

Overview

This programme equips students with the essential skills and knowledge required to thrive in modern workplaces. It focuses on enhancing employability by developing key competencies in career planning, self-management, personal and professional development, and resource management. The curriculum integrates synchronous and asynchronous modalities, combining real-time interaction with practical and theoretical self-paced learning.

Recognitions

This is a programme submitted for accreditation with the Malta Further and Higher Education Authority (MFHEA) – application dated 19th July 2024, requesting a change in mode of delivery (to online) and a change in category. European College of Innovation (ECI) is a licensed provider.

Regulatory Information

Qualification Title	Pre-Tertiary Certificate in Employability and Workplace Skills
Duration	9 months – Full Time
Hours of Total Learning	1500 hours
Contact / Self-Study / Assessment Hours	300 contact hours + 1140 self-study hours + 60 assessment hours
Supervised Placement	N/A
Target Audience	16 – 65 years
Target Group	Individuals who have completed secondary education, or a Level 3 qualification in a related field; applicants aged 16 or older with proficiency in English
Total Credit Value	60 ECTS
Assessment Methods	Formative assessment (quizzes, discussion forums, short written assignments, peer assessment, self-reflection) plus summative assessment (case studies, 100% weighting per module)
Language of Assessment	English
Structure of Programme	Full Time – self-paced units; students structure their own studies and complete assessments within the 9-month timeframe
Delivery Mode	100% Online (Synchronous online sessions, self-paced VLE, pre-recorded video lectures and online presentations)

Pre-Tertiary Certificate in Employability and Workplace Skills

Course Structure

Unit Title	MQF	ECTS
Career Planning and Development	4	10
Managing Own Performance	4	10
Personal and Professional Development	4	10
Employment Skills	4	10
Working in a Business Environment	4	10
Fundamentals of Resource Management	4	10

Total ECTS for Programme Completion: 60. No exit awards specified.

Assessment Procedure

Assessment combines formative and summative methods across all six modules to provide a comprehensive evaluation of student learning:

- Formative assessment (ongoing, not formally graded): quizzes to check student knowledge, discussion forum participation, short written assignments, peer assessments and self-reflection exercises.
- Summative assessment (end of module): case studies, weighted at 100% per module. Exact weightings may vary slightly between modules and are communicated to students at the start of each module.

Grading system: A (Distinction) 90–100%; B (Merit) 76–90%; C (Pass) 60–75%; D (Pass) 50–59%; F (Fail) 0–49%.

Tutors/lecturers must hold a Master's qualification in Business Management, Human Resources, Learning Development or a similar field, with a minimum of 2 years' lecturing experience.

Entry Requirements

In order to be eligible to follow this programme of study, learners should be in possession of the below:

- Successful completion of secondary education (e.g. GCSEs, O-Levels, or equivalent) with a minimum number of passes, usually including English and Mathematics – or completion of a Level 3 qualification in a related field.
- Minimum age of 16 years.
- Proficiency in English (the language of instruction), demonstrated through previous education, language tests, or an interview.

Term & Dates

January, April, July, October, Tailored

€300 Registration Fee and €5000 Administration Fee