

Annex 4 - Course Outline: Pre- Employment Training Programme - Vulnerable Groups

Module 1: Independent Living Skills

Module 2: Social Skills

Module 3: Employability Skills

COURSE TITLE	Pre-Employment Training Programme
MODULE 1	<i>Independent Living Skills</i>
COURSE AIM	The aim of this training programme is to assist vulnerable jobseekers in developing the skills needed to self-direct their own lives and to learn the skills necessary to live as independently as possible.
COURSE OUTLINE AND LEARNING OUTCOMES	<p>1. Study Unit - Self Care (25 hours)</p> <p>1.1 Personal Appearance & Hygiene <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to manage their own personal appearance and hygiene.</p> <p>1.2 Food Management <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to carry out basic to more advanced tasks in relation to food management.</p> <p>1.3 House Keeping <i>Learning Outcomes:</i> Trainees will be able to carry out and manage day to day housekeeping tasks.</p> <p>1.4 Emergency and Safety <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to identify and manage emergency and safety situations.</p> <p>1.5 Health & Sex Education <i>Learning Outcomes:</i> Trainees will be able to demonstrate the</p>

	<p>ability to manage their own basic health care.</p> <p>1.6 Housing <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to identify government housing services, different housing options and also managing their own accommodation.</p> <p>2. Study Unit - Work and Productivity (25 hours)</p> <p>2.1 Transportation <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to manage daily transportation.</p> <p>2.2 Money Management <i>Learning Outcomes:</i> Trainees will be able to carry out basic computations and daily transactions including managing own cash flow and savings.</p> <p>2.3 Time Management <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to management time property and effectively.</p> <p>2.4 Hobbies and Leisure activities <i>Learning Outcomes:</i> Trainees will be able to identify hobbies and leisure opportunities.</p> <p>2.5 Legal issues <i>Learning Outcomes:</i> Trainees will be able to understand their own rights and responsibilities as a citizen of Malta.</p> <p>2.6 Knowledge of local and central community resources <i>Learning Outcomes:</i> Trainees will be able to define Local and Central Community resources.</p> <p><i>The Contracting Authority reserves the right to amend the Course Outline</i></p>
DURATION	50 hours

<p>SCHEDULE</p>	<ol style="list-style-type: none"> 1. Three (3) sessions per week excluding courses delivered exclusively on Saturdays. 2. Each session of four (4) contact hours shall have one break of 30 minutes. 3. Minimum of six (6) to a maximum of eight (8) participants each session.
<p>METHOD OF ASSESSMENT AND CERTIFICATION</p>	<ol style="list-style-type: none"> 1. An evaluation report and recommendations for each module for every participant is to be carried out by the Contractor at the end of each module. 2. Certificates are to be printed by the Contracting Authority and distributed to successful eligible trainees who have attended at least 80% of the course.
<p>METHODOLOGY</p>	<p>The study units shall be taught through formal and non-formal teaching methods.</p>

COURSE TITLE	Pre-Employment Training Programme
MODULE 2	<i>Social Skills</i>
COURSE AIM	The aim of this training programme is to assist vulnerable jobseekers in developing their awareness of how one should communicate with others and how to make communication more efficient and effective.
COURSE OUTLINE AND LEARNING OUTCOMES	<p>Study Unit 1 : Personal</p> <p>1.1 Self Confidence <i>Learning Outcomes:</i> Trainees will be able to demonstrate a positive attitude towards life, reality and oneself.</p> <p>1.2 Self Esteem <i>Learning Outcomes:</i> Trainees will be able to demonstrate the consciousness of one's ability, achievements, values and motivations.</p> <p>Study Unit 2 : Motivation</p> <p>2.1 Self-Efficacy <i>Learning Outcomes:</i> Trainees will be able to demonstrate improvement in one's own self efficacy.</p> <p>Study Unit 3 : Interpersonal Skills</p> <p>3.1 Interpersonal Skills <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability of using the following skills:- - self expression</p>

