

Award in Planning and Organisational Skills

Applying for this course:

Individuals who are 16 years of age and older and who hold a MQF level 2 qualification OR have at least 3 years' work experience can apply for this course. 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, Ħal Far BBG3000

Course Duration

This course is of 22 hours duration and consists of one Module - (including 2-hour assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions, class work exercises and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations and demonstrations.

General assessment policy and procedures for this course:

The learner will be assessed through an Ongoing Assessment that will take place throughout the duration of the course. At the end of the course, each learner will deliver a 10-minute presentation, in order to be assessed on his/her competence. The topic of the presentation will be chosen beforehand in agreement with the trainer.

Module 1 Learning Outcomes- **Verbal and Non-Verbal Communication Skills**

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| ✓ Carry out processes for effective planning | ✓ Manage and organise information |
| ✓ Ensure effective time management principles | ✓ Create an effective workspace |
| ✓ Produce own personal system for managing time | ✓ Define critical tasks |
| ✓ Carry out process mapping to view the big picture | ✓ Identify decision-making skills |
| ✓ Manage personal time to be able to carry out responsibilities | ✓ Apply critical thinking and lateral thinking skills |
| ✓ Create schedules and timetables with clear, specific milestones and deadlines | ✓ Practice delegation and leadership skills |
| ✓ Manage multitasking | ✓ Prepare schedules and timetables with clear, specific milestone and deadlines |
| | ✓ Collaborate effectively within a team |

Module Assessment: The assessment will be as follows:

Each learner will be assessed through ongoing assessments throughout the whole course, which will take into consideration the learner's classroom participation. This will have a total of 40% of the global mark.

Each learner will deliver a 10-minute presentation, in order to be assessed on his/her competence. The topic of the presentation will be chosen beforehand in agreement with the Trainer. This will have a total of 60% of the global mark.

Trainees will need to obtain a pass mark from both the Ongoing Assessment and the Presentation. The pass mark is 45%.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 4 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.