

Award in Digital Jobs

Applying for this course:

The course targets NEETS 16-29 years old.

The course primarily targets youths aged between 16-29 who are not in education, employment, or training (NEETs). This course is targeted at persons who would like to Its goal is to equip themselves with knowledge and skills related to the green economy through professional training, thereby facilitating their transition into the labour market.

Course Duration

This course is of 60 hours duration and consists of five Modules:

- Module 1 is of 6 hours duration - (including 1 hour assessment)
- Module 2 is of 16 hours duration - (including 1 hour assessment)
- Module 3 is of 16 hours duration - (including 1 hour assessment)
- Module 4 is of 16 hours duration - (including 1 hour assessment)
- Module 5 is of 6 hours duration - (including 1 hour assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this Course will be mainly held through a series of classroom discussion. The trainer will also be holding lessons with the learners which will consist of various presentations, including demonstrations to establish foundational knowledge and introduce essential concepts and theories associated with digital skills.

By utilising a variety of pedagogical approaches, including lectures, hands-on exercises, case studies, group discussions, project work, and online learning components, this programme ensures an inclusive and engaging learning experience. The incorporation of digital methods offers flexibility, accessibility, personalised learning, multimedia resources, collaboration opportunities, efficient feedback, and the development of essential digital literacy skills.

General assessment policy and procedures for this course:

The learner will be assessed through written assessments that will take place throughout each module, to assess and consolidate the learning being covered.

Module 1 Learning Outcomes – Introduction to Digital Jobs

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| <ul style="list-style-type: none">✓ Collaborate with others in digital contexts whilst demonstrating their capacity to work effectively as part of a team, negotiate ideas and seek consensus to solve problems.✓ Ensure compliance with legal and ethical standards, respecting digital rights, and protecting personal and sensitive information. | <ul style="list-style-type: none">✓ Manage digital resources in various contexts, collaborate with others and consider sustainable and responsible consumption.✓ Effectively represent oneself and others online and collaborate with others to achieve desired outcomes. |
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Module 1 Assessment:

Assessment of 1 hour based on:

- (a) 10 multiple choice questions (80%)
- (b) 5 open ended questions (20%)

Learners need to obtain a minimum of 50% of the total mark in order to successfully pass from this module.

Module 2 Learning Outcomes – Digital Communication

<ul style="list-style-type: none">✓ Ensure compliance with digital communication guidelines and ethical standards to maintain professionalism and integrity in online interactions.✓ Carry out tasks in a responsible manner by efficiently managing digital communication tools and resources to optimize productivity and effectiveness.	<ul style="list-style-type: none">✓ Monitor and evaluate digital communication strategies and campaigns to assess their effectiveness and make informed decisions for improvement
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Module 2 Assessment:

Assessment of 1 hour based on:

- (a) 10 multiple choice questions (80%)
- (b) 5 open ended questions (20%)

Learners need to obtain a minimum of 50% of the total mark in order to successfully pass from this module.

Module 3 Learning Outcomes – Digital Training and Digital Information

<ul style="list-style-type: none">✓ Collaborate effectively in digital training and information setting whilst contributing to group discussions and activities to foster collaborative learning.✓ Be responsible for personal learning and skill development as well as engage in lifelong learning by actively seeking out digital training opportunities.	<ul style="list-style-type: none">✓ Manage digital information responsibly.✓ Comply with online training requirements including platform guidelines and policies for effective online learning
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Module 3 Assessment:

Assessment of 1 hour based on:

- (a) 10 multiple choice questions (80%)
- (b) 5 open ended questions (20%)

Learners need to obtain a minimum of 50% of the total mark in order to successfully pass from this module.

Module 4 Learning Outcomes – Digital Opportunities

<ul style="list-style-type: none">✓ Collaborate effectively with team members and stakeholders, fostering a spirit of cooperation and collective problem-solving in the context of digital business and entrepreneurship.✓ Ensure compliance with relevant laws, regulations and ethical guidelines.	<ul style="list-style-type: none">✓ Carry out tasks and responsibilities in a timely and efficient manner, demonstrating accountability and ownership for assigned duties within the digital business setting.
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Module 4 Assessment:

Assessment of 1 hour based on:

- (a) 10 multiple choice questions (80%)
- (b) 5 open ended questions (20%)

Learners need to obtain a minimum of 50% of the total mark in order to successfully pass from this module.

Module 5 Learning Outcomes – Green Digital Jobs

<ul style="list-style-type: none">✓ Collaborate with others in digital contexts whilst demonstrating their capacity to work effectively as part of a team, negotiate ideas and seek consensus to solve problems.✓ Ensure compliance with legal and ethical standards, respecting digital rights, and protecting personal and sensitive information.	<ul style="list-style-type: none">✓ Manage digital resources in various contexts, collaborate with others and consider sustainable and responsible consumption.✓ Effectively represent oneself and others online and collaborate with others to achieve desired outcomes.
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Module 5 Assessment:

Assessment of 1 hour based on:

- (a) 10 multiple choice questions (80%)
- (b) 5 open ended questions (20%)

Learners need to obtain a minimum of 50% of the total mark in order to successfully pass from this module.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 5 ECTS points are assigned.