



MCAST

MQF/EQF Level 3

MV3-A1-21

**Diploma in Automotive Repair (Body and Paint)
Course Specification**

Course Description

This programme is intended for learners with or without knowledge and experience of the automotive industry. Learners will learn how to work on vehicle accident repair tasks on body work under minimal supervision. The course will also provide the learners with the skills required to carry out paint repairs to the manufacturers' specifications. They will thus gain a combination of theoretical knowledge and practical skills in automotive accident repair (panel beating) together with body paint principles. Learners will be expected to carry out effective housekeeping practices to work effectively within the automotive industry. They will also learn how to work safely when carrying out removal and replacement of exterior vehicle panels and paint jobs. Learners will also be expected to improve their knowledge of key skills subjects such as Mathematics, English, Maltese, Information Technology and Individual and Social Responsibility.

Programme Learning Outcomes

At the end of the programme the students are able to

- 1. Use correct personal and vehicle protection within the automotive environment.*
- 2. Understand how to carry out removal and fitting of non-permanently fixed motor vehicle body panels.*
- 3. Understand how to carry out the preparation of bare metal and pre-painted surfaces to accept foundation materials and paint topcoats.*
- 4. Understand how to identify, mix and apply fillers and foundation materials in vehicle refinishing.*

Entry Requirements

MCAST Foundation Certificate

OR

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

Other Entry Requirements

All applicants are asked to sit for a Medical Test in view of any Colour Blindness.

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 hours

Mode of attendance: Fully Face-to-Face Learning

MV3-A1-21 Course Specification

Duration: 1 Year

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

Target group: Learners who have completed compulsory education.

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 Ġhonoq Tarġa Gap,

Mosta

Institute of Applied Sciences, Centre of Agriculture, Aquatics and Animal Sciences,

Luqa Road, Qormi

Gozo Campus

J.F. De Chambray Street

MCAST, Ġhajnsielem

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').

MV3-A1-21 Course Specification

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-time-tabled 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 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
ETAUT-303-1401	Car Body Construction and Materials	3	Year
ETAUT-306-1402	Minor Repair of Exterior Vehicle Panels	6	Year
ETAUT-306-1403	Removal, Replacement and fitting of Vehicle Panels and Components	6	Year
ETAUT-306-1404	The Principles of Welding Technology	6	Year
ETAUT-312-1405	Repairing, Preparing and Light Finish	12	Year
ETH&S-303-1408	Health, safety, good housekeeping and working relationships in the automotive environment	3	Year
CDKSK-304-1921	Mathematics	4	Year
CDKSK-304-1922	English	4	Year
CDKSK-304-1923	Maltese	4	Year
CDKSK-304-2108	Information Technology	4	Year
CDKSK-304-2103	Community Social Responsibility	4	Year
CDKSK-304-1925	Science	4	Year
Total ECTS		60	/

ETAUT-303-1401: Car Body Construction and Materials

Unit level (MQF): 3

Credits: 3

Delivery Mode: Face to Face

Total Learning Hours: 75

Unit Description

New, different car body constructions and materials, emerging in the last couple of decades, have changed significantly the practice of accident repair and body paint. This unit enables learners to develop an understanding of the types of metals and composites used nowadays in the construction of car body, the areas where these materials are used and what their properties are. It is also important to understand the basics about the design and construction techniques applied to the body and chassis. After completing this unit, learners will be familiar with car body materials and components, car body structure and assembly, and be able to assemble and disassemble car body parts.

Learning Outcomes

On completion of this unit the learner will be able to

1. *Have the knowledge of car body materials and components.*
2. *Have the knowledge of the car body structure and assembly.*
3. *Know how to assemble and disassemble car body parts.*

ETAUT-306-1402: Minor Repair of Exterior Vehicle Panels

Unit level (MQF): 3

Credits: 6

Delivery Mode: Face to Face

Total Learning Hours: 150

Unit Description

Successful minor repair of exterior vehicle panels requires skills and knowledge of materials, equipment, hand tools, as the basis for minor and major repairs. Therefore, this unit is designed to help learners develop the skills and knowledge required for the selection, care and use of key hand tools for the repair, and for the preparation and use of common workshop equipment, as well as selection and fabrication of materials. Learners will be able to use the suitably maintained workshop equipment safely, and report any faulty or damaged tools and equipment to the relevant persons clearly and promptly. They will be able to store work tools and equipment in a safe manner, which permits easy access and identification for their use. This unit will also help learners develop knowledge and skills necessary to carry out minor repairs in a safe manner. It will enable them to use relevant information to carry out the task, to produce work records that are accurate, complete and are passed to the relevant person promptly, to make suitable and justifiable recommendations for cost-effective repairs and to report any additional faults noticed during the course of their work promptly and in the format required. This unit provides an understanding and knowledge on how to select materials for the repair; how to prepare and use the workshop equipment; and how to select and use hand tools. Finally, it provides learners with knowledge and skills to carry out minor repairs of the body panels.

