

Award in Career Essentials

Applying for this course:

Individuals eligible to enrol in this programme would be 15 years of age (subject they have completed compulsory schooling) and older. Individuals will also need to be able to communicate in and comprehend English. For further information, kindly contact us on 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 301 hours duration and consists of three Modules

- Module 1 is of 16 hours duration –(including a 1-hour assessment)
- Module 2 is of 14 hours duration –(including a 1-hour assessment)
- Module 3 is of 271 hours duration –(including 270 hours placement and a 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, 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.

Furthermore, the Placement module is based on practical training that will be carried out in a workplace of the trainee's choice, according to their skills and needs. During the placement, the learner will be able to put the theory learnt in previous modules into practice, while also developing new skills. Moreover s/he will have to follow and be in conformity with the policies and processes of that specific workplace. During the placement the learner will be under supervision.

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 each module, there will also be a 1 hour written assessment, to assess his/her competence.

Module 1 Learning Outcomes- **Work Ethics**

<ul style="list-style-type: none">✓ Collaborate with colleagues to develop an ethical workplace.✓ Deal with social and cross-cultural diversity.✓ Monitor areas for possible conflict of interest.✓ Manage work professionally and skilfully.✓ Be responsible for maintaining high quality standards.✓ Manage challenging situations, and problems at work.✓ Comply with when to be adaptable and accommodating to certain situations.✓ Apply ethics policies and regulations in the workplace.✓ Identify good work ethics practices and principles at the workplace.✓ Define areas that require quality adjustments and improvements.	<ul style="list-style-type: none">✓ Identify personal moral strengths and weaknesses.✓ Identify the benefits of an ethical workplace and guidelines on how to achieve one.✓ Develop work ethics and integrity.✓ Evaluate how laws and regulations help maintain a respectful work environment.✓ Prepare how to manage social and cross-cultural differences.✓ Evaluate how to intervene in difficult situations at work.✓ Prepare to communicate effectively within a multi-cultural environment.
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Module 1 Assessment: The assessment will be as follows:

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

There will also be a 1 hour written assessment, at the end of the course. 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 written assessment. The pass mark is 45%.

Module 2 Learning Outcomes- Developing Individual Leadership Skills

<ul style="list-style-type: none">✓ Manage personal leadership strengths and areas for growth.✓ Be responsible for building on self-confidence, resilience, and stress management.✓ Monitor the relevant interpersonal skills that can and would lead to leadership.✓ Ensure the importance of effective communication, active listening, building trust, and rapport.✓ Deal with stress management and its issues.✓ Identify and explore different leadership traits and skills.✓ List interpersonal skills that are relevant in the area of leadership.	<ul style="list-style-type: none">✓ Identify and understand the six methods of developing the art of persuasion.✓ Define the application of persuasive communication and leadership skills in personal and professional contexts.✓ Identify existing leadership styles and their purposes.✓ Apply the existing leadership styles according to the situation.✓ Describe the relation between persuasion and leadership skills.✓ Apply the six methods of developing the art of persuasion to real life situations.✓ Practice self-evaluation, self-awareness, and character adjustment.
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Module 2 Assessment: The assessment will be as follows:

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

There will also be a 1 hour written assessment, at the end of the course. 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 written assessment. The pass mark is 45%.

Module 3 Learning Outcomes- On the Job Placement

<ul style="list-style-type: none">✓ Carry out job related tasks related to the relevant job description.✓ Develop a personal development plan with objectives that are specific, measurable, achievable, realistic and with timescales.✓ Deal with challenges that may occur in the workplace.✓ Comply with any workplace ethical procedures and policies.✓ Be responsible for the tasks that are assigned and carried out by them.✓ Identify availability and range of training and development opportunities.✓ List the different challenges one might face in the workplace and their solutions.✓ Name policies and procedures that are relevant to the respective workplace.	<ul style="list-style-type: none">✓ Identify areas of improvement to have better workplace skills.✓ Identify how to integrate new information and/or learning in order to meet current best practice and any requirements.✓ Evaluate learning areas where one can grow and learn new skills.✓ Demonstrate the appropriate behaviour on the job, depending on one's own skills and job requirements.✓ Apply the relevant learning skills to the job and in the workplace.✓ Plan one's work and schedule appropriately and in a timely manner.
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Module 3 Assessment: The assessment will be as follows:

Each learner will assemble a presentation where they would write/speak about their progress and explain their work experience and what they learnt. This presentation would serve as a demonstration of their journey and progress. The trainee's supervisor/ employer will provide Jobsplus with updates regarding the trainee's performance and progress, through a questionnaire on the competences acquired by the trainee during the placement. Placement Monitoring visits are also carried out to gather feedback regarding the work and progress of the trainee.

The employers feedback questionnaire constitutes 40% of the total mark while the presentation constitutes 60% of the total mark. Trainees are required to obtain a pass mark (45%) from all the assessments.

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 13 ECTS points is assigned.