

Course Title	Contact Hours + Assessment Hours	MQF level	ECTS
Level 2			
Award in General Occupational Health and Safety	54	2	4
Award in Occupational Health and Safety for General Drivers	76	2	4
Award in Team-Building Skills	22	2	2
Award in Administration Skills	33	2	3
Award in Achieving Excellence in Customer Service	40	2	4
Award in Developing Self-Confidence	35	2	3
Award in Introduction to Finance and Budgeting	20	2	1
Award in Basic Numeracy Level 2	70	2	4
Applied Basic English Level 2	70	2	4
Fiġliet Bażiċi fil-Malti Komunikattiv it-Tieni Livell	70	2	4
Work Ethics and Employability Skills	25	2	4
Award in Know Your Rights - Basics in Employment Law	20	2	1
Award in Analytical and Problem-Solving Skills	22	2	2
Award in Time Management and Working Under Pressure	22	2	2
Award in Fundamental IT Skills at the Workplace	36	2	4
Award in Career Awareness and CV Writing – What’s Your Talent?	12	2	1
Award in Learning to Learn	13	2	1
Award in Workplace Ethics - Let’s Explore those Rights and Wrongs!	12	2	1
Award in Self Awareness – I am who I am!	12	2	1
Award in Basic Problem-Solving Skills – You Can Fix It!	11	2	1
Award in Teamwork - Working Together for Success!	12	2	1
Award in Dress Code at Work and Interview Skills – Create you Professional Look	12	2	1
Award in Anger Management – Count to 10	12	2	1
Award in Interpersonal Communication Skills - Think Before you Speak!	12	2	1
Award in Personal Finance – It’s all about the money!	13	2	1

Award in Hiliet Medji fil-Lingwa Maltija – It-Tieni Pass	12	2	1
Award in General English – Get your Basics Here!	12	2	1
Award in Time Management - I'm Late for a very Important Date!	12	2	1
Award in Customer Care - The Customer is Always Right!	10	2	1
Award in Introduction to Hospitality	10	2	1
Award in Retail - Sell it Well!	10	2	1
Award in Landscape Gardening – Green Fingers	10	2	1
Award in Care Work – We Care!	10	2	1
Award in Administration Skills - Your First Job in the Office	10	2	1
First Aid 1 (Emergency Response)	10	2	1
First Aid 2 (Response in the Community)	10	2	1
Level 3			
Award in Pre-Employment Skills	22	3	2
Award in Finance and Budgeting	40	3	3
Award in Business and Administration skills	55	3	4
Award in Customer Service for Contact Centres	52	3	4
Award in Essential IT Skills at the Workplace	56	3	4
Award in Health and Safety – Better Safe than Sorry!	15	3	1
Award in Ortografija tal-Lingwa Maltija – Ikteb Sew!	12	3	1
Award in Communicative English Loud and Clear	12	3	1
Award in Housekeeping – Clean it Up!	10	3	1
Level 4			
Award in Accounting and Finance	60	4	6
Award in Leadership and Management	60	4	6
Award in Human Resource Management	96	4	6