Learning Outcomes

On completion of this unit the learner will be able to

- 1. Understand and know how to select materials for the car body repair.*
- 2. Understand and know how to prepare and use workshop equipment.*
- 3. Understand and know how to select and use hand tools.*
- 4. Have knowledge and skills to carry out minor repairs of exterior panels.*

ETAUT-306-1403: Removal, Replacement and Fitting of Vehicle Panels and Components

Unit level (MQF): 3

Credits: 6

Delivery Mode: Face to Face

Total Learning Hours: 150

Unit Description

This unit will help learners develop knowledge and skills necessary to carry out fitting, removing and replacing of a range of permanently and non-permanently fixed vehicle panels and components. It also covers the evaluation of the operation when the fitting is done. More specifically, this unit will enable learners to work safely when carrying out repair, removal, replacement and fitting of the permanently and non-permanently fixed vehicle panel. Learners will also learn how to use relevant information to carry out the task, to use appropriate tools and equipment, to produce work records that are accurate, complete and are passed to the relevant person promptly, to make suitable and justifiable recommendations for cost-effective repairs and to report any additional faults noticed during the course of their work promptly and in the format required. The proper use of measuring devices is also covered in this unit, in order to ensure high quality of work done. Therefore, this unit also helps learners develop the skills and knowledge required for the selection, care and use of measuring devices for the repair, and how to handle repairs. To summarize, learners will acquire the knowledge and skills on how repair, fit, remove and replace car body components safely; knowledge and skills to remove and replace exterior panels, including permanently-fixed components; knowledge and skills to remove and fit the non-permanently fixed body panels; understanding and knowledge on how to select and use the measuring devices; and understanding and knowledge on how to handle the repair.

Learning Outcomes

On completion of this unit the learner will be able to

1. *Apply general knowledge and skills to repair, fit, remove and replace car body components safely.*
2. *Apply knowledge and skills to remove and replace exterior panels.*
3. *Apply knowledge and skills to remove and fit non-permanently fixed body panels.*
4. *Understand and know how to select and use measuring devices.*
5. *Have the skills and knowledge of car body repair.*

ETAUT-306-1404: The Principles of Welding Technology

Unit level (MQF): 3

Credits: 6

Delivery Mode: Face to Face

Total Learning Hours: 150

Unit Description

Welding is a special process where quality has to be built in, not to be proved afterwards. Therefore, all activities in welding have to be in accordance with requests, as defined by appropriate standards, including welding procedure specification (WPS) as the essence of welding technology. This unit explains the principles of welding technology, as well as the underlying processes associated with Metal Inert Gas (MIG), Metal Active Gas (MAG) and Tungsten Inert Gas (TIG) arc welding, as well as with Oxy-Acetylene and Resistance Spot welding, including basics of MIG brazing. It covers a range of joints and simple welding positions used in repair practice of low-carbon steel used for car body. Learners will also learn to deal with risks involved in MIG/MAG, TIG, Oxy-Acetylene, Resistance Spot welding and MIG brazing. After completing this unit, learners will understand and be able to apply the welding technology for car body repair; be able to prepare and use the MIG/MAG, TIG, Resistance Spot welding and MIG brazing equipment and tools safely. Finally, they will be able to produce repair welded joints, as well as to ensure their quality.

Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand and apply the principles of welding technology.*
2. *Prepare welding equipment, consumables and tools for a safe use.*
3. *Know how to use the equipment, consumables and tools safely to perform MIG/MAG, TIG, Oxy-Acetylene, Resistance Spot welding and MIG brazing of low carbon steel.*
4. *Perform car body repair by using MIG/MAG, TIG, Resistance Spot welding and MIG brazing.*

ETAUT-312-1405: Repairing, Preparing and Light Finish

Unit level (MQF): 3

Credits: 12

Delivery Mode: Face to Face

Total Learning Hours: 300

Unit Description

Preparing and applying paint, as well as paint repairing skills are covered in this practical unit. It will enable learners to develop an understanding of how to identify substrates, and how to mix and adjust the viscosity of fillers and foundation materials, as well as how to apply fillers and foundation materials following guidelines and procedures. Learners will learn how to prepare a wide variety of different panels and component surfaces to accept foundation/paint topcoat materials. They will also learn how to identify substrates and plastics whilst undertaking paint operations. This unit enables learners to become familiar with the selection, maintenance and use of hand and power tools, as well as equipment used in vehicle refinishing. It will also enable them to develop an understanding of the causes and the rectification of minor paint defects using a range of tools, equipment and materials. This unit provides learners with the general knowledge and skills to prepare, apply and repair body paint; skills and knowledge to work safely when preparing, applying and repairing body paint, knowledge and skills to prepare and pre-paint. They will also be able to apply fillers and foundation materials, to work with plastic materials, and to repair minor paint defects.

