



MCAST

MQF/EQF Level 3

MS3-01-21

**Diploma in Deck Operations
Course Specification**

Course Description

This study programme is intended for learners who in future intend to apply for the course of Advanced Diploma in Deck Operations which also leads to Officer in Charge of a Navigational Watch. This course is also an opportunity for those learners who would like to find a job and actively work in a maritime environment such as a deck crew on board ships and gain valuable sea time, or in an inshore marina job. The Diploma in Deck Operations course will deliver a solid foundation in general ship knowledge, seamanship and navigation, and provides an understanding of the basic legislative environment within which ships operate. This course also provides an opportunity for learners to complete the STCW basic safety training components. Learners will also be able to sit for the GMDSS ROC and Commercial Vessel Boatmaster Grade 1 examinations, provided that other requirements stipulated by Transport Malta are met.

Programme Learning Outcomes

At the end of the programme the students is able to

- 1. Perform various basic tasks related to boat handling and maintenance.*
- 2. Identify and describe different types of vessels, construction processes, structure of a ship and related laws and regulations.*
- 3. Identify and interpret flag signals, the phonetic alphabet, flashing light signals and various basic meteorological processes.*
- 4. Carry out basic fire prevention, firefighting and elementary first.*

Entry Requirements

MCAST Foundation Certificate

OR

2 SEC/O-Level/SSC&P (Level 3) passes

Academic qualification leading to a Regulated Profession

- 1.) STCW Basic Training : Merchant Shipping Directorate of Transport Malta

2.) Boat Master 1 : Ports & Yachting Directorate of Transport Malta

Key Information

Awarding Body - MCAST

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

Type of Programme: Qualification

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

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

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

Total number of Hours: 1500

Mode of attendance: Fully Face-to-Face Learning

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 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 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 courses 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	Semester
ETMME-303-1701	Introduction to General Ship Knowledge	3	1 & 2
ETMME-303-1702	Legislation, Code of Safe Practices and Local Regulations	3	1 & 2
ETPHY-303-1701	Ship's Physics and Engineering	3	Eng: Sem 1 Physics: Sem 2
ETMME-306-1703	Navigation	6	1 & 2
ETMME-306-1704	Meteorology and Collision Regulations	6	1 & 2
ETMME-303-1705	Introduction to Stability	3	1 & 2
ETMME-306-1706	Seamanship & Boat work	6	1 & 2
ETMME-303-1707	STCW Basic Training	3	1 & 2
ETMME-303-1708	GMDSS ROC	3	1 & 2
CDKSK-306-1701	Maritime Mathematics	6	1 & 2
CDKSK-306-1706	Science for Maritime Studies	6	1 & 2
CDKSK-302-1702	English	2	1 & 2
CDKSK-302-1703	Malti	2	1 & 2
CDKSK-304-2108	Information Technology	4	1 & 2
CDKSK-304-2103	Community Social Responsibility	4	1 & 2
Total ECTS		60	/

ETMME-303-1701: Introduction to General Ship Knowledge

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

In this unit students will learn the terminology used in describing vessels and also gain a good understanding of the different types of vessels and their features. Students will also have the opportunity to explore the impact the environment can have on a vessel's integrity.

Learning Outcomes

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

- 1. Define the ship's dimensions and form.*
- 2. Identify the important features of a ship's structure.*
- 3. Identify main features of a range of ship types.*

ETMME-303-1702: Legislation, Code of Safe Practices and Local Regulations

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

This unit introduces students to applicable conventions in international maritime law, as well as their implementation into domestic legislation. Students will have the opportunity to familiarise with the law of the sea, safety legislation, the law governing the marine environment, seafarers' rights, and a variety of rules that affect shipping, including salvage, towage and pilotage and the carriage of goods.

Learning Outcomes

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

- 1. Understand basic generic principles on the general nature of maritime law.*
- 2. Evaluate different legislation regarding safety and the marine environment.*
- 3. Understand the basic principles governing the use of the sea in different zones and the implementation of customary international law into conventions in different areas.*
- 4. Understand the rights of seafarers, and the obligations of ship owners, managers and operators, when accepting employment on-board ship.*

ETPHY-303-1701: Ship's Physics and Engineering

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

In this unit students will contextualise elements of physics that are fundamental forces in the maritime world and which are not part of the Science Key Skills syllabus. These elements include Magnetism, Electromagnetism, Waves and Optics. Students will also have the opportunity to familiarise with the engineering systems which are crucial on a vessel, such as: power generation, engines, HVACR systems, sewage and water supply systems.

