

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 Award Foundation in Employability Skills Course, the learner will be able to:

- ✓ 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
- ✓ 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

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 1 ECVET point is assigned.