

# PROSPECTUS

## 2026



# About

## LEARNING WORKS

**Learning Works forms part of the Vassallo Group of Companies, a 'people-focused' group of companies that strives for excellence in every project which it is involved.**

Our future - focused team launched newly - developed training courses aimed at equipping the island with professionals in a bid to close the gap in vocational training present in our island.

Learning Works is accredited by the Malta Further and Higher Education Authority as a Further and Higher Education Institution. It offers courses in Health and Social Care, Management, Sports, Languages, Construction, Catering and Hospitality, and several Short Courses.

Courses are tailored to a variety of students, both local and foreign, with flexibility being key.

The mission of Learning Works is to provide high quality education and vocational training with the aim of helping learners identify educational and career goals, develop skills necessary to achieve intellectual and personal growth, excel in their studies or area of specialization enabling them to ultimately secure quality employment, career advancement and to reach their maximum potential.

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# Foreword

Dear prospective student,

Welcome to Learning Works.

We have one clear goal in mind - to empower individuals to improve their life and careers by means of high quality educational and vocational courses. As educators we want to make learning work for them.

We aim at providing high quality educational and vocational training through flexible classroom-based workshops, presentations and lectures. We offer real-life case studies where inquisitive thinking is adopted to promote discussions on relatable topics and issues experienced while on the job.

At our institution we work hard to empower our students to grow as individuals. Our academic programmes and innovative teaching methodologies encourage learners to develop critical-thinking and learn through enquiry and reflection, to exchange thoughts and ideas, to develop key personal and social values and to take ownership of their choices.

We encourage you to go through this prospectus and to choose the course or courses in which you wish to enroll. Please do contact us should you need us to assist you or to provide with any additional information. You may also visit our website [www.learningworks.edu.mt](http://www.learningworks.edu.mt) and Facebook page for the latest updates.

We look forward to having you as one of our students in the months ahead.

Best regards,

**CHARLO BONNICI**

CEO

Learning Works



# Studying and working in Malta

## THE ISLAND OF OPPORTUNITY

**Malta is a hub for culture, entertainment and a great spot to soak in the sun - Malta is a great location to travel to in order to study. This may lead the way to your next career move.**



In order to be the best at what you do, you need to learn from the best! Now who better to learn from than pioneers who revolutionised local industries?

The inspiring team behind the Learning Works courses are qualified professionals whose passion and devotion to the industry is contagious. Our bespoke courses are set at equipping all enrolled students with skills aimed at success in the workplace.

Improving your knowledge with tailored training courses increases your chances for employment opportunities. Learning Works promotes flexible and accommodating

schedules that allow students to also take on part time working hours related to their choice of profession.

All courses are delivered in English, so as to cater for international students looking to improve their skills and who are seeking employment on Maltese shores. EU residents as well as non-EU citizens are encouraged to delve deeper into their professions by developing their skills and broadening their career options.

The opportunities are endless with Learning Works so find the best course for you and commit yourself to excellence.





# HEALTH AND SOCIAL CARE





## EQF/MQF LEVEL 3

# Award in Healthcare

LW/HSC/001

### COURSE DESCRIPTION

This Award has been designed to provide a comprehensive core programme of learning and assessment for health and care workers, in a range of settings. It is aimed at providing the learner with the general knowledge, skills, ability, competences and core values required to work in the caring profession. On successful completion, students will have to deliver the highest standards of service.

The programme also provides students with a sound knowledge on how to approach their work and deliver effective and safe services.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Develop self-knowledge and professional practice.
- Understand the rights, responsibilities and protection in care.
- Identify a number of approaches in person-centred care which assists in the overall well-being of the individual.
- The acquired knowledge will enable the student to communicate effectively both in verbal and written formats.
- Apply person centred care and help the individual lead a meaningful and fulfilled life with dignity.
- Support individuals and their well-being in care.
- Apply health and safety principles in practice.
- Effectively support and care for an individual living in the community or residential care setting.
- Manage and monitor a plan of treatment and/or care and contribute towards its' implementation.
- Develop ability to recognise and reflect on personal learning and improve their professional skills.

### TARGET CANDIDATES

This course is aimed at those wishing to enter the caring profession and obtain formal knowledge and a qualification in health care. This course is a requirement for those aspiring to start a career as care-workers.

**DURATION** 3 months

**CREDIT VALUE** 12 ECTS/ECVET

**MODE OF TRAINING** Lectures and practice

**ASSESSMENT** Assignments

**AWARDING BODY** Learning Works

### LECTURERS

Mr Holger Suarez  
Ms Daniela Carabott Pawley  
Ms Rosette Farrugia Bonello  
Ms Antoinette Shah  
Dr Alexei Sammut  
Ms Jessica Bugeja  
Ms Maria Sapiano  
Ms Sharon Balzan

### COURSE STRUCTURE

#### MODULE 1: DEVELOPING PROFESSIONAL KNOWLEDGE & PRACTICE IN A CARE SETTING (2 ECTS)

The aim of this unit, is to enable learners in identifying their own role in relation to duties, responsibilities to the employer and other members of the healthcare team.

Focusing on professional knowledge, this module will also cover how the learners can develop their own practices as healthcare workers.

**Contact Hours: 60**

**Placement Hours: 40**

**Self Study Hours: 140**

**Assessment Hours: 60**

**Total Learning Hours: 300**

## **MODULE 2: RIGHTS, RESPONSIBILITIES AND PROTECTION IN CARE (2 ECTS)**

This unit aims at providing learners with an understanding of the importance of values that are core to care practice: respect, rights, diversity, equality, inclusion and prevention of abuse in promoting an individual's right to dignity.

The unit continues to support the learner in defining and delivering the importance of rights, dignity and inclusive practice in supporting the care, protection and well-being of the individual. Learners will investigate their own values and beliefs and potential effects on care delivery and professional practice.

## **MODULE 3: COMMUNICATION AND DOCUMENTATION FOR CARE (2 ECTS)**

The focus of this unit is on communicating effectively, working collaboratively and documenting and sharing information with and about individuals in a health care setting.

## **MODULE 4: UNDERSTANDING HEALTH AND SAFETY FOR CARE (2 ECTS)**

This unit is concerned with providing learners with an understanding of the legal and workplace standards for health and safety. This unit develops learners, knowledge relating to the awareness of hazards and risks in the workplace as well as encourages good health and safety practices.

## **MODULE 5: SUPPORTING INDIVIDUALS TO MEET DAILY LIVING NEEDS (2 ECTS)**

The focus of this unit is to give learners the opportunity to broaden their understanding and knowledge of how to support individuals to meet the needs to live and the support required to live as independently as possible.

## **MODULE 6: SUPPORTING PHYSICAL AND EMOTIONAL WELL-BEING OF INDIVIDUALS (2 ECTS)**

The focus of this unit is to provide learners with the opportunity to understand how the person-centred approach aids and assists the individual's physical and mental well-being

Following on from the previous unit, this unit focuses on the factors which lead to pain, discomfort, distress and how individuals express these feelings.

Learners are taught how to help individuals with pain together with methods and approaches to promote rest and sleep.

## **ENTRY REQUIREMENTS**

- Age 16+
- High School Leaving Certificate
- Be able to communicate both orally and in written format in the English Language
- Hold a clean Police Conduct Certificate

## **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 4

# Award in Advanced Healthcare

LW/HSC/002

**Contact Hours: 120**

**Placement Hours: 46**

**Self Study Hours: 240**

**Assessment Hours: 194**

**Total Learning Hours: 600**

## COURSE DESCRIPTION

This course builds on existing knowledge and experience. It is aimed at providing the student with advanced knowledge, skills and competences required to work and progress in the caring profession within various care settings.

## LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Apply analytical and evaluative techniques and enhance those skills.
- Understanding of emotional intelligence and advanced communication techniques for individuals, relatives and family.
- Develop awareness and appreciation of managerial and quality issues.
- Management and leadership concepts pertinent to effective healthcare decision making.
- Legal frameworks and emerging policies and ethics underlying these
- Impact of psycho-sociological factors in healthcare.
- Concepts of dignity, equality, diversity, inclusion and preventing abuse.
- The acquired knowledge will enable the student to communicate effectively using emotional intelligence.
- Apply person centred care and help the individual lead a meaningful and fulfilled life with dignity.
- Be able to carry out a range of basic clinical skills.
- Apply quality management principles in practice.
- Effectively support and care for an individual living in the community or residential care setting.

- Manage and monitor a plan of treatment and/or care and contribute towards its' implementation.
- Exercise judgment and critical analysis, own and take responsibility for decisions and actions.
- Develop ability to recognise and reflect on personal learning and improve their professional skills.

## TARGET CANDIDATES

The Award is aimed at students who already possess a Level 3 qualification in Healthcare and wish to develop their knowledge and skills at a higher level. In order to progress within their career towards management level.

**DURATION** 10 months

**CREDIT VALUE** 24 ECTS/ECVET

**MODE OF TRAINING** Lectures and practice

**ASSESSMENT** Assessments include a mix of written examinations, assignments, individual and group presentations and use of contemporary case studies. In addition students will be assessed on their portfolio of evidence for each unit.

**AWARDING BODY** Learning Works

## LECTURERS

Ms Rosette Farrugia Bonello  
Dr Alexei Sammut  
Ms Antoinette Shah  
Ms Jessica Bugeja  
Mr Joseph Bugeja  
Mr Anthony Scerri  
Dr Ruben Bartolo  
Mr Steven Schiavone

## **COURSE STRUCTURE**

### **MODULE 1: ANATOMY AND PHYSIOLOGY (1 ECTS)**

This unit sets out to facilitate students understanding on the relationship between the concepts of biological health and homeostasis and the processes and mechanisms that regulate and integrate physiological functions in order to maintain biological health. The unit focuses on selected biological systems relevant to the practice of healthcare professionals.

### **MODULE 2: BASIC PHARMACOLOGY (1 ECTS)**

The purpose of this unit is to introduce students to the basic principles of pharmacology applied to health care. Students are introduced to the major drug groups that affect the differing bodily systems. Throughout this unit, students are able to become self-directed learners; specifically, accessing the most appropriate means of information about individual drugs, their usages, contradictions, dosages, and routes of administration. Underpinning the above, the importance of the role of the carer in drug administration and evaluation of their effectiveness is emphasised and students are given specific instruction on drug calculations.

### **MODULE 3: EMOTIONAL INTELLIGENCE FOR CARE (1 ECTS)**

The primary focus of this unit is to help students understand the concept of “emotional intelligence” and its role in modern healthcare leadership. The concept is outlined and contextualised within the healthcare environment, to appreciate how aspects of emotional intelligence support everyday human interactions.

### **MODULE 4: MANAGEMENT AND LEADERSHIP IN HEALTH CARE (1 ECTS)**

This unit, examines contemporary management and leadership issues which impact on health care contexts. Students will explore and debate the approaches to management and leadership within healthcare organisations and examine how they influence their role as healthcare workers within this context. The unit covers the skills required to manage a quality, person-centered health service, including the role of the manager and the importance of

leadership and people management. It introduces students to the principal frameworks and tools available to practicing managers thus, supporting them in their application of course material to real life management situations in the health service.

### **MODULE 5: ADVANCED CLINICAL SKILLS FOR HEALTH CARE (2 ECTS)**

Aimed at developing students' clinical skills when working in a healthcare context whether residential or domiciliary. The unit covers key areas in care provision including identifying acute and chronic conditions, identifying skin and tissue complications, taking blood samples and treating and dressing lesions and wounds.

At all times students are encouraged to understand the importance of their professional working practices in adhering to standards, guidelines, procedures and working with individuals in a compassionate and caring manner.

### **MODULE 6: LEGISLATION AND ETHICS (2 ECTS)**

This unit introduces students to the fundamental moral principles, ethical issues in health care and how these are reflected in legislation. In parallel, the unit focuses on the existing legislative framework for healthcare and emerging policies in this area.

The unit explores the underlying principles and nature of moral responsibility (ethics) and analyses and reviews notions of autonomy, duty, justice, truth, rights and equality. Last but not least, it seeks to effectively manage the relationship between personal and professional judgments.

### **MODULE 7: HEALTH AND SAFETY IN CARE (2 ECTS)**

Health and safety are a crucial priority in all health and social care setting. This unit gives students an understanding of key principles that underpin work in this sector. On successful completion of unit, students will understand how to minimise risks to all individuals in healthcare settings. At the end of the unit, students should be able to foresee potential hazards and are knowledgeable enough on how to take the most appropriate responses to minimise risks, in the context of relevant legal and local policy requirements.



### **MODULE 8: UNDERSTANDING DEMENTIA (2 ECTS)**

This unit, provides students with an understanding of the neurology and diagnosis of dementia. It provides students with the knowledge of the neurology of dementia in order to support the understanding of how individuals may experience dementia and its impact on them and others. It is viewed from a holistic standpoint and focuses on introducing students to person-centered care for individuals with dementia.

### **MODULE 9: CARING FOR INDIVIDUALS AND MODELS OF CARE (3 ECTS)**

This unit enables students to recognise the value of a person-centered approach to adult health and social care. The focus point of this unit is based on person-centered values and the reasons as to why these should influence all aspects of care work. This is further explored by comparing and contrasting a range of care models.

The use of the person-centered approach, is further investigated with regard to the formation and use of care plans in ensuring that individuals have their needs, preferences and wishes met.

The use of personal histories is explained and their value analysed with the aim of contributing to the promotion of self-esteem and individual identity. The unit also discusses issues around risk management and their place in a person-centered approach to care and support.

### **MODULE 10: PSYCHO-SOCIOLOGICAL PERSPECTIVES IN CARE (3 ECTS)**

The aim of this unit is to identify the impact psycho-sociological factors have on healthcare practice. Sociologists investigate the interaction between society and health. On the other hand psychologists explore the relationship among psychological, cultural, behavioural factors and health. Together they have informed our understanding of health and illness, contributed to major changes in healthcare policy which been useful in developing behaviour modification therapies so as to improve the health status of individuals. Understanding how these perspectives are used, deepens students' approach to caring for individuals and supports the development of skills and behaviours for effective professional practice.

### **MODULE 11: MANAGING QUALITY IN HEALTH CARE (3 ECTS)**

The focus of this unit is how quality plays an essential role in healthcare services as well as the idea that it has many different interpretations and perspectives. Students will gain knowledge of these differing perspectives and consider ways in which health and care service quality may be improved. Students will gain knowledge of some of the methods that can be used to assess different quality perspectives, and develop the ability to evaluate such methods against service objectives.

This unit also enables students to develop their awareness of these differing perspectives, to review the requirements of external regulatory bodies and to analyse these in relation to the needs of patients, customers, staff and other internal stakeholders. They will have the opportunity to use this knowledge to plan, implement, monitor and evaluate a small-scale quality improvement initiative in their own work setting.

### **MODULE 12: PROMOTING AND SUPPORTING INDIVIDUAL'S RIGHTS TO DIGNITY AND PREVENTING ABUSE (3 ECTS)**

This unit provides students with a clear grasp about the importance of diversity, equality, inclusion and prevention of abuse in promoting an individual's right to dignity. It defines the terms and supports the learner in investigating the importance of dignity and inclusive practice in healthcare. Key legislation is examined and the consequences of non-compliance in the work place.

### **ENTRY REQUIREMENTS**

- Age 18 +
- Hold a Level 3 qualification in Healthcare.
- Be able to communicate in the English Language.
- Hold a clean Police Conduct Certificate.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 4

# Award in Supporting Individuals with Disabilities

LW/HSC/004

### COURSE DESCRIPTION

This course builds on existing knowledge and experience and is aimed at equipping the student with advanced knowledge, skills and competences required to work and progress in the caring profession within the disability sector. The overall objectives of this Award are to engage students in learning what is relevant to their profession and to further, develop a range of skills and techniques, personal skills and attributes necessary for a successful career.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Understand the context of supporting individuals with disabilities
- Understand the importance of diversity, equality and inclusion.
- Understand the context of supporting skills for everyday life.
- Understand principles for supporting independence in the tasks of daily living.
- Understand the role that leisure activities play in a disability setting.
- Understand the role of learning and development activities in meeting the needs of a person with a disability.
- Understand the importance of reflection on, evaluation and improvement of personal and professional practice.
- Use effective communication and build relationships in disability support.
- Support individuals to identify and plan for leisure activities.

- Facilitate learning and development activities with individuals.
- Support individuals to manage their finances.
- Effective team and joint working in disability support.
- Raising awareness of disabilities.
- Promote communication in health care settings.
- Promote and implement health and safety in health and social care.

### TARGET CANDIDATES

The Award, is aimed at students who already possess a Level 3 qualification in health and social care or relevant experience. It is also aimed at those wishing to develop their knowledge and skills at a higher level in order to progress in their career, and towards supporting individuals with disabilities and challenging behaviours.

**DURATION** 3 months

**CREDIT VALUE** 12 ECTS/ECVET

**MODE OF TRAINING** Lectures and workshops

**ASSESSMENT** Assignments, Case studies, Portfolio of evidence

**AWARDING BODY** Learning Works

### LECTURERS

Dr Alexei Sammut

Ms Maria Balzan

Mr Noel Borg

Ms Sharon Balzan

**Contact Hours:** 60

**Placement Hours:** 55

**Self Study Hours:** 141

**Assessment Hours:** 44

**Total Learning Hours:** 300

## COURSE STRUCTURE

### MODULE 1: INTRODUCTION TO THE CONTEXT OF SUPPORTING INDIVIDUALS WITH DISABILITIES (1 ECTS)

The module, explores the meaning of disability and considers issues closely linked with disability support. These include: an awareness of how the attitudes and beliefs of others influence individuals who have disabilities. In fact, it explores themes of inclusion, human rights, advocacy, empowerment and active participation and also considers the central place of communication in working with individuals who have disabilities.

### MODULE 2: COMMUNICATION IN A DISABILITY SETTING (3 ECTS)

This module aims to enable the learner to make use of effective communication skills in order to develop and sustain relationships with service users, carers and colleagues. It also looks at ways at how to adequately support service users in building and managing their social networks. Since, the strength of an individual's social network, is a key contributor in maintaining an individual's well-being and mental health. Additionally, it provides the learner with the knowledge and skills that address personal interaction and the use of specific methods and aids to promote communication.

### MODULE 3: MANAGING RISK, EMERGENCY AND CRISIS IN A DISABILITY SUPPORT SETTING (2 ECTS)

The module delves in the area of risk management through providing the learner with the knowledge and skills required to effectively analyse and mitigate risk within the context of disability support. The unit also looks at the procedures and mechanisms available for the support of an individual with a disability in an emergency or in a crisis situation.

### MODULE 4: ETHICS IN A DISABILITY SUPPORT SETTING (1 ECTS)

This module introduces students to the ethical principles, and moral dilemmas within the context of supporting individuals with disabilities and how these are reflected in the legislation context. In parallel, the unit will focus on the important themes related to an ethical approach. These include: dignity, quality of life and the rights of the individual.

### MODULE 5: PRACTICAL CARE FOR INDIVIDUALS WITH A DISABILITY (1 ECTS)

This module introduces learners to the knowledge and skills required to reflect on and evaluate one's own professional practice, with the intention to identify and develop best practices. The unit also looks at the importance of supervision, feedback and the formalisation of such practices.

### MODULE 6: BEST PRACTICES IN THE CONTEXT OF SUPPORTING INDIVIDUALS WITH DISABILITIES (4 ECTS)

This module is delivered through a series of interactive teaching sessions with specific emphasis on group activities. Case studies and work examples will be discussed throughout the unit.

## ENTRY REQUIREMENTS

Learners need to satisfy the following criteria:

- Ages 18 +
- Be able to communicate both orally and written in the English Language
- Hold a clean Police Conduct Certificate.
- Hold a Level 3 qualification in Healthcare or equivalent or;
- Have at least 1 year practical work experience in a related position.

For applicants who meet the criteria of admittance by experience only, a basic level of English which is demonstrated through the appropriate qualifications such as an 'O' level in English, a school leaving certificate with English indicated as a core subject or equivalent is needed.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 4

# Award in Mental Health Support and Care

LW/HSC/003

### COURSE DESCRIPTION

This course builds on existing knowledge and experience. This unit is therefore, aimed at providing the student with advanced knowledge, skills and competences, required to work and progress in the caring profession within a mental health setting. The Award provides a specialist work-related programme of study which offers an extensive understanding along with the practical skills required in the mental health sector.

The overall objectives, of the Award include: engaging students in learning what is relevant to their profession and to further develop a range of skills and techniques, personal skills and attributes necessary for a successful career.

The course has been developed by Learning Works in collaboration with the Richmond Foundation.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Understand the context of mental health.
- Understand the importance of diversity, equality and inclusion.
- Understand the context of supporting skills for everyday life.
- Understand principles for supporting independence in the tasks of daily living.
- Understand the role that leisure activities play in a mental health setting.
- Understand the role of learning and development activities in meeting the needs of a person with a mental health problem.
- Understand the importance of reflection on, evaluation and improvement of personal and professional practice.

- Use effective communication and build relationships in mental health care.
- Support individuals to identify and plan for leisure activities .
- Facilitate learning and development activities with individuals.
- Support individuals to manage their finances.
- Effective team and joint working in mental health care.
- Raising awareness of mental health problems.
- Promote communication in mental health care settings.
- Promote and implement health and safety in health and social care.

### TARGET CANDIDATES

This Award is aimed at students who already possess a Level 3 qualification, in Healthcare or at least 1 year experience in a relevant position. Additionally, it targets students who wish to develop their knowledge and skills at a higher level in order to progress in their career. It specifically focuses on supporting individuals with mental health problems and challenging behaviours.

**DURATION** 3 months

**CREDIT VALUE** 12 ECTS/ECVET

**MODE OF TRAINING** Lectures, workshops, and practice

**ASSESSMENT** Assignments, Case studies, Portfolio of evidence

**AWARDING BODY** Learning Works

### LECTURERS

Richmond Foundation



<b>Contact Hours:</b>	<b>60</b>
<b>Placement Hours:</b>	<b>55</b>
<b>Self Study Hours:</b>	<b>141</b>
<b>Assessment Hours:</b>	<b>44</b>
<b>Total Learning Hours:</b>	<b>300</b>

## COURSE STRUCTURE

### MODULE 1: INTRODUCTION TO THE CONTEXT OF MENTAL HEALTH (1 ECTS)

This unit, aims to provide the learner with knowledge on the main forms of mental health problems according to the psychiatric classification system. Learners, also consider the strengths and limitations of this model and look at alternative frameworks for understanding mental distress. The focus of the unit is understanding the diverse ways in which mental health problems impact the individual and others in their social network. It also takes into account the benefits of early intervention in promoting mental health and well-being.

### MODULE 2: ETHICS IN A MENTAL HEALTH CARE SETTING (1 ECTS)

This unit introduces students to the ethical principles and moral dilemmas within the context of supporting persons with mental health problems and how these are reflected in legislation. In parallel the unit will focus on the important themes related with an ethical approach. These include: dignity, quality of life, and the rights of the individual.

### MODULE 3: COMMUNICATION IN A MENTAL HEALTH CARE SETTING (3 ECTS)

This unit aims to enable the learner, to make use of effective communication skills so as to develop and sustain relationships with service users, support workers and colleagues. It also looks at how to support service users in building and managing their social networks. Since, the strength of an individual's social network is a key factor in maintaining an individual's well-being and mental health. This unit is directed towards those who support individuals with specific communication needs. It provides the learner with the knowledge and skills that address personal interaction and the use of specific methods and aids in promoting communication.

### MODULE 4: MANAGING RISK, EMERGENCY AND CRISIS IN A MENTAL HEALTH CARE SETTING (2 ECTS)

This unit, aims at providing the learner with an understanding of the general principles and processes involved in care planning and risk management within a mental health context. The unit also focuses on the procedures and mechanisms available for the support of an individual with a mental health problem in an emergency or crisis situation.

