum u fuq il-post tax-xogħol, permezz ta' gwida mogħtija lilhom.

## Il-Kisbiet mit-Tagħlim

1. *Ifhem dak li jkun qed jintqal f'diskussjonijiet sempliċi dwar ħwejjeġ ta' kuljum permezz ta' gwida.*
2. *Ikkomunika ideat f'diskussjonijiet sempliċi, b'Malti tajjeb dwar ħwejjeġ ta' kuljum, permezz ta' gwida.*
3. *Ifhem testi sempliċi u qosra dwar ħwejjeġ ta' kuljum, permezz ta' gwida.*
4. *Uża Malti tajjeb fil-kitba ta' sentenzi sempliċi u qosra, skont ir-regoli tal-grammatika u l-ortografija, permezz ta' gwida.*

# CDPKS-B03-2110 I.T.

Unit level (MQF/EQF): Introductory Level B

Credits: 3
Delivery Mode: Face to Face
Total Learning Hours: 75

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## Unit Description

Using ICT has become an integral part of the vocational sector and is integrated in many work processes.

Moreover, everyday communication and learning processes use ICT very frequently. In order to ensure that learners can participate in everyday life and be active participants in the job market, ICT skills are vital and will be further developed in this unit.

In this unit, learners will learn how to use software and hardware, online safety, how to manage files and folders, how to search for information on the internet, the formatting and editing techniques in presenting information and how to send and receive information using emails.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Identify the different uses of software and hardware.*
2. *Work safely and responsibly online.*
3. *Work with files and folders to access, organize, store, label and retrieve information.*
4. *Use online search tools to find information on the internet.*
5. *Use basic formatting and editing techniques in word processing, spreadsheet and presentation software.*
6. *Use ICT based communication.*

# CDPKS-B03-2111 Daily Living and Community Skills

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

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## Unit Description

This unit builds on the skills obtained at Introductory Level A and aims to develop and further skills needed to look after oneself and one's home, as well as some of the knowledge and skills needed to operate within a community.

This unit is divided into 4 topics:
- Advanced Health & Hygiene (e.g. personal hygiene and care, selection and care of clothing, making, and keeping appointments with health care and helping professionals)
- Advanced Skills in the Home (e.g. folding and ironing clothes, preparing a meal, housecleaning)
- Advanced Skills in the Community (e.g. travel training and shopping)
- Advanced Civic Engagement and Leisure Activities (e.g. community work, restaurant skills and group activities)

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Recognise the uses of personal hygiene and care products and important aspects of keeping healthy.*
2. *Perform a variety of home management skills.*
3. *Use public transport as well as community facilities and services.*
4. *Participate actively in planned civic engagement and leisure activities.*

# CDPKS-B03-2112 Personal, Social and Health Education

Unit level (MQF/EQF): Introductory Level B

Credits: 3
Delivery Mode: Face to Face
Total Learning Hours: 75

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## Unit Description

Apart from a vocational training focus, this programme offers a framework for the development and refinement of life skills. An in-depth involvement in the topic of Personal, Social and Health Educational is a fundamental prerequisite for an independent, self-fulfilling life and is considered an important condition for the successful integration of the personal life with the world of work.

Thus, the programme 'Award in Vocational Skills' is an ideal setting to support the social and emotional well-being while offering the appropriate resources and opportunities to build resilience for learners who need additional support in these areas. When both the social and emotional well-being aspects of the learners are supported, learners typically exhibit fewer disciplinary issues, can focus more on academic work, and can develop skills to communicate better in both personal and professional settings. This can also translate to improved academic outcomes and better health later in their adult independent life.

The topics covered at this level are *Emotional Health, Self-Advocacy Skills and Sexuality*.

In the topic of *Emotional Health*, the learner will be invited to develop an awareness of own feelings and how to express them in appropriate ways in various settings. The learner will understand that expressing their emotions in a safe way is crucial for their own emotional and mental health development. Moroever, the learners will also understand that their emotional manifestations have a direct consequence on the relationship with the people around them. With various degrees of support, the learners will also be able to identify some basic emotions in others and relate to them in an emphatic and supportive way.

The purpose of the topic *Self-Advocacy skills* is to familiarize learners with the concepts of self-awareness and self-advocacy while providing the learners with practical opportunities to identify and discuss their strengths and needs, while helping them in identifying questions they have regarding self-awareness and self-advocacy. With various degrees of support, learners will also have the opportunity to learn how to speak up for oneself,

making own decisions about their own life, learning how to get information so that they can understand things that are of interest to them and finding out who will support them in their journey of finding their own voice.

