

## Award in Job Searching Techniques

### Applying for this course:

To apply for this course, individuals should have completed compulsory schooling up to 65 years of age and are registered job seekers in search of employment or seeking alternative employment.

### 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, role-play situations and hands-on exercises. During the sessions the trainer will make use of PowerPoint presentations to present the content and give examples.

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

The learner will be assessed through an ongoing assessment that will take place throughout the entire course. The ongoing assessment will take into consideration the learner's classroom participation throughout the entire course, and will take place by way of oral exercises, practical exercises, one-to-one questions, quizzes, role plays, and group activities.

### Module 1 Learning Outcomes - **Making the First Move, creating a C.V and attending an interview**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>✓ Be responsible for recognising one's skills, personal qualities, strengths and abilities needed for a suitable job;</li><li>✓ Be responsible for drawing up a list of suitable personal career options;</li><li>✓ Carry out tasks related to the process of job searching using a variety of sources;</li><li>✓ Be responsible for personalising one's dashboard on the jobsplus website;</li><li>✓ Be responsible for building one's own CV through the CV builder;</li><li>✓ Be responsible for managing the Jobsplus job matching engine and submitting job applications through the website;</li></ul> | <ul style="list-style-type: none"><li>✓ Be responsible for presenting oneself in the best light possible on social networking sites;</li><li>✓ Be responsible for applying for job vacancies advertised in various sources;</li><li>✓ Be responsible for canvassing for jobs (including cold canvassing);</li><li>✓ Be responsible for drawing up an effective CV;</li><li>✓ Be responsible for drawing up an effective letter/email for a job application;</li><li>✓ Be able to present oneself appropriately dressed, and behave appropriately when attending an interview;</li></ul> |
|--|---|

<ul style="list-style-type: none"> <li>✓ Be responsible for registering for employment or seeking alternative employment by using their personal dashboard found on the Jobsplus website (jobsplus.gov.mt);</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be able to comply with the appropriate steps following an interview;</li> <li>✓ Be able to identify one's goals and prepare an action plan to meet those goals.</li> </ul>
--	---

**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 is comprised of one study module to which 1 ECTS point is assigned.