


COURSE INFORMATION SHEET

DATE OF ISSUE: June 2024



MALTA UNIVERSITY CONSULTING

AWARD IN RESIDENTIAL & DAY CARE WORK 2024 - 2025

Days/Dates	<p style="text-align: right;">Introductory Module</p> <p>October 2024: 1st, 3rd, 10th, 15th, 17th, 22nd, 24th and 29th November 2024: 5th, 7th and 12th</p> <p style="text-align: right;">Intermediate Module</p> <p>November 2024: 28th December 2024: 3rd, 10th, 12th, 17th January 2025: 7th, 9th, 14th, 16th, 21st, 23rd, 30th</p> <p style="text-align: right;">Advanced Module</p> <p>February 2025: 20th, 27th (seminar 1) March 2025: 6th (seminar 2), 13th, 20th (seminar 3), 25th April 2025: 1st, 10th (seminar 4), 15th (seminar 5), 24th, 29th May 2025: 6th, 8th, 15th, 22nd, 29th June 2025: 3rd</p> <p><i>Kindly note that the specific dates might vary slightly. Applicants will be kept informed along the way.</i></p>
Time	<p>Lectures: 4.30 – 7.30p.m. Seminars: 09.00a.m. 2.00p.m.</p>
Number of Hours	Total contact hours: 126hrs; Hands-on Experience: 45 hours
On-site or Online	On-site at Campus Hub , Block 'O' Level 5, University of Malta, Msida
Fee	€363 Introductory Module €422 Intermediate Module €502 Advanced Module If the 3 modules are paid in advance a 5% discount is applicable.
Accreditation	The Malta Further and Higher Education Authority (MFHEA) deem this certificate to be at Level 4 (25 ECTS) of the Malta Qualifications of the Malta Qualifications Framework and of the European Qualifications Framework for Lifelong Learning. (License Number: 2013-FHI-019 Further & Higher Education Institution)
	<p>Get up to 70% of your Course Fees back: This course has been approved by Malta Enterprise under the Get Qualified Scheme. Employers: Speak to us about claiming from the Jobsplus Investing in Skills Scheme</p>
Aims/ Objectives	This course has been developed as a flexible learning pack. It is designed to help the residential/day care worker develop the personal and interpersonal qualities and skills relevant to the caring services. The style of learning to be adopted throughout the course will be interactive; hence the participation of students is essential. This course will develop the knowledge, understanding, practical skills, and values for employment or further study in the caring service. The course is very practical and will develop the experience and knowledge that employers in the caring field are looking for.
Who should attend	It is particularly relevant for those who are starting out their career in care-working or who have significant experience but no formal training background.
Course Requirements	Applicants must present a school leaving certificate in which they show that they have passed their English assessment; or present a pass in O-level English; or pass an English literacy test at Level A1 (arrangements for this test will be agreed with the administrator). Experience and a real interest in caring for people are an advantage.

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Course Outcomes	<p>By the end of this course students should be able to:</p> <ul style="list-style-type: none">• demonstrate personal and interpersonal qualities and skills required for caring in relation to the needs of service users.• understand the importance of the role of the carer as a front worker.• consistently establish safe practices.• have solid knowledge and ability to recognize the needs of service users.• evaluate the contribution of different professional experiences related to residential/day care work.• be affirmed as a residential/day care worker in an interdisciplinary professional team.
Trainer/s Bio	<p>Academic Advisor: Dr. Natalie Kenely PhD is a Resident Academic and Senior Lecturer in the Department of Social Policy and Social Work, Faculty for Social Wellbeing at the University of Malta.</p> <p>Course Coordinator: Ms. Maria Mangion, Assistant Lecturer in the Department of Social Policy and Social Work, Faculty of Social Wellbeing at the University of Malta.</p>
Certification	<p>The mode of assessment will be based on attendance, participation, and assignments that are set throughout the course. Grades attained are equivalent to the University of Malta Grade Descriptions. Participants must attend at least 80% of the taught sessions of each module to receive an MFHEA /accredited Certificate issued by Malta University Consulting Ltd. Students who do not complete the course, i.e., do not finish all the 3 modules, may return to continue their studies within two years. The incomplete modules are to be taken in their entirety.</p>