Learning Outcomes

On completion of this unit the learner will be able to

- 1. Have general knowledge and skills to prepare for, apply and repair body paint.*
- 2. Have the skills and knowledge to work safely when prepare for, apply and repair body paint.*
- 3. Have knowledge and skills to prepare and pre-paint.*
- 4. Have knowledge and skills to apply fillers and foundation materials.*

ETH&S-303-1408: Health, Safety, Good Housekeeping and Working Relationships in the Automotive Environment

Unit level (MQF): 3

Credits: 3

Delivery Mode: Face to Face

Total Learning Hours: 75

Unit Description

Modern approach in the automotive industry is to minimise risks and hazards in all activities. This unit enables learners to develop an understanding of all related issues, i.e. health and safety, including and focused on PPE and OHSAS 18000, good housekeeping, including cleaning routines, and working relationship of the automotive (motor vehicle engineering) environment. It also enables learners to use the resources economically and efficiently, taking into account health and safety legislation at the same time. It will give learners an insight into what constitutes significant risks in the automotive environment and how to identify and deal with them. It will also develop skills required to keep good working relationships with all the colleagues and customers in the automotive work environment by using effective communication and support. This unit also enables learners to develop an understanding of how to gain information from customers on their perceived needs, give advice and information and agree upon a course of action, how to contract the agreed work and complete all necessary records and instructions. After completing this unit, learners will get an understanding, knowledge and skills to manage hazards and risks, health and safety issues and develop good housekeeping practices, in a motor vehicle engineering workshop. They will also practice maintaining good working and customer relationships.

Learning Outcomes

On completion of this unit the learner will be able to

- 1. Understand risks and hazards; apply health and safety in the working practices.*
- 2. Understand and know good housekeeping practices in a motor vehicle engineering workshop.*
- 3. Know the importance of maintaining good working and customer relationships.*

CDKSK-304-1921: Mathematics

Unit level (MQF): 3

Credits: 4

Delivery Mode: Face to Face

Total Learning Hours: 100

Unit Description

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

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

These problems will involve:

- (a) numerical calculations,
- (b) algebraic manipulation,
- (c) geometrical properties,
- (d) basic statistical analysis and
- (e) probabilistic techniques.

Learning outcomes

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

1. *Compute further numerical calculations.*
2. *Construct and manipulate formulae and algebraic expressions.*
3. *Construct linear equations using graphical techniques.*
4. *Apply geometrical properties of lines, shapes and solids to find lengths, angles, areas and volumes.*
5. *Summarise statistical data both graphically and numerically.*
6. *Determine the probability of single events and of the combination of independent events.*

CDKSK-304-1922: English

Unit level (MQF): 3

Credits: 4

Delivery Mode: Face to Face

Total Learning Hours: 100

Unit description

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

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

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

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

Learning Outcomes

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

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

CDKSK-304-1923: Malti

Unit level (MQF): 3

Credits: 4

Delivery Mode: Face to Face

Total Learning Hours: 100

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 għodda ta' komunikazzjoni u interazzjoni. Permezz ta' l-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' taġħlim. Il-Malti huwa lsien haġ li ssawwar mill-poplu Malti u għadu qiegħed jissawwar biex jibqa' għodda ta' kreattività għal kull min jużah.

L-Għanijiet

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

1. *Jifhmu diskors standard li wieħed juża u jiltaqa' miegħu fil-ħajja ta' kuljum, kif ukoll jifhmu suġġetti marbuta ma' ġrajjet kurrenti u suġġetti personali u ta' interess professjonali u vokazzjonali*
2. *Jifhmu testi li jikkonsistu f'diskors użat fil-ħajja ta' kuljum u fid-dinja tax-xogħol filwaqt li jifhmu deskrizzjoni ta' avvenimenti, fehmiel u opinjonijiet permezz tal-qari.*
3. *Jaffrontaw sitwazzjonijiet f'kuntast ta' konverżazzjoni u jitkellmu fuq suġġetti li huma familjari jew ta' interess personali kif ukoll marbuta mad-dinja ta' kuljum u l-qasam tax- xogħol.*
4. *Jiformolaw testi fuq suġġetti li huma familjari għalih u ta' interess personali u vokazzjonali b'mod preċiż u relevanti f'dak li għandu x'jaqsam mal-lingwa Maltija.*
5. *Jħaddmu ħiliet varji għal skop ta' taġħlim, li jmorru lil hinn mil-lingwa.*

CDKSK-304-2108: Information Technology

Unit level (MQF): 3

Credits: 4

Delivery Mode: Face to Face

Total Learning Hours: 100

Unit Description

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

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

Learning Outcomes

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): 3

Credits: 4

Delivery Mode: Face to Face

Total Learning Hours: 100

Unit Description

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

Learning Outcomes

On completion of this unit 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.*

CDKSK-304-1925: Science

Unit level (MQF): 3

Credits: 4

Delivery Mode: Face to Face

Total Learning Hours: 100

Unit Description

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

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

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

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

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

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

Learning Outcomes

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

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