COURSE TITLE	MQF LEVEL 2: FOUNDATION CERTIFICATE
KEY SKILL	Personal Development
KEY SKILL LEADER	Mr Orlando Bonnici

Colour Coding Key: The Knowledge, Skills and Competences in orange are used in the Integrated Schemes of Work.

The Knowledge, Skills and Competences in green are used in the ISWs but merit deeper integration in Standalone PD Sessions

Week		LESSON TITLE	KNOWLEDGE	SKILLS	COMPETENCES
			Learners will know / have:	Learners will be able to:	Learners will demonstrate they have acquired the skills at this level by:
1	INTRODUCTION	*Introduction with the Class*	• the relevant background of the PD lecturer and the goals of PD sessions	• introduce themselves and break the ice in the class • share personal information to the class including hobbies, likes and dislikes and other relevant information	• setting up Group/Class Rules
2	COMMUNICATION	*Communication in Relationships*	• qualities that contribute to healthy relationships • how to build and maintain healthy relationships through effective communication • importance of feedback in communication	• build and keep strong, healthy and functional relationships	• giving and receiving feedback constructively
3		*Work-Related Communication*	• the difference between appropriate and inappropriate communication (formal & informal) • how to communicate and listen effectively in different contexts of the work place	• communicate specified information in the workplace • communicate in an organisational context • listen carefully to what others say (2-way communication)	• showing empathy in the workplace
4		*Assertiveness, Passiveness and Aggression*	• the difference between assertive, non-assertive and aggressive forms of communication • when to be assertive	• express assertiveness in situations involving opinions and attitudes	• demonstrating the ability to say No in matters of principle

5	**WORKING WITH OTHERS**	*Stress*	• factors of stress • effective ways to deal with and reduce stress at work and in one's private life	• disseminate knowledge of stress and ways of dealing with it	• managing and coping with change • balancing work and leisure
6		*Negotiation Skills*	• the different ways to negotiate in a given situation • how to aim for a win/win situation whenever possible	• show one-to-one negotiating skills • give and receive feedback • be assertive in specified situations	• showing personal qualities that convey self-confidence
7		*Positive Working*	• rules for a positive working environment • how to identify between a positive and a negative working environment • factors contributing to an efficient and positive working environment	• appreciate one's work and that of others in the organisation • explore trust among work group members • identify a working place with such positive attributes that can fulfil the learners personally and professionally	• supporting other workers • recognising the rights and responsibilities of other workers
8		*Diversity in a Working Group*	• an understanding of the concept of Diversity of Beliefs, Race, Culture, Gender and other issues	• be aware of others' beliefs and opinions • balance one's own belief system with that of other people at work / school	• appreciating the qualities and diversity of other workers
9	**PROBLEM SOLVING**	*Conflict Management*	• the place of conflicts in day-to-day living • what conflict is • how to deal effectively with conflict at work and in one's personal life	• identify and master key conflict management skills • link conflict management skills to workers' relationships • practice conflict management skills in real-life examples alone and in groups	• being capable of working independently for considerable periods of time
10		*Decision Making*	• awareness of good decision making techniques	• learn the importance of owning one's decisions and that values influence our decisions in work relations; • identify appropriate decision making techniques for people, resources and systems	• taking co-responsibility in decision making • accept responsibility for decision made • applying decision-making skills to work decisions
11		*Problem Solving Skills*	• awareness of problem solving techniques	• solving more difficult problems with more options and consequences • come up with adequate solutions to a given problem • evaluate options and the solution chosen (consequences) to a given problem	• showing good application of problem-solving skills within known parameters

