

Vocational Education and Training Award Foundation in Employability Skills

Applying for this course:

To apply for this course, you should be 16 years of age or older.

Course Duration

This course is of 8 hours duration and consists of one Module.

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions and hands-on exercises. The trainer will also be holding lessons with the learners which will consist of various presentations and role-play situations.

General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout the entire unit, to assess and consolidate the learning being covered.

Module 1 Learning Outcomes- Introduction to Employability Skills

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| <ul style="list-style-type: none">✓ Be responsible for drawing up an effective CV✓ Be responsible for utilising Jobseekers' Advisory Services appropriately✓ Be responsible for applying for job vacancies from various sources✓ Carry out tasks related to the process of job searching | <ul style="list-style-type: none">✓ Be responsible to canvass for jobs (including cold canvassing)✓ Be able to produce an action plan✓ Determine skills and / or training needed to complement one's job |
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Module Assessment: There is no assessment for this course.

The Malta Further and Higher Education Authority (MFHEA) 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 1 ECVET point is assigned.