

Diploma Programmes

One of the core mandates of CLS has been carving out many spheres for education – work linkage. The Centre is probably best known for the series of attractive, two-year, part-time educational programmes that lead to a diploma in applied social studies. The CLS has been the first to provide adult-oriented courses at the University of Malta leading the participants to awards that have traditionally been targeted at younger students.

The CLS has developed a four-semester course template which allows participants to combine study with other commitments. The diploma courses organised by the Centre in 2005-2006 were the following:

- i Diploma in Social Studies (Industrial Relations) formerly 'Labour Studies' offered since 1983
- ii Diploma in Social Studies (Gender and Development), formerly Women and Development, offered since 1995
- iii Diploma in Social Studies (Occupational Health and Safety) offered since 1997
- iv Diploma in Occupational Guidance and Career Counselling started in February 2003

In February 2006, in conjunction with the Faculty of Education at the University of Malta, it started a **Post-graduate Diploma in Lifelong Career Guidance and Development.**

An outline of the objectives of these diploma streams; the regulations governing their administration; course structure; and details concerning the specific credits offered in part fulfilment of each course are available in the course prospectus. Further details or clarifications may be obtained by:

- Visiting the CLS web-pages at the University of Malta website <http://home.um.edu.mt/cls>
- Contacting the specific diploma course co-ordinator (see below):
- Contacting the Centre's Office on:
Telephone: (356) – 23402731/2727
Fax: (356) – 21340251
E-mail: cls@um.edu.mt

Diploma in Industrial Relations

Course Coordinator:

Mr Saviour Rizzo saviour.rizzo@um.edu.mt

Course Objectives:

- To impart knowledge, skills and awareness about those factors which influence employment relations and conditions of work;
- To facilitate the effective participation of workers in decisions which invariably affect their lives;
- To facilitate co-operative labour-management relations based on mutual recognition and understanding.

Client Base:

Actual and prospective worker leaders and trade union activists, human resource managers, middle-level administrators, labour officers. Institutional beneficiaries have included the General Workers' Union (GWU), the Union Haddiema Magħqudin UHM and the Department of Industrial and Employment Relations (DIER).

Study-Units Include:

Sociology of Work; Psychology of Communication; Political Science; Labour Economics; Industrial Relations; Public Speaking & Communication; Occupational Psychology; Industrial & Labour Law; Current Issues in Labour Relations; Gender Issues at Work; Research Methods & Design; Human Resource Development; Official Statistics & the Labour Market; Workplace Representation & Negotiation; Principles of Occupational Health & Safety; Long Essay; Synoptic Examination.

Diploma in Gender and Development

Course Coordinator:

Dr Frances Camilleri Cassar frances.camilleri-cassar@um.edu.mt

Course Objectives:

- To sensitise participants into the importance of gender as a transversal theme in appreciating social, cultural, economic and political behaviour;
- To facilitate the effective participation of men and women in decisions which invariably affect their lives;

- To empower men and women to request, develop and maintain gender friendly and gender-sensitive policies in the home, at work and in society.

Client Base:

Civil servants, women in non-paid work and voluntary sector; men and women wishing to develop sensitivity to the influence of gender at work and in society. Beneficiaries have included most of the Gender Focal Points in the Public Service.

Study Units Include:

Political Science & Gender; Sociology of Gender; Economics & Gender; Psychology of Gender; Gender, Law & Social Policy; Gender & Literature; Gender & Health Issues; Gender, Public Speaking & Assertiveness; Sociology of the Family; Gender in the Media; Gender, Education & Training; Research Methods & Design; Gender, Work & Economy; Gender & Crime; Gender Issues in Psychology; Gender Perspectives on Art History.



*The students of Diploma in Social Studies
(Gender and Development) after their
graduation ceremony on 5th December 2006.*

Diploma in Occupational Health & Safety

Academic Consultant:

Dr Frank La Ferla flaferla@onvol.net

Course Coordinator:

Ms Portia Mizzi portia.mizzi@gmail.com

Course Objectives:

- To introduce the concepts and skills involved in the promotion and effective pursuit of health and safety at work;
- To develop the basic investigative and analytic competences necessary so that workplace hazards can be recognised, evaluated and minimised;
- To inculcate the principle of risk reduction of workplace hazards and practices;
- To identify and appreciate the psycho-social features of workers and working environments which have a bearing on the nature and incidence of occupational hazards and diseases.