### MODULE 5: PRACTICAL CARE FOR PERSONS WITH A MENTAL HEALTH PROBLEM (4 ECTS)

This unit provides the learner with the knowledge and skills required to support individuals in:

- the tasks of daily living,
  - personal hygiene,
  - managing finances,
  - preparing and settling in to new home environments,
  - taking part in leisure activities,
  - taking part in learning or development activities,
  - maintaining and developing skills for every-day life,
  - accessing and using services and facilities,
  - accessing education, training and employment,
  - continuing recommended therapies,
- and promote their independence in these areas.

### MODULE 6: BEST PRACTICES IN THE CONTEXT OF SUPPORTING INDIVIDUALS MENTAL HEALTH PROBLEMS (1 ECTS)

This unit introduces learners to the knowledge and skills required to reflect on, evaluate one's own professional practice with the intention to identify and develop best practices. This unit also looks at the importance of supervision, feedback and the formalisation of such practices.

## ENTRY REQUIREMENTS

Learners need to satisfy the following criteria:

- Ages 18 +.
- Be able to communicate both orally and written in the English Language.
- Hold a clean Police Conduct Certificate.
- Hold a Level 3 qualification in Health and Social Care or equivalent or;
- Have at least 1 year practical work experience in a related position.

For applicants who meet the criteria of admittance by experience only, a basic level of English which is demonstrated through the appropriate qualifications such as an 'O' level in English, a school leaving certificate with English indicated as a core subject or equivalent is needed.





### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 4

# Award in Dementia Care

LW/HSC/005

**Contact Hours: 60**

**Placement Hours: 25**

**Self Study Hours: 200**

**Assessment Hours: 15**

**Total Learning Hours: 300**

### COURSE DESCRIPTION

This course covers various aspects of dementia care including the identification, assessment and diagnosis of dementia, person-centred care, communication, interaction and behaviour in dementia care, pharmacological and non-pharmacological interventions in dementia care as well as quality, diversity and inclusion in dementia care. The overall objectives of this programme are to engage participants in learning which is relevant to their profession and to further develop a range of skills and techniques, personal skills and attributes necessary for a successful career in working with people suffering from dementia.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Policies and strategies on dementia that are designed to create awareness and hence decreases assumptions and stigma towards persons living with dementia and their family.
- The National Dementia Strategic Plan.
- The different types of dementia.
- Signs and symptoms of dementia.
- The impact that different lifestyles might have on dementia.
- The progressive nature of dementia and some of the progressive impairments and difficulties that persons living with dementia might face.
- Identify misinformation, assumptions and stereotypes towards persons living with dementia which may lead to stigma towards them and their family.
- Be aware about the factors in one's lifestyle that may increase the risk of dementia.

- Identify the signs and symptoms that would indicate the need for further investigation in a person without a diagnosis of dementia.
- Explain the importance of recording possible signs and symptoms in a person.
- Recognise that early diagnosis is important and the likely outcomes if diagnosis and treatment are delayed.
- Evaluate, understand the criteria and the process to be used to gain a diagnosis.
- Explain how a diagnosis of dementia may have an impact on the person and the person's family and social network including: psychological and emotional practical, financial the impact of using services and social exclusion.
- Have critical abilities to solve problems through case studies.

### TARGET CANDIDATES

This course is intended for individuals who are already working with people suffering from dementia or who may want to further their career in elderly care.

**DURATION** 6 months

**CREDIT VALUE** 12 ECTS/ECVET

**MODE OF TRAINING** This Award is delivered through interactive lectures with an emphasis on group activities. Case studies and best practices are discussed throughout the programme.

**ASSESSMENT** Assignment, case study, and practice

**AWARDING BODY** Learning Works

### LECTURERS

Ms Rosette Farrugia Bonello  
Ms Antoinette Shah  
Mr Anthony Scerri

## COURSE STRUCTURE

### MODULE 1: DEMENTIA IDENTIFICATION, ASSESSMENT AND DIAGNOSIS (2 ECTS)

This module provides the learner with knowledge of the ageing brain and the identification of dementia. Learners also cover the different types of dementia, the first signs of this condition and symptoms, the importance of early diagnosis and the impact this condition has on the individual and others in their social network, particularly their immediate family. The focus of this module is also on the risk factors of dementia and prevention, the need for dementia awareness and the National Dementia Strategic Plan.

### MODULE 2: INTRODUCTION TO PERSON-CENTRED CARE IN DEMENTIA (2 ECTS)

This module addresses the fact that all persons living with dementia are first and foremost human beings, with a unique identity, unique personalities and life experiences. This module introduces the person-centred model of care whereby the person living with dementia should be the focus and priority in the model of care. Finding individual solutions for a person living with dementia can help them maintain their independence for as long as possible. Promoting independence is key to improving a person's confidence thus, enabling a heightened sense of purpose.

### MODULE 3: COMMUNICATION, INTERACTION AND BEHAVIOUR IN DEMENTIA CARE (2 ECTS)

This module discusses best-practices techniques on how to best communicate with persons living with dementia. Both verbal and non-verbal communication will be discussed. Adequate care and support depend on effective communication and is vital in any health and social care setting. Key skills, knowledge and attitudes required when communicating and interacting with people living with dementia will be addressed. In addition, a discussion relating to common challenging behaviours that are exhibited by persons living with dementia. Understanding such behaviour and techniques to decrease and/or to avoid such behaviour completely will be addressed.

### MODULE 4: PHARMACOLOGICAL INTERVENTIONS IN DEMENTIA CARE (1 ECTS)

While there is no cure for dementia, some medications that can slow the progression of some types of dementia for a period of time are available. This unit discusses medical treatments that are frequently used as a means of 'treating' what are often called symptoms of dementia such as agitation and aggression. This module looks into the issue that prescriptions of anti-psychotic medications for such behaviours cause increased risk of stroke, falls and death. However, some people living with dementia do experience periods of acute neuropsychiatric symptoms that may need short term, carefully- monitored drug treatment to alleviate symptoms and distress. This module is intended **ONLY** as an awareness of the medication that older persons might take including the side effects that these medications may create. In no way, will participants be responsible to administer any medication.

### MODULE 5: NON-PHARMACOLOGICAL INTERVENTIONS (THERAPEUTIC ACTIVITIES) (3 ECTS)

Non-pharmacological or psycho-social interventions have a range of benefits for persons living with dementia. This module discusses contemporary strategies to dementia therapies. An array of approaches are introduced to support the quality of life of people living with dementia. These include community-based and individual approaches, based on person-centred care and assistive technology. This module also highlights the importance of the 'prepared environment'.

### MODULE 6: PRINCIPLES OF QUALITY, DIVERSITY AND INCLUSION IN DEMENTIA CARE (2 ECTS)

This module is taught by using a lecturer-to-student approach and also by hands-on training using different teaching aids. Discussion and critical thinking and evaluation may arise after using such aids and the tutor will at times create the environment for such critical thinking which is a current approach in teaching. Discussions through workshops may create room for peer learning using a student to student approach.

A portfolio of evidence will also be part of a reflective journal throughout their on the job experience. Participants will have the opportunity of a supervised practice placement within a care home. Candidates must report what activities had been done including the aim and the objective. They also must follow up one to three older persons and describe their behaviour and attitudes during the activities, the type of communication used and person-centred care implementation among others. All this will complement the theory and information discussed in class.

### ENTRY REQUIREMENTS

Learners need to satisfy the following criteria:

- Ages 18+.
- Level 3 Award in Health Care or
- One-year experience as a care worker.
- Be able to communicate in either English or Maltese. A proficiency numerical and literacy skills test together with a Police Conduct Certificate may also be required.

Candidates may apply for recognition of prior learning (RPL) for up to 40% of the total ECTS of the award in accordance with MFHEA recommendations.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 4

# Pre-Tertiary Certificate in Childcare (0 – 3 years)

LW/HSC/006

**Contact Hours: 300**

**Placement Hours: 200**

**Self Study Hours: 880**

**Assessment Hours: 120**

**Total Learning Hours: 1500**

## COURSE DESCRIPTION

The overall objectives of the Award are to engage participants in learning what is relevant to their profession and to further develop a range of skills and techniques, personal skills and attributes necessary for a successful career in working with children including those of different cultures and different needs.

## LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Understand child development in children aged 0 to 3 years including physical, intellectual, language, social and emotional development.
- Be fluent with relevant national legislation and regulatory requirements with a focus on protecting and fostering children's rights and following health and safety procedures.
- Develop an awareness of the need to develop positive relationships and partnerships with children and their families.
- Plan and implement meaningful learning experiences that enable optimal development in babies, toddlers and young children.
- Identify and meet the diverse needs of children with additional needs to cater for cultural, linguistic, learning or physical differences.
- Adopt a reflective practice approach to their daily work to continually improve their own practice for the benefit of children's outcomes.
- Apply child development theories into practice.
- Work collaboratively in a team and promote positive relationships between all stakeholders.
- Plan, develop and facilitate play and learning experiences for children aged 0 to 3 years.
- Provide care of children's daily needs including those with additional needs.
- Support and communicate with parents/legal guardians within an inclusive environment that celebrates diversity and welcomes all families.
- Maintain a healthy and safe environment where children can be cared for and educated respectfully and safely.
- Report and document the daily occurrences, incidents and interactions as required for the safe upkeeping and running of a childcare centre according to the National Standards for Child Day Care Facilities (2006) or latest document published.
- Work and behave responsibly and professionally with the integrity and respect needed to adequately care for young children.
- Follow and uphold the policies, procedures and standards of a child care setting and work in collaboration with the management and the staff for a smooth running of the centre.
- Create and maintain positive relationships with children, their families and the staff at the centre for the benefit and optimal development of children under their care.
- Increase awareness and understanding of the need for care that is of high quality, non-discriminatory and inclusive.
- Develop critical reflective skills to engage in reflective practice as part of own professional development.





## TARGET CANDIDATES

The course is intended for individuals who want to start a career in childcare or for individuals who are already working in childcare centres and want to gain an award at MQF Level 4 and pursue a career in childcare (0 to 3 Years).

**DURATION** 12 months

**CREDIT VALUE** 60 ECTS

**ASSESSMENT** Assignments, Portfolio

**AWARDING BODY** Learning Works

## LECTURERS

Ms Marie Claire Camilleri Saliba

Ms Henriette Saliba

Ms Sharon Balzan

Ms Pauline Dalli

## COURSE STRUCTURE

### MODULE 1: HEALTH AND SAFETY AT THE WORKPLACE AND THE OUTDOOR ENVIRONMENT (4 ECTS)

This module deals with the employer's responsibility towards Health and Safety while pointing out the

employee's responsibility too. In addition to caring for and educating babies, toddlers and young children, an early childhood educator needs to ensure that children are kept safe and secure. An awareness and understanding of health and safety issues is therefore a must. This unit aims to encourage prospective carers to understand the importance of health and safety measures in early years environments and their role in safeguarding children's health and keep them safe. The dangers of noncompliance are stated while emphasising the ways to communicate health and safety information. Risk assessment to reduce accidents and hazards form part of this module.

### MODULE 2: TEAMWORK AND COMMUNICATION (4 ECTS)

This module deals with benefits of teamwork, collaborative work and lines of reporting. It delves into features of effective teamwork and individual behaviours and qualities required for effective teamwork. It creates awareness of the need to develop positive relationships with colleagues and other professionals. Teamwork here also refers to encouraging children to play and learn with other children in the setting.

### **MODULE 3: COMMUNICATING WITH PARENTS AND CARERS OF CHILDREN (4 ECTS)**

This module introduces the students to the notion of working in partnership with parents and families for the benefit and wellbeing of children under their care. It deals with appropriate verbal and nonverbal communication and the type of communication that is acceptable according to GDPR guidelines. The student will have the opportunity to evaluate his own communication skills in terms of developing relationships.

### **MODULE 4: VALUE OF PLAY AND RECREATIONAL ACTIVITIES FOR CHILDREN (5 ECTS)**

This module deals with the value of play for each area of development: physical, social, emotional, intellectual and language. It embraces a rights-based approach to play where play is regarded as a right of each child to play and interact with others and to experience recreational activities with others. Building on the premise supported by literature that play is a vehicle for learning, students will be exposed to the benefits, stages and types of play. Moreover, it gives examples of strategies and techniques to support children's play and ways in which adult interaction can extend learning and development.

### **MODULE 5: BECOMING A CHILDCARE EDUCATOR (4 ECTS)**

This module will aim to introduce students to become Childcare Educators, focusing mainly on the role they play, placing them as key players in the child's development and care. It will seek to adopt a reflective and participatory stance engaging in individual and collaborative reflection. It will encourage students to learn from professional educators, using case studies and narrative to analyse those qualities values, attitudes and skills needed for their own professional growth in the voyage towards becoming Childcare Educators

### **MODULE 6: CHILD DEVELOPMENT IN EARLY CHILDHOOD (9 ECTS)**

This module deals with the holistic child development including the physical, cognitive, social, emotional, speech and language development for the first three years of life. Child development underpins every aspect of working

with babies, toddlers and young children. This module will also offer childcare educators an overview of the different theories on child development in early childhood education by critically reflection on the various key figures who in their own way contributed towards this important area of early childhood education and care. It will focus on the input of early childhood influential figures such as development. Rosseau, Vygotsky, Pestalozzi, Froebel, Dewey, Montessori, Piaget, and Malaguzzi. Furthermore, it is structured to encourage critical engagement with their ideas and developments in Early Childhood Care by reflecting upon the influences of Early Childhood development issues of policy development and implementation and the impact of research and policy.

### **MODULE 7: THE EMERGENT CURRICULUM (4 ECTS)**

This module will give the students the opportunity to critically examine the philosophy underpinning the emergent curriculum and how the emergent curriculum is implemented. It will delve into how the project approach serves as tool to implement the emergent curriculum and how authentic assessment is conducted through pedagogical documentation. It will also deal with the process of how to co-construct a living curriculum that emerges from children's play and interactions. While framed by the teacher, it is child initiated allowing for a collaboration between children and early childhood educators, giving everyone a voice.

### **MODULE 8: OBSERVATION, ASSESSMENT, AND CHILDREN'S PARTICIPATION IN A CHILDCARE SETTING (5 ECTS)**

During their field placement the childcare educator will start to understand and will focus on principles, theories, and sequences of child development from 0 to 36 months. Current issues that influence growth will be discussed. Childcare Educators will gain exposure to a variety of observational techniques and screening/assessment measures which will enable them to apply evidence informed, developmentally responsive practices while engaging with toddlers and infants.

## MODULE 9: EMBRACING DIVERSITY AND SUPPORTING INCLUSIVITY (4 ECTS)

In this module the Childcare Educator will be exposed to a variety of developmental disabilities and how these will affect learning, psycho-educational, social and physical growth. The childcare educator will employ a range of strategies to encourage awareness and understanding of diversity among children and families. The childhood Educator will be prepared and must be prepared to meet the diverse needs of all children and that all children and their families are respected for diversity, including but not limited to origin, race, belief, religion, ability, socio-economic status, culture, sexual orientation and gender.

## MODULE 10: THE REFLECTIVE PRACTITIONER (5 ECTS)

This module will introduce Childcare Educators to reflective practice particularly in a childcare environment. It will give them the tools to develop into reflective practitioners, engaging them in writing reflectively and keeping a reflective journal which will help them in their professional growth. It will also allow the childcare educators to identify and appreciate positive experiences and better identify ways to improve practice. With more challenging experiences being a reflective practitioner helps to process and learn from these challenges.

## MODULE 11: WORK PLACEMENT (12 ECTS)

This module deals with practical exposure to the theory built on knowledge of theories of play and learning and children's development including physical, social and emotional, cognitive and language development. Students will be able to put into practice the theoretical knowledge, skills and competences developed over the course of the programme. They will have the opportunity to reflect on their own as well as collaboratively to evaluate and improve their practice through self-reflection and feedback provided by others.

## ENTRY REQUIREMENTS:

- A minimum of 3 SEC/O'Level subjects;

Subjects must include, 2 of the following: Mathematics, English (Language and/or Literature), Maltese, at grade 5 or better

or

- Successful completion of a related MQF Level 3 Foundation/Certificate Qualification in Health & Social Care/Art & Design/Sports or Performing Arts)

or

- Mature students (+23 years at the start of the academic year applied for), subject to an interview prior to the start of the course

Other Entry Requirements for work placement, candidates need to satisfy the requirements of

- the Protection of Minors Act, (POMA) certificate
- a clean police conduct, (last 6 months)
- a complete a Paediatric First Aid course.
- Pre-award in digital training/digital proficiency qualification.

Since a considerable component of this course will be delivered online candidates are expected to be able to make use of Zoom as a platform as well as Moodle – the institution's VLE. Part of the induction for this course will include a session on the use of these digital platforms.

Candidates may apply for recognition of prior learning (RPL) for up to 40% of the total credits of the award.

Those candidates who have a foreign qualification which they believe is an equivalent to an MQF Level 3 must get their qualification validated through MQRIC at MFHEA.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 4

# Award in Paediatric Nutrition

LW/HSC/034

### COURSE DESCRIPTION

Nutrition plays a crucial role in the growth and development of infants and children. A balanced diet helps a child maintain a healthy weight, strengthen the immune system, and aids in the development of the nervous and skeletal system. Parents, carers, healthcare professionals and other practitioners who work with children need to be empowered with knowledge in order to be able to provide children with the right nutrients according to each child's nutritional needs. This course aims at providing students with such knowledge from pre-conception to the early years and beyond. It also aims at tackling feeding difficulties such as picky eating, disordered eating, and food neophobia. A child can also have specific feeding requirements, and this course will tackle topics such as food hypersensitivity, inborn errors of metabolism, diabetes, familial hypercholesterolemia and weight management. Education and role modelling play a key role in children's food choices. This course will provide parents, carers and other practitioners working with children with practical approaches that can directly or indirectly provide children with the right nutrition messages in the house, the school, and hospital/clinic environment.

### LEARNING OUTCOMES

By the end of the course the learner will have been exposed to the following:

- Identify main features of a healthy balanced diet in an individual.
- Understand the role of nutrition in the overall health and wellbeing of children.

- Knowledge about reference values for food energy and nutrients.
- Understand nutritional requirements and feeding challenges at the different paediatric stages.
- Identify the right strategies to deal with each paediatric nutrition/feeding challenge.
- Understand how to ensure that children following alternative diets do not experience deficiencies of macro- or micro-nutrients.
- Understand how to apply the paediatric care required when dealing with nutrition/feeding challenges.
- Understand how nutrition education can take place within the family, schools, and other settings.
- Apply knowledge about macro- and micro- nutrients, the healthy eating plate and energy requirements for meal planning and/or preparation.
- Be able to prepare meals and snacks in line with dietary guidelines which are appealing for children.
- Identify feeding/nutritional challenges in children.
- Ensure that children on alternative diets experience macro and micro nutrients.

### TARGET CANDIDATES

The course is aimed at students who are interested in paediatric nutrition; parents or guardians; those who work with children such as in a nursery or school; possess a qualification in healthcare, nutrition or similar; or who are further interested in understanding the impact of nutrition in children.

**Contact Hours: 40**

**Placement Hours: 0**

**Self Study Hours: 120**

**Assessment Hours: 40**

**Total Learning Hours: 200**

**DURATION** 10 weeks

**CREDIT VALUE** 8 ECTS

**MODE OF TRAINING** Online lectures

**ASSESSMENT** In-class discussions, quizzes, presentations and written assignments

**AWARDING BODY** Learning Works

**LECTURER:** Ms Mariella Porter

## **COURSE STRUCTURE**

### **MODULE 1: FUNDAMENTALS OF PAEDIATRIC NUTRITION (2 ECTS)**

In this module, students will be able to understand the role that nutrition plays in the overall health and wellbeing of an individual. This module is aimed at providing the basics of nutrition even to those students with no background in this field. Knowledge about the macro- and micro-nutrients required for a balanced diet, together with an awareness on how to prepare healthy meals based on the healthy eating plate model will also be provided. The role of hydration, especially in children is also highlighted. Dietary reference values for food energy and nutrients are covered. This is followed by awareness on how to adjust nutrition intake depending on the individual's needs whilst ensuring accessibility and enjoyment of food. In addition, this module makes reference to physical activity and sports to complement a healthy balanced diet.

### **MODULE 2: NUTRITION THROUGH THE DIFFERENT PAEDIATRIC STAGES (2 ECTS)**

This module provides knowledge on the role of nutrition from preconception, throughout pregnancy, in the early years, and beyond. This is followed by nutrition and feeding challenges that each of these stages can provide, and the approaches to be taken to tackle each difficulty. This unit also provides students with the knowledge on how anthropometric measures are taken in the paediatric population. The students are also provided with the protocol to be followed when dealing with weight management in children. During the course, students will also have the opportunity to observe the approaches to be applied during infant feeding, weaning, and the early years, through demonstrative educational videos.

### **MODULE 3: OVERCOMING NUTRITION AND FEEDING CHALLENGES IN CHILDREN (2 ECTS)**

This module will tackle challenges faced during the feeding in the early years such as picky eating, food aversions and neophobia. It will provide students with ways how to identify the issue, tackle feeding difficulties, and ask for professional assistance when required. In this unit, paediatric weight management will be tackled, and it will be highlighted how this topic needs to be tackled with great care especially in children. Other clinical nutrition topics such as food hypersensitivity, inborn errors of metabolism, disordered eating and eating disorders, diabetes, and familial hypercholesterolemia will also be tackled. In this module cultural differences in feeding together with different diets such as vegetarian and vegan diets will also be discussed. Here students will be provided with the knowledge required about alternative diets which are on the increase within a multicultural community.

### **MODULE 4: NUTRITION EDUCATION FOR CHILDREN AND GUARDIANS (2 ECTS)**

This module explains how nutrition education should start from the early years from the family environment, in the childcare centre or school, and beyond. It also discusses the challenges faced during this nutrition education process including advertising, high sedentary behaviour and indirect mixed messages through eg. text and reading books or children's programmes. In this unit it will also be discussed how role modelling plays a very important role in nutrition education. In addition, students will be provided with various ideas on how nutrition education can be included in everyday life activities such as home cooking and shopping through games, and through various subjects across the curriculum. It will also explain how children can be raised capable of carrying out nutrition judgment through nutrition information reading, food labelling and analysing nutrition statements.





### ENTRY REQUIREMENTS:

Learners need to satisfy the following criteria:

- Ages 18 +.
- Hold a MQF Level 3 qualification or equivalent.
- Be able to communicate in the English Language.
- Digital competence is not a prerequisite for applying for this course. However, since this programme may be delivered online, training on the use of Zoom and Learning Works VLE will be included in the induction session which precedes lectures.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 4

# Award in Nutrition for the Elderly

LW/HSC/007

**Contact Hours:** 60

**Placement Hours:** 0

**Self Study Hours:** 160

**Assessment Hours:** 80

**Total Learning Hours:** 300

### COURSE DESCRIPTION

Nutrition plays a key role in the general wellbeing of elderly people. The ageing process can lead to nutrition-related health problems including malnutrition, deviation from the recommended weight for height, and non-communicable diseases. There are various factors which influence the dietary lifestyle of the elderly including food availability and cost, together with psychological and social factors. This course will provide students with knowledge about the macro- and micro- nutrients required for a balanced diet, together with awareness on how to prepare meals for the elderly based on the healthy eating plate model. This is coupled with awareness on how to adjust the elderly's nutrition intake depending on the individual's needs whilst ensuring accessibility and enjoyment of food. This programme also provides the skills required to identify malnutrition in the elderly through anthropometric measures and malnutrition screening tests. The concept of artificial feeding will also be put forward, where oral, parenteral and enteral feeding will be discussed in various settings. Here the students will be provided with the skills required for each mode of feeding together with the protocols to be followed in order to prevent or limit complications. Artificial nutrition can bring about difficult moral decisions especially when the elderly patient is approaching the end of life. In view of this, the course will discuss the main ethical issues that can be encountered during feeding of the elderly and explain what an 'extraordinary measure' of feeding is, whilst providing

understanding of the issue 'to feed or not to feed'.

