

## Vocational Education and Training Award for Care Workers for the Elderly

### Applying for this course:

To apply for this course, you should be 16 years of age or older and literate in Maltese and English and hold a clean Police Conduct Certificate. If you do not have these qualifications but possess other qualifications or relevant experience, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.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 248 hours duration and consists of seven Modules, and an additional 100 hours of practicum:

- Module 1 is of 13 hours duration - (including 1-hour assessment)
- Module 2 is of 16 hours duration - (including 1-hour assessment) and an additional 10 hours duration – (including 0.5-hour assessment) Food Handling Category B Course
- Module 3 is of 114 hours duration - (including 4-hour assessment) and an additional 16 hours duration First Aid Course. This Module is sub-divided into 4 separate Modules with 4 separate assessments (1 hour each).
- Module 4 is of 26 hours duration - (including 1-hour assessment)
- Module 5 is of 15 hours duration - (including 1-hour assessment)
- Module 6 is of 25 hours duration - (including 1-hour assessment)
- Module 7 is of 13 hours duration - (including 1-hour assessment)
- Module 8 is of 100 hours duration - practicum (on the job placement)

### 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 case studies.

### General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by compiling a portfolio throughout each module, to assess and consolidate the learning being covered. A written assessment will be held at the end of each module based on multiple choice, short answer questions, long answer questions, or a combination of all.

## Module 1 Learning Outcomes – Profile of Caring Services

<ul style="list-style-type: none"><li>✓ Evaluate local opportunities for the promotion of active ageing</li><li>✓ Encourage and build trust, respect and cooperation with elderly person and co-workers</li><li>✓ Identify the different needs of elderly persons</li></ul>	<ul style="list-style-type: none"><li>✓ Encourage elderly persons to take part in activities organised by different entities</li><li>✓ Accompany elderly people in different activities and daily chores with the scope of keeping them active</li></ul>
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**Module 1 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Long answer essay questions. This section carries 70% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

## Module 2 Learning Outcomes – Aspects of the Elderly

<ul style="list-style-type: none"><li>✓ Provide support to an older person in the activities of daily living</li><li>✓ Support the older person to meet emotional and psychological needs</li><li>✓ Work effectively with culturally diverse clients</li></ul>	<ul style="list-style-type: none"><li>✓ Provide personal assistance and emotional support to elderly persons and their relatives</li><li>✓ Choose suitable methods to reach and understand the needs of an elderly person</li></ul>
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**Module 2 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Long answer essay questions. This section carries 70% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

### Module 3 Learning Outcomes – Anatomy and Physiology

<ul style="list-style-type: none"><li>✓ Assist individual with self medication</li><li>✓ Apply the DRABC rule in relation to first aid</li><li>✓ Identify and explain the personal risks to care workers' safety and well-being</li><li>✓ Set up different care plans to support and assist elderly persons</li><li>✓ Analyse and evaluate the conditions of an elderly person</li></ul>	<ul style="list-style-type: none"><li>✓ Maintain updated records about the medications taken by the elderly persons</li><li>✓ Address the different needs of elderly persons in accordance with their condition</li><li>✓ Use different techniques to lift or handle elderly persons</li><li>✓ Use the correct equipment to handle elderly persons</li></ul>
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**Module 3 Assessment:** The assessment paper will be divided into 3 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Short answer essay questions. This section carries 35% of the total marks.
- Section C – Long answer essay questions. This section carries 35% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%. This will be the same for all the other sub Modules in this Module (Module 3A, 3B, 3C and 3D)

### Module 4 Learning Outcomes – Management Principles

<ul style="list-style-type: none"><li>✓ Give examples of how to provide person-centred support when aiding the elderly in day-to-day activities</li><li>✓ Outline how duty of care might apply to care worker's daily role</li><li>✓ Work effectively with culturally diverse colleagues</li><li>✓ Maintain management principles in the working environment</li></ul>	<ul style="list-style-type: none"><li>✓ Be responsible for analysing and evaluating stress</li><li>✓ Use leadership skills to achieve better communication with work colleagues and clients</li><li>✓ Handle the needs of the elderly in an effective and efficient manner</li></ul>
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**Module 4 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Short answer essay questions. This section carries 30% of the total marks.
- Section C – Long answer essay questions. This section carries 40% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

## Module 5 Learning Outcomes– Communication Skills

<ul style="list-style-type: none"><li>✓ Be responsible for analysing and evaluating the importance of communication</li><li>✓ Identify the different needs of elderly persons</li><li>✓ Encourage and build mutual trust between elderly persons, their relatives and care workers</li></ul>	<ul style="list-style-type: none"><li>✓ Provide personal assistance and emotional support to the elderly persons, their relatives and co-workers</li><li>✓ Provide information to the elderly, their relatives, superiors and co-workers by telephone, in written form or in person</li></ul>
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**Module 5 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Short answer questions. This section carries 30% of the total marks.
- Section C – Long answer essay questions. This section carries 40% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

## Module 6 Learning Outcomes– Activities for Elderly Persons

<ul style="list-style-type: none"><li>✓ Be responsible for analysing and evaluating developments and improvement of the elderly persons</li><li>✓ Identify the different needs of elderly persons</li><li>✓ Set up different activities to support and assist elderly persons with the intent of promoting active ageing</li></ul>	<ul style="list-style-type: none"><li>✓ Observe, receive and obtain information on the achievements of elderly persons</li><li>✓ Encourage elderly persons with personal care like washing and using the toilet</li><li>✓ Accompany elderly persons in their needs with the goal of helping them become independent</li></ul>
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**Module 6 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Long answer essay questions. This section carries 70% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

## Module 7 Learning Outcomes– **An Independent Life for Elderly Persons**

<ul style="list-style-type: none"><li>✓ Accompany elderly people in their lives with the goal of helping them become autonomous</li><li>✓ Encourage elderly persons to take part in events or activities organised by different entities</li></ul>	<ul style="list-style-type: none"><li>✓ Assist elderly persons in overcoming their limitations to lead an independent life</li><li>✓ Promote the rights of elderly persons</li></ul>
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**Module 7 Assessment:** The assessment paper will be divided into 2 sections:

- Section A – Multiple choice questions, which all need to be answered. This section carries 30% of the total marks.
- Section B – Long answer essay questions. This section carries 70% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

## Module 8 Learning Outcomes– **Practicum (Practical Sessions)**

<ul style="list-style-type: none"><li>✓ Assist elderly persons when requiring first aid</li><li>✓ Engage the elderly in daily activities</li><li>✓ Accompany elderly in their activities with the goal of helping them become independent and active</li></ul>	<ul style="list-style-type: none"><li>✓ Encourage the elderly to take personal care like washing and keeping oneself clean</li><li>✓ Set up differentiated care plans to support and assist the elderly</li><li>✓ Maintain continuous professional development</li></ul>
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**Module 8 Assessment:** - An ongoing assessment will take place throughout the entire placement by means of an On-the-Job Training Handbook, in order to assess and consolidate the learning being covered. Moreover, the learner will have to compile a portfolio throughout all the modules as part of the formal ongoing assessment.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 22 ECVET points are assigned.