



## MALTA UNIVERSITY CONSULTING

### Course for Residential & Day Care Workers – 2017/2018 Introductory Module (30 hours)

**Introductory Module Fee: €295**

**Venue:** The University Residence, Robert Mifsud Bonnici Street, Lija

**Lectures:** October 2017: 3; 5; 10; 12; 17; 19; 24; 26; 31 (All lectures take place on Tuesday & Thursday)

November 2017: 2

**Time: 5.00pm - 8.00pm**

**This module will include 10 hands-on hours in a care work setting.**

The National Commission for Further and Higher Education deems this course to be at Level 4 (25 credits) of the Malta Qualifications and of the European Qualifications Framework for Lifelong Learning. (Licence Number: 2013-FHI-019 Further & Higher Education Institution)

**AIM AND CONTENT OF THE COURSE:** 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. 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. By the end of this course students should be able to:

- 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
- establish safe practice consistently
- have a solid knowledge and ability to recognize the needs of service users
- evaluate the contribution of different professional experience related to residential/day care work
- be affirmed as a residential/day care worker in an interdisciplinary professional team

#### **MODULE OVERVIEW**

- **Introduction to Care Work:** The aim is to inform participants of the content of and methodology for teaching this course and to introduce the role of social care work
- **Personal Development and Needs:** The aim is to gain self-awareness, awareness of others and learn to understand personal and service user's needs
- **Communication- Listening and Responding Skills:** The aim is to review aspects of verbal and non-verbal communications which are critical to working with people receiving a caring service
- **Case Management:** the aim is to review different aspects of case management offering a background to case conferences, recording procedures and reviews
- **Introduction to Social Policy:** The aim is to study the background of some legalistic implications related to the caring services
- **Health and Safety:** The aim is to learn how to respond to emergencies (First Aid), awareness of communicable diseases and precautionary measures
- **Values in Social Work:** The aim is to explore ethical issues and practical applications related to the caring sector
- **Crisis Intervention:** The aim is to study prevention and de-escalation of crisis situations
- **Teamwork:** The aim is to study the need for and some of the dynamics of working as members of a team
- **Stress Mastery and Supervision:** The aim is to be aware of personal and social stressors and learn means to cope with them

**ACADEMIC ADVISOR:** Dr Natalie Kenely is a full-time lecturer within the Department of Social Policy and Social Work, Faculty for Social Wellbeing at the University of Malta. She coordinates student research within the Department while her lecturing duties focus primarily on experiential skills training.

**COURSE CO-ORDINATOR:** Ms Frances Mallia is a social worker by profession. She worked for many years as Head of Care in Programme Fejda a residential home for adolescent females. She has also acted as Practice Teacher, and currently acts as Tutor of Social Work students on practical placement, within the University of Malta. In the last five years she worked as Senior Executive Childcare with the Foundation for Educational Services.

**COURSE REQUIREMENTS:** There are no formal entry requirements but experience and a real interest in caring for people are an advantage. However, it is advisable to have basic English literacy skills.

**MODE OF ASSESSMENT AND CERTIFICATE:** The mode of assessment will be based on attendance, participation and assignments that are set throughout the course. Grades attained are equivalent to University of Malta Grade Descriptions. Participants must attend at least 80% of the sessions in order to be awarded a Certificate of Completion issued by MUHC in collaboration with the Department for Social Policy and Social Work of the University of Malta. A certificate of Attendance will be awarded to students who attend the course but do not complete it successfully.

**COURSE FEE, REGISTRATION AND CONTACT INFORMATION:** If the 3 modules are paid in advance a 10% discount is applicable. Cheques are to be made payable to Malta University Consulting Ltd.

For further information kindly contact: Maria Bugeja on 21 240746/9982 9244; email: [maria.bugeja@muhc.com.mt](mailto:maria.bugeja@muhc.com.mt); website: [www.muhc.com.mt](http://www.muhc.com.mt)