	<ul style="list-style-type: none"> - non-verbal communication - empathy - interpersonal relation - assertiveness - self disclosure - providing feedback - dealing with challenging behaviour <p>Study Unit 4 : Communication Skills</p> <p>4.1 Verbal <i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to hold and manage effective conversations.</p> <p>4.2 Numeracy <i>Learning Outcomes:</i> Trainees will be able to compute simple arithmetic computations.</p> <p>4.3 Language <i>Learning Outcomes:</i> Trainees will be able to follow simple verbal and/or written instructions/signage in Maltese and/or English Language.</p> <p><i>The Contracting Authority reserves the right to amend the Course Outline</i></p>
DURATION	50 hours
SCHEDULE	<ol style="list-style-type: none"> 1. Three (3) sessions per week excluding courses delivered exclusively on Saturdays. 2. Each session of four (4) contact hours shall have one break of 30 minutes. 3. Minimum of six (6) to a maximum of eight (8) participants each session.
METHOD OF ASSESSMENT AND CERTIFICATION	<ol style="list-style-type: none"> 1. An evaluation report and recommendations for each module for every participant is to be carried out by the Contractor at the end of each module. 2. Certificates are to be printed by the Contracting Authority and

	distributed to successful eligible trainees who have attended at least 80% of the course.
METHODOLOGY	The study units shall be taught through formal and non-formal teaching methods.

COURSE TITLE	Pre-Employment Training Programme
MODULE 3	<i>Employability Skills</i>
COURSE AIM	The aim of this training programme is to assist vulnerable jobseekers in developing the necessary skills needed for getting, retaining and being successful in a job.
COURSE OUTLINE AND LEARNING OUTCOMES	<p>Study Unit 1: Job Seeking Skills</p> <p><i>Learning Outcomes:</i> Trainees will be able to demonstrate a positive attitude towards life, reality and oneself.</p> <p>Study Unit 2: Job Maintenance Skills</p> <p><i>Learning Outcomes:</i> Trainees will be able to demonstrate improvement in one's own self efficacy.</p> <p>Study Unit 3: Educational Planning</p> <p><i>Learning Outcomes:</i> Trainees will be able to outline and comprehend different educational paths opportunities.</p> <p>Study Unit 4: Time Management Skills in Employment</p> <p>4.1 Setting Goals</p> <p><i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to set and manage goals at the place of work.</p> <p>4.2 Prioritising</p> <p><i>Learning Outcomes:</i> Trainees will be able to prioritise tasks at the place of work.</p>

Study Unit 5: Entrepreneurship Skills

Learning Outcomes: Trainees will be able to show an understanding of the concept of entrepreneurship.

Study Unit 6: Communication Skills

6.1 Numeracy at Work

Learning Outcomes: Trainees will be able to read, understand and compute numeric information and computations presented at the place of work.

6.2 Written Communication

Learning Outcomes: Trainees will be able to read, understand and interpret written communication presented at the place of work.

6.3 IT/Digital Communication

Learning Outcomes: Trainees will be able to use office computer applications in relations to:

- Word processing
- Spreadsheets
- Power Point Presentations
- Database
- Internet and emails

Study Unit 7: Self Management Skills

Learning Outcomes: Trainees will be able to demonstrate the ability of self control, self reliability, positive attitudes, self-presentation at the place of work.

Study Unit 8: Working with others

Learning Outcomes: Trainees will be able to communicate well within a team and also the ability to use leadership and assertiveness skills at the place of work.

	<p>Study Unit 9: Initiative and Delivery</p> <p><i>Learning Outcomes:</i> Trainees will be able to demonstrate the ability to use decision making, planning and problem solving skills at the place of work.</p> <p><i>The Contracting Authority reserves the right to amend the Course Outline</i></p>
1. DURATION	50 hours
SCHEDULE	<ol style="list-style-type: none"> 1. Three (3) sessions per week excluding courses delivered exclusively on Saturdays. 2. Each session of four (4) contact hours shall have one break of 30 minutes. 3. Minimum of six (6) to a maximum of eight (8) participants each session.
METHOD OF ASSESSMENT AND CERTIFICATION	<ol style="list-style-type: none"> 1. An evaluation report and recommendations for each module for every participant is to be carried out by the Contractor at the end of each module. 2. Certificates are to be printed by the Contracting Authority and distributed to successful eligible trainees who have attended at least 80% of the course.
METHODOLOGY	The study units shall be taught through formal and non-formal teaching methods.