During the course students will also have the opportunity to observe the various forms of artificial feeding in an elderly care setting through demonstrative educational videos.

### TARGET CANDIDATES:

The Award is aimed at students who are interested in gerontology and geriatrics, who already possess a qualification in healthcare, nutrition or similar, and who are further interested in understanding the impact of nutrition in the elderly.

**DURATION:** 12 weeks

**CREDIT VALUE:** 12 ECTS

**MODE OF TRAINING:** Online lectures

**ASSESSMENT:** Assignment and case studies

**AWARDING BODY:** Learning Works

**LECTURER:** Ms Mariella Porter

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Communicate more effectively with elderly individuals under his/her care through the development of better communication and listening skills.
- Communicate more effectively with elderly individuals under his/her care through the development of better communication and listening skills.

- Work collaboratively with other practitioners caring for the elderly.
- Understand better the nutritional needs and challenges of the elderly.
- Reflect on personal knowledge, skills and practice for continuing professional development.
- Define and discuss major areas related to nutrition especially in relation to elderly care.
- Demonstrate knowledge about human physiology in relation to the digestive system and feeding .
- Apply theoretical knowledge to real world contexts in the field of nutrition and feeding in elderly care.
- Recognise how nutritional needs vary between the elderly.
- Implement the benefits of and indication for different feeding methods.
- Comprehend the main ethical issue that might need to be dealt with while feeding the elderly.

## **COURSE STRUCTURE:**

### **MODULE 1: NUTRITION IN AN AGING POPULATION (3 ECTS)**

In this module, students will be able to understand the role that nutrition plays in the overall health and well being of the elderly. Knowledge about the macro- and micro- nutrients required for a balanced diet, together with awareness on how to prepare meals for the elderly based on the healthy eating plate model will also be provided. The role of hydration, especially in the elderly is also highlighted. Dietary reference values for food energy and nutrients in the elderly population are covered. This is followed by awareness on how to adjust the elderly's nutrition intake depending on the individual's needs whilst ensuring accessibility and enjoyment of food. In addition, this module makes reference to physical activity and sports to complement a healthy balanced diet.

### **MODULE 2: MALNUTRITION IN THE ELDERLY (3 ECTS)**

This module provides knowledge on the physiology in feeding and swallowing, together with the processes involved in digestion, absorption and assimilation of food. This is followed by the understanding of the

various nutrition limitations in the elderly, where the physiological, psychological and social aspects are tackled. This unit provides students with the knowledge on how anthropometric measures are taken and how a malnutrition screening test is carried out. The students are also provided with the protocol to be followed when dealing with weight loss or weight gain in the elderly, and how to promote diet and lifestyle changes when there are chronic diseases such as hypertension, high cholesterol levels and diabetes.

### **MODULE 3: ARTIFICIAL FEEDING (3 ECTS)**

This module will provide an introduction to the concept of artificial nutrition, and the various forms of such feeding. The students are provided with the benefits of, and indications for the different kinds of artificial feeding. The module provides an explanation of the care required for each type of feeding, including the protocols to be followed for limiting or avoiding complications in artificial feeding. The unit will also expose the students to the various practitioners involved in providing artificial nutrition and feeding to the elderly.

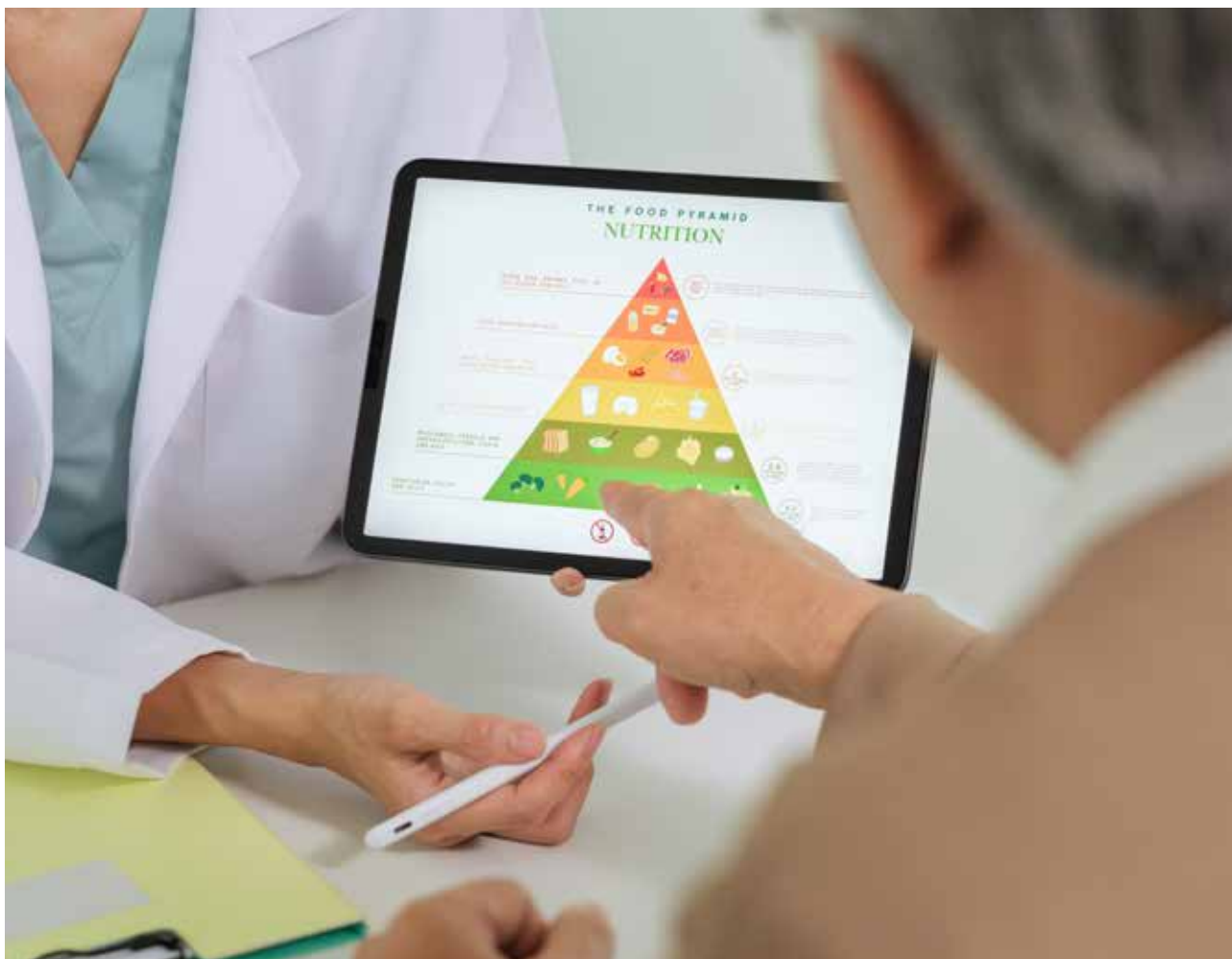
### **MODULE 4: ETHICS IN NUTRITION FOR THE ELDERLY (3 ECTS)**

This module will discuss the main ethical issues that can be encountered during natural and artificial feeding of the elderly. Students will be provided with the opportunity to discuss the ethical dilemmas encountered when an elderly person is on artificial nutrition. The unit also provides understanding of the issue 'to feed or not to feed' the elderly in a home, hospital or care centre, and explains the issue of what an 'extraordinary measure' is when talking about feeding.

## **ENTRY REQUIREMENTS:**

Learners need to satisfy the following criteria:

- Ages 18 +.
- Hold a MQF Level 3 qualification or equivalent preferably in an area related to healthcare, nutrition or catering.
- Be able to communicate in the English Language.



Digital competence is not a prerequisite for applying for this course. However, since this programme may be delivered online, training on the use of Zoom and Learning Works VLE will be included in the induction session which precedes lectures.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 7

# Post Graduate Certificate in the Psychology of Eating Disorders and Obesity

LW/HSC/009

### COURSE DESCRIPTION

This nine-month Post-Graduate Certificate programme will expose the student to a wide range of theoretical models that address the types, causes and symptoms of eating disorders. This programme offers candidates an opportunity for CPD and specialization in this area.

It will discuss eating disorders and disordered eating. The students will learn how to recognize eating disorders and carry out differential diagnosis.

### LEARNING OUTCOMES

By the end of the course programme the learner will

- Demonstrate an understanding of the different presentations of eating disorders and their associated symptoms.
- Be able to compare, contrast and evaluate interpretations of eating disorders as mental health conditions within known models of etiology and maintenance.
- Devise a formulation and a treatment plan.
- Carry out a clinical interview.
- Administer eating disorder questionnaires.
- Work with a food record.
- Recognize feeding issues like pica and ARFID.
- Demonstrate an understanding of how to engage teens in therapy and apply media literacy.

- Use nutritional models used in the treatment of eating disorders.
- Know how to collaborate with a multidisciplinary team
- Understand the major theories relevant to eating disorders.
- Demonstrate an understanding of how to prepare content for a blog/vlog.
- Present a poster for public health purposes.
- Demonstrate an understanding of the attachment theory.
- Work with body image issues and the concept of embodiment.
- Define gender issues, substance abuse and how these overlap with eating issues.
- Identify the medical complications of eating disorders.
- Be able to offer psychoeducation in terms of body, weight, and shape.
- Understand the value of nutrients and how these are essential for recovery from an eating disorder.

### TARGET CANDIDATES:

This MQF Level 7 course is suitable for those who are in possession of a warrant such as psychologists, counsellors, psychotherapists, psychiatrists, dieticians, nutritionists or mental health nurses who wish to specialize in or broaden their understanding of eating disorders.

**Contact Hours:** 150

**Placement Hours:** 45

**Self Study Hours:** 395

**Assessment Hours:** 160

**Total Learning Hours:** 750



**DURATION:** 9 Months

**CREDIT VALUE:** 30 ECTS

**MODE OF TRAINING** 50% Online, 50% Face-to-Face

**ASSESSMENT** Hybrid Assessment Method which includes both a continuous and a final assessment.

The following formats may be used:

Presentations (individual or in groups), case studies, weekly journaling, class debates, group work and written assignments.

**AWARDING BODY** Learning Works

### LECTURERS

Ms Colette Farrugia Bennett

Ms Donatella Agius

Dr Dorothy Scicluna

Ms Lou Ghirlando

Ms Maria Lisa Gilson

Ms Rachael Marie Scicluna

Ms Rowinda Dimech

Ms Santina Camilleri

Ms Christine Duff

### AREAS COVERED:

- The Engagement Process.
- Feeding and childhood eating issues.
- Adolescence and the role of the media in the development of eating disorders.
- Attachment theory, and substance abuse/ misuse and eating disorders.
- Body image and embodiment.
- Gender and the development of eating disorders.
- The course will include lectures in the medical, psychiatric and the dietetic aspects of eating disorders.
- Hunger and Appetite.
- Relapse Prevention.
- Medication utilized for eating disorders and obesity.

### THE LEARNER WILL ALSO BE ABLE TO:

- Apply the methods of assessment and diagnosis in order to create a formulation. Those students not in possession of a warrant to practise can only apply this method for training purposes.
- Share the formulation with the patient and update accordingly

- Plan a therapeutic way forward.
- Demonstrate an understanding of the different presentations of the eating disorders and their associated symptoms.
- Develop the skill to use an integrative approach to the therapy of eating disorders.
- Demonstrate an understanding of how and when to utilize which models of treatment.
- Be able to communicate effectively with the family of the patient and with the multidisciplinary team.
- Show an understanding how to adapt different therapeutic skills to eating recovery and to individual presentations of these disorders.
- Design treatment plans which acknowledge appropriate phases of treatment.
- Demonstrate how to respond appropriately to individual client needs within each treatment phase and be able to justify his/her selection of interventions.
- Use appropriate resources such as alternative professional expertise and how to integrate their work with that of the other professionals involved in the recovery process.
- Demonstrate the ability of how to monitor responses to treatment.
- Demonstrate self-awareness and mastery of their own issues with food and weight.
- Demonstrate therapist qualities deemed important and useful for working congruently with clients.

### COURSE STRUCTURE

#### MODULE 1: WHAT ARE EATING DISORDERS (EDs) ? (5 ECTS)

This module will give an in-depth look at each eating disorder and will explain who gets eating disorders. It will look at;

- Normal and Abnormal Eating.
- Hunger and Appetite.
- Who suffers from Eating Disorders?
- Who gets Eating disorders?
- Assessment and Diagnosis.
- Engagement and Early Issues.
- Nutritional Interventions – outpatient care.
- Working with Food Records.
- What may go wrong?



## **MODULE 2: CHILDHOOD AND FEEDING DISORDERS (5 ECTS)**

Following are the topics covered in Module 2:

- From normal eating to disordered eating and eating disorders.
- Feeding/ Eating Issues in children.
- Body Dissatisfaction and dieting, and how this can lead to Eds:
- Intervention planning.
- Use of drawing/art.
- Use of toys – non-directive approach.
- Family-based intervention
- Presentations of Case Studies: Child Focused and discussions.
- Picky Eaters vs. Problem feeders.
- The Sensory Oral Sequential (SOS) approach to feeding
- From normal eating to disordered eating and eating disorders.
- Food intake guidelines.
- Defining normal eating.
- Childhood ED/ Obesity- differences in developing/ developed countries.
- Childhood obesity: food insecurity, attachment processes, maternal poor nutrition.
- Early Feeding, Child Behaviour and Parenting as Correlates of Problem Eating.

## **MODULE 3: ADOLESCENTS AND THE IMPACT OF SOCIAL MEDIA IN THE DEVELOPMENT OF EATING DISORDERS (5 ECTS)**

This module covers:

- Definition of Adolescence.
- Challenges faced in adolescence which might trigger EDs.
- The difference between ED and Disordered Eating.
- The different types of Eating Disorders.
- The impact of social media on youths and how they may contribute to EDs.
- Websites that promote EDs
- Attachment and EDs.
- The importance of Education where adolescents suffering from EDs are concerned.
- Parent involvement.
- Signs and symptoms of eating disorders and what to

look out for when assessing a potential client.

- A potential assessment procedure with an adolescent.
- Interventions used with clients presenting with EDs.
- Introducing the correct jargon when working with clients with EDs.
- Working with other professionals and reasons behind it.

## **MODULE 4: BODY IMAGE, EMBODIMENT AND EXPRESSIVE ART THERAPY (5 ECTS)**

This module will focus on body-image and the way in which it impacts the development and maintenance of an eating disorder, and therefore the relevance in supporting healthy body-image in the prevention and treatment of eating disorders.

It will outline the aspects of body-image and the way that body-image is developed through different stages and experiences of life. It will open awareness to gender and ethnic distinctions in the development of body-image. Critical influences on body-image will also be discussed.

## **MODULE 5: ATTACHMENT THEORY, SUBSTANCE ABUSE, GENDER AND EATING ISSUES (5 ECTS)**

This module will explore attachment theory in relation to the root causes of eating disorders and the subsequent development of substance abuse. It will specifically aim at exploring the following areas:

- Attachment processes and eating disorders.
- Anorexia nervosa and the deficiencies in the self.
- Anorexia nervosa treatment and recovery.
- Introduction to substance abuse.
- Patterns of co-morbidity between eating disorders and substance use.

Further on, this module will eventually shed light on the link between eating disorders and LGBTIQ+. The module will help the student reflect and understand the differences between gender and sexuality. With this understanding, the prevalence and risk factors of this sexual minority with eating disorders (EDs) will be reflected. Therefore, the aim of this part of the module is to gain an awareness of Gender and Sexuality and what happens when there is the development of an eating disorder. This part of the Module will specifically cover the following topics:

- Difference between Gender and Sexuality.
- Definition of 'LGBT+' Acronym.
- Coming out.
- Intersectionality and minority stress; self-harm, adolescents, addiction and eating disorders.
- Case studies with such intersectionality.
- Gender dysphoria and body dysphoria.

## **MODULE 6: THE MEDICAL, PSYCHIATRIC AND DIETETIC ASPECT OF EATING DISORDERS. (5 ECTS)**

This module aims to explore the important relationship of the medical, psychiatric, and dietetic aspect of EDs. This will be referred to as a tri-factor model. Medical care of these clients ideally includes the medical, psychiatric, and nursing aspects.

This Module will look at:

- The figure of the nurse in residential care settings and within the community. A strong and well-trained nurse can pick up subtle changes to the client's medical and underlying psychological status which can serve as a guide to the multidisciplinary team.
- The second aspect of the tri-factor medical model is the role of the psychiatrist. Eating disorders are primary psychiatric conditions that present with a host of psychiatric comorbidities such as mood disorders, personality disorders, and sleep disorders. It is crucial for the psychiatrist to recognize and treat the underlying psychiatric co-morbidities for the client to receive the most benefit from eating disorder treatment.
- Assessing the important role of sleep or sleep deprivation.
- Looking at the medical care guidelines provided by the Academy of Eating Disorders. The medical provider must be trained in the recognition and management of the medical complications of eating disorders — from the complications of extreme restricting to those of extreme bingeing — to support treatment.
- The multidisciplinary team.
- Dietetic intervention in in-patient care including:
- Medical files.
- Clinical interventions.

- Assessment of DH.
- Intervention plan.
- Communication with the medical team.
- Presentations of Case Studies: Child Focused and discussions.
- Putting it all together.

## **ENTRY REQUIREMENTS**

Applicants should:

- Be working within a helping profession where a better understanding of eating disorders and how to support people would be useful. E.g., counsellor, psychotherapist, counselling/ clinical psychologist, mental health nurse, psychiatrist or general practitioner, nutritionist or dietician.
- Be able to demonstrate successful completion of relevant training, or substantial experience, in your stated professional capacity (as above).
- In addition, candidates should satisfy the following entry requirements:
- Be in possession of a MQF Level 7 certification from a recognised local or foreign awarding body, or equivalent
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

## **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

This programme is being organised in collaboration with Dott. Dorothy Scicluna

# MANAGEMENT



## EQF/MQF LEVEL 4

# Award in Leadership and Management

LW/M/001

**Contact Hours: 60**

**Placement Hours: 12**

**Self Study Hours: 178**

**Assessment Hours: 50**

**Total Learning Hours: 300**

### COURSE DESCRIPTION

As organisations continue to remain competitive and sustainable, a recurring pitfall identified is that employees are promoted to a line or middle management position without having sufficient management training. Thus, new managers may find they are insufficiently equipped to take on the demanding role of managing a team and ensuring that the job gets done successfully. This in turn has an impact on what the team and ultimately what the organisation achieves. Our aim in delivering this training is to fulfil such training needs by introducing management concepts to aspiring managers and those already occupying management positions. Our rationale, is to teach management concepts which have a practical application to students' real life experiences in the workplace so that they can reach their potential as managers.

**DURATION** 4 months

**CREDIT VALUE** 12 ECTS/ECVET

**MODE OF TRAINING** Presentations, class discussions, problem-based learning, hands-on exercises and team-based learning.

**ASSESSMENT** Assignment and Presentation

**AWARDING BODY** Learning Works

### LECTURERS

Mr Daniel Cassar

Mr Joseph Bugeja

Mr Gilbert Amato Gauci

### TARGET CANDIDATES

This Award in Leadership and Management is designed for new and aspiring middle managers, who wish to develop and grow professional management skills including problem solving and decision-making, performance management, managing team dynamics, delegation and motivation.

Learners should have a thirst for developing practical skills that they can be used in the workplace to effectively manage their teams and provide exceptional customer service.

### COURSE STRUCTURE

#### MODULE 1: UNDERSTANDING THE MANAGEMENT ROLE TO IMPROVE MANAGEMENT PERFORMANCE (3 ECTS)

The main purpose of this unit is to introduce management concepts to employees who are going to take up a management position within an organisation or have just started in such a position. For those already in a line or middle management position, this unit will reinforce and enhance their knowledge on contemporary management. This unit serves as an introduction for the learning that follows.

#### MODULE 2: PLANNING AND LEADING A COMPLEX TEAM ACTIVITY (3 ECTS)

Most organisations require their employees to work in a team setting.

There are many different kinds of teams, project teams and multidisciplinary teams all with a common goal of achieving organisational results. However, regardless of the nature of the team, it is important for all team members

to be aware of the diverse roles each team member plays. It is equally important for teamwork to be efficient and effective because these are some of the factors upon which a company's competitive advantage is built.

### **MODULE 3: DEVELOPING YOUR LEADERSHIP STYLES (3 ECTS)**

Leadership has been identified as the key element in what makes an effective manager. The aim of this unit is to help students reach their management potential, helping them to identify and develop their leadership style to improve their own and their organizational performance.

### **MODULE 4: MANAGING CUSTOMER EXPERIENCE (2 ECTS)**

Research shows that attracting new customers can be five times more expensive than retaining existing ones. In order to gain competitive advantage, organisations invest thousands of Euro to research their target markets and discover the needs and wants of their customers. As part of delivering superior value to their customers, many organisations strive to establish long-term profitable relationships with customers. However, unless their front-line workers are trained to practise customer relationship management, the chances of reaping competitive benefits, remain remote.

### **MODULE 5: MANAGING RISK AT THE WORK PLACE (1 ECTS)**

All managers have a legal duty to assess the risks, pertaining to the health and safety of their employees, contractors and visitors. Through understanding the implications of managing the risks which may arise in organisations is a fundamental responsibility of all managers and thus, this unit has been included in this course.

### **ENTRY REQUIREMENTS:**

Learners need to satisfy the following criteria:

- Ages 18 +.
- Hold a MQF Level 3 standard of education or atleast 3 years experience in a junior management role.
- Be able to communicate in the English Language.
- Hold a clean polite conduct certificate.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 5

# Award in Public Speaking and Speech Writing

LW/M/012

### COURSE DESCRIPTION

Effective public speaking, speechwriting and presentation skills are important as they help keep a presentation interesting, help the presenter communicate effectively with confidence, and motivate the audience to listen. This course targets anyone whose role or position entails speaking publically, presenting projects or pitching in and writing speeches for oneself or others.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Understand the main theories and models of communication.
- Understand the importance of effective communication both the verbal and non-verbal type.
- Understanding the importance of the choice of words in speeches.
- The importance of knowing one's audience.
- Understanding the importance of writing, speaking and presenting in way that the audience remembers the message.
- Describe the benefits of verbal and non-verbal communication.
- Ability to plan, design and implement oral communication strategies.
- Describe the way how effective speeches and presentations are to be prepared.
- Ability to be an effective speaker and communicator.
- Be able to make use of humour in an intelligent way to enhance message to be communicated.
- Be able to evaluate speeches and presentations.

- Establish a high standard of practical techniques when dealing with a difficult audience or with sensitive subjects.
- Demonstrate ability to speak effectively in any situation even in challenging ones.
- Demonstrate quick decision making skills and excellent judgemental skills factoring 'live' feedback received from audience whether even when this is not expected or planned.
- Exhibit effective, creative and impactful presentations.
- Exhibit effective, imaginative, creative and persuasive writing and speaking.

### TARGET CANDIDATES

Politicians, Company executives, Lawyers, Sales professionals, Managers, Medical practitioners, Students.

