

Vocational Education and Training Award 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 72 hours duration and consists of four Modules:

- Module 1 is of 11 hours duration - (including 1-hour assessment)
- Module 2 is of 16 hours duration - (including 2-hour assessment)
- Module 3 is of 30 hours duration - (including 2-hour assessment)
- Module 4 is of 15 hours duration - (including 1-hour assessment)

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, case studies 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.

Learners will also be assessed by undertaking a project assignment that will take into account the knowledge gained throughout the course.

Module 1 Learning Outcomes – Self Awareness and Skills Audit

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| ✓ Be responsible for applying learning skills and identification of learning styles | ✓ Carry out a skills audit |
| ✓ Ensure improvement of self-esteem and self-confidence | ✓ Carry out audit of one's strengths, weaknesses and abilities |
| | ✓ Ensure application of assertive principles |

Module 1 Assessment:

A Learning Style Quiz and Skills Audit will take place throughout the module as part of the Ongoing Assessment. A discussion will then be held at the end of the Module whereby the Trainer provides feedback to the trainees and create a discussion with the entire group.

Module 2 Learning Outcomes – Life Skills, Employment Law and Rights

<ul style="list-style-type: none">✓ Be responsible for applying principles of customer care in a given context✓ Monitor own work ethical values to retain the job and for success at work✓ Collaborate with authorities on the salient points of the Conditions of Employment (Regulation) Act relating to one's desired occupation✓ Be responsible for one's work home balance while improving time and stress management skills	<ul style="list-style-type: none">✓ Collaborate ensuring equal opportunities regarding gender, aging population, disabilities and sexuality at the workplace✓ Be responsible for improving and practicing conflict resolution skills✓ Ensure effective use of decision-making and problem-solving skills✓ Collaborate effectively within a team
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Module 2 Assessment:

Exercises on Teamwork and Customer Care will take place throughout the module as part of the Ongoing Assessment. A discussion will then be held at the end of the Module whereby the Trainer provides feedback to the trainees and create a discussion with the entire group.

Module 3 Learning Outcomes – Job Searching Skills, Defining Job Goals and Action Planning

<ul style="list-style-type: none">✓ Be responsible for drawing up an effective CV✓ Be responsible for drawing up an effective letter/email of application✓ Manage basic verbal and non-verbal communication skills✓ Carry out tasks requiring basic public speaking skills✓ Be responsible for sourcing alternate allied opportunities and support to establish job/career short- and long-term goals	<ul style="list-style-type: none">✓ Evaluate own learning in effective interview techniques✓ Be responsible for applying for job vacancies from various sources✓ Carry out tasks requiring basic telephone skills✓ Carry out tasks related to the process of job searching✓ Produce a job/career action plan
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Module 3 Assessment:

Exercises to help the learner write an Effective CV and draft a Letter of Application will take place throughout the module as part of the Ongoing Assessment. A discussion will then be held at the end of the Module whereby the Trainer provides feedback to the trainees and create a discussion with the entire group.

Module 4 Learning Outcomes – The Implementation of the Action Plan and Job Searching

<ul style="list-style-type: none">✓ Monitor list adding one's skills, strengths and abilities related to job searching✓ Ensure to update list of employers to be canvassed from various sources✓ Monitor one's effective holistic action plan	<ul style="list-style-type: none">✓ Be responsible to canvass for jobs (including cold canvassing)✓ Ensure to use one's pitch for letter, telephone canvassing and the 'tell me about yourself' question
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Module 4 Assessment:

The Learners are required to write 4 journal entries, one for each module, on the different learning outcomes covered during the whole course. For Module 4, the learners will need to write the journal entry based on the “Tell me about yourself” learning outcome. Learners will need to write about their strengths and how these are beneficial to any particular job, write something about their weaknesses and how these can be transformed into positives for employment and any skills and/or hobbies which they might have which they think it would help them obtain a job.

The Malta Further and Higher Education Authority (MFHEA) 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.