Learning Outcomes

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

- 1. Understand the basics of Magnetism and Electromagnetism.*
- 2. Understand the basics of Waves and Optics.*
- 3. Understand the different types of marine power system and auxiliaries.*
- 4. Understand the basic function of the on-board hotel services.*

ETMME-306-1703: Navigation

Unit level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 150

Unit Description

In this unit students will be introduced to different types of navigational systems. They will learn about the description of their main features and about the importance of continuous orientation of the ship on the selected sailing route. Students will have the opportunity to learn about the fundamentals of steering and steering systems. They will also learn about navigational tools which should be applied in a specific situation. They will learn the fundamentals of charts and other navigational tools and how to use them to determine the precise position of the ship with responsibility and autonomy.

Learning Outcomes

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

- 1. Apply different types of navigational systems in specific situations.*
- 2. Know the fundamentals of charts and other navigational tools.*
- 3. Conduct safe navigational watch.*
- 4. Apply the fundamentals of steering and steering systems (practical in simulator).*

ETMME-306-1704: Meteorology and Collision Regulations

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 150

Unit Description

In this Unit students will have the opportunity to familiarise with terminology, symbols and charts commonly used in meteorology and understand factors that affect weather conditions. Students will also familiarise themselves with the Marine Safety Act by learning to identify the different vessel navigation lights which must be displayed in case of restricted visibility, day shapes for vessels and distress signals. Students will also learn about the conduct of vessels in restricted visibility in order to avoid collision between vessels.

Learning Outcomes

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

- 1. Be familiar with meteorology terminologies and weather charts.*
- 2. Understand the steering and sailing rules.*
- 3. Identify the lights and shapes.*
- 4. Identify sound, light and distress signals.*

ETMME-303-1705: Introduction to Stability

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

This unit will expose students to the basic principles of ship's sea worthiness, covering and developing a basic understanding of buoyancy and the importance of stability. Students will be introduced to ship's hydrostatic data and gain basic knowledge related to transverse statical stability, list and trim. Through this unit students will also learn about the importance of assignment of freeboard to the ship, carry out basic calculations related to it and sketch Load Line markings.

Learning Outcomes

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

- 1. Understand the basic principles of the ship floatation.*
- 2. Identify and understand the ship's hydrostatic data.*
- 3. Understand the basic knowledge of the transverse statical stability, list and trim.*
- 4. Understand the importance of assigning the freeboard to the ship.*

ETMME-306-1706: Seamanship & Boat Work

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

This unit delivers the knowledge and skills required to be a competent member of crew and also basic competency in handling boats and small craft up to 25 metres.

Students will have the opportunity to learn how to perform different knots and splices commonly used in a nautical environment. They will also learn the elements of watch keeping and how to structure a navigational watch.

Learning Outcomes

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

- 1. Understand nautical language and safety awareness in a marine environment.*
- 2. Handle a small boat in different conditions.*
- 3. Demonstrate different types of cordage and apply appropriate knots and splices according to circumstance.*
- 4. Understand the duties of a watch-keeper in maintaining a safe navigational watch at all times.*

ETMME-303-1707: STCW Basic Training

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

This unit provides students with the basic competences required by the standards of training certification and watch keeping for seafarers which includes basic firefighting, elementary first aid, personal survival techniques and personal safety and social responsibility. This training will ensure that students are aware of the hazards of working on a vessel and can respond appropriately.

Learning Outcomes

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

- 1. Take immediate action upon encountering an accident or other medical emergency.*
- 2. Minimise the risk of fire and maintain a state of readiness to respond to emergency situations involving fire.*
- 3. Survive at sea in the event of ship abandonment.*

ETMME-303-1708 GMDSS ROC

Unit level (MQF/EQF): 3

Credits: 3

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 75

Unit Description

This unit enables students to operate GMDSS equipment under the International Maritime Organisation SOLAS convention. It provides them with the competence, knowledge and practical skills to operate radio equipment on board a vessel.

Learning Outcomes

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

- 1. Demonstrate knowledge of the regulatory environment.*
- 2. Understand GMDSS sub-systems and equipment.*
- 3. Understand VHF radiotelephony procedures in the maritime mobile service.*

CDKSK-306-1701: Maritime Mathematics

Unit level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 150

Unit Description

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

By the end of this unit, the student should demonstrate readiness and competency to independently apply mathematical techniques in solving problems, and be able to communicate findings using appropriate mathematical vocabulary and rigour.

These problems will involve:

- (a) numerical calculations,
- (b) algebraic manipulation,
- (c) geometrical properties,
- (d) statistical analysis and

(e) probabilistic techniques.