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INTRODUCTORY MODULE

Days/Dates	October 2024: 1 st , 3 rd , 10 th , 15 th , 17 th , 22 nd , 24 th and 29 th November 2024: 5 th , 7 th and 12 th
Time	Lectures: 4.30 – 7.30p.m.
Number of Hours	This module will include 10 hands-on hours in a care work setting & is Part 1 of the Award in Residential & Day Care Work accredited course.
On-site or Online	On-site at Campus Hub , Block 'O' Level 5, University of Malta, Msida
Fee	€363 Introductory Module
Accreditation	The Malta Further and Higher Education Authority (MFHEA) deem this certificate to be at Level 4 (25 ECTS) of the Malta Qualifications of the Malta Qualifications Framework and of the European Qualifications Framework for Lifelong Learning. (License Number: 2013-FHI-019 Further & Higher Education Institution)
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Aim & Module content	<ul style="list-style-type: none">• understand basic concepts of academic writing.• gain self-awareness, awareness of others and learn to understand personal and service user's needs.• review aspects of communication necessary in this context• understand the importance of case management.• understand, prevent and respond to medical emergencies and communicable.• understand ethical practice.• manage crisis situations.• work effectively in teams.• develop a basic understanding of social policy
Module Overview	<p>Introduction to Care Work: The aim is to inform participants of the course content, the methodology for teaching this course, and to introduce the role of social care work.</p> <p>Academic writing: This session is aimed at developing basic skills and knowledge of academic writing.</p> <p>Personal Development and Needs: The aim is to gain self-awareness, awareness of others and learn to understand personal and service users' needs.</p> <p>Communication- Listening and Responding Skills: The aim is to review aspects of verbal and non-verbal communication which are critical to working with people receiving a caring service.</p> <p>Case Management: The aim is to review different aspects of case management offering a background to case conferences, recording procedures and reviews.</p> <p>Introduction to Social Policy: The aim is to study the background of some legal and policy implications related to the caring services.</p> <p>Principles of Social Care: The aim is to inform participants of the content of this course and to introduce basic principles of social care.</p> <p>Health and Safety: The aim is to learn how to respond to emergencies (First Aid), to raise awareness of communicable diseases and precautionary measures.</p> <p>Values in Social Work: The aim is to explore ethical issues and practical applications related to the caring sector.</p> <p>Crisis Intervention: The aim is to study prevention and de-escalation of crisis situations.</p> <p>Teamwork: The aim is to study the need for and some of the dynamics of working as members of a team</p>

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INTERMEDIATE MODULE

Days/Dates	November 2024: 28 th December 2024: 3 rd , 10 th , 12 th , 17 th January 2025: 7 th , 9 th , 14 th , 16 th , 21 st , 23 rd , 30 th
Time	Lectures: 4.30 – 7.30p.m.
Number of Hours	This module will include 15 hands-on hours in a care work setting & is Part 2 of the Award in Residential Day & Care Work accredited course
On-site or Online	On-site at Campus Hub , Block 'O' Level 5, University of Malta, Msida
Fee	€322 Intermediate Module
Accreditation	The Malta Further and Higher Education Authority (MFHEA) deem this certificate to be at Level 4 (25 ECTS) of the Malta Qualifications of the Malta Qualifications Framework and of the European Qualifications Framework for Lifelong Learning. (License Number: 2013-FHI-019 Further & Higher Education Institution)
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Aim and Module content	This module will continue to develop further the knowledge, understanding, practical skills and values that students would have acquired in the Introductory Module of the Award in Residential & Day Care Work . The module is very practical and continues to develop the student's experience and knowledge that employers in the caring field are looking for. By the end of this module students should be able to: <ul style="list-style-type: none">• value basic principles of social care• demonstrate intra-personal and interpersonal qualities and skills required for caring in relation to the needs of service users.• acquire knowledge and aptitude to recognise the social and psychological needs of service users.• acquire basic skills which enable their personal and professional development.• evaluate their personal contribution in the role of residential/day care work.• affirm their role as residential/day care workers in a caring agency.
Module Overview	Stress Management and Supervision: The aim is to be aware of personal and social stressors and learn the means to cope with them. Developing through the Lifespan: The aim is to understand aspects of human development through the lifespan which are essential to working with people receiving a caring service. Grief and Coping with Loss: The aim is to explore issues of loss and grief experienced by the service user and the residential/day care worker. Personal Development: The aim is to gain self-awareness, awareness of others and the implications related to the caring services. Helping Skills: The aim is to learn how to listen and respond effectively with service users in the role of a residential/day care worker. Keeping the Records: The aim is to explore practical applications of recording related to the role of the residential/day care worker. Social Benefits: The aim is to understand the state's care provision through the framework of the social security system.

