

Applying for this Course:

To apply for this course you should be 16 years of age or older and a registered jobseeker. For further information, kindly contact us on ga.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 in Employability Skills, the learner will be able to:

- ✓ Apply learning skills and identify learning styles
- ✓ Improve self-esteem and self-confidence
- ✓ Apply assertive principles
- ✓ Carry out a skills audit
- ✓ Carry out audit of one's strengths, weaknesses and abilities
- ✓ Use decision-making and problem-solving skills
- ✓ Collaborate effectively within a team
- ✓ Apply principles of customer care in a given context
- ✓ Monitor own work ethical values to retain the job and for success at work
- ✓ Collaborate with other to ensure equal opportunities regarding gender, aging population, disabilities and sexuality at the work-place
- ✓ Be responsible for one's work / home balance while improving time and stress management skills
- ✓ Practice conflict resolution skills
- ✓ Collaborate with authorities on the salient points of the Conditions of Employment (Regulation) Act relating to one's desired occupation
- ✓ Draw up an effective letter/email of application
- ✓ Manage basic verbal and non-verbal communication skills
- ✓ Carry out tasks requiring basic public speaking skills
- ✓ Evaluate own learning in effective interview techniques
- ✓ Apply for job vacancies from various sources
- ✓ Source alternate allied opportunities and support to establish job/career short and long term goals
- ✓ Carry out tasks related to the process of job searching
- ✓ Produce a job/career action plan
- ✓ Update a list of employers to be canvassed from various sources
- ✓ Use one's pitch for letter, telephone canvassing and the 'tell me about yourself' question
- ✓ Canvass for jobs
- ✓ Monitor one's effective holistic action plan

The National Commission for Further and Higher Education (NCFHE) deems this certificate to be at Level 2 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 5 ECVET points are assigned.