Lastly, sexuality is a key part of human nature and sex education is crucial for the overall healthy development of learners with additional needs. This topic will take a closer look at sexuality and how it develops throughout childhood and adolescence. It will also look at how healthy self-esteem and respect for self and others are important aspects in developing positive sexuality. Learners will understand that with adequate and reliable information, individuals with additional needs experience the same range of sexual thoughts, attitudes, feelings, desires, fantasies and activities as anyone else.

Learners will also understand that sexuality has psychological, biological and social aspects, and is influenced by the individual values and attitudes. Furthermore, the learner will also have the opportunity to understand and interpret their own sexuality and how it often changes over time.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Show confidence and responsibility during simulated and real life tasks and opportunities.*
2. *Identify the basic human emotions and how these are expressed appropriately in various simulated and real life scenarios.*
3. *Evaluate own strengths, weaknesses and needs to support personal development through a process of self-advocacy.*
4. *Identify the physical, emotional, social processes of growing up in relation to own sexual development.*

# CDPWV-B03-2102 Customer Care and Employability Skills

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

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## Unit Description

In this unit, Customer Care learners will get in touch with a range of customer care skills which will eventually prepare them for the place of work.

Learners will learn how to show customers care skills in different working environment. Furthermore, they will learn about different customer care skills needed with colleagues, clients and guests mainly in different types of work environments such as, but not limited to, reception areas and shops.

Learners will focus on how to take phone calls and pass on messages. Importance will be given to body language and facial expressions when interacting with colleagues and clients. Also, proper salutations towards colleagues and customers will be learnt during this unit.

The Employability Skills section of this unit aims at facilitating the transition into the workplace and focuses on three main areas:
- skills for gaining employment such as developing a CV, writing a cover letter, filling out an application, interview skills, and rights at work
- developing transferable skills such as practicing basic employability skills, and creating a vocational portfolio
- developing skills in practice by participating in a supervised work placement

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Apply effective customer care skills in different work environments.*
2. *Use proper customer care skills when dealing with colleagues, clients and guests.*
3. *Practice skills for gaining employment.*
4. *Develop basic employability skills.*
5. *Develop skills on the job.*

# CDPWH-B03-2102 Hospitality

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

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## Unit Description

In this unit, learners will be exposed to the tourism industry. By learning about the touristic attractions, learners will also be better able to identify what work opportunities are available.

In this unit learners will be better able to familiarise themselves with the various structures present in the tourism industry in Malta. Learners will better identify what would be required of them in the various role capactities pertaining to jobs found within the Tourism and Hospitality Industry, and learn about the different forms of business that require their services.

Learners who attend the program will be prepared for vocational formation that is updated and current, with a focus on ethical and responsible performance that would make them job ready.

The skills learned through this second part of the program will introduce them to the wide array of skills required to work in the different departments found in the Hospitality and Tourism industry. Learners will be more independent to carry out tasks under supervision, yet independently.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Show customer etiquette in the tourism and hospitality industry.*
2. *Prepare for work in the hospitality and tourism industry with the help of a job coach/tutor.*
3. *Prepare meals independently.*
4. *Serve guests independently.*
5. *Practice the skills for rooms division independently.*

# CDPWO-B03-2102 Office

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

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## Unit Description

In this unit learners will understand the different roles and responsibilities in an office. Importance will be given to organizational skills in an office such as general rules, etiquette, behaviour, time management and politeness. Furthermore, learners will practice different duties/task using both office supply and equipment.

Importance will be given to different office routines and also on how to start and finish a task. Learners will understand how to work individually and also how to be part of a team.
During this unit learners will understand the importance of how to be organised and reliable at the place of work. Consequently, they will be able to assist different roles in an office.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

*1. Identify roles and daily routines in an office.*
*2. Understand the importance of organizational skills in an office.*
*3. Outline the importance of etiquette when working in an office.*
*4. Perform office duties with guidance.*

# CDPWD-B03-2102 Digital Skills

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

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## Unit Description

The aim of this unit is to help the learner acquire the necessary digital literacy skills that one is expected to know when working in an office environment. This unit will provide learners with the opportunity of acquiring digital skills through practice. At the end of the unit, the learners should be confident in using the computer to complete a variety of everyday tasks, which includes the ability to use a basic operating system and to manage their files and folders.

Throughout this unit too, the learners will learn how to use different office productivity software such as word processing programs to prepare well-formatted documents. Learners will also learn how to present data using spreadsheets. Since online communication and collaboration is essential in today's working environment, learners will also learn how to browse the internet safely and communicate effectively through emails. Additionally, by the end of this unit, learners should also be proficient in using Microsoft Teams for setting up online meetings, and working on the cloud.

## Learning Outcomes

**On completion of this unit, the learner will be able to**

1. *Use ICT effectively to complete everyday tasks in an Office Environment.*
2. *Conduct basic tasks using a Word Processing Application.*
3. *Present data using a Spreadsheet Application.*
4. *Use the Internet to browse, collaborate and communicate with others.*