

## Award in Digital Skills for Green Jobs

### Applying for this course:

Individuals eligible to enroll in this programme would have completed compulsory schooling, up to 65 years of age. Individuals would also need to be able to communicate and comprehend English. For further information, kindly contact us on [qa.jobsplus@gov.mt](mailto:qa.jobsplus@gov.mt) stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience.

### 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"><li>✓ Demonstrate the ability to critically analyse the digital economy's impact on various job sectors, with a focus on opportunities within green and sustainable industries.</li><li>✓ Recognize and describe various digital job roles and opportunities across different sectors</li><li>✓ Identify and evaluate digital job roles and opportunities, particularly in sectors that promote environmental sustainability and green innovation.</li></ul> | <ul style="list-style-type: none"><li>✓ Ensure compliance with legal and ethical standards, uphold digital rights, and protect sensitive information, while promoting sustainable and equitable digital practices.</li><li>✓ Manage digital resources responsibly in various contexts, emphasizing sustainable consumption and collaborative approaches that align with green principles.</li><li>✓ Represent oneself and others professionally and effectively in online spaces, fostering</li></ul> |
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<ul style="list-style-type: none"> <li>✓ Collaborate effectively in digital environments by working as part of a team, negotiating ideas, and reaching consensus to solve problems, with consideration for green and ethical solutions.</li> </ul>	<p>collaboration to achieve environmentally and socially responsible outcomes.</p> <ul style="list-style-type: none"> <li>✓ Exhibit proficiency in using digital tools and technologies efficiently, applying these skills to support sustainability and environmental impact reduction.</li> </ul>
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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 45% of the total mark in order to successfully pass from this module.

**Module 2 Learning Outcomes – Digital Communication**

<ul style="list-style-type: none"> <li>✓ Ensure compliance with digital communication guidelines, ethical standards and eco-friendly practices to maintain professionalism, integrity and sustainability in online interactions</li> <li>✓ Carry out tasks responsibly by efficiently managing digital communication tools and resources while minimizing environmental impact, such as reducing unnecessary digital storage and energy consumption.</li> <li>✓ Monitor and evaluate digital communication strategies and campaigns to assess their effectiveness, environmental footprint and alignment with sustainable goals, making informed decisions for improvement</li> <li>✓ Communicate effectively using various digital platforms and tools, while promoting environmentally conscious practices, such as avoiding excessive digital clutter or prioritizing energy-efficient tools.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Show proficiency in collaborating with others in a digital environment, fostering shared responsibility for sustainable practices and reducing digital waste.</li> <li>✓ Understand and practice appropriate behaviour and norms in digital communications, including adopting green initiatives such as using renewable-powered data centres or advocating for digital sustainability.</li> <li>✓ Apply best practices for clear, professional and eco-conscious digital communication, ensuring alignment with sustainability goals.</li> </ul>
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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 45% 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"><li>✓ Manage digital information responsibly</li><li>✓ Organize, store, and retrieve digital information in a sustainable manner, such as using cloud storage efficiently, reducing digital clutter, and prioritizing energy-efficient systems to minimize environmental impact.</li><li>✓ Comply with online training requirements including platform guidelines and policies for effective online learning while incorporating environmentally conscious practices, such as reducing data-heavy content and encouraging the use of green-certified tools for effective online learning.</li></ul>	<ul style="list-style-type: none"><li>✓ Demonstrate the ability to create and deliver effective digital training programmes that emphasize sustainable practices, including the use of eco-friendly resources, energy-efficient platforms, and content that promotes environmental awareness.</li><li>✓ Adjust training methods and information management practices to evolving digital environments ensuring alignment with sustainability goals by adopting innovative, energy-efficient technologies and reducing resource-intensive processes.</li></ul>
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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 45% of the total mark in order to successfully pass from this module.

### Module 4 Learning Outcomes – Digital Opportunities

<ul style="list-style-type: none"><li>✓ Collaborate effectively with team members and stakeholders, fostering a spirit of cooperation and collective problem-solving in the context of digital business and entrepreneurship while promoting eco-friendly practices and sustainable innovation.</li><li>✓ Analyse digital market trends and identify emerging opportunities particularly in the green economy and industries focused on sustainability and environmental impact</li><li>✓ Identify and pursue digital career opportunities that contribute to a sustainable future, such as</li></ul>	<ul style="list-style-type: none"><li>✓ Use digital tools to start and manage online businesses that integrate sustainable practices, such as minimizing digital waste, promoting eco-friendly products, or supporting green initiatives.</li><li>✓ Leverage digital tools and platforms to create and grow businesses that prioritize sustainability, such as adopting green marketing strategies, energy-efficient technologies, and environmentally responsible supply chains.</li><li>✓ Identify opportunities for growth and innovation within the green economy, focusing on</li></ul>
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<p>roles in renewable energy, green technology, or environmental advocacy.</p> <ul style="list-style-type: none"> <li>✓ Identify digital career paths that align with personal skills and interests prioritizing industries and roles that emphasize environmental responsibility and sustainable practices.</li> <li>✓ Build and maintain a professional digital presence and network leveraging platforms to advocate for sustainability and engage with eco-conscious professionals and organizations.</li> </ul>	<p>sustainable solutions to digital and business challenges.</p> <ul style="list-style-type: none"> <li>✓ Navigate various digital job markets effectively with a focus on identifying roles and opportunities in sectors advancing environmental sustainability and corporate responsibility.</li> <li>✓ Develop and maintain professional relationships through digital networks prioritizing collaborations that support sustainable goals, eco-friendly projects, and green entrepreneurship</li> </ul>
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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 45% 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"> <li>✓ Understand the importance of sustainability and the role of green jobs in promoting environmental health.</li> <li>✓ Leverage digital tools and technologies to support and enhance green initiatives.</li> <li>✓ Identify and analyse trends and opportunities in the green digital job market.</li> <li>✓ Pursue and develop careers in various green digital job roles</li> </ul>	<ul style="list-style-type: none"> <li>✓ Understand the global and local environmental challenges that green jobs aim to address.</li> <li>✓ Utilize digital tools to support green initiatives.</li> <li>✓ Stay updated with the latest digital technologies and their applications in sustainability</li> <li>✓ Identify emerging trends in the green digital job market</li> <li>✓ Analyse job opportunities and market needs in the green sector.</li> </ul>
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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 45% 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.