Learning Outcomes

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

- 1. Compute further numerical calculations*
- 2. Use and manipulate various algebraic methods*
- 3. Apply different graphical techniques*
- 4. Work with various geometrical applications*
- 5. Operate with further geometry and drawing*
- 6. Organise data and apply probabilistic concepts*

CDKSK-306-1706: Science for Maritime Studies

Unit level (MQF/EQF): 3

Credits: 6

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 150

Unit description

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

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

As part of the physical world, the learner will be more familiar with physical properties of materials, classifying objects and materials based on their physical properties, and linking the uses of objects and materials with their physical properties. Furthermore, they will enhance their knowledge on linear motion, Forces, Heat energy, Electrical energy and the earth and the universe. Students will also develop more awareness on the use of sources of energy in the immediate environment safely and economically, and on the energy-saving measures that can be applied at home and at work.

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

Learners will enhance their investigative skills via a project (which includes a site visit designed specifically for different institutes) in collaboration with BirdLife Malta. During a training session, lecturers will be given teaching resources and suggestions for

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

Learning Outcomes

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

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

CDKSK-302-1702: English

Unit level (MQF/EQF): 3

Credits: 2

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 50

Unit Description

This unit is targeted at learners entering the Level 3 MCAST Diploma in Deck Operations (therefore taking account the entry requirement of a pass in English Language Ordinary Level).

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

At Level 3, learners are expected to have sufficient knowledge of English in order to deal with everyday situations in scenarios ranging from home, work, social and public settings. General emphasis is laid on work in a maritime environment. In their application of this knowledge, learners are required to listen to and read a range of texts, as well as information broadcasts within a familiar maritime context. General understanding as well as association of ideas and inference of meaning are expected at this level. Learners should be capable of communicating in English by exchanging information particularly for professional and safety purposes.

This unit encourages learners to combine their vocational knowledge with their growing knowledge of general English. They will be introduced to specialised vocabulary related to maritime and note-taking practice. In addition, learners are expected to be able to write and produce short but effective work-related emails, letters and reports. Writing practice will be contextualised according to the exigencies of the course.

Learning Outcomes

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

1. *Listen to and understand specific information.*
2. *Identify, comprehend and interpret information presented visually and textually in English.*
3. *Communicate ideas effectively on a range of topics in a maritime environment.*
4. *Use writing for short work-related correspondence in the form of notes, email, letter and report.*

CDKSK-302-1703: Malti

Unit level (MQF/EQF): 3

Credits: 2

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 50

Id-Daħla

L-ilsien huwa essenzjali fl-iżvilupp intellettuali, emozzjonali u soċjali ta' kull individwu. Il-Malti mhux biss jiġbor fih identità lingwistika u kulturali iżda huwa wkoll għodda ta' komunikazzjoni u interazzjoni. Permezz tal-ilsien Malti l-individwu jista' jesprimi dak kollu li jhoss u jkun kreattiv fil-messaġġ li jrid iwassal filwaqt li jkun espost għal oqsma oħra ta' tagħlim.

L-Għanijiet

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

- 1. Jifhmu diskors standard li wieħed juża fil-ħajja ta' kuljum, kif ukoll jifhmu suġġetti marbuta ma' ġrajjet kurrenti u suġġetti ta' interess professjonali marbuta max-xogħol marittimu u l-ħajja fuq il-baħar.*
- 2. Jifhmu testi li jikkonsistu f'diskors użat fil-ħajja ta' kuljum u fix-xogħol marittimu filwaqt li jifhmu deskrizzjoni ta' avvenimenti, fehmiet u opinjonijiet permezz tal-qari.*
- 3. Jaffrontaw sitwazzjonijiet f'kuntast ta' konverżazzjoni u jitkellmu fuq suġġetti li huma familjari kif ukoll marbuta max-xogħol marittimu u l-ħajja fuq il-baħar.*
- 4. Jiformolaw, b'mod preċiż u relevanti, testi fuq suġġetti li huma familjari għalihom kif ukoll testi oħra marbuta max-xogħol marittimu u l-ħajja fuq il-baħar.*

CDKSK-304-2108: Information Technology

Unit level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 100

Unit Description

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

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

Learning Outcomes

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

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

CDKSK-304-2103: Community Social Responsibility

Unit level (MQF/EQF): 3

Credits: 4

Delivery Mode: Fully Face-to-Face Learning

Total Learning hours: 100

Unit Description

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

Learning Outcomes

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

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