**DURATION** 4 months

**VALUE** 6 ECTS

**MODE OF TRAINING** Face-to-Face lectures, Workshops, Learning Quizzes, Discussion and Practical Sessions

**ASSESSMENT** Oral Presentations, Assignment

**AWARDING BODY** Learning Works

**LECTURER:** Dr Joseph G. Agius

### COURSE STRUCTURE

#### MODULE 1: PRINCIPLES OF EFFECTIVE COMMUNICATION (2 ECTS)

Effective communication is essential and this is highlighted within the module. Participants are introduced to the principles of adult education and the different learning



styles are discussed. Another area which is highlighted in this session is stage fright and the importance of befriending the butterflies. This is a phenomenon that one must learn to control and use to one's advantage. Participants are encouraged to think of any presentation as a friendly conversation rather than a formal speech. Communication with confidence is the key. Participants are shown how to prepare a compelling public speech and presentation, while highlighting the importance of knowing the audience. A frame for the content of the presentation is provided. Presentation points need to be arranged and structured appropriately in order to maximise effectiveness and logical persuasion.

### **MODULE 2: THE ART OF DELIVERING A SPEECH OR A PRESENTATION (2 ECTS)**

Careful preparation is the key to successful public speaking. Preparation is crucial for delivering a great presentation. Even with material with which you are very confident, neglecting the planning stage is always risky. Students will also discover how to convey messages using their voice and body, and how to deal with eye contact. The issue of stage fright is also a focus of this module, as participants are shown how to overcome this phenomenon and also how to handle any audience no matter how hostile. Impromptu speaking is also covered in this session. Good visual and audio aids can enhance a presentation to the extent that studies have found increases in information retention of up to 50%. The use of various digital tools which are available for public speaking and presentations are discussed in this section. Presentation software allows speakers to display information as slides, video and audio on a screen by using a personal computer, laptop, tablet and projector. Presentation software has become an important tool for most public speaking purposes. When presentation software is used effectively, audiences pay increased attention to speakers, understand main ideas better and retain information well.

The most creative aspect of language is humour and it is one of the most important topics in the study of communication. This module also focuses on how humour can be used as a mechanism to enhance communication and build a healthy therapeutic relationship. Dr Patch Adams argues that caring is not a business transaction but a loving, creative, positive human interchange. This session is merely the first step.

### **MODULE 3: THE ART OF SPEECHWRITING (2 ECTS)**

Speeches have always been one of history's most powerful forms of communication. They have always been and will continue to be, one of the greatest tools of message delivery. Although each speechwriter has a different purpose, what all great speechwriters have in common is a clear vision and clear message.

It is therefore vital to get speechwriting right as when it goes wrong it is at best, a lost opportunity and at worst, an unmitigated disaster. With such high stakes, at a time where more speeches are required than ever before, as well as seen by thousands of people all around the world via social media outlets and video streaming platforms, the prospect of having to write and deliver one incites fear like little else.

This speechwriting module helps the learner to understand how to put together a compelling speech that powerfully communicates the message. With practical frameworks, case study analysis, and iterative practice, this training course on speechwriting helps learners to understand how to think about the different dimensions of the speechwriting process. Armed with that knowledge, they will be able to craft speeches that people remember.

Whereas in the first two modules the learner would have been exposed to the principles of effective communication and the art of delivering a speech or a presentation, this module presents the student with an opportunity to learn the intricacies of speech writing and to put what he/she would have learnt in practice.

### **ENTRY REQUIREMENTS**

- It is expected that participants have a good command of oral and written communication in English with a level of proficiency equivalent to at least MQF Level 3.
- Computer skills equivalent to at least an MQF Level 3 (eg ECDL) are also required since participants will be expected to make use of technology for public speaking, speechwriting and also for presentation skills which would entail the use of powerpoint etc.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 5

# Diploma in Leadership and Management

LW/M/003

**Contact Hours: 300**

**Placement Hours: 0**

**Self Study Hours: 1000**

**Assessment Hours: 200**

**Total Learning Hours: 1500**

## COURSE DESCRIPTION

The purpose of this course is to provide aspiring or existing managers with the critical knowledge of management and leadership related to the 21st century organisation. The course covers the key elements of what makes a successful manager in business whether managing its finances, operations and people or building strategy and leading change in the digital age.

The programme is aimed at mid-managers who are seeking to update their knowledge in these key areas in order to enhance their performance, their team's effectiveness and the competitiveness of the organisation they currently work in.

A unique feature of the programme is the opportunity for each candidate to carry out a managerial research project which allows students to research in-depth an issue/problem facing their organisation.

The course is devised to ensure that candidates are provided with the necessary skills and knowledge in each of the compulsory units and are assessed by practical application using an organisational context they are familiar with.

On completion of the course students will be able to:

1. Understand current theoretical debates about the nature of management, leadership, business in an organizational context
2. Analyse business & managerial problems using a range of criteria and techniques, leading to recommendations on options, implementation and choice of actions.

3. Recognise the significance to business of the changing nature of the technological international and related environments
4. Assess the implications for management & leadership of emerging influences, innovation and change in order to make an effective contribution to the management of business activity
5. Create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations

The Course is made up of 8 modules with 60 ECTSs.

**Students who successfully complete this course may opt to enroll in our B.Sc. (Hons) Top-up degree (120 ECTS).**

## LEARNING OUTCOMES

By the end of the course programme learners will be able to:

- Understand current theoretical debates about the nature of management, business and other organizations.
- Analyse business problems using a range of criteria and techniques, leading to recommendations on options, implementation and choice of actions.
- Recognise the significance to business of the changing nature of the technological international and related environments.
- Assess the implications for management of emerging influences, innovation and change in order to make an effective contribution to the management of business activity.

- Demonstrate knowledge and understanding in finance – the sources, uses and management of finance; the use of accounting and other information systems for managerial applications.
- Demonstrate knowledge and understanding in people – the management, leadership and development of people within organisations.
- Demonstrate knowledge and understanding in operations – the management of resources and operations.
- Demonstrate knowledge and understanding in information systems – the development, management and exploitation of information systems and their impact upon organisations.
- Demonstrate knowledge and understanding in communication and information technology – the comprehension and use of relevant communication and information technologies for application in business and management.
- Demonstrate knowledge and understanding in business policy and strategy – the development of appropriate policies and strategies within a changing environment, to meet stakeholder interests.
- Apply correctly relevant tools/methods.
- Appreciate the complexity of arguments.
- Extract and prioritise key issues within problem situations.
- Draw together disparate sources of information in a strategic context.
- Identify assumptions, evaluate statements in terms of evidence, to detect false logic or reasoning, to identify implicit values, to define terms adequately and to generalise appropriately.
- Demonstrate effective problem solving and decision making using appropriate quantitative and qualitative skills including identifying, formulating and solving business problems.
- The ability to create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations.
- Effective use of communication, oral and in writing, using a range of media which are widely used in business such as the preparation and presentation of business reports.

- Effective use of numeracy and quantitative skills including data analysis, interpretation and extrapolation.

## TARGET CANDIDATES

Middle managers, who wish to develop and grow professional management skills including problem solving and decision-making, strategic thinking, financial management, leading people and managing team dynamics, in order to further pursue their career.

**DURATION** 12 months

**CREDIT VALUE** 60 ECTS

**MODE OF TRAINING** Lectures, case studies, simulations, group work, projects and student presentations.

**ASSESSMENT** Assignments and reports, group projects, and portfolios, presentations, case studies and a business research project at the end. In order to successfully complete the course a minimum of a pass must be obtained in the assessment of each Module.

**AWARDING BODY** Learning Works

## LECTURERS

Mr Ayrton Zarb  
Mr Daniel Cassar  
Mr Gilbert Amato Gauci  
Mr Joseph Bugeja  
Ms Laura Armeni  
Mr Steven Schiavone

## COURSE STRUCTURE

### MODULE 1 (LW/M/004): HUMAN RESOURCES MANAGEMENT (10 ECTS)

“Leading People” very much emphasizes how to get the best people and the best out of people so that they work in roles and in ways that are closely aligned to organisational objectives. The purpose of this module is to introduce students to with the organizational context of managing and leading people and provide students with the necessary theoretical knowledge and practical application of leading and managing people focusing on necessary leadership skills and an understanding of human resource management.

## **MODULE 2 (LW/M/005): MANAGEMENT OF INFORMATION (5 ECTS)**

This module is designed to develop knowledge and understanding of managing information and knowledge in an organization. Students will learn how to manage information and knowledge within organisations, including the relationship between data, information and knowledge and the benefits information and knowledge management brings to organisations. A key of this module focuses on the role of ICT in managing information and knowledge, including how ICT affects organisational communication and how ICT can be used to disseminate knowledge throughout the organisation. Students will also be given an understanding about the links between knowledge management strategy and competitive advantage, including the importance of maintaining a learning culture in a changing environment, how knowledge management strategies and processes facilitate and support organisational learning and the relationship between organisational learning and competitive advantage.

## **MODULE 3 (LW/M/006): FINANCIAL AND MANAGEMENT ACCOUNTING (10 ECTS)**

This module explores how to analyse the financial health of a business in respect of its profitability and stability. All businesses need to produce accounts in order to have an insight into their financial position. Balance sheets provide information on the sources of finance

and how they are then used within the business. Income statements measure the profit position of businesses. In addition, managers need financial information to support decision making. Consideration will be given to management accounting and how it is used in the decision making process. It helps answer questions about what price to charge for a product or service so it is not sold at a loss, whether to make or buy a product and which amongst alternative capital investments should be chosen. Managing finance provides the techniques that help measure whether a business is sustainable into the future and whether it is meeting its objectives.

## **MODULE 4 (LW/M/007): PRINCIPLES OF OPERATIONS MANAGEMENT (5 ECTS)**

The aim of this module is to help students to develop a capability for strategic management with due recognition of the growing importance of businesses operating in the context of global business management. This unit will study the role of strategic planning and management in an organisation and how internal and external environmental factors can influence the planning process. Various factors are weighed in developing strategy including the influence of the external environment, the business' mission and the degree of risk associated with strategic options. The unit also considers strategies to aid the organisation to achieve competitive advantage.



### **MODULE 5 (LW/M/008): STRATEGIC MANAGEMENT (10 ECTS)**

The aim of this module is to give students an understanding of the activities that make up operations management, including the main types of operations found within businesses, how all operational activities can be represented as systems and the characteristics which differentiate operational systems. The module also focuses on the relationship between operations and business performance, including how the operations function supports business performance, the main internal measures of success used by businesses and how internal measures of success link to business objectives. Emphasis is also given on the importance of administration in operations management, including the relationship between operations and administrative management, the process and functional approaches to operations management, the relationship between operations and the supply chain and the link between operations and quality management.

### **MODULE 6 (LW/M/009): LEADING AND MANAGING CHANGE (5 ECTS)**

This module deals with the importance of innovation and change within an organisation, and how leading change in the organisation culture can promote innovation. The focus of this module is on key principles, theories and models relating to change and the role of communication and relationship management within change processes. Students will learn how leading change allows employees to be encouraged and supported to innovate and change by seeing such developments as opportunities rather than as threats. Consideration will be given to how change may have some negative impact but that the aim is to ensure that this is outweighed by the beneficial impact. Change requires all stakeholders to be kept informed and engaged but it underpins businesses' drive to maintain their competitive advantage and to achieve their goals.

### **MODULE 7 (LW/M/010): RESEARCH METHODS (5 ECTS)**

The Management Research Methodology is a substantial piece of work marking the culmination of student learning on the course. This unit is designed to prepare the student to embark on his/her Research Project. Students will normally conduct research and this unit introduces the main concepts and techniques involved in research in the field of business, management and other areas of professional development in order to help students to develop their understanding and skills of research in a management context.

### **MODULE 8 (LW/M/011): PROJECT (10 ECTS)**

Students will undertake a major managerial research project as part of their studies. Generally the aim of the project is to extend and unify students' understanding of the subjects as developed in taught units. Throughout this period of study students will be building a perspective of the relationship between the units covered in the course. This view will be extended, considered and clarified through the practical, problem-solving nature of the project. Students are expected to apply the new knowledge and techniques learnt during the course to the project in the form of new knowledge, skills and tools.

### **ENTRY REQUIREMENTS**

Entry requirements for this course are as follows:

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body, or;
- A-level standard of education, or;
- Be in possession of a School Leaving Certificate, or have at least 5 years experience in a management position.
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 5.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# B.Sc. (Hons) in Management (Top-Up)

LW/M/014

**Contact Hours: 600**

**Placement Hours: 10**

**Self Study Hours: 2257**

**Assessment Hours: 133**

**Total Learning Hours: 3000**

### COURSE DESCRIPTION

This degree has been strategically designed and formulated to allow learners to familiarize themselves with the world of business and management. It gives them an insight to the basic principles of management, as well as various managerial and business theories that have been practiced throughout the years and are still followed today. Furthermore, learners will also be exposed to different aspects of a business such as quality management economics, finance, marketing risk management, operations management and many other external factors such as politics and government policies, customers and suppliers, the economy and internal factors such as company culture, resources both financial and human etc.. that affect the business and management world.

### LEARNING OUTCOMES

The learner will be able to:

- Identify, critically evaluate and apply various theories and practices widely known within the field of business and management.
- Demonstrate awareness of the various departments and fields that make up the business industry and the relevant theories to each.
- Exhibit a critical understanding of the role of strategies within an organisation and how they should be linked to various disciplines within management.
- Identify and apply the external and internal factors that influence business success and how to monitor and manage such factors.

- Show how the implementation of successful budgeting and finance measures can affect the long-term success of an organisation.
- Demonstrate effective problem solving and decision making using appropriate quantitative and qualitative skills including identifying, formulating and solving business problems.
- Demonstrate effective use of communication and information technology for business applications.
- Show creativity and initiative in developing projects, managing and developing teams into high performing teams, within a team environment, including leadership, team building, influencing and project management skills.
- Demonstrate interpersonal skills such as effective listening, negotiating, persuasion and presentation.
- Reflect on performance and critically appraise actions in order to develop further.

### TARGET CANDIDATES

This top up degree in management is aimed at motivated individuals who are in possession of an MQF Level 5 Diploma in Leadership and Management (60 ECTS) or equivalent. It is ideal for those who would like to work in the field of management and who come from different economic sectors. The degree is intended to develop individuals to possess the necessary professional management skills, develop in their respective career and contribute effectively to the overall betterment of their own respective organisation.



**DURATION** 24 Months

**CREDIT VALUE** 120 ECTS

**MODE OF TRAINING** Lectures, case studies, simulations, group work, projects and student presentations, examinations.

**ASSESSMENT** This degree uses a mix of assessment methods to examine the extent of which the students have understood the learning outcomes proposed. The methods include a mix of assignments, presentations, group assignments, examinations and research projects. Students are also encouraged to learn from one another through group discussions and participation.

**AWARDING BODY** Learning Works

### LECTURERS

Mr Gilbert Amato Gauci

Mr Ayrton Zarb

Mr Konrad Cassar Naudi

Mr Pierre Portelli

Mr Daniel Cassar

Ms Laura Sue Armeni

Ms Mathea Cassar

Ms Yanica Sciberras

Mr Steven Schiavone

Ms Alexandra Pirotta

### COURSE STRUCTURE

#### MODULE 1 (REF: LW/M/015):

##### MANAGEMENT FUNCTIONS (10 ECTS)

This module introduces students to the basic and main functions of management within organisations.

The functions of management include planning, organising, staffing, directing and controlling. This module will therefore provide an overall in-depth knowledge of all functions of management.

#### MODULE 2 (REF: LW/M/016):

##### BUSINESS MANAGEMENT AND PLANNING (10 ECTS)

This module will develop the skills and understanding needed to comprehend different business careers. Learners will explore business issues in realistic contexts. In addition, learners will apply business management theory and develop business plans relevant to the real world and

develop perspectives, critical awareness and appreciate diverse global issues. This module of study provides the knowledge underpinning the subject of business, and will allow learners to apply the knowledge learned for their own specific and particular context at the place of work.

#### MODULE 3 (REF: LW/M/017):

##### QUALITY MANAGEMENT (10 ECTS)

This module introduces learners to the fundamentals of quality management. It allows them to appreciate the importance of overseeing all activities and tasks within an organisation to ensure that they are conducted with maximum efficiency and to a level of excellence. Furthermore, this module allows them to understand the principles of conducting quality assurance and planning, as well as control and improvement within organisations.

#### MODULE 4: (REF: LW/M/018):

##### RISK MANAGEMENT (10 ECTS)

This module introduces learners to the fundamentals of risk management and its role within organisations. This module allows learners to understand the complexity of risk management and the various factors, both internal and external that influence risk. Following the successful completion of this module, learners will be able to implement effective and relevant techniques to assess and mitigate risks.

#### MODULE 5: (REF: LW/M/019):

##### MARKETING (10 ECTS)

This module will introduce the learners to the principles of Marketing and allow them to gain an insight putting certain marketing models and concepts practice. Through this module, learners will be able to understand the nature and the complexity of marketing. Furthermore, learners will also be exposed to the role of the consumer in strategic marketing.

#### MODULE 6: (REF: LW/M/020):

##### CORPORATE COMMUNICATIONS (10 ECTS)

This module allows learners to understand the importance of communications within organisations. Throughout the module they will be exposed

to the benefits of corporate communications, as well as the various techniques and nature of corporate communications strategies.

**MODULE 7: (REF: LW/M/021):  
ECONOMICS FOR MANAGERS (10 ECTS)**

This module introduces students to the basic principles and theories of economics. It allows them to gather knowledge, skills and competences regarding macro and microeconomics and the role of economics over the overall success of an organisation.

**MODULE 8: (REF: LW/M/022):  
PROJECT MANAGEMENT (10 ECTS)**

This module introduces students to the principles and practices of project management. It will equip the students with the skills, knowledge and competences required for a project manager to overlook a successful project. Upon successful completion of this module, students will be able to assist their project manager and carry out tasks successfully under the supervision of the project manager.

**MODULE 9: (REF: LW/M/023):  
WORK PSYCHOLOGY (10 ECTS)**

This module will focus on individuals and groups in relation to their work. It will look at the contribution psychology can make to achieving 'best fit' between people and their jobs, to enhance productivity, satisfaction and well-being at work.

**IN SEMESTER 2 OF YEAR 2 THE STUDENTS  
WILL BE ASKED TO CHOOSE ONE ELECTIVE  
MODULE OUT OF A CHOICE OF THREE  
(LW/M/024, LW/M/025 OR LW/M/026).**

**MODULE 10: (REF: LW/M/024):  
HEALTH MANAGEMENT (10 ECTS) - ELECTIVE**

This module introduces students to the principles and guiding methods of health management. It will allow them to understand how healthcare organisations operate within an extremely complex environment and require continuous change. This means that managing in healthcare industries requires exceptional managerial and leadership skills.

**MODULE 11: (REF: LW/M/025):  
PRINCIPLES OF ACCOUNTING (10 ECTS) - ELECTIVE**

This module introduces students to the main principles of accounting and allows them to become familiar with the functions and objectives of accounts within organisations. Students will be introduced to systems and procedures such as double-entry, book keeping, cash and assets, cash flows, purchases and sales, and others.

**MODULE 12: (REF: LW/M/026):  
STRATEGIC LEARNING AND DEVELOPMENT  
(10 ECTS) - ELECTIVE**

This module critically examines the importance of leading and supporting a Learning and Development strategy in an organization as it qualifies employees with the right skills and knowledge, crucial in today's competitive business environment. The learner will identify key learning needs, analyze skills gaps, and use learning analytics to evaluate the effectiveness of learning interventions. The learner will also be immersed in mentoring and coaching and learn the skills to set up managerial mentoring and coaching programs.

**MODULE 13: DISSERTATION (20 ECTS)**

The final module of this Bachelor's Degree is the Dissertation. Learners are tested on the skills, knowledge and competences acquired through the modules preceding the final one. The dissertation module shall allow learners to be able to critically formulate a research question based on their own preferred topic, identify and critically assess existing literature and gather further data and information. Learners are expected to use the correct research methodologies and practices and present an effective research study.



## ENTRY REQUIREMENTS

Entry requirements for this course are as follows:

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.
- Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.
- Preference will be given to those applicants who have work experience in the area of study.

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

# SPORTS



## EQF/MQF LEVEL 4

# Award in Nutrition for Sport and Physical Activity

LW/S/002

### COURSE DESCRIPTION

This award aims to deliver, discuss and impart the core principles and knowledge of Sport Nutrition. The award will demonstrate the essence of Sports Nutrition and why it is of utmost importance in every sporting success. Each unit within this course will discuss the key topics in sports nutrition based on peer reviewed research and studies. The award will provide a broad learning platform of Sport Nutrition, ensuring that students understand the importance of nutrition as well as learn about nutrition strategies and how to implement a personal plan.

**DURATION** 3 months

**CREDIT VALUE** 4 ECTS/ECVET

**MODE OF TRAINING** This Award will be delivered using a variety of interactive teaching methods. Case studies and work examples will be discussed throughout the course.

**ASSESSMENT** Assessments will include a mix of examinations and individual presentations.

**AWARDING BODY** Learning Works

### LECTURER

Ms Mariella Porter

**Contact Hours:** 32

**Placement Hours:** 0

**Self Study Hours:** 65

**Assessment Hours:** 3

**Total Learning Hours:** 100

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Build a nutrition plan within the limitations of the individual's own competence, knowledge and sphere of professional practice, consistent with the legislation relating to healthcare practice.
- Incorporate his/her diet with his sporting abilities.
- Reflect on personal knowledge, skills and practice for continuing professional development.
- Support individual's personal sport, interests, preferences, and cultures.
- Apply a holistic approach to his/her sporting career meeting his/her own needs.
- Understand current legislation in the field.
- Understand own responsibilities when making food choices, and the responsibilities of others, relating to food, health and environment.
- Evaluate nutritional diets.

## TARGET CANDIDATE

The Award is aimed at students who would like to develop their knowledge and skills relating to Sports nutrition. This course is beneficial for anyone interested in the fundamentals of Sport Nutrition. The type of learners expected to enter this programme include; both athletes who would like to get a good understanding of the topic, as well as individuals who occupy a career in sport and physical activity.

This Award in Sport Nutrition is suitable for coaches working in the field of Sports, fitness instructors, athletes and physical activity enthusiasts. The course will provide knowledge and instruction on the subject area. On successful completion, students will have practical knowledge about Sport Nutrition that can assist them in their employment within the Sport or Physical Activity sector.

## COURSE STRUCTURE

### **MODULE 1: NUTRITION THE OVERALL PICTURE: UNDERSTAND THE CONCEPTS OF NUTRITION AND DIGESTION. THE ROLE OF NUTRITION FOR HEALTH (1 ECTS)**

Good nutrition is considered as fuel. Quality of food provides a variety of nutrients. An overview, of the properties, structure and the function and utility of a number of nutrients found in food will be covered.

### **MODULE 2: UNDERSTAND ENERGY BALANCE AND THE IMPORTANCE OF HYDRATION IN SPORT (1 ECTS)**

This unit introduces students to the basic principles of energy balance, and the importance of hydration for both health and sport performance. Students are introduced to the principles of energy expenditure and energy balance and how this is affected by differing bodily processes. The importance of effective hydration is highlighted and the role of hydration in sport performance is covered. Throughout this unit, students are made directed to become self-aware of factors that affect their energy balance; specifically, in relation to metabolism, energy used for physical activity and lifestyle.

### **MODULE 3: THE ESSENTIALS OF A GOOD DIET PLAN (1 ECTS)**

This unit covers the practical aspects of a holistic view of nutrition. A practical approach of how to choose one's food is the basis of this unit. It covers the relationship of food, its production and the effects on the environment. The unit will delve into the food available on the market. Making the right choices of food is also learning how to read food labels effectively and this aspect is also covered in this unit. Assessing one's body composition is an important tool to help one in identifying a good nutrition plan. In this module the practical aspects to assess body composition using one method will be covered.

### **MODULE 4: PLAN A PERSONAL NUTRITIONAL STRATEGY. HEALTHY WEIGHT MANAGEMENT AND HYDRATION (1 ECTS)**

The essentials of a sporting diet and the role of hydration are explored in this unit. The importance of assessing obesity and 'What is obesity?' are tackled in this module. As well as the implications of obesity in the population and associated problems. The consequences of being an overweight athlete are explored. The module also examines contemporary essentials of a sporting diet leading up to providing skills and exploring: The utility and know-how of keeping a food diary aiding to assess and plan one's own diet, the essentials required for building one's diet plan according to his/her needs. The principles of doping and the use of illegal substances are also examined.