Client Base:

Occupational health and safety (OHS) officers, safety managers, human resource personnel, supervisors, health and safety representatives, worker representatives and other H&S practitioners.

Study Units Include:

Introduction, Familiarisation & Physical Science; People, Work, Industrial Relations & OHS; Business Management & Occupational Psychology; Epidemiology, Statistics & Research Methods; Elements of Toxicology & Management of First Aid; Occupational Safety Principles; Occupational Hygiene & Occupational Health; Health Promotion at Work & Ergonomics; Environmental Health Management & Supervisory Skills; The Legal Framework; Risk Assessment; Long Essay; Synoptic Examinations.



Students of the Diploma in Occupational Health and Safety during their study visit to Enemalta

Diploma in Occupational Guidance & Career Counselling

Course Coordinator:

Mr Vince Cassar vincent.cassar@um.edu.mt

Course Objectives:

- To enhance knowledge and awareness of the theoretical field of occupational guidance and career guidance;
- To strengthen the ability to source and analyse relevant and specific trends in labour market demand and supply;
- To generate a sensitivity to the phenomenon and dynamics of under-employment in the context of marginalization and social exclusion;
- To enable the acquisition of vital skills and competences required for working with clients (e.g. registered unemployed, those on Part III of the Register, young or mature students, human resources managers and potential employers).

Client Base:

Placement officers; guidance teachers; employment agency staff; occupational counsellors; training providers.

Study Units Include:

Labour Market Trends; Sociology of Work & Work Ethics; Principles of Labour Law; Theories & Principles of Career Counselling; Sourcing, using & analysing Labour Market Data; Counselling Skills; Placement Skills; Work, Unemployment & Social Inclusion; Work Design & Job Classification; Professional Profiling, Personality Audit & Vocational Guidance Practice; Principles of Management & Employer Needs; Gender Issues at Work; Career Information & IT Applications; Sensitivity Training; Evaluation of Employment Schemes; Research Methods / Survey Techniques.

Post-Graduate Diploma in Lifelong Career Guidance & Development

Course Coordinator:

Mr Manwel Debono manwel.debono@um.edu.mt

Course Objectives:

Employment is becoming always more flexible and careers are nowadays less predictable. The problem of unemployment is a national priority debated at the highest levels of our society. At the same time, there has been

an expansion of education with a particular focus on lifelong learning. People are thus seeking increasing amounts of career-related assistance throughout their whole lives. The Postgraduate Diploma in Lifelong Career Guidance and Development seeks to enhance professional career guidance services in Malta.

Client Base:

The course is designed for applicants in possession of a graduate level of education who wish to work at a professional level in the career guidance field.

Study Units Include:

Induction; Sociology of work: Sociology of work and Maltese work ethics, Critical perspectives on the transition to work; Helping skills for career guidance practitioners; Guidance theories, models and strategies; The labour market: Evolving labour markets, Sourcing, using & analyzing labour market data; Research methods: Research methods, Basic statistical notions; Professional development: Professional issues, Sensitivity training; Group skills; Placement in career guidance settings; Career guidance tools; Career guidance management: Management & delivery of career guidance services, Programme evaluation; Dealing with particular groups; Labour law and economics: Principles of labour law, Labour economics; Career information systems: Information management, European career guidance networks; Career management & lifelong learning: Career management and development, Lifelong learning; The workplace: Work design and job classification, Organizational behaviour; Career guidance policy developments across Europe; Issues relating to specific sectors; Long Essay/ Project.