12	SELF MANAGEMENT TECHNIQUES	*Lifelong Learning*	• an awareness of personal work schedule to develop own career • an understanding of the importance of upgrading one's skills and re-skilling through a lifelong learning process	• explore importance of lifelong learning • manage own learning programmes • visualise a long term planning for one's own career • identify and be aware of one's own study path leading to the one's career choice	• implementing strategies to improve work and study practices
13		*Budgeting Skills*	• basic personal budgeting • basic budgeting in the workplace • preparatory plans for materials and resources in the workplace	• operate a small budget in the workplace • plan materials and resources to complete a simple task	• managing personal budget • showing responsibility for resources used and quality of action in the workplace
14		*Gambling*	• the implications of gambling on one's self and others; • the situation of gambling in Malta and what help is available to overcome one's problem	• explore the implications of different forms of gambling	• resisting all forms of gambling
15		*Irresponsible Sexual Behaviour*	• the repercussions of irresponsible sexual behaviour on self, others and society • the implications of teenage pregnancy and its consequences on one's present and future ambitions	• explore the feelings related to teenage pregnancy and its consequences	• appreciating the beauty of responsible sexual behaviour • considering the consequences of irresponsible sexual behaviour
16		*Irresponsible Sexual Behaviour at Work*	• an awareness of what constitutes irresponsible and unethical sexual behaviour at work	• discuss the implications of irresponsible sexual behaviour including harassment, rape and the giving of rewards in exchange of sexual favours	• demonstrating and supporting responsible sexual behaviour in the workplace
17		*Irresponsible Sexual Behaviour in Our Society*	• topics in sexuality e.g. rape, internet chatting, sexual harassment, sexual orientation, sexual deviance, etc. • the consequences of irresponsible sexual behaviour on oneself and others including STIs and unwanted pregnancies	• appreciate the repercussions of irresponsible sexual behaviour on self, others and society	• showing internalisation of responsible sexual behaviour in society
18		*Sexual Orientation*	• an awareness of different sexual orientations in society	• understand and accept different sexual orientations without prejudice	• demonstrating internalisation of acceptance and respect towards people with different sexual orientations
19		*Substance Misuse (by Sedqa)*	• the consequences of substance misuse on one's self and others	• discuss the implications of substance misuse on society	• appreciating the advantages of a life without drugs

20	CIVIC SKILLS	*Equal Opportunities at Work*	• the meaning and implications of having equal opportunities in the workplace • an awareness of equal opportunities and gender equality issues in the workplace	• realise that there should be equal opportunities at work regardless of gender, race, beliefs, disability or impairment • define the local situation in terms of equal opportunities for everyone and identify international situations lacking gender equality	• considering the needs of people with special needs including the elderly in reviewing one's working practices
21		*Prejudice and Racism*	• the meaning of tolerance, prejudice and racism	• prevent prejudice and racism • able to consider and tolerate other points of view • tolerate and accept different beliefs, cultures, race and other social differences	• practicing work ethics in the workplace
22		*National Industrial Relations*	• an understanding of the concept of Industrial Relations and its connections to the Maltese industry • how Maltese workers compare to European ones	• take active part in the life of the organisation of own workplace while respecting the rules • choose whether to be involved in industrial relations issues within the place of work to enhance working conditions and workplace effectiveness • identify ways of enhancing relations in a way of mutual benefit to both workers and employers	• taking a decision on the degree of involvement, if any, in industrial relation issues within the place of work
23	GREEN WEEK	*Green Week*	• an understanding of green concepts including Renewable and Non-renewable resources, Alternative Sources of Power, Global Warming, Recycling and conservation of resources	• discuss the impact of environmental-friendly alternatives on both society and the environment	• identifying effective environmental-friendly alternatives in various scenarios
24	FIRST AID	*First Aid*	• how to provide basic first support in case of emergency	• identify the correct intervention for particular scenarios	• carrying out the right intervention and procedure in case of emergency

25	PRESENTATIONS	*Projects Presentation*	• From the 25th week onwards, students will be asked to conduct a 10-15 minute presentation in front of their class describing their 25 voluntary work hours in society and recount their experiences in class.		

The Knowledge, Skills and Competences in black below are dealt with in the ISWs but not included in the Standalone Schemes of Work.

PERSONAL DEVELOPMENT

Knowledge:

Students will know / have:

- importance of feedback in communication PDK1
- how to communicate and listen effectively in different contexts of the work place   PDK2
- have awareness of good decision making PDK3
- the rules for a positive working environment in the workshop PDK4

Skills:

Students will be able to:

- plan materials and resources to complete a simple task PDS1
- listen carefully to what others say and communicate in the workplace PDS2
- express assertiveness in situations involving opinions and attitudes................... PDS3
- organise and retrieve information regarding health and safety issues PDS4
- communicate specified information in the learning environment.......................... PDS5
- manage own learning programmes... PDS6
- explore importance of life-long learning... PDS7

Competences:

Students will demonstrate that they have acquired the skills at this level by:

- take co-responsibility in decision making PDC1
- practicing work ethics in the workplace PDC2

- implementing strategies to improve work and study practices regarding providing a safer working environment PDC3

- implementing strategies to improve work and study practices. PDC4

- showing personal qualities that convey self-confidence.   PDC5