## ENTRY REQUIREMENTS

Learners need to satisfy the following criteria:

- Age 16 +.
- MQF Level 3 or equivalent qualification.
- Be able to communicate in the English Language.
- Have an interest in Sport or Physical activity.
- Hold a clean Police Conduct Certificate.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 5

# Undergraduate Diploma in Sport and Exercise Science

LW/S/023

### COURSE DESCRIPTION

This online course will equip learners with the specialist knowledge and skills needed to produce those who want to pursue a career in the sports and fitness industry. It has been designed to meet the requirements of the sport industry, and as possible precursor to further advanced studies such as a **BSc in Sport and Exercise Science (top-up)** and is underpinned by the research and experience of our tutors/lecturers. During this course, learners will study topics such as human anatomy and physiology, biomechanics in sports, psychology, strength and conditioning, the impact of nutrition, and prevention of injury and rehabilitation.

**DURATION:** 12 Months

**CREDIT VALUE:** 60 ECTS

**MODE OF TRAINING:** This programme will be delivered Online through **synchronous** and **asynchronous** sessions using Learning Works LMS **Moodle** and <https://zoom.us>.

**ASSESSMENT:** The programme employs an effective assessment strategy that informs and supports the teaching and learning process and is an integral part of this process and will promote attainment and achievement. This strategy incorporates both **'formative'** and **'summative'** assessments. This is important in evaluating learning and providing feedback throughout the programme.

**AWARDING BODY:** Learning Works

**Contact Hours:** 300

**Placement Hours:** 0

**Self Study Hours:** 1171.5

**Assessment Hours:** 28.5

**Total Learning Hours:** 1500

### LECTURERS

Mr Luca Pagani  
Ms Maria Ellul  
Ms Mariella Porter  
Mr Ray Camilleri  
Dr Ruben Bartolo  
Mr Karl Attard  
Mr Duncan Formosa  
Ms Sana Grillo

### LEARNING OUTCOMES

- Manage and be responsible for an independent approach to learning and the ability to reflect on practice in sport and exercise science.
- Be responsible to create effective team players, provide leadership within the sport and exercise science.
- Ensure ethical awareness in the use and interpretation of data of sport and exercise science.
- Identify key principles of the multi-disciplinary areas of Sport and Exercise Science mainly in Human Anatomy, Foundation of Sport Biomechanics, Introduction in Physiology, and the Foundations of Sport.
- Develop knowledge and understand the Foundations of Performance Analysis, Injury and Rehabilitation, Foundations of Strength and Conditioning and Sports and Exercise Nutrition.

- Evaluate the key principles of the multi-disciplinary areas of Sport and Exercise Science mainly in Human Anatomy, Foundations of Sport Biomechanics, Introduction to Physiology, and Foundations of Psychology.
- Analyse the Foundations of Performance Analysis and Injury and rehabilitation, Foundations of Strength and Conditioning and Sport and Exercise Nutrition.

## TARGET CANDIDATES

The Diploma in Sport and Exercise Science is aimed to current or prospective club and team administrators and coaches to meet the demand for experts trained in both science of sports at the administrative and sub-professional levels. This programme will be their first step towards a career in coaching, teaching, health and fitness, exercise science, leisure and sport administration.

## COURSE STRUCTURE

### MODULE 1 (LW/S/024): INDEPENDENT ACADEMIC DEVELOPMENT (6 ECTS)

This module aims to enable learners to link their experiences through reflection from all other elements of the Diploma in Sports and Exercise Science, into a holistic and continuous learning journey. Learners will be introduced to academic writing, and independent academic development planning, leading to reflective learning and the construction of a portfolio. Learners will also undertake reflection on this learning journey.

### MODULE 2 (LW/S/025): INTRODUCTION TO SPORT AND EXERCISE SCIENCE (6 ECTS)

This module will introduce learners to the multidisciplinary field of sports and exercise science. The focus will be the scientific principles behind sports and exercise, including training and fitness testing. In completing this module learners will develop an understanding and be knowledgeable about the human body's anatomy and physiology, psychology, nutrition. It will also provide learners with a comprehensive understanding how to enhance performance and tackle injury and rehabilitation.

### MODULE 3 (LW/S/026): FOUNDATIONS OF HUMAN ANATOMY (6 ECTS)

This module aims to introduce the learners to the foundations of human anatomy. This module will discuss the musculoskeletal system and provide an overview of the major bones, joints, muscles and ligaments of the human body. This module will also provide the learners with the ability to utilise anatomical terminology and introduce them to the structure and function of muscles, bones and ligaments.

### MODULE 4 (LW/S/027): FOUNDATIONS OF SPORT BIOMECHANICS (6 ECTS)

This module aims to introduce learners to the foundations of sports biomechanics by developing an understanding of the mechanical principles governing human movement, introducing mathematical modelling for sports movements and biomechanical data acquisition techniques and their use in mechanical analysis of sports movement. All this underpinned by the relationships between forces, motion, and human musculoskeletal system during dynamic sport activities and exercise.

### MODULE 5 (LW/S/028): INTRODUCTION TO HUMAN PHYSIOLOGY (6 ECTS)

This module aims to introduce learners to human physiology which is a fundamental area of study in sport and exercise science. It will provide an understanding of how the human body functions during a physical activity. This is crucial for optimizing the performance of athletes, enhancing their health and injury prevention.

### MODULE 6 (LW/S/029): FUNDAMENTALS OF SPORT PSYCHOLOGY (6 ECTS)

The aim of this module is to provide learners with an understanding of fundamentals of core psychological dimensions of sport. Learners will examine theories of sport psychology, covering topics such as motivation, competence, anxiety and the role of significant others in sport.

### **MODULE 7 (LW/S/030): FOUNDATIONS OF PERFORMANCE ANALYSIS (6 ECTS)**

The aim of this module is to introduce learners to performance analysis. It will also evaluate the rational of the use of systematic observation techniques in the analysis of sports performance. It will also suggest methods to inform training strategies and improve sporting performance.

### **MODULE 8 (LW/S/031): INJURY PREVENTION AND REHABILITATION (6 ECTS)**

This module will introduce learners to the core functional and professional areas of sports injury prevention and rehabilitation. Additionally, learners will be introduced to injury screening methods and into the use data to design bespoke injury prevention strategies. Learners will explore real world case studies to build their understanding of returning an athlete after injury. It will offer an excellent foundation and knowledge and skills that will be useful in the upcoming module of strength and conditioning, namely Foundations in Strength and Conditioning.

### **MODULE 9 (LW/S/032): FOUNDATIONS IN STRENGTH AND CONDITIONING (6 ECTS)**

This module will introduce learners to the discipline of strength and conditioning and the requirements of a career as a strength and conditioning coach. Learners will learn about the role of strength and conditioning and the development of this discipline and its place within the sport and exercise science. learners will identify, analyse and apply the key technical aspects enhancing performance in sport and exercise.

### **MODULE 10 (LW/S/033): INTRODUCTION TO SPORT AND EXERCISE NUTRITION (6 ECTS)**

This module will introduce learners to the basic principles of nutrition. It will help in developing a critical understanding of the requirements to sports and exercise performance. It will consider the nutritional needs of different types of sports and how to apply nutritional guidance. This will all be based on an understanding underpinning concepts and principles associated with sports and exercise science and how an applied nutrition plan can, not only maintain performance, but also enhance it.

### **ENTRY REQUIREMENTS:**

Entry requirements for this course are as follows:

- 2 A-Level passes and 2 Intermediate passes (Compulsory A level or Intermediate level pass (MQF Level 4) in **Biology or Physical Education) or other international qualifications equivalent to A level or MQF 4.**

**OR**

- MQF Level 4 Certificate in a Sport related area

**OR**

- Maturity clause

Applicants who satisfy the following conditions may apply for consideration to this course under the Maturity Clause:

1. In possession of a School Leaving Certificate
2. Have, by the end of the same calendar year attained the age of 23 years for entry to this course at MQF Level 5

These applicants are also asked to submit:

- a detailed Europass CV
- a Jobs Plus Employment History
- a motivation letter o
- two reference letters
- documentation which they can present in terms of academic and experiential preparation

These applicants need also to attend an interview.

**AND**

- Digital literate

**AND**

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6



Learners who opt to apply for a programme of studies through the RPL route shall be responsible for demonstrating how the learning outcomes obtained through prior certified learning or experiential learning are relevant to the programme of studies they are

applying for. To ensure that the RPL can be carried out effectively, any form of evidence including any relevant documents is to be attached to the application as per Learning Works Policy.

## EQF/MQF LEVEL 5

# Diploma in Sport Management

LW/S/003

### COURSE DESCRIPTION

The aims of this Diploma programme are to prepare students for a career in sports administration and management by developing and enabling them to apply their business knowledge, skills and attributes to practical management activities and to enhance their self-awareness, personal development and general transferable skills. Students will be provided with further educational and experiential learning opportunities necessary in their career preparation to becoming future sport administrators/managers.

**DURATION:** 14 Months

**CREDIT VALUE:** 60 ECTS

**MODE OF TRAINING:** This programme uses a blended approach focusing on an interactive strategy which combines face-to-face sessions and online learning activities. Sessions include lectures, tutorials, discussions, presentations, shadowing, and workshop activities promoting peer-to-peer learning.

**ASSESSMENT:** Assignments and reports, group projects, and portfolios, presentations, case studies, examinations and a business research project at the end. In order to successfully complete the course a minimum of a pass must be obtained in the assessment of each Module.

**AWARDING BODY:** Learning Works

### LECTURERS

Ms Corissa Vella White  
Ms Elaine Bonnici  
Mr Daniel Cassar  
MS Mathea Cassar  
Mr Pierre Portelli  
Mr Matthew Sciberras

### LEARNING OUTCOMES

- Understand current theoretical debates about the nature of sport management in an organisational context.
- Analyse business & managerial problems using a range of criteria and techniques, leading to recommendations on options, implementation and choice of actions by sport administrators.
- Recognise the significance to sport entities of the changing nature of the technological, international and related environments.
- Assess the implications for management of emerging influences, innovation and change in order to make an effective contribution to the management of sport organisations.
- Create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations within a sporting context.
- Recognise how to manage people (participants, parents, coaches, officials and others) efficiently.
- Examine the requirements needed to organise an international sport event.

**Contact Hours:** 300

**Placement Hours:** 120

**Self Study Hours:** 990

**Assessment Hours:** 90

**Total Learning Hours:** 1500

- Recognise the responsibilities sport administrators and managers face.
- Compare different leadership styles.
- Analyse the skills, characteristics and behaviours of successful entrepreneurs.
- In sport and active leisure.
- Examine opportunities for entrepreneurial activity in sport and active leisure.
- Explain how a sports manager can be more effective.

## TARGET CANDIDATES

Graduates of this Diploma who would like to be employed in one of these established sport professions in:

- National Teams / Club management.
- Football Club administration.
- Sport marketing – product and brand management.
- Volunteer management.
- HR.
- Sponsorship strategy.
- Communications as sport journalist/ broadcaster.

## COURSE STRUCTURE

### MODULE 1 (LW/S/004): INTRODUCTION TO SPORT MANAGEMENT (10 ECTS)

With the advent of professional sports, sport organisations have had to increasingly adopt a more professional approach in the way that they are managed and the

way they organise their daily business. This brought about a major shift in the running of local sport as administrators had to adopt a ‘business’ model that fitted their exigencies. For example, a more business-like approach takes into account the sources of funding whether it is from public monies, private investments or both; the business context in which it operates whether it is a small or large market economy; an increasing array of stakeholder interests; and knowledge and understanding of target markets and other elements.

### MODULE 2 (LW/S/005): STRATEGIC MANAGEMENT (SPORT MANAGEMENT) (10 ECTS)

It is well documented in the literature that having a strategy increases an organisation’s chances of success on and off the field, despite having limited resources. This is because management can make more effective use of time and resources by allocating them rationally. Having a formulated plan that both paid and voluntary staff have contributed to, helps them to be motivated and focused on the objectives that sport organisations would like to reach. This in turn will lead to better coordination and streamlining of activities which will make them more dynamic and financially self-sufficient.





### **MODULE 3 (LW/S/006): HR AND VOLUNTEER MANAGEMENT IN SPORT (10 ECTS)**

Human Resources and volunteers are an indispensable resource for some sport organisations, especially ones which do not have the resources to hire paid staff to help them manage and coordinate their activities. Because of the scope and nature of certain sport organisations, volunteers often assume a number of roles of varying importance, and although they are not compensated for their efforts, it is usually expected that a substantial investment in training and retaining them will be made.

### **MODULE 4 (LW/S/007): SPORT MARKETING AND SPONSORSHIP (10 ECTS)**

Marketing is at the heart of everything that happens in sport; whether it is the format of a competition, what consumers want from that specific sport, how media rights are sold to television companies or what forms of merchandise are created, good marketing underpins all of the decisions that are made. The essence of marketing in a sport organisation is therefore to match and reconcile the demands of the marketplace with the resources and competence that the organisation holds. Marketing is the process of planning and developing products and services to satisfy organisational goals. Sport organisations primarily offer images, values, ideas and services rather than products, which makes the marketing of sport quite unique as they need to achieve both commercial and social objectives. Therefore, this study unit will consider the products and services that sport organisations have to offer within a specific context and highlights a number of regulations that they have to abide with. Secondly, it will assess stakeholder expectations in relation to the services provided by the sport organisation and how to enhance these. Methods and tools for improving communication campaigns targeting specific stakeholders will also be presented. Sponsorship will be introduced as a marketing strategy that pursues commercial objectives, exploiting the direct association between the commercial entity's brand or product with those of the sport organisation's. Finally, the strategic marketing process will provide information on how to get into an attractive position in the marketplace.

### **MODULE 5 (LW/S/008): COMMUNICATIONS AND THE MEDIA (SPORT MANAGEMENT) (10 ECTS)**

This module approaches the communications field by initially focusing on the critical role that internal communication can play within a sport organisation. It emphasizes that the success of external communication is often dependent on first getting your internal communications environment in good order. The next section then builds on this by examining the area of external communication and developing good communications strategy in practice. One of the central components within the communications mix is of course the media. Thus, the second half of this study unit looks at the practical aspects of media operations and the growing role social media can play in a sport organisation's strategic thinking. The media industry has changed; increasingly we live in a 24/7 'always on' media news culture; the speed at which information flows has never been greater, media are more mobile, there is more user. Generated content (UGC) and communication is potentially global in terms of digital and web based communication. Sport managers need to recognise that this mediated age, offers both challenges and opportunities to their respective organization.

### **MODULE 6 (LW/S/009): EVENT MANAGEMENT (SPORT MANAGEMENT) (10 ECTS)**

Sporting events are much more than just competitions between teams and players, they can forge an identity and create solidarity, bringing people together, giving them a sense of belonging and contributing to the development of the host region. They have a short and long-term impact. Years of preparation are required to produce a few days of sporting celebration, but these few days can continue to have an impact over more than a generation! Over the last decade, local sport organisations such as the Malta Football Association, Malta Shooting Sport Federation and Amateur Swimming Association have had increasing opportunities to host international competitions / tournaments and this trend will continue to manifest itself as the sport becomes more popular. Sport events in particular have special characteristics which make their management quite peculiar. These characteristics are underlined in this study-unit as it is



essential that sporting events are well-organised by the sporting body and well-attended by the stakeholders in order to optimise ticket sales, broadcasting rights and sponsorships, as well as strengthen its public image! Sport events require a large quantity of materials, amenities and facilities such as the sport zone where the actual event takes place. Event organisers should have full and complete authority within this space; however, in order to mobilise this zone, organisers must pay attention to the contractual obligations governing the loan or rental of premises. Ideally, sport event organisers should ensure that the environment is not negatively affected and that there is a legacy that is beneficial to the local community.

### **ENTRY REQUIREMENTS:**

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body, or
- A-level standard of education or
- Have at least 5 years-experience in a management position.
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

Candidates may be applying for recognition of prior learning (RPL) for up to 40% of the total ECTS of the award.

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.

Those candidates who have a foreign qualification which they believe is an equivalent to an MQF Level 4 must get their qualification validated through MQRIC at MFHEA.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# B.Sc. in Sport Management (Top-Up)

LW/S/011

**Contact Hours: 550**

**Placement Hours: 0**

**Self Study Hours: 2330**

**Assessment Hours: 120**

**Total Learning Hours: 3000**

## COURSE DESCRIPTION

This course will equip participants with the specialist knowledge and skills needed to produce sport managers as well as the employability skills needed to become a sport manager. It has been designed to meet the requirements of the sport industry and is underpinned by the research and experience of our lecturers.

## LEARNING OUTCOMES

- Critically discuss management and leadership theories and their implications for sport management practice and the dynamic forces of entrepreneurship and innovation.
- Critically analyze the role of the reflective practitioner and its importance for sport leaders and managers.
- Appraise the importance of ways in which finance and economics impact contemporary sport and sport organizations.
- Identify and assess critically the key factors in managing and operating a sport facility.
- Analyze critically the principles involved in the design of qualitative and quantitative research, and evaluate critically data collected.
- Knowledgeably evaluate the importance of good governance and policy in the world of sport.
- Analyze potential challenges to effective intercultural communication and identify ways to minimize the barriers to cross-cultural communication.
- Develop a critical understanding of the main debates within social scientific analysis of sport in contemporary society.
- Evaluate critically key legal, ethical and professional issues which underpin safeguarding practice.
- Identify a specialist subject within the field of sport and implement effective research to produce a unique and original research project.
- Analyze contemporary issues that allow participants to apply management and leadership theories in real situations and entrepreneurship and innovation within the context of sport.
- Devise innovative strategies by integrating economic concepts to address the various economic problems faced by the Sport industry.
- Apply critically management and leadership approaches suitable to specific sports facilities and events to plan, budget, and market sporting events effectively.
- Apply an understanding of the advantages and limitations associated with different qualitative and quantitative research methods.
- Evaluate critically the global governance structures and policies and their strategic impact of good governance and policies in sport organizations.
- Evaluate cultural differences and diversity and evaluation of critical perspectives in the sport industry.
- Analyze and apply critically sound leadership skills in safeguarding.
- Plan for and effectively utilize subject-specific data-collection methods and research methodologies to an independent research project.

## TARGET CANDIDATES

The BSc Sport Management (top-up) is aimed to current or prospective club and team administrators: athletes or coaches, referees, volunteers who work with local and/or international sports organizations. The degree is intended to develop participants to possess the necessary professional set of skills, develop in their respective career and contribute effectively to the overall betterment of the organization they will be employed with.

**DURATION** 24 months

**CREDIT VALUE** 120 ECTS

**MODE OF TRAINING** The skills and knowledge participants acquire throughout the Sport Management degree will equip them with key business and management skills that can be applied in all kinds of organizations.

Participants of this degree (top-up) will have an excellent basis for specially deepening and broadening their knowledge in more specialised areas.

Participants can seek employment in a variety of commercial and non-commercial organizations in the sport sector, in roles as diverse as sports development, volunteer management, operations and strategy. Even so the degree is intended to develop individuals to possess the necessary professional skills, develop in their respective career and contribute effectively to the overall betterment of their own respective organisation. It will further help participants to also develop essential transferrable skills, such as communication, critical thinking, and teamwork. 100% Online.

**ASSESSMENT** The programme employs an effective assessment strategy that informs and supports the teaching and learning process and is an integral part of this process and will promote attainment and achievement. This strategy incorporates both 'formative' and 'summative' assessments. This is important in evaluating learning and providing feedback throughout the programme.

**AWARDING BODY** Learning Works

## LECTURERS

Lecturers will be shortly announced.

## COURSE STRUCTURE:

### MODULE 1 (LW/S/012): SPORT MANAGEMENT AND LEADERSHIP (10 ECTS)

This module will critically analyse key management and leadership theories and principles relevant to the global sport industry. It will evaluate the core concepts, functions and environments of sport management and leadership and develops participants' understanding of this discipline through the application of management theory to practice via contemporary case studies. Participants will be taught all about the key skills, roles, competences needed in today's sport industry, such insights will then give participants that 'cutting edge' when applying for that dream sport job. The content of the module will be research-informed and applied and the assessment will reflect this focusing on key functions within sport management.

This module will also afford participants the chance to develop a thorough grounding in management and leadership approaches across a variety of important sporting contexts. Participants will be able to critically consider these approaches and appraise their importance to both sporting governance and development.

### MODULE 2 (LW/S/013): ENTREPRENEURSHIP AND INNOVATION IN SPORT MANAGEMENT (10 ECTS)

This module will analyse the dynamic forces of entrepreneurship and innovation in the sport industry. Participants will evaluate the impact these two forces have in the development of sport as a globalized business endeavour. Participants will critically evaluate why the sport industry is such a fertile industry for entrepreneurial activity and innovation and how they can leverage this successfully. The aim is for participants to develop intellectual skills and a deep understanding of theories and concepts by adopting an entrepreneurial approach to the sports industry. It will provide a critical analysis for individuals seeking to pursue entrepreneurship and innovation in the sports industry, whether through starting their own ventures, working within established organizations, or driving change as entrepreneurs.

### **MODULE 3 (LW/S/014): REFLECTIVE PRACTICE IN SPORT MANAGEMENT (10 ECTS)**

This module will analyse critically the importance of reflective practice and how it has become to be recognised as a core element of professional expertise. Reflective practice can refer to the ability to analyse one's own practice, the incorporation of problem solving into learning by doing, or application of critical theory to the examination of professional practice. It will allow participants to explore critically how each of these forms of reflective practice raises several significant issues for sport management practitioners, particularly in terms of the way they view their practice arguing that all forms of reflection are vital to skilful sport management practice. This module affords the chance to participants to analyse the fact that critical reflection provides unique opportunities to understand the practitioner's world, and, in so doing, to provide opportunities for emancipatory practice.

### **MODULE 4 (LW/S/015): SPORT FINANCE AND ECONOMICS (10 ECTS)**

Finance, financial management and economics are crucial to understanding contemporary sport and financial matters.

principles develop within the sports industry together with an understanding of the way economic concepts permeates all aspects of the industry. The module will provide participants an understanding of the national and international finance and economic framework that influences markets and determines the economic environment within which sporting industries operate. It will also introduce participants to concepts on which the behaviour of all economic agents including individuals, firms, organisations, and governments are based.

### **MODULE 5 (LW/S/016): SPORT FACILITY AND OPERATIONAL MANAGEMENT (10 ECTS)**

The aim of this module is for participants to focus on sport facility and operational management. These areas are intrinsically linked and are usefully explored together. The module will focus on issues and skills relating to strategic planning, marketing, programming, management of operations, finance, technology, security,

and information. The module will provide you with the opportunity to critically consider the operation of sport facilities, by integrating concepts and theories from sport specific, leisure management and business literature.

### **MODULE 6 (LW/S/017): RESEARCH METHODS IN SPORT (10 ECTS)**

This module will develop participants' knowledge and evaluation of the philosophical and methodological underpinnings of the research process. Participants will gain experience of formulating appropriate research questions, research designs, proposals, and analytic techniques for conducting research in sport and management. It will evaluate qualitative research traditions, designing a qualitative research study, collecting, and handling qualitative data. It will further analyse the linkage between quantitative research design, quantitative data types and questionnaires and descriptive statistics.

### **MODULE 7 (LW/S/018): POLITICS, GOVERNANCE AND POLICY IN SPORT (10 ECTS)**

The aim of this module is for participants to develop a critical understanding of the policy making process, policy analyses, concepts, and models in sport. It will analyse sports governance and governance principles, structures, and standards of sport organizations both at national level and internationally.

