

Applying for this Course:

To apply for this course you should be 16 years of age or older and able to communicate in Maltese and English. For further information, kindly contact us on qa.jobsplus@gov.mt. stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ғal Far BBG3000.

On successful completion of the Vocational Education and Training Award Foundation in Digital Literacy, the learner will be able to:

- ✓ Fundamentals of computing
- ✓ The main components of a computer
- ✓ The basics of the operating system
- ✓ Operating the mouse
- ✓ Basic keyboard functions
- ✓ Common computer terminology
- ✓ Computer performance and features
- ✓ Career opportunities within the IT industry
- ✓ Exploring the Internet,
- ✓ Using the World Wide Web
- ✓ How to send / receive and compose Emails
- ✓ Digital technology and career opportunities
- ✓ Computer security
- ✓ How to protect the computer and data
- ✓ Ways to protect oneself and others from security threats
- ✓ Ways to keep the computer safe and secure
- ✓ Basic Computer Ethics
- ✓ The modern digital experience
- ✓ Digital audio
- ✓ Digital video
- ✓ Digital photography

The National Commission for Further and Higher Education (NCFHE) deems this certificate to be at Level 1 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 4 ECVET points are assigned.