Vocational Education and Training Award Foundation in Digital Literacy

Applying for this course

To apply for this course, you should be 16 years of age.

Course Duration

This course is of 48 hours duration and consists of two Modules

- Module 1 is of 24 hours duration - (including 1-hour assessment)
- Module 2 is of 24 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 discussions and hands-on exercises. The trainer will also be holding lessons with the learners which will consist of various presentations and interactive situations.

General assessment policy and procedures for this course:

The learner will be assessed through a written test. The learner will also undergo an ongoing oral assessment of learning (including communication skills) and practical exercises that will take place throughout the entire programme. This assessment method gives tutors the opportunity to review and consolidate the learning being covered.

Module 1 Learning Outcomes – **Principles of Digital Literacy**

✓ Fundamentals of Computing	✓ Understand the importance of computer security and how to protect your computer, yourself and your family from security threats
✓ Explain the components of a computer	
✓ Explore operating system basics	✓ Be able to keep your computer secure and up to date
✓ Use a mouse and a keyboard effectively	
✓ Understand common computer terminology	✓ Understand basic computer ethics
✓ Understand computer performance and features	✓ Use digital audio, video and photography programs efficiently and effectively
✓ Use the Internet, World Wide Web and Emails effectively	✓ Understand digital technology and career opportunities

Module 1 Assessment: The assessment paper will have only 1 section:

- Section A – Multiple choice questions. These all need to be answered.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

Module 2 Learning Outcomes – **Productivity Programs – Word Processing and Spreadsheets**

✓ Carry out basic functions on Microsoft Word in order to become proficient in using such an application	✓ Carry out basic functions on Microsoft Excel in order to become proficient in using such an application

Module 2 Assessment: The assessment paper will be divided into 2 sections:

- Section A – Short practical tasks, which all need to be answered. This section carries a total of 50% of the total marks.
- Section B – Short practical tasks, which all need to be answered. This section carries a total of 50% of the total marks.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

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