Participants will also have the opportunity to pursue the following Indicative topics within this module which will include: the political use of sports mega-events; the political economy of sport; sports governance; sport development in international contexts; and moral dilemmas in global sport policy (such as match-fixing, gambling and doping).

### **MODULE 8 (LW/S/019): CULTURAL INTELLIGENCE IN SPORT (10 ECTS)**

In this module participants will critically understand the diverse world, of sport and being mindful of other people and their cultures, this being key to successful interactions. In this module, participants will discover the impact of culture on one's personal identity and that there are cultural universals that make up every culture. Participants will have the opportunity to

analyse the common differences between cultures and how communication can be enhanced across the different cultures. It will help participants to engage and communicate better with others by understanding some basic differences in culture.

#### **MODULE 9 (LW/S/020): CRITICAL PERSPECTIVES IN SPORT AND SOCIETY (10 ECTS)**

This module will acquaint participants with the principles and applications of social issues within the sport industry. This module is grounded in sociological research and requires critical thinking to investigate the links between many of the major issues facing sport organizations today. Specifically, participants will be able to assess the intersection of race and sports, gender and sports, class and sports, media, and sports, as well as the issues plaguing youth, college, and professional sports in the globally.

It draws on critical sociological and historical perspectives to understand the role of sport in wider society and aims to set the study of sport management in its social context by examining the implications of the various issues for the management of sports organisations.

#### **MODULE 10 (LW/S/021): SAFEGUARDING FOR MANAGERS IN SPORT (10 ECTS)**

This module will provide participants with the understanding and awareness necessary for working and safeguarding when managing a sport organization. It will offer a series of principles and the capacity to apply preventative measures and effective safeguarding response strategies. Participants will critically evaluate how to identify and report instances of poor practice and abuse. Participants will also appraise critically the legal framework, ethical and professional practice issues surrounding safeguarding.

#### **MODULE 11 (LW/S/022): RESEARCH PROJECT IN SPORT MANAGEMENT AND LEADERSHIP (20 ECTS)**

The final module of this bachelor's degree is an independent research project in sport management and leadership. Participants are tested on the skills, knowledge and competences acquired through the

modules preceding the final one. The research project will allow participants to be able to critically formulate a research question based on their own preferred topic, identify, and critically assess existing literature and gather further data and information. A main factor of the research project is cultivating participants' independence of thought and the ability to interpret material. Participants are expected to use the correct research methodologies and practices and present an effective research study.

#### **ENTRY REQUIREMENTS:**

- MQF Level 5 (60 ECTS) Diploma in Sport Management OR Equivalent qualification at MQF Level 5 (60 ECTS) in a Sport related area,

#### **AND**

- Digital literate

#### **AND**

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

#### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

#### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.







# LANGUAGES



## EQF/MQF LEVEL 1

# Award in English Language for Foreigners

LW/L/001

### COURSE DESCRIPTION

The aim of the course is to help learners understand the very basics of English grammar and basic English expressions. The vocabulary of simple English words and makes use of the correct use of simple English phrases which are frequently encountered in everyday social conversation. Through this course students will also learn providing the proper use of sentence structure and the gist of elementary written texts.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Understand the very basics of English grammar and basic English expressions.
- Build one's vocabulary of simple English words and manage the correct use of simple English phrases that frequently appear in everyday social conversation.
- Use very basic vocabulary and phrases in English related to everyday life and representative of the home, work, social and public settings.
- Use appropriately the frequently used phrases used to communicate in English.
- Speak with a basic level fluency and accuracy within specific situations.
- Learn the sentence structure and the gist of elementary written texts.
- Use basic knowledge of the language to carry out simple exchanges of information.

### TARGET CANDIDATES

This course is targeted towards individuals who would like to learn basic communication in English for work, personal development and academic purposes.

**DURATION** 2 months

**CREDIT VALUE** 5 ECTS/ECVET

**MODE OF TRAINING** This Award is delivered through lectures.

**ASSESSMENT** Face-to-face assessment is carried out to assess the performance of the student.

**AWARDING BODY** Learning Works

### LECTURERS

Ms Sandra Bajada

Ms Sharon Balzan

Mr Ray Camilleri

### COURSE STRUCTURE

#### MODULE 1: GREETINGS AND YOUR WORLD (1 ECTS)

This module allows the students attending to get to know each other. The context of greetings and introductions in different settings allows students to do this in English in a meaningful way even with quite basic language.

#### MODULE 2: MY LIFE, FAMILY AND FRIENDS (1 ECTS)

This module aims at extending the range of personal information that students can give. The unit introduces expressing the possessive with vocabulary, related to the

**Contact Hours:** 30

**Placement Hours:** 0

**Self Study Hours:** 90

**Assessment Hours:** 5

**Total Learning Hours:** 125



family. Students practise with talking about the present within the context of hobbies, likes and dislikes. Food and drink are also introduced to serve as a context for further insights in the construction of the plural forms.

### **MODULE 3: OUT AND ABOUT (1 ECTS)**

This module aims at introducing and providing practice in describing places within the context of being out and about during one's free time. This unit extends question formation and the demonstratives. It introduces vocabulary directly related to directions and distance. Useful adjectives and their opposites are also introduced.

### **MODULE 4: AT WORK AND AT HOME (1 ECTS)**

The theme of this unit takes a look at life at work and at home. The difference between formal and informal language are presented within the contexts of work and at home with family and friends. Students will analyse the differences and compare to their own languages these allowing a focus on comparatives.

### **MODULE 5: IT'S TIME TO GO – RECAP (1 ECTS)**

This module serves as an overview of the previous four units focussing mainly on recycling and recalling the language presented and practised throughout the course. The content presented is intended to facilitate basic communication and interaction within the student's current real-life context to further increase confidence in the basic use of the language once the learner leaves the classroom. Reflection will be carried out with particular focus being placed on the way forward to further their learning after the course.

### **ENTRY REQUIREMENTS**

- This course is aimed at students who have never studied English before or have limited knowledge in the language.
- There are no entry requirements for this course.



## EQF/MQF LEVEL 1

# Award in Maltese as a Foreign Language and Cultural Orientation

LW/L/002

### COURSE DESCRIPTION

Through this course, the student will understand the very basics of the Maltese grammar and basic Maltese expressions. It will help in building one's vocabulary of simple Maltese words and manage the correct use of simple Maltese phrases which frequently appear in everyday social conversation both at the workplace as well as outside.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Understand the very basics of the Maltese grammar and basic Maltese expressions.
- Develop insights in the Maltese culture and customs.
- Build one's vocabulary of simple Maltese words and manage the correct use of simple Maltese phrases that frequently appear in everyday social conversation.
- Use very basic vocabulary and phrases in Maltese related to everyday life and representative of the home, work, social and public settings.
- Use appropriately the frequently used phrases used to communicate in Maltese.
- Speak with a basic level fluency within specific situations.
- Learn the sentence structure and the gist of elementary written texts.

- Use basic knowledge of the language to carry out simple exchanges of information.

### TARGET CANDIDATES

This course is targeted towards individuals, over the age of 16, who would like to learn basic communication in Maltese for work, personal development and academic purposes. This course is also for those who would like to learn basic skills in the Maltese Language and is in part fulfilment of the Stage 1 Pre-Integration Certificate for the Specific Residence Authorisation in Malta.

**DURATION** 2 months

**CREDIT VALUE** 5 ECTS/ECVET

**MODE OF TRAINING** This Award is delivered through lectures.

**ASSESSMENT** Face-to-face assessment is carried out to assess the performance of the student.

**AWARDING BODY** Learning Works

### LECTURERS

Ms Sandra Bajada  
Ms Francesca Zammit  
Ms Francesca Zarb  
Ms Louise Grech Abela  
Ms Marie Claire Camilleri Saliba  
Ms Ritianne Vamilleri

**Contact Hours:** 30

**Placement Hours:** 0

**Self Study Hours:** 90

**Assessment Hours:** 5

**Total Learning Hours:** 125

## **COURSE STRUCTURE:**

### **MODULE 1: GREETINGS AND YOUR WORLD (1 ECTS)**

This module aims to let the students get to know each other. The context of greetings and introductions in different settings allows students to do this in Maltese in a meaningful way even with quite basic language.

### **MODULE 2: MY LIFE, FAMILY AND FRIENDS (1 ECTS)**

This module, aims to extend the range of personal information that students can give. The unit introduces expressing the possessive with family vocabulary. Students practise while talking about the present within the context of hobbies, likes and dislikes. Food and drink are also introduced to serve as a context for further insights in the construction of the plural forms.

### **MODULE 3: OUT AND ABOUT (1 ECTS)**

This module aims at introducing and providing practice in describing places within the context of being out and about during one's free time. This unit extends question formation and the demonstratives. It introduces vocabulary related to directions and distance. Useful adjectives and their opposites are also introduced.

### **MODULE 4: AT WORK AND AT HOME (1 ECTS)**

The theme of this unit takes a look at life at work and at home. The differences between formal and informal language practices in Maltese are presented within the contexts of work and at home with family and friends. Students will reflect on the differences and compare their own cultures back home allowing a focus on comparatives.

### **MODULE 5: MALTA (1 ECTS)**

This module serves as an overview of the previous four units focussing mainly on recycling and recalling the language presented and practised throughout the course. The content presented is intended to facilitate basic communication and interaction within a local context to further increase confidence in the basic use of the language once the learner leaves the classroom. Reflection will be carried out with focus being placed on the way forward in order to further their learning after the course.

## **ENTRY REQUIREMENTS**

- This course is aimed at students who have never studied Maltese before or have limited knowledge in the language.
- There are no entry requirements for this course.





## EQF/MQF LEVEL 2

# Award in Maltese as a Foreign Language and Cultural Orientation

LW/L/003

### COURSE DESCRIPTION

This course enables the student to build on the knowledge, skills and competences obtained through the Level 1 Award in Maltese as a Foreign Language and Cultural Orientation.

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- The Maltese Alphabet, the definite article, particles, adjectives, gender, numbers, pronouns, verbs, vocabulary related to every-day life, listening, listen for gist, listen for specific information, listen for detail, reading, skim for gist, scan for specific information and read for full comprehension.
- Speak using a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.
- Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities.
- Write short, simple notes and messages relating to matters in areas of immediate need.
- Write a very simple letter, for example thanking someone for something or requesting information.

- Use basic knowledge of the language to carry out simple exchanges of information with a basic level of fluency.
- Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities.

### TARGET CANDIDATES

This course is targeted towards individuals, over the age of 16 years, who would like to consolidate and further their basic skills in Maltese for work, personal development and academic purposes.

**DURATION** 2 months

**CREDIT VALUE** 6 ECTS/ECVET

**MODE OF TRAINING** This Award is delivered through lectures and practical sessions.

**ASSESSMENT** Face-to-face assessment is carried out to assess the performance of the student.

**AWARDING BODY** Learning Works

### LECTURERS

Ms Sandra Bajada  
Mr Eman Sammut  
Ms Ancel Cefai

**Contact Hours:** 30

**Placement Hours:** 12

**Self Study Hours:** 99

**Assessment Hours:** 9

**Total Learning Hours:** 150



## **COURSE STRUCTURE:**

### **MODULE 1: THE WAY WE LIVE (1 ECTS)**

This unit aims to let the students get to know each other whilst providing an opportunity for a general revision of the basic concepts of the language including the alphabet, basic vocabulary and grammatical forms. It also provides the lecturer with the opportunity to assess the individual strengths and weaknesses of the group at the start of the course. The context of the way we live will cover people and places allowing for a personalised approach.

### **MODULE 2: PLANNING FOR THE FUTURE (1 ECTS)**

This unit aims to introduce students to writing in Maltese within the context of formal vs informal email and message exchanges for making plans.

### **MODULE 3: WHEN THINGS GO WRONG (1 ECTS)**

This unit aims to review and provide practice in giving descriptions within the context of problems. Useful nouns and adjectives are introduced with a particular and in-depth focus on the correct application of gender and plurals.

### **MODULE 4: SHOPPING AND FOOD (1 ECTS)**

The theme of this unit takes a look at shopping and food. The context is presented through a personalised approach with a focus on expressing quantity and a wide range of vocabulary covering items including

food, clothing and other everyday items. Students will be given the opportunity to further practise and consolidate the various verb forms and tenses with a particular focus on the present and are imperative.

### **MODULE 5: TRAVEL (1 ECTS)**

This unit serves as a review and to provide practice when speaking about past events. The context of travel allows for personalisation of language through a communicative approach using personal experiences in both speaking and writing.

### **MODULE 6: CONSOLIDATION AND PERSONALISATION (1 ECTS)**

This unit serves as an overview of the previous five units focusing mainly on recycling and recalling the language presented and practised throughout the course. The content presented is intended to facilitate further personalisation through basic communication and interaction to further increase confidence in the basic use of the language once the learner leaves the classroom. Reflection will be carried out with focus being placed on the way forward in order to further their learning after the course.

## **ENTRY REQUIREMENTS**

- To enrol for this course an MQF Level 1 Award in Maltese as a foreign language is required.



ARTS



## EQF/MQF LEVEL 5

# Award in Acting for Film and Television

<b>Contact Hours:</b>	<b>30</b>
<b>Placement Hours:</b>	<b>15</b>
<b>Self Study Hours:</b>	<b>100</b>
<b>Assessment Hours:</b>	<b>5</b>
<b>Total Learning Hours:</b>	<b>150</b>

### COURSE DESCRIPTION

Acting for Film and TV is a one-module course introducing students to the world of on-screen acting. It applies a range of methodologies to blend film and television acting through the critical foundations of theatre technique. The course accompanies students on a journey from the early stages of approaching auditions to analysing a script and having optimal on-screen presence. Being practice-based and hands-on, it focuses on providing students with a strong foundation of acting in relation to the camera, including movement and voice training, script analysis, characterisation, and improvisation skills. Students will also be guided in keeping a reflective journal of their work to complement and enhance the practice.

**DURATION:** 4 months

**CREDIT VALUE:** 6 ECTS

**MODE OF TRAINING:** Face-to-Face practical lectures, presentation and reflective journal.

**ASSESSMENT:** This award uses two main methods of assessment to examine the extent to which the students to have understood the learning outcomes proposed, namely presentation and a reflective journal to complement and enhance the practice.

**AWARDING BODY:** Learning Works

**LECTURER:** Mr Malcolm Galea

### LEARNING OUTCOMES

By the end of the course programme, students will be able to:

- Develop a practical understanding of the skills required by the on-screen actor (including how energy, focus, engagement, and relationality to cameras can be enhanced through training).
- Apply a variety of acting approaches to work in front of the camera.
- Learn and apply a variety of acting approaches.
- Apply and develop learnt techniques in individual and collective work.
- Understand the wider ethical and professional dimensions of such practical work.
- Critically reflect on the practical work and the research conducted (via a reflective journal).
- Undertake autonomous and independent working practices, exercising initiative and personal responsibility.
- Work in groups whilst exercising professional protocol.
- Reflect and develop creative and personal skills through writing and practical work.
- Identify health and safety and ethical issues in on-screen work and undertake risk assessments of their own practice.



## TARGET CANDIDATES

- Candidates aiming to become performing artists, actors in particular.
- Actors who would like to brush-up or sharpen their skills for on-screen acting.

## COURSE STRUCTURE

### PART 1: THE ACTOR AND THE CAMERA

Session 1: Introduction to Acting for Film and TV

Session 2: The Relationship between Actor and Camera 1

Session 3: The Relationship between Actor and Camera 2

Session 4: The Relationship with One's Body and Voice 1

Session 5: The Relationship with One's Body and Voice 2

### PART 2: THE ACTOR AND THE SCRIPT

Session 6: Script Analysis

Session 7: Character Work 1

Session 8: Character Work 2

Session 9: Monologue, Duologue and Dialogue 1

Session 10: Monologue, Duologue and Dialogue 2

### PART 3: THE ACTOR AND THE SET

Session 11: Approaching Auditions and Casting

Session 12: On-Set Dynamics and Protocol

Session 13: Analysing One's On-Screen Presence

Session 14: Preparing for Student Presentations

Session 15: Student Presentations

## ENTRY REQUIREMENTS

Proficiency of C1 or C2 in the English language.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.







# HEALTH AND SAFETY



## EQF/MQF LEVEL 1

# Award in Basic Health and Safety Awareness at Construction and Building Sites

LW/C/001

### COURSE DESCRIPTION

This award will lead to an accredited award in Basic Health and Safety Awareness at construction and building sites. The candidate will cover the introductory basics for Health and Safety in construction and building as part of the minimum requirements as published by Subsidiary Legislation 424.36 which may also be published and listed in the National Occupational Standards and OHSA. The intention of this application is to be in line with the training requirements for candidate/s who wishes to acquire the minimum basic knowledge, skills and competences in Basic Health and Safety awareness in construction and building sites at MQF Level 1.

Upon completion, you will be able to apply for the Safety Card which became mandatory from January 2024.

**DURATION** 2 days

**CREDIT VALUE** 2 ECTS

**MODE OF TRAINING** This Award is delivered through a series of interactive teaching sessions with an emphasis on case scenarios. Work examples will be discussed throughout the course.

**ASSESSMENT** The assessment for this course shall be held under invigilation conditions which includes mainly multiple-choice, case scenarios using hazard identifications and true or false questions. A re-sit will be provided to the candidates who fail their assessment within a week so the candidate would have enough time to re-study before taking the second and final assessment.

**AWARDING BODY** Learning Works

**LECTURER:** Mr Anthony Bezzina

### LEARNING OUTCOMES

By the end of the course programme learners will be able to:

- Define the basic role and responsibilities under the health and safety act.
- Understand the importance of using protective clothing at the place of work.
- Describe the importance of Health and Safety Warning Signs and Notices.
- Understand the importance of collaborating with colleagues and superiors at the workplace.

**Contact Hours:** 10

**Placement Hours:** 2

**Self Study Hours:** 35

**Assessment Hours:** 3

**Total Learning Hours:** 50

- Be aware of basic common hazards at the place of work which may include (dangerous substances, explosive materials, inflammable substances, cause of fires, electrical hazards).
- Be aware of the hazards and dangers associated with the use of handheld tools, power operated tools and other equipment.
- Define basic emergency procedures at the place of work including emergency telephone numbers.
- Define the dangers and hazards when working at heights, on scaffoldings and in confined spaces.
- Understand the importance of maintaining tools and equipment in good state of repair.

### **COURSE STRUCTURE**

#### **MODULE 1: BASICS OF HEALTH AND SAFETY AWARENESS FOR THE BUILDING AND CONSTRUCTION SECTOR - PART 1 (1 ECTS)**

This study unit covers the minimum basic knowledge in Occupational Health and Safety procedures of safe working practices to prevent hazards to self which

includes own personal responsibilities as required by OHSA and National Occupational Standards. This unit shall cover the importance of wearing protective gear and clothing, understanding important signs and notices including emergency safety procedures and whom to contact in the case of an emergency.

#### **MODULE 2: BASICS OF HEALTH AND SAFETY AWARENESS FOR THE BUILDING AND CONSTRUCTION SECTOR - PART 2 (1 ECTS)**

This module covers the hazards of dangerous substances, storage and use of dangerous chemicals. It will also cover the hazards associated with handheld power tools and the dangers and hazards of working at heights.

### **TARGET CANDIDATES:**

This course is intended for individuals seeking a vocational career in the building and construction sector operations at which may include small, medium, and large building and other construction sites.



## EQF/MQF LEVEL 4

# Award in Health and Safety in a Construction Environment

LW/C/002

### COURSE DESCRIPTION

This course is aimed at providing the learner with the OHS legal requirements; acquiring knowledge, skills and competencies to be able to identify, monitor and control site hazards; developing knowledge and skills in safe work practices and promoting a safety culture.

It will enable the learner to better understand the requirements of the relevant legal notices as well as other relevant legislation and the responsibilities of the different stakeholders. It will also enable learner to understand what a risk assessment is and how to carry it out. The course will also Hazard Chemicals and related legislation as well as the notion of the onus of proof for breach of OHS law. Finally the course will also go into detail of OHS requirements in construction sites.

Upon completion, you will be able to apply for the Safety Card which became mandatory from January 2024.

**DURATION** 4 days

**CREDIT VALUE** 1 ECTS

**MODE OF TRAINING** This Award is delivered through a series of interactive teaching sessions with an emphasis on case scenarios. Work examples will be discussed throughout the course.

**ASSESSMENT** The assessment for this course shall be held under invigilation conditions. A passmark of 50% or more is required

**AWARDING BODY** Learning Works

**LECTURER:** Mr Anthony Bezzina

### LEARNING OUTCOMES

By the end of the course programme learners will be able to:

- Explain the importance of Occupational Health and Safety legislation.
- Infer where and how to access the appropriate legislation.
- Identify the legal implications for breach of OHS legislation through criminal and civil liabilities, and case law.
- Evaluate legal notice 36 of 2012, Occupational Health and Safety (Payment of Penalties) Regulations.
- Explain the basics of all occupational health and safety requirements at every place of work.
- Prepare The Occupational Health and Safety Notification form, when to fill in and send, the required details, and the person days.
- Define the different roles at the construction site.
- Analyze the proposed amendments to LN 281 of 2004.

**Contact Hours:** 12

**Placement Hours:** 0

**Self Study Hours:** 9

**Assessment Hours:** 4

**Total Learning Hours:** 25





- Identify the responsibilities of all stakeholders.
- Prepare a risk assessment and analyze critically the importance of the risk assessment.
- Evaluate critically legislation specific to the construction industry where the onus of the brief on these legislations is always on the accused.
- Identify detailed requirements in construction sites.

### **COURSE STRUCTURE**

#### **MODULE 1: OCCUPATIONAL HEALTH AND SAFETY FOR CONSTRUCTION PROFESSIONALS (1 ECTS)**

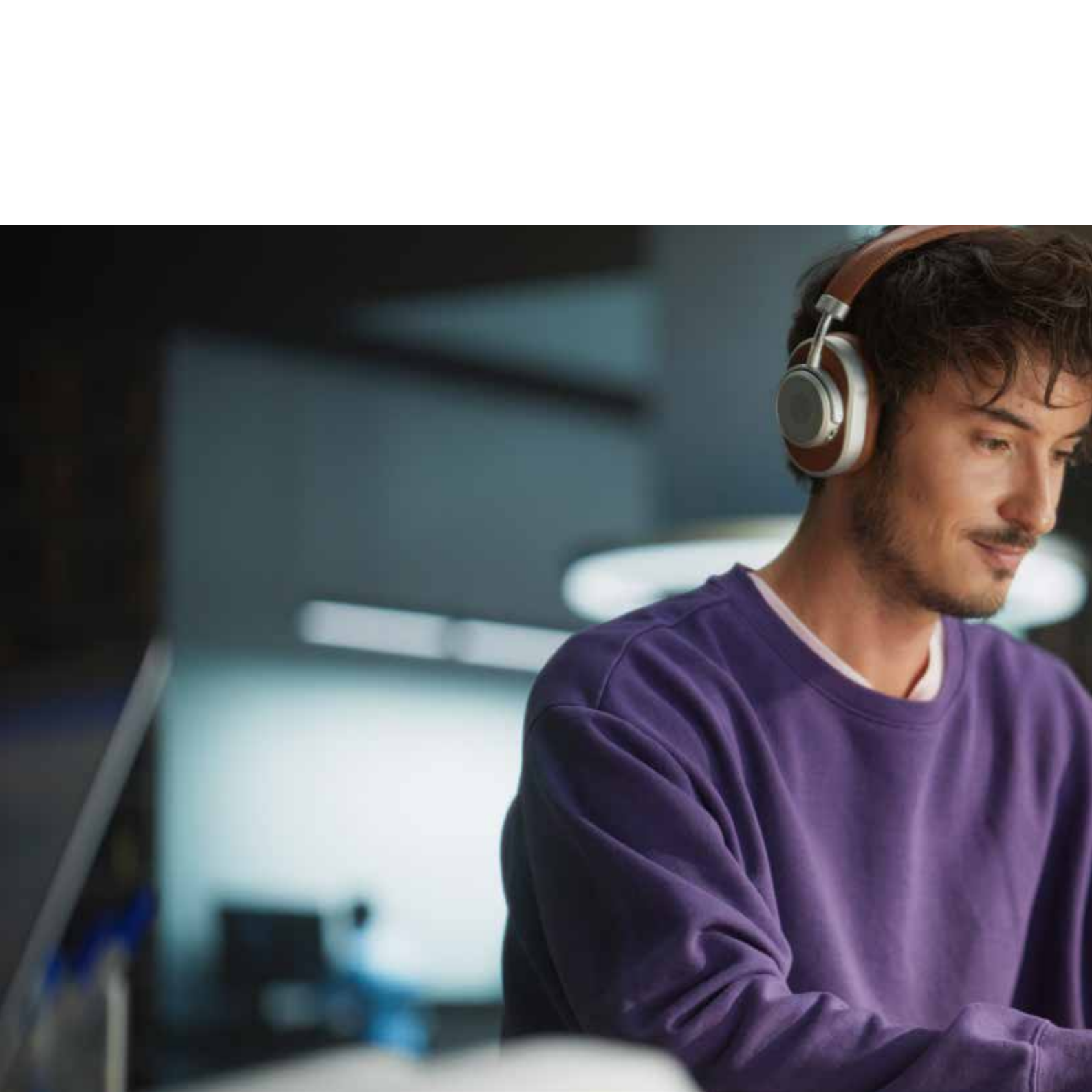
The aim of this module is to introduce the importance of Occupational Health and Safety at the place of work. Throughout the module the participants will be introduced to OHS legislation and how to access it. It will also provide the participants with the basic knowledge of all occupational health and basic safety requirements

at the place of work, from their applicability, to filling of notification forms and the definition of the various roles. It will also go into detail explaining the responsibilities of all stake holders. This module will give a wider explanation of the importance of a risk assessment and how to go about doing it. Being a highly legalised sector, this module will introduce the participants to all legislations, their applicability and under which circumstances they are applied. Emphasis will also be made on the importance of the requirements of construction sites.

