

Award in Work Ethics

Applying for this course:

Individuals eligible to enrol in this programme would be 15 years of age (subject they have completed compulsory schooling) and older. Individuals will also need to be able to communicate in and comprehend English. For further information, kindly contact us on qa.jobsplus@gov.mt stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience. Alternatively, you can send the requested information by post addressed to: Quality Assurance Unit, Jobsplus Training Complex, Triq Birżebbuġa, Ħal Far BBG3000

Course Duration

This course is of 16 hours duration and consists of one Module, including a written assessment.

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions, class work exercises and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations and demonstrations.

General assessment policy and procedures for this course:

The learner will be assessed through an Ongoing Assessment that will take place throughout the duration of the course. At the end of the course, there will also be a 1 hour written assessment, to assess his/her competence.

Module 1 Learning Outcomes- **Work Ethics**

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| <ul style="list-style-type: none">✓ Collaborate with colleagues to develop an ethical workplace.✓ Deal with social and cross-cultural diversity.✓ Monitor areas for possible conflict of interest.✓ Manage work professionally and skilfully.✓ Be responsible for maintaining high quality standards.✓ Manage challenging situations, and problems at work.✓ Comply with when to be adaptable and accommodating to certain situations.✓ Apply ethics policies and regulations in the workplace.✓ Identify good work ethics practices and principles at the workplace.✓ Define areas that require quality adjustments and improvements. | <ul style="list-style-type: none">✓ Identify personal moral strengths and weaknesses.✓ Identify the benefits of an ethical workplace and guidelines on how to achieve one.✓ Develop work ethics and integrity.✓ Evaluate how laws and regulations help maintain a respectful work environment.✓ Prepare how to manage social and cross-cultural differences.✓ Evaluate how to intervene in difficult situations at work.✓ Prepare to communicate effectively within a multi-cultural environment. |
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Module Assessment: The assessment will be as follows:

Each learner will be assessed through ongoing assessments throughout the whole course, which will also take into consideration the learner's classroom participation. This will have a total of 40% of the global mark.

There will also be a 1 hour written assessment, at the end of the course. This will have a total of 60% of the global mark.

Trainees will need to obtain a pass mark from both the Ongoing Assessment and the written assessment. The pass mark is 45%.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 1 ECTS point is assigned.