Graduated in 2005

Diploma in Occupational Guidance & Career Counselling (2003-2005):

Agius Lawrence; Attard Natasha; Baldacchino Josephine; Bonello Lawrence; Bonnici Corinne; Cachia Barbara; Camilleri Maronia; Caruana Marica; Caruana Noel; Chetcuti Claire; Cutajar Jacqueline; Cutajar Raymond; Debono Carmel; Farrugia Bernice; Farrugia Bronia; Farrugia Mary Grace; Fenech Ivan; Flores Marmara Angele; Granata Maria Regina; Gravina Dorianne; Gusman Louise Anne; Mifsud Michel; Muscat Darren; Polidano Alison; Portelli Susan; Psaila Custo` Marlon; Scerri Grace; Sciberras Marie Lou; Vassallo Bilocca Olivia; Zahra Noelle; Zammit Carmen; Zammit Robert. (32 students)

Graduated in 2006

Diploma in Occupational Health & Safety (2004-2006):

Aquilina Jesmond; Azzopardi Antoine; Balzan Gatt Philip; Bonanno Joseph; Bonanno Paul; Bugeja Charles; Bugeja Martin; Buhagiar Joseph; Busuttil Aldo; Camilleri Joseph; Camilleri Mario; Casaru Anthony; Ceci Bonello Silvana; Ebejer Emanuel; Galea David; Gatt Leo; Gauci Ronnie; Grech Mark; Grima Annmarie; Mercieca Melhino; Mifsud Elaine; Mizzi James Anthony; Muscat Shylon; Scicluna Elena-Bianca; Spiteri Anna; Theuma Joseph. (26 students)



Antoine Azzopardi

The Centre pays tribute to Antoine Azzopardi, a student in the Diploma in Occupational Health and Safety (Intake 2004-2006) who suddenly passed away on 18th October 2006.

Diploma in Gender & Development (2004-2006)

Bartolo Elizabeth; Borg Ronald; Caruana Silvana; Cassar Margaret; Cassar Mark; Cassar Paul; Cini Anthony; Deguara Cynthia; D'Emanuele Connie; Galea Silvana; Gauci Valerie; Mercieca Tonio; Mifsud Erika; Mifsud Degiorgio Alicia; Mulvaney Natushka; Pace Karen; Paris Rosanna; Pisani Fortunata; Ransley Jonathan; Scerri Gayle; Scicluna Maria Mariuccia; Stivala Fenech Carol; Tanti Maria; Vella Josianne; Vella Robert; Vella Baldacchino Rita; Zammit Gloria; Zammit Natasha. (28 students)

Current Courses:

Diploma in Industrial Relations (2005-2007)

Abela Franklin; Abela Saviour; Abood Stephanie; Bartolo Mary; Bezzina Joellson; Bonnici Joseph; Casaru Marcelle; Cilia Dorianne; Deguara Emanuel; Gafa Amanda; Grech Antoine; Grima Falzon Janet; Mercieca Gaetano; Micallef Therese; Mizzi Alfred; Schembri Josianne; Scicluna Marion; Vella Elaine. (18 students)

Post-Graduate Diploma in Lifelong Career Guidance and Development (2006-2008)

Agius David; Attard George; Bezzina Maria; Bonanno Carmen; Borg Saliba Ritianne; Camilleri Emanuel; Cassar Robert; Chircop Jacqueline; Cuschieri Stephanja; Garzia Christine; Miceli Vanessa; Pule` Marcette; Theuma Claudia; Unah Katya; Vassallo Annabelle; Xerri Stephanie; Xuereb Grech Claire; Zammit Norma. (18 students)

Diploma in Occupational Health and Safety (2006-2008)

Agius Svetlik; Attard Christopher; Attard Darin; Attard Norman; Azzopardi Stanley James; Barbara Elton; Bonello Arthemese; Bonello Owen; Borg Lawrence; Cassar Roderick; Demicoli Malcolm; Farrugia Angelo; Farrugia Mariella; Farrugia Yvette; Gatt Brian; Grima Peter; Magri Joseph; Mangion Sandro; Micallef Konrad; Micallef Valhmor; Mifsud Alan; Pace Frendo Vladimir; Saliba David; Sammut Roderick; Scicluna Leslie; Spiteri Norman; Zammit Jason; Zammit Joseph. (28 students)