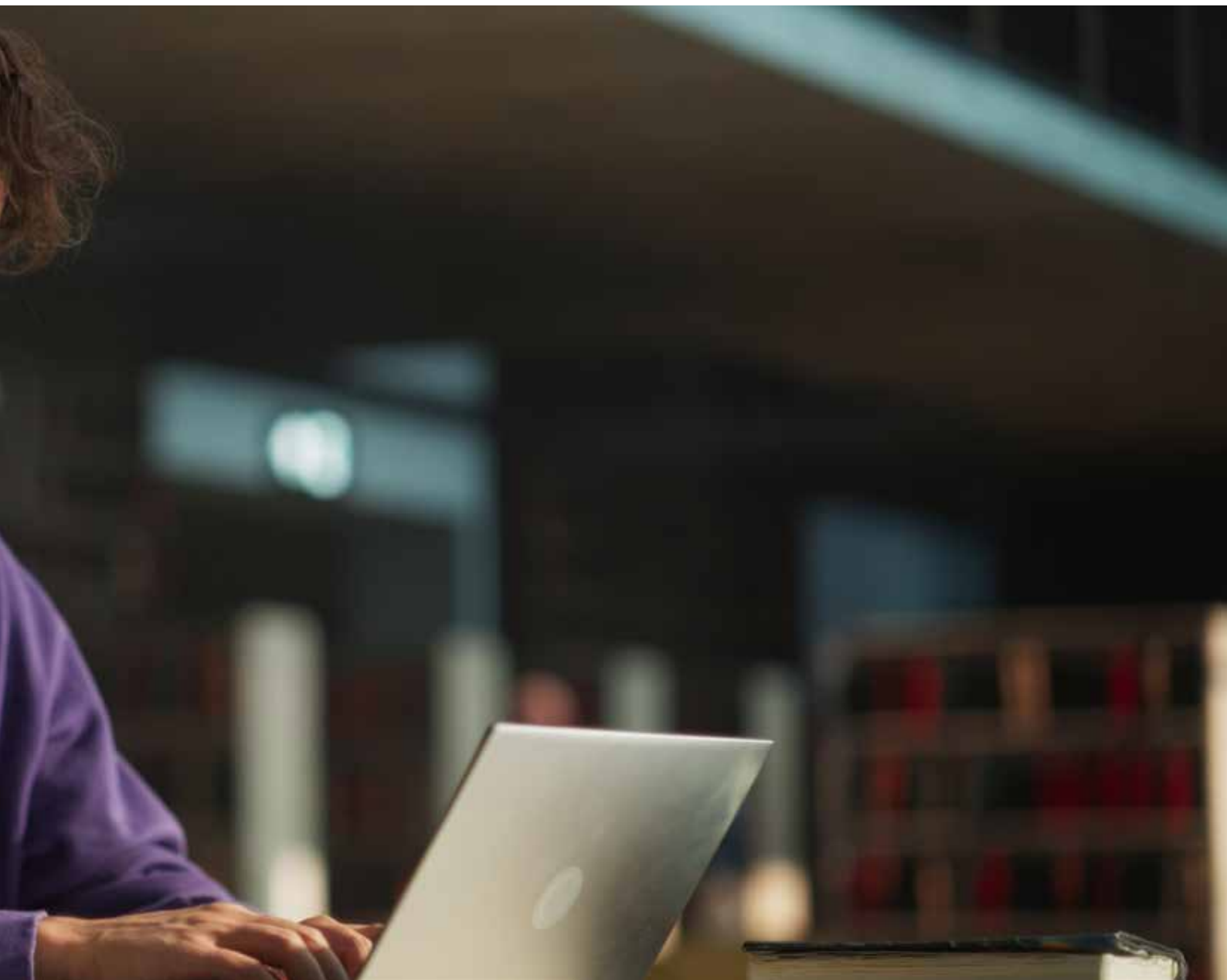
#### **TARGET CANDIDATES:**

This award leads to an accredited award in Health and Safety for professionals at Construction and building sites. These professionals include architects, construction site officers, site managers, and site supervisors/foreman etc





# SHORT COURSES



## EQF/MQF LEVEL 5

# Award in Introduction to Sport and Exercise Science

LW/S/025

### COURSE DESCRIPTION

This course will introduce learners to the multidisciplinary field of sports and exercise science. The focus will be the scientific principles behind sports and exercise, including training and fitness testing. In completing this module learners will develop an understanding and be knowledgeable about the human body's anatomy and physiology, psychology, nutrition. It will also provide learners with a comprehensive understanding how to enhance performance and tackle injury and rehabilitation.

### COMPETENCIES:

- Manage, and evaluate one's own learning process independently and be responsible for setting academic goals.
- Be responsible for one's own learning by meeting deadlines, adhering to academic integrity, and reflecting on feedback to improve.
- Engage in additional research and participating in academic discussions and activities outside of the curriculum.
- Develop critical thinking skills to evaluate sources, arguments, and evidence independently, making well-reasoned and informed decisions.

**DURATION:** 5 weeks

**CREDIT VALUE:** 6 ECTS

**MODE OF TRAINING:** This programme will be delivered 100% Online through synchronous and asynchronous sessions using Learning Works LMS **Moodle** and <https://zoom.us>.

**ASSESSMENT:** 100% Assignment based

**LECTURER:** Mr Luca Pagani

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Describe the development of sports and exercise science from its early form to the present day and explain the inter-disciplinary nature of sports and exercise science.
- Identify the key concepts in anatomy, physiology, psychology and nutrition that relate to sports and exercise science
- Describe the scientific principles in biomechanics, strength and conditioning, performance analysis, and injury treatment and rehabilitation in relation to sports and exercise science.
- Apply theoretical knowledge to practical scenarios.
- Apply research skills principles to collect and analyse data
- Demonstrate critical thinking skills to address issues in sports and exercise science.

**Contact Hours:** 30

**Placement Hours:** -

**Self Study Hours:** 117

**Assessment Hours:** 3

**Total Learning Hours:** 150



## ENTRY REQUIREMENTS

Entry requirements for this course are as follows:

- 2 A-Level passes and 2 Intermediate passes (Compulsory A level or Intermediate level pass (MQF Level 4) in **Biology or Physical Education**) or **other international qualifications equivalent to A level or MQF 4.**

or

- MQF Level 4 Certificate in a Sport related area

or

- Maturity clause

Applicants who satisfy the following conditions may apply for consideration to this course under the Maturity Clause:

1. In possession of a School Leaving Certificate
2. Have, by the end of the same calendar year attained the age of 23 years for entry to this course at MQF Level 5

These applicants are also asked to submit:

- a detailed Europass CV
- a Jobs Plus Employment History
- a motivation letter o
- two reference letters
- documentation which they can present in terms of academic and experiential preparation

These applicants need also to attend an interview.

*And*

- Digital literate

*And*

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6

Learners who opt to apply for a programme of studies through the RPL route shall be responsible for demonstrating how the learning outcomes obtained through prior certified learning or experiential learning are relevant to the programme of studies they are applying for. To ensure that the RPL can be carried out effectively, any form of evidence including any relevant documents is to be attached to the application as per Learning Works Policy.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 5

# Award in Fundamentals of Sport Psychology

LW/S/029

### COURSE DESCRIPTION

The aim of this course is to provide learners with an understanding of fundamentals of core psychological dimensions of sport. Learners will examine theories of sport psychology, covering topics such as motivation, competence, anxiety and the role of significant others in sport.

### COMPETENCIES

1. Comply to ethical standards in research and practice, including the responsible use of data and technology.
2. Be responsible to continuous development and staying currents with the latest research and advancements in psychology and sport science.
3. Manage to work independently taking initiatives in both research and its practical applications.

**DURATION** 5 weeks

**CREDIT VALUE** 6 ECTS

**MODE OF TRAINING** This programme will be delivered 100% Online through **synchronous** and **asynchronous** sessions using Learning Works LMS **Moodle** and <https://zoom.us>.

**ASSESSMENT** 100% Assignment & Case Study Presentation

**LECTURER:** Ms Sana Grillo

**Contact Hours:** 30

**Placement Hours:** -

**Self Study Hours:** 116

**Assessment Hours:** 4

**Total Learning Hours:** 150

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Define and describe sport psychology as an academic discipline.
- Describe and explain fundamental theories of sport psychology to athletes
- Identify the personal and professional skills, competencies and characteristics required of practitioners working in sport psychology.
- Apply knowledge of theories, principles and strategies to a client case from a range of approaches to sport psychology.
- Demonstrate and apply professional competencies and strategies when working within contemporary sport settings.
- Apply key ethical principles relevant to the practice of sport psychology.





## ENTRY REQUIREMENTS

Entry requirements for this course are as follows:

- 2 A-Level passes and 2 Intermediate passes (Compulsory A level or Intermediate level pass (MQF Level 4) in **Biology or Physical Education**) or **other international qualifications equivalent to A level or MQF 4.**

or

- MQF Level 4 Certificate in a Sport related area

or

- Maturity clause

Applicants who satisfy the following conditions may apply for consideration to this course under the Maturity Clause:

1. In possession of a School Leaving Certificate
2. Have, by the end of the same calendar year attained the age of 23 years for entry to this course at MQF Level 5

These applicants are also asked to submit:

- a detailed Europass CV
- a Jobs Plus Employment History
- a motivation letter
- two reference letters
- documentation which they can present in terms of academic and experiential preparation

These applicants need also to attend an interview.

*And*

- Digital literate

*And*

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6

Learners who opt to apply for a programme of studies through the RPL route shall be responsible for demonstrating how the learning outcomes obtained through prior certified learning or experiential learning are relevant to the programme of studies they are applying for. To ensure that the RPL can be carried out effectively, any form of evidence including any relevant documents is to be attached to the application as per Learning Works Policy.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 5

# Award in Injury Prevention and Rehabilitation

LW/S/031

### COURSE DESCRIPTION

This course will introduce learners to the core functional and professional areas of sports injury prevention and rehabilitation. Additionally, learners will be introduced to injury screening methods and into the use data to design bespoke injury prevention strategies. Learners will explore real world case studies to build their understanding of returning an athlete after injury. It will offer an excellent foundation and knowledge and skills that will be useful in another course of strength and conditioning, namely *Foundations in Strength and Conditioning*.

### COMPETENCIES

1. Collaborate with the rehabilitation team to allow the athlete to return to performance.
2. Manage the performance staff, in aiding athletes in achieving their goals in managing the person, injury and rehabilitation.
3. Comply to ethical standards in research and practice, including the responsible use of data and technology
4. Be responsible to continuous development and staying currents with the latest research and advancements in injury prevention and rehabilitation.
5. Manage to work independently taking initiatives in both research and its practical applications.

**DURATION** 5 weeks

**CREDIT VALUE** 6 ECTS

**MODE OF TRAINING** This programme will be delivered 100% Online through **synchronous** and **asynchronous** sessions using Learning Works LMS **Moodle** and <https://zoom.us>.

**ASSESSMENT** 100% Assignment & Case Study Presentation

**LECTURER:** Mr Duncan Formosa

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Identify sports injuries, their mechanisms and risk factor and preventive strategies.
- Describe the principles of current knowledge underpinning practise in injury rehabilitation.
- Explain the relevant knowledge in anatomy and physiology of human dysfunction.
- Identify underlying pathology relevant to injury rehabilitation.
- Demonstrate the ability to assess and diagnose sports injuries.
- Apply appropriate and effective treatment plans for sports injuries
- Analyse the psychological responses to injury and adherence of rehabilitation.

**Contact Hours:** 30

**Placement Hours:** -

**Self Study Hours:** 116

**Assessment Hours:** 4

**Total Learning Hours:** 150



### ENTRY REQUIREMENTS

Entry requirements for this course are as follows:

- 2 A-Level passes and 2 Intermediate passes (Compulsory A level or Intermediate level pass (MQF Level 4) in **Biology or Physical Education**) or **other international qualifications equivalent to A level or MQF 4.**

or

- MQF Level 4 Certificate in a Sport related area

or

- Maturity clause

Applicants who satisfy the following conditions may apply for consideration to this course under the Maturity Clause:

1. In possession of a School Leaving Certificate
2. Have, by the end of the same calendar year attained the age of 23 years for entry to this course at MQF Level 5

These applicants are also asked to submit:

- a detailed Europass CV
- a Jobs Plus Employment History
- a motivation letter o
- two reference letters
- documentation which they can present in terms of academic and experiential preparation

These applicants need also to attend an interview.

*And*

- Digital literate

*And*

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6

Learners who opt to apply for a programme of studies through the RPL route shall be responsible for demonstrating how the learning outcomes obtained through prior certified learning or experiential learning are relevant to the programme of studies they are applying for. To ensure that the RPL can be carried out effectively, any form of evidence including any relevant documents is to be attached to the application as per Learning Works Policy.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 5

# Award in Foundations in Strength and Conditioning

LW/S/032

**Contact Hours: 30**

**Placement Hours: -**

**Self Study Hours: 115**

**Assessment Hours: 5**

**Total Learning Hours: 150**

### COURSE DESCRIPTION

This course will introduce learners to the discipline of strength and conditioning and the requirements of a career as a strength and conditioning coach. Learners will learn about the role of strength and conditioning and the development of this discipline and its place within the sport and exercise science. Learners will identify, analyse and apply the key technical aspects enhancing performance in sport and exercise.

### COMPETENCIES

1. Collaborate with coaches, trainers and medical professionals.
2. Ensure support and motivation to peers
3. Be responsible for group workouts or training sessions
4. Comply training plans based on physical feedback and progress
5. Monitor and adjust progress.

**DURATION** 5 weeks

**CREDIT VALUE** 6 ECTS

**MODE OF TRAINING** This programme will be delivered 100% Online through **synchronous** and **asynchronous** sessions using Learning Works LMS **Moodle** and <https://zoom.us>.

**ASSESSMENT** Multiple Choice Questions & Case Study Presentation

**LECTURER:** Mr Karl Attard

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Identify the underlying acute and physiological responses to strength and conditioning exercise.
- Critically evaluate needs, and select correct techniques of resistance training, plyometric, speed/sprint, agility, endurance, flexibility and spotting procedures.
- Identify essential performance factors for a sport or activity.
- Evaluate areas for improvement of an individual in the context of performance.
- Apply the scientific principles that underpin periodisation and physiological adaptation.
- Design periodised strength and conditioning programmes.
- Demonstrate competence in effective coaching practice.
- Select appropriate coach, behaviour and skills sets



## ENTRY REQUIREMENTS

Entry requirements for this course are as follows:

- 2 A-Level passes and 2 Intermediate passes (Compulsory A level or Intermediate level pass (MQF Level 4) in **Biology or Physical Education**) or **other international qualifications equivalent to A level or MQF 4.**

or

- MQF Level 4 Certificate in a Sport related area

or

- Maturity clause

Applicants who satisfy the following conditions may apply for consideration to this course under the Maturity Clause:

1. In possession of a School Leaving Certificate
2. Have, by the end of the same calendar year attained the age of 23 years for entry to this course at MQF Level 5

These applicants are also asked to submit:

- a detailed Europass CV
- a Jobs Plus Employment History
- a motivation letter
- two reference letters
- documentation which they can present in terms of academic and experiential preparation

These applicants need also to attend an interview.

And

- Digital literate

And

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6

Learners who opt to apply for a programme of studies through the RPL route shall be responsible for demonstrating how the learning outcomes obtained through prior certified learning or experiential learning are relevant to the programme of studies they are applying for. To ensure that the RPL can be carried out effectively, any form of evidence including any relevant documents is to be attached to the application as per Learning Works Policy.

## FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

## PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 5

# Award in Sport Marketing and Sponsorship

LW/S/007

### COURSE DESCRIPTION

Marketing is at the heart of everything that happens in sport; whether it is the format of a competition, what consumers want from that specific sport, how media rights are sold to television companies or what forms of merchandise are created, good marketing underpins all of the decisions that are made. The essence of marketing in a sport organisation is therefore to match and reconcile the demands of the marketplace with the resources and competence that the organisation holds.

Marketing is the process of planning and developing products and services to satisfy organisational goals. Sport organisations primarily offer images, values, ideas and services rather than products, which makes the marketing of sport quite unique as they need to achieve both commercial and social objectives. Therefore, this study unit will consider the products and services that sport organisations have to offer within a specific context and highlights a number of regulations that they have to abide to. Secondly, it will assess stakeholder expectations in relation to the services provided by the sport organisation and how to enhance these. Methods and tools for improving communication campaigns targeting specific stakeholders will also be presented.

Sponsorship will be introduced as a marketing strategy that pursues commercial objectives, exploiting the direct association between the commercial entity's brand or product with those of the sport organisation's. Finally, the strategic marketing process will provide information on how to get into an attractive position in the marketplace

**Contact Hours: 50**

**Placement Hours: 20**

**Self Study Hours: 165**

**Assessment Hours: 15**

**Total Learning Hours: 250**

### COMPETENCIES

1. Analyse the relevance of a sport organisation's services in relation to its stakeholder requirements
2. Ensure the quality of the services (both tangible and intangible) by being aware of the stakeholders expectations
3. Manage effective communication campaigns
4. Develops marketing goals and objectives

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** Online learning hours are part of the contact hours of the programme and incorporate tutorials and asynchronous discussions. Online learning activities may consist of active interaction, participation and contributions in fora discussions, sharing resources and self-reflection exercises. Learners also contribute to the building of the community of practice by providing feedback to their peers as critical friends, enhancing the learner's critical engagement throughout the study period.

**ASSESSMENT** Observation report (50%),  
Practical Assessment (50%)

**LECTURER:** Ms Corissa Vella White



### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Target potential sponsors according to potential fit with their sport organisation;
- Structure a sponsorship package in order to provide a return on investment to the sponsor;
- Develop a range of packages that can be customized to the needs of the sponsor;
- Define marketing and sport marketing;
- Understand unique aspects of sport marketing;
- Understand consumer demographics & psychographics information;
- Understand the process of developing marketing goals & objectives;
- Understands the segmentation process and identification of target markets.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.

Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 5

# Award in Communications and the Media

LW/S/008

### COURSE DESCRIPTION

This course approaches the communications field by initially focusing on the critical role that internal communication can play within a sport organisation. It emphasises that the success of external communication is often dependent on first getting your internal communications environment in good order. The next section then builds on this by examining the area of external communication and developing good communications strategy in practice. One of the central components within the communications mix is of course the media. Thus, the second half of this study unit looks at the practical aspects of media operations and the growing role social media can play in a sport organisation's strategic thinking. The media industry has changed; increasingly we live in a 24/7 'always on' media news culture; the speed at which information flows has never been greater, media are more mobile, there is more user generated content (UGC) and communication is potentially global in terms of digital and web based communication. Sport managers need to recognise that this mediated age, offers both challenges and opportunities to their respective organisation.

### COMPETENCIES

- Describe and distinguish differences in various sport events with respect to media coverage;
- Understand fundamentals of the historical/contemporary issues in sport media professions;

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** Online learning hours are part of the contact hours of the programme and incorporate tutorials and asynchronous discussions. Online learning activities may consist of active interaction, participation and contributions in fora discussions, sharing resources and self-reflection exercises. Learners also contribute to the building of the community of practice by providing feedback to their peers as critical friends, enhancing the learner's critical engagement throughout the study period.

**ASSESSMENT** Observation report (50%),  
Practical Assessment (50%)

**LECTURER:** Lecturers will be announced shortly.

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Develop a theoretical, historical and practical understanding of the relationship of media and sport organisations
- Assess tools that sport managers utilise to develop crisis communication strategies;
- Identify, analyse, and discuss ethical issues faced in sport media;
- Understand the significant ethical and social responsibilities that come with being a professional communicator.

**Contact Hours:** 50

**Placement Hours:** 20

**Self Study Hours:** 165

**Assessment Hours:** 15

**Total Learning Hours:** 250



- Writing a press release before or after a sport match for the event organiser;
- Writing an article for a mainstream newspaper;
- Write a match report and get it published on social media
- Present own discussion and developments in a logical and organised manner through approaches of critical feedback and self-reflection.
- Engage with peers and/or team members to share and reflect on own development.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.

Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 5

# Award in Event Management

LW/S/009

### COURSE DESCRIPTION

Sporting events are much more than just competitions between teams and players, they can forge an identity and create solidarity, bringing people together, giving them a sense of belonging and contributing to the development of the host region. They have a short and long-term impact. Years of preparation are required to produce a few days of sporting celebration, but these few days can continue to have an impact over more than a generation! Over the last decade, local sport organisations such as the Malta Football Association, Malta Shooting Sports Federation and Amateur Swimming Association have had increasing opportunities to host international competitions / tournaments and this trend will continue to manifest itself as sport becomes more popular.

Sport events in particular have special characteristics which make their management quite peculiar. These characteristics are underlined in this study-unit as it is essential that sporting events are well-organised by the sporting body and well-attended by the stakeholders in order to optimise ticket sales, broadcasting rights and sponsorships, as well as strengthen its public image! Sport events require a large quantity of materials, amenities and facilities such as the sport zone where the actual event takes place. Event organisers should have full and complete authority within this space; however in order to mobilise this zone, organisers must pay attention to the contractual obligations governing the loan or rental of

premises. Ideally, sport event organisers should ensure that the environment is not negatively affected and that there is a legacy that is beneficial to the local community.

### COMPETENCIES

- Be familiar with the processes in designing, planning, staging and evaluating sport events;
- To introduce students to a range of local sporting events and increase their knowledge and competency base in the field of event management.
- Principles and practices of project management and effective teamwork will be demonstrated to the students, which in turn will have to apply them to a local sporting event.

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** Online learning hours are part of the contact hours of the programme and incorporate tutorials and asynchronous discussions. Online learning activities may consist of active interaction, participation and contributions in fora discussions, sharing resources and self-reflection exercises. Learners also contribute to the building of the community of practice by providing feedback to their peers as critical friends, enhancing the learner's critical engagement throughout the study period.