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ADVANCED MODULE

Days/Dates	February 2025: 20 th , 27 th (seminar 1) March 2025: 6 th (seminar 2), 13 th , 20 th (seminar 3), 25 th April 2025: 1 st , 10 th (seminar 4), 15 th (seminar 5), 24 th , 29 th May 2025: 6 th , 8 th , 15 th , 22 nd , 29 th June 2025: 3 rd
Time	Lectures: 4.30 – 7.30p.m. Seminars: 09.00a.m. 2.00p.m.
Number of Hours	This module will include 20 hands-on hours in a care work setting & is Part 3 of the Award in Residential & Day Care Work accredited course
On-site or Online	On-site at Campus Hub , Block 'O' Level 5, University of Malta, Msida
Fee	€502 Advanced Module
Accreditation	The Malta Further and Higher Education Authority (MFHEA) deem this certificate to be at Level 4 (25 ECTS) of the Malta Qualifications of the Malta Qualifications Framework and of the European Qualifications Framework for Lifelong Learning. (License Number: 2013-FHI-019 Further & Higher Education Institution)
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Aim and Module content	This module will continue to develop further the knowledge, understanding, practical skills, and values that students would have acquired in the Introductory and Intermediate Modules of the Course for Residential and Day Care Workers . The module is practical and continues to develop the student's experience and knowledge that employers in the caring field are looking for. By the end of this module students should be able to: <ul style="list-style-type: none">• gain more knowledge and skills in safeguarding vulnerable individuals.• demonstrate intra-personal and interpersonal qualities and skills required for caring in relation to the needs of service users.• acquire knowledge and aptitude on personality and the different client groups.• address the service user from a systemic approach.• gain insight into legal aspects of care work• learn skills in behaviour and risk management.• evaluate their personal contribution in creating equal opportunities in the role of day care/residential work.• affirm further their role as residential/day care workers in a caring agency
Module Overview	Safeguarding: This session aims at introducing the students to the standards and main areas of concern where safeguarding of vulnerable individuals is concerned Psychology of Personality: The aim is to help students familiarise themselves with different theories of personality. The Code of Conduct for social service workers: The aim is to help students familiarise themselves with the code of conduct that has been drawn up, and to draw on its requirements and corresponding rights and regulations. Legal Aspects: The aim is to gain more knowledge in relation to the legal aspects of social care from a practical approach. Psychopathology: The aim is to learn about psychopathology and gain insight into the effects on service users Oppressions/Equal Opportunities: Gain awareness of prejudices and oppressive attitudes and learn how to create opportunities for service users. Different Client Groups: Learn more about the different client groups who avail themselves of social care services and the services that exist for them. Risk and Behaviour Management: The aim is to explore practical applications of behaviour and risk management related to the role of the residential/day care worker. Culturally Competent Practice: Familiarise students with cultural issues regarding race, religion, ethnicity, etc. Concluding Session: Draw together learnings made and highlight application in the role of the residential and day care worker.

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