**ASSESSMENT** Case Study (100%)

**LECTURER:** Mr Matthew Sciberras

**Contact Hours:** 50

**Placement Hours:** 20

**Self Study Hours:** 165

**Assessment Hours:** 15

**Total Learning Hours:** 250



### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Identify the main phases involved in organising the sporting event
- Define the main tasks involved in running the event
- Develop an appropriate operational framework for the event
- Identify and manage the human resources needed to organise the sporting event
- Plan and organise sports events in various settings including clubs and the community;
- Demonstrate leadership skills, effective teamwork, initiative and problem solving in the sport event management process.
- Present own discussion and developments in a logical and organised manner through approaches of critical feedback and self-reflection.
- Engage with peers and/or team members to share and reflect on own development.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.

Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 5

# Award in Financial and Management Accounting

LW/M/006

### COURSE DESCRIPTION

In order to lead organisational change, strategic leaders need to understand not only how to manage people, but also to manage finance and accounting as effective financial management underpins business success. Finance provides the funds for a business' operations and ensures its stability and continuity. Additionally, financial management generates information that informs the decision making that is required to ensure businesses meet their objectives.

This course explores how to analyse the financial health of a business in respect of its profitability and stability. All businesses need to produce accounts in order to have an insight into their financial position. Balance sheets provide information on the sources of finance and how they are then used within the business. Income statements measure the profit position of businesses. In addition, managers need financial information to support decision making.

Consideration will be given to management accounting and how it is used in the decision making process. It helps answer questions about what price to charge for a product or service so it is not sold at a loss, whether to make or buy a product and which amongst alternative capital investments should be chosen. Managing finance provides the techniques that help measure whether a business is sustainable into the future and whether it is meeting its objectives.

### COMPETENCIES

- Have a sound understanding of construction, analysis and interpretation of financial statements with an awareness of the benefits and limitation of measurement systems employed in their preparation and question the validity of assumptions underpinning the statements.
- Prepare straightforward financial reports for use internally
- Use the information contained in externally published and internally prepared reports for decision making
- Contribute to the decision-making process through an understanding how costs arise and how they behave

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** The theoretical background underpinning the subject area will be provided in a series of lectures. This subject is, however, best mastered by doing practical exercises and using computer software to build financial models.

The practical sessions will involve individual along with group work and the students will analyse and present their findings to the group. The problems will bring to their attention the integration of both financial and non-financial factors.

**Contact Hours:** 50

**Placement Hours:** 10

**Self Study Hours:** 180

**Assessment Hours:** 10

**Total Learning Hours:** 250



Therefore, there will be a combination of lecturers, tutorials and computer laboratory workshops. Actual case studies will be analysed and discussed during the tutorials. Group work is used to advance the students' personal transferable skills and encourage self-reflection and critical assessment and working towards defined outcomes. Students will present justify and evaluate their analysis and resolutions to their peers and be required to engage in debate.

**ASSESSMENT** 50% Examination, 50% Assignment based

**LECTURER:** Mr Joseph Bugeja

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Understand business finance within a management context
- Understand the commercial implications of managerial decisions
- Understand the dynamics of cost behaviour and the function of cost accounting in modern organisation
- Understand a range of theoretical approaches to analyse and interpret accounting statements and critically evaluate the financial performance of an organisation.
- Explain how to analyse the financial health of an organisation by interpreting a set of accounts and management information
- Explain the uses and limitations of financial ratios
- Explain the uses of statutory financial reports

- Explain the difference between the uses of cost accounting and management accounting
- Explain the benefits and limitations of short-term and long-term financing options
- Explain how to carry out a cost-benefit analysis

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.

Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 5

# Award in Human Resources Management

LW/SC/07

### COURSE DESCRIPTION

The purpose of this course is to introduce students to the organizational context of managing and leading people and provide students with the necessary theoretical knowledge and practical application of leading and managing people focusing on necessary leadership skills and an understanding of human resource management.

**DURATION:** 10 weeks

**CREDIT VALUE:** 10 ECTS

**MODE OF TRAINING:** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular module learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT:** 100% Assignment based

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Understand the role of the manager/leader
- Understand the role of human resource management
- Understand key aspects of human resource management: selection & recruitment, performance management & reward strategies
- Understand how to reward employees in order to motivate and retain them
- Understand how to lead as a manager and key elements of various theories of leadership

### TARGET CANDIDATES

This course is ideal for individuals interested in developing foundational leadership and human resource management skills. It targets aspiring or current professionals who wish to gain theoretical insights and practical skills in managing and leading people within organizations. Suitable for those aiming to build careers in management, human resources, or team leadership, this course provides essential knowledge for effectively understanding and influencing organizational dynamics and people management.

**LECTURER:** Mr Gilbert Amato Gauci

### ENTRY REQUIREMENTS

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.
- Candidates may apply for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.
- Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.a

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250



### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# Award in A Woman in Leadership: Discovering Your Leadership Style

**Contact Hours:** 10

**Placement Hours:** -

**Self Study Hours:** 30

**Assessment Hours:** 10

**Total Learning Hours:** 50

LW/SC/08

### COURSE DESCRIPTION

The aim of this course is to provide students with the underpinning principles of leadership. In particular, they will be able to understand the difference between leadership and management, define and evaluate leadership and visualise goals for the future.

**DURATION:** 4 weeks

**CREDIT VALUE:** 2 ECTS

**MODE OF TRAINING:** The course delivers most of its contact hours online, comprising 80% of the sessions, while the remaining 20% are held face-to-face.

**ASSESSMENT:** 100% Assignment based

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Acquire critical understanding of leadership styles
- Evaluate the principles and current theoretical debates related to leadership styles
- Interpret the essential skills and competencies for leadership
- Evaluate different leadership styles
- Relate roles and responsibilities of positions in an organisation

### TARGET CANDIDATES

This course is designed for women aspiring to develop or enhance their leadership skills. It is ideal for those who wish to explore and define their unique leadership style,

understand core leadership principles, and differentiate between leadership and management. This course suits women at various career stages who are looking to set clear goals and build confidence in their leadership abilities for future growth.

### LECTURERS:

Ms Myra Pearson

### ENTRY REQUIREMENTS

Candidates must be 18 years of age and are in possession either of:

- A relevant MQF Level 5 accredited award or;
- At least 5-years' work experience and 3 years experience in a management position and a relevant MQF Level 4 accredited award.
- In addition, candidates must be able to communicate proficiently in English.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# Award in Driving Results through Emotional Intelligence and Negotiation Skills

LW/SC/09

### COURSE DESCRIPTION

The aim of this course is to provide students with an understanding of how relationships at work are managed by applying interpersonal skills. The concept of emotional intelligence will be explained. In addition, students will be exposed to the importance of teamwork and how to build effectively working teams. Finally, learners will be exposed also to the skills and art of negotiation.

**DURATION:** 4 weeks

**CREDIT VALUE:** 2 ECTS

**MODE OF TRAINING:** The course delivers most of its contact hours online, comprising 80% of the sessions, while the remaining 20% are held face-to-face.

**ASSESSMENT:** 100% Assignment based

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Manage relationships at work effectively
- Apply emotional intelligence in a workplace setting
- Build and motivate working teams
- Negotiate better deals and agreements

### TARGET CANDIDATES

This course is ideal for professionals looking to enhance their effectiveness in managing workplace relationships through emotional intelligence and negotiation skills. It targets individuals seeking to improve interpersonal

skills, build cohesive teams, and navigate negotiations successfully. Suitable for those in leadership, management, or team-based roles, this course provides practical insights into fostering collaboration, understanding emotional intelligence, and mastering negotiation techniques.

### LECTURERS:

Ms Myra Pearson

### ENTRY REQUIREMENTS

Candidates must be 18 years of age and are in possession either of:

- A relevant MQF Level 5 accredited award or;
- At least 5-years' work experience and 3 years experience in a management position and a relevant MQF Level 4 accredited award.
- In addition, candidates must be able to communicate proficiently in English.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# Award in Work Psychology

LW/SC/01

### COURSE DESCRIPTION

This course will focus on individuals and groups in relation to their work. It will look at the contribution psychology can make to achieving 'best fit' between people and their jobs, thereby to enhance productivity, satisfaction and well-being at work.

The achievement of this award will contribute towards our B.Sc. in Management (Top-Up) degree.

**DURATION:** 10 weeks

**CREDIT VALUE:** 10 ECTS

**MODE OF TRAINING:** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular course learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT:** 100% Assignment based

### COMPETENCIES

- Apply psychological theory to the workplace and explore the challenges in applying research evidence to support work psychology solutions
- Compare and contrast approaches to personnel selection and evaluate the effectiveness of psychological assessment tools in a selection context
- Critically reflect on theories of stress at work and associated workplace interventions

- Compare and contrast theories of work motivation and discuss their implications for the individual and the work organisation

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Apply psychological theory to the workplace
- Compare and contrast approaches to personnel selection
- Evaluate the effectiveness of psychological assessment tools in a selection context

### TARGET CANDIDATES

This course is ideal for anyone who wants to understand human behaviour in the workplace. It will help all managers and supervisors as well as those aspiring for a people management position to get an insight into the importance of understanding people elements when it comes to effective management and leadership of individuals and teams.

**LECTURER:** Mr Daniel Cassar

### ENTRY REQUIREMENTS

- Be in possession of a Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education.
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250



- Candidates may be applying for recognition of prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.
- Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 6

# Award in Project Management

LW/SC/02

### COURSE DESCRIPTION

This course introduces students to the principles and practices of project management. It will equip the students with the skills, knowledge and competences required for a project manager to overlook a successful project. Upon successful completion of this course, students shall be able to assist their project manager and carry out tasks successfully under the supervision of the project manager.

The achievement of this award will contribute towards our B.Sc. in Management (Top-Up) degree.

**DURATION:** 10 weeks

**CREDIT VALUE:** 10 ECTS

**MODE OF TRAINING:** Learners shall be subject to interactive and intellectual discussions with an assigned tutor who is an expert within the field of what is being researched. In this particular course learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with their supervisor.

**ASSESSMENT:** 100% Assignment based

### COMPETENCIES

- Manage various tasks and phases of a project under the supervision of the project manager;
- Assist the project manager in organising the project team in a manner which allows them to be fully aware of what is expected of them and of their deliverables;
- Develop the final report based on the outcomes of the project;

- Create and assist the project manager in creating SMART objectives for the project;

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Distinguish between different general management and project management;
- Identify the key stakeholders within a project and be familiar with their responsibilities and KPIs;
- Critically identify various risks which might arise in project management and implement contingency plans under the supervision of the project manager;
- Communicate with colleagues, team members and project manager in a manner which is clear and understandable;
- Listen actively to all stakeholders involved within a project;
- Write and report project updates as required in an effective manner;
- Evaluate own learning and undertake further studies in project management;

**LECTURER:** Ms Laura Sue Armeni

### TARGET CANDIDATES

- Project Managers.
- Assistant Project Managers.
- Project Coordinators.
- Project Expeditors.
- Project team members who want to improve their project management skills.

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250

- Individuals/Junior Executives who are new to project management.
- Functional managers and team members who are in a leadership role in a project.

### ENTRY REQUIREMENTS

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education.
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.
- Candidates may be applying for recognition of prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

- Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 6

# Award in Health Management

LW/SC/04

### COURSE DESCRIPTION

This course introduces students to the principles and guiding methods of health management. It will allow them to understand how healthcare organisations operate within an extremely complex environment and require continuous change. This means that managing in healthcare industries requires exceptional managerial and leadership skills.

The achievement of this award will contribute towards our B.Sc. in Management (Top-Up) degree.

**DURATION:** 10 weeks

**CREDIT VALUE:** 10 ECTS

**MODE OF TRAINING:** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular course learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT:** Assignment + presentation

### COMPETENCIES

- Assist in the successful management teams and the organisation within the healthcare industry.
- Guide team members under the supervision and directions of the top management within a healthcare organisation.

- Manage own personal performance with respect to the role and responsibilities.
- Assist top management in setting SMART goals and objectives.

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Evaluate the principles and functions of managerial roles within the healthcare industry and its importance for the success in the industry.
- Analyse critically the skills of a good and effective manager within the healthcare industry.
- Appraise various approaches in organizational structures, and their functionality and be able to synthesize the advantages and disadvantages of such structures in the healthcare industry.
- Analyse the importance of effective communication within the healthcare industry and critically review its benefits and challenges within the healthcare industry.

**LECTURER:** Mr Steven Schiavone  
Ms Yanica Sciberras.

### TARGET CANDIDATES

- Individuals/Junior Executives working in health or social care who are new to health management.
- Functional managers and team members who are in leadership role in a project.

**Contact Hours:** 50

**Placement Hours:** 0

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250



### ENTRY REQUIREMENTS

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education.
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.
- Candidates may be applying for recognition of prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.
- Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# Award in Business Management and Planning

LW/SC/06

### COURSE DESCRIPTION

This course will develop the skills and understanding you need to understand different business careers. Learners will explore business issues in realistic contexts. In addition, learners will apply business management theory and develop business plans relevant to the real world and develop perspectives, critical awareness and appreciate diverse global issues. This module of study provides an underpinning knowledge of the subject of business, and will allow learners to apply the knowledge learned for their own specific and particular context at the place of work.

**DURATION:** 10 weeks

**CREDIT VALUE:** 10 ECTS

**MODE OF TRAINING:** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular module learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT:** 100% Assignment based

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Source information on internal and external environment through various analysis tools in organisations
- Carry out the development of effective plans under the supervision of top management executives

- Implement theoretical concepts and tools to real-life situations regarding business management and planning
- Comply with organisational policies
- Carry out SWOT and PESTLE Analysis
- Establish good customer relationships
- Apply theoretical knowledge to practice

### TARGET CANDIDATES

This course is ideal for individuals interested in building or advancing a career in business, whether they're recent graduates, early-career professionals, or those transitioning into new roles. It suits learners seeking foundational business knowledge, practical skills in business planning, and a critical understanding of global business issues, all of which can be applied directly to their workplace contexts.

**LECTURER:** Mr Ayrton Zarb

### ENTRY REQUIREMENTS

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.
- Candidates may apply for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250





- Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.
- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.a

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 6

# Award in Principles of Accounting

LW/SC/10

### COURSE DESCRIPTION

This course introduces students to the main principles of accounting and allows them to become familiar with the functions and objectives of accounts within organisations. Students will be introduced to systems and procedures such as double-entry, book keeping, cash and assets, cash flows, purchases and sales, and others.

### COMPETENCIES

- Prepare simple entries and general ledger accounts;
- Generate simple trial balance and financial statements;
- Carry out adjustments in financial reports as required by top management and changes and fluctuations;
- Manage financial statements under supervision of the accounting and financial manager;
- Monitor changes in the financial environment.

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** This programme uses a blended approach focusing on an interactive strategy which combines face-to-face sessions and online learning activities. This offers flexibility and allows the adult learner space to further his/her education while maintain own family-work-personal life commitments. It also offers flexibility allowing the learner to study from any location.

**ASSESSMENT** Formative Assessment: 20%,  
Summative Assessment: 80%

**LECTURER:** Ms Alexandra Pirota

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Explain the difference between personnel management and human resource management
- Describe the link between organizational strategy & human resource planning
- Apply leadership theories to practice and assess potential in leading people
- Describe the stages involved in planning human resource requirements
- Identify the limitations of financial statements;
- Examine the role of financial statements in accounting;
- Communicate making use of basic terminology used in financial accounting;
- Understand basic accounting terminology;
- Examine the methods organisations use to monitor employee performance
- Identify the use of debtors, creditors and bank reconciliation statements;
- Examine and critically outline the use of the principles of accounting in organisations.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

The Maturity Clause will also apply for those over 23 years of age, but such prospective students will be required to go through an interview.



Candidates may be applying for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# Award in Strategic Learning and Development

LW/M/026

### COURSE DESCRIPTION

This course critically examines the importance of leading and supporting a Learning and Development strategy in an organization as it qualifies employees with the right skills and knowledge, crucial in today's competitive business environment.

Learning and Development strategy will not only impact the culture of an organisation. but also affect an organisation's ability to respond to the market's internal and external forces, demands of change, and geopolitical events. It is therefore an important element in the portfolio of skills that a manager should possess.

It will equip managers in developing a targeted Learning and Development strategy, to putting it into practice by building the learning culture and landscape within the organization.

In this process, the learner will identify key learning needs, analyze skills gaps, and use learning analytics to evaluate the effectiveness of learning interventions. Lastly, the learner will immerse in mentoring and coaching and learn the skills to set up managerial mentoring and coaching programs.

### COMPETENCIES

- Carry out effective learning and development needs analysis.
- Be responsible for strategic direction for Learning and Development activities within the organisation

- Collaborate with other managers a Learning and Development strategy by considering short and long-term human resources requirements.
- Comply the essential theoretical framework within which you can use a coaching approach with confidence and knowledge.

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular module learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT** Case Study (30%), Assignment (70%)

**LECTURER:** Ms Laura Sue Armeni

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Evaluate the meaning and aims of a Learning and Development strategy
- Argue critically the importance of a Learning and Development strategy for employees and the benefits for the overall success of the organization.
- Apply a Learning and Development strategy which is in unison with organisational strategy.
- Evaluate the learning needs and design an effective L&D practice.

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250



- Compare critically the theories of learning both classical and more recent ones.
- Evaluate how learning takes place and happens and how to measure the effectiveness of learning.
- Construct different approaches to learning delivery, including face-to-face training and facilitation, technology-based learning, social and collaborative learning.
- Evaluate critically the developments of mentoring and coaching and how they have evolved.
- Apply the key principles and skills of mentoring and coaching as a tool for learning and development.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.

Candidates may apply for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.

Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.a

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.

## EQF/MQF LEVEL 6

# Award in Risk Management

LW/M/018

**Contact Hours: 50**

**Placement Hours: -**

**Self Study Hours: 190**

**Assessment Hours: 10**

**Total Learning Hours: 250**

### COURSE DESCRIPTION

This course introduces learners to the fundamentals of risk management and its role within organisations. This module allows learners to understand the complexity of risk management and to the various factors, both internal and external that influence risk. Following the successful completion of this module, learners shall be able to implement effective and relevant techniques to assess and mitigate risks.

### COMPETENCIES

- Manage risk and change on a day-to-day basis within organisations;
- Comply with key risk management techniques within organisations;
- Implement various risk management tools and practices known within the organisation;
- Work with colleagues in ensuring effective risk mitigation and reduction;
- Develop an effective organisational risk strategy;
- Perform under pressure using risk management skills;
- Conduct a gaps analysis regarding various areas within an organisation.

**DURATION** 10 weeks

**CREDIT VALUE** 10 ECTS

**MODE OF TRAINING** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular module learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT** Case Study (30%), Assignment (70%)

**LECTURER:** Ms Laura Sue Armeni

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Define key definitions of risk management and critically describe it as part of business planning.
- Plan a risk assessment, by identifying and assessing hazards, determining appropriate ways to eliminate the hazard, or control the risk, when the hazard cannot be eliminated.
- Review critically the findings risk assessment and report the findings.
- Operate risk strategy and control in an organisation.
- Exhibit understanding of the concept of risk and the relation between risk and opportunity;
- Fondly understand how risk analysis and risk management affects decision-making within organisation;
- Exhibit awareness of how to reduce risk;
- Undertake further studies within the field of risk management.

### ENTRY REQUIREMENTS

Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,

MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.

Candidates may apply for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.





Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.

Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.a

### **FUNDING**

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### **PART-TIME**

Lectures are held twice a week in the afternoon on a part-time basis.



## EQF/MQF LEVEL 6

# Award in Quality Management

LW/M/017

### COURSE DESCRIPTION

This course introduces learners to the fundamentals of quality management. It allows them to appreciate the importance of overlooking all activities and tasks within organisation to ensure that they are conducted with maximum efficiency and to a level of excellence. Furthermore, this module allows them to understand the principles of conducting quality assurance and planning, as well as control and improvement within organisations.

#### Competences:

1. Carry out design, implementation, monitoring and controlling of quality plans under supervision of top management within organisations;
2. Implement effective critical thinking and problem solving techniques when it comes to decision making;
3. Manage change both on an individual, a team or an organisational basis.

**DURATION:** 10 weeks

**CREDIT VALUE:** 10 ECTS

**MODE OF TRAINING:** Learners shall be subject to interactive and intellectual discussions with assigned tutor which is an expert within the field of what is being researched. In this particular module learners however are expected to be rather autonomous in conducting, analysing and presenting research with minimal contact hours with supervisor.

**ASSESSMENT:** Presentation (30%), Assignment (70%)

### LEARNING OUTCOMES

By the end of the course, students will be able to:

- Understand and analyse the history and evolution of Quality Management
- Apply critically the Principles of Total Quality Management;
- Explain and interpret the different models of quality management;
- Formulate what are the skills and characteristics of quality leaders and the role of quality leaders for the success of the organization
- Interpret critically the role, needs, demands, of the customer in TQM in order to determine customer satisfaction.
- Critically review the involvement of the employee in TQM applying principles of motivation, practice employee empowerment leading to performance appraisals.
- Evaluate the basic concepts of performance measures including cost of quality, applying criteria for performance excellence.
- Demonstrate in-depth understanding of Total Quality Management and its role within the success of an organisation;
- Show knowledge of the implementation of quality planning and quality control within organisations;
- Exhibit sound understanding of the characteristics of an effective quality leader;
- Use different models of TQM at the workplace.

**LECTURER:** Mr Konrad Cassar Naudi

**Contact Hours:** 50

**Placement Hours:** -

**Self Study Hours:** 190

**Assessment Hours:** 10

**Total Learning Hours:** 250



### ENTRY REQUIREMENTS

- Be in possession of Minimum Level 4 certification from a recognised local or foreign awarding body or A-level standard of education,
- MQF Level 5 (60 ECTS) Diploma in Leadership and Management or an Equivalent qualification at MQF Level 5 in a Business and Management related field.
- Candidates may apply for recognition for prior learning (PRL) for up to 50% of the total ECTSs for this programme as per MFHEA's guidelines.
- Have at least 5 years' experience in a management position. Preference will be given to those applicants who have work experience in the area of study.

- Have a good command of oral and written communication in English with a level of proficiency in English equivalent to at least IELTS Level 6.a

### FUNDING

Applicants may get up to 70% of the fee back through the Get Qualified Scheme.

### PART-TIME

Lectures are held twice a week in the afternoon on a part-time basis.





# OUR GRADUATIONS





















# GENERAL Information

## ORGANISATION

Training programmes are organised by Learning Works. Learning Works is Licensed as a Further and Higher Education Institution (License No. 2009-TC-2004) by the Malta Further and Higher Education Authority.

## ADMINISTRATION

### CEO

Charlo Bonnici

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### Operations & Administration Manager

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### Student Recruitment & Marketing Executive

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### Student & Lecturer Support Officer

Helen Childs

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### Administrative Assistant

Marina Mifsud

[mmifsud@learningworks.edu.mt](mailto:mmifsud@learningworks.edu.mt)

## ENQUIRIES

+356 2210 7551

+356 7958 4200

## ATTENDANCE

Students are required to attend a minimum of 80% of the lectures. If this condition is not satisfied, an award certificate will not be issued by the Board of Studies.

## TO APPLY

Application forms are to be sent via email to [info@learningworks.edu.mt](mailto:info@learningworks.edu.mt). You are also invited to visit our premises for any information you may require. If you are not sure whether you have the necessary qualifications for a particular course please send an email to [info@learningworks.edu.mt](mailto:info@learningworks.edu.mt).

For more information, please visit our website at [www.learningworks.edu.mt](http://www.learningworks.edu.mt) or find us on all social media platforms.



[www.learningworks.edu.mt](http://www.learningworks.edu.mt)

