

Introduction Session 01

Lecture Title: Welcome to 21 Academy

Lecturer: Mr Angelito Sciberras

Date: 07 April 2025





Connect to the wifi

21 Academy

Pass:3ducat10n





**Tabaco Free
Premises**

Tuesday 01 April 2025

Introductions
The Academy

Wednesday 02 April 2025

Staying in Malta

Thursday 03 April 2025

The Study Programme
Assignments
Presentations
Reflective Diary

Friday 04 February 2025

Using Power Point



WhatsApp Group



- *Academy can organise a group which you will be added to for the duration of the study programme*
- *Used for urgent communication by the Academy*
- *Can be used for participants to discuss and ask questions to each other or with the Academy*
- *Others in the group will have access to your mobile number*
- *Do you want to be part of this group? - Fill in the form*
- *DO NOT share personal data in the group*





THE
ICEBREAKER

1. Where are you living in Malta?
2. Which city are you from?
3. Education/Work experience
4. Which is your favourite dish?
5. Which is your favourite sport?
6. Favourite pastime (hobby)?





1. Naxxar
2. San Gwann
3. MBA/Head of Academy
4. Fried Rabbit
5. Formula 1 & Football
6. Travelling







Angelito Sciberras

- *Worked in the Health Care, Journalism, Marketing, Sports, and Administration fields.*
- *Vast experience in Human Resources, Customer Care and Event Management.*
- *Developed and delivered training programmes for employees in the IT field and in Data Privacy particularly GDPR.*
- *Director at Advisory 21.*
- *Advises on data privacy and lectures at the University of Malta on the subject.*
- *Acts as an external Data Protection Officer to a number of Public Authorities and private organisations.*
- *August 2021, appointed as a member of the Maltese Electoral Commission.*
- *Co-authored the book GDPR for HR Professionals which was published in May 2018.*
- *Master in Business Administration from the University of Suffolk.*



Ingrid Eomois

Director of Studies



Sharon Benny

International Desk Administrator



Alexia Gatt

Administrative Assistant



Pierre Sciberras

Administration & Finance



21 Academy

“

*Empowering
Students with
Cutting-Edge
Skills*

”



21 Academy

- **Founded:** 2018
- **Licence No.:** 2018-017
- **Ownership:** Advisory 21 Ltd.
- **Company No.:** C81866
- **Head of Academy:** Mr. Angelito Sciberras
- **Website:** www.21academy.education



Advisory 21 Ltd



Advisory 21 Ltd

*“Our
business is
your future”*



Advisory 21 Ltd



Data Protection & Data Privacy

Management of Funded Projects

Debt Collection



21 Academy



21 Academy



21 Academy



21 Academy



21 Academy

- All Courses delivered by the Academy to date have been designed by the Academy and accredited by the Malta Further and Higher Education Authority.
- The Academy has been licensed as a Higher Education Institution to deliver both face to face and online education
- All courses have been designed to be delivered in English and have been accredited for both online and face to face delivery
- Study Programmes designed and delivered
 - Master
 - Diploma
 - Awards at 5 to 7 EQF Level



21 Academy

Fields:

- Banking
- Business Administration
- Compliance
- Digital Marketing
- Education (Educators)
- Finance
- Gaming
- Human Resources
- Information Technology
- Law



21 Academy

Academic Staff

- The tutors delivering courses and training are professionals in their respective fields and have been delivering training for a number of years.
- Our Academic staff include reputable local public figures such as former EU Commissioner Prof Tonio Borg among others.
- A list of all our current academic staff is available [here](#).



21 Academy

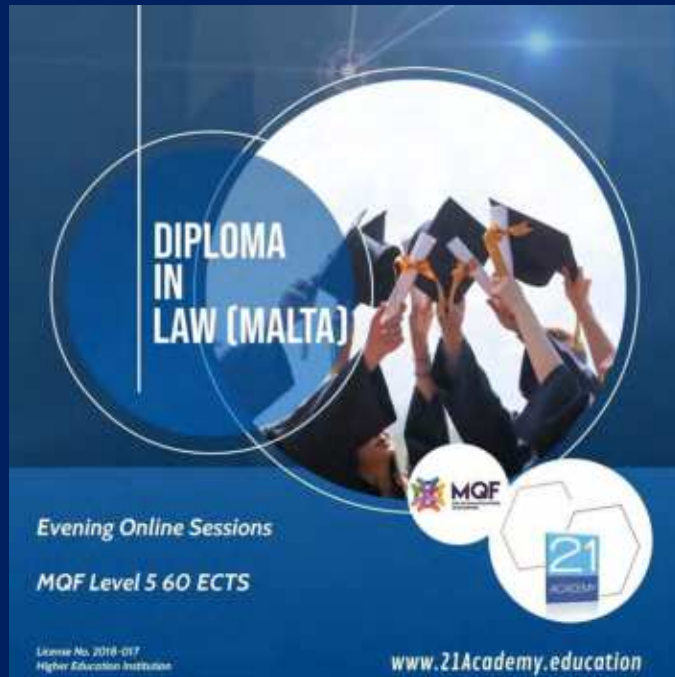


Flagship Study Programmes: Masters

Target Group: Third Country Nationals

Delivery: In-Class

21 Academy



Flagship Study Programmes: Diploma

Target Group: Locals

Delivery:

Online

21 Academy



Flagship Study Programmes: Diploma

Target Group: Third Country Nationals

Delivery:

In-Class

21 Academy



Flagship Study Programmes: Diploma

Target Group: Third Country Nationals

Delivery:

In-Class

21 Academy



Flagship Study Programmes: Awards

Target Group: Locals

Delivery:

Online



UNDERGRADUATE DIPLOMA

BUSINESS ADMINISTRATION



Enhance Your Career

MQF Level 5

60 ECTS

Delivered in 12 months

www.21Academy.education



UNDERGRADUATE DIPLOMA

DIGITAL MARKETING



Enhance Your Career

MQF Level 5

60 ECTS

Delivered in 12 months

Saturday Sessions

www.21Academy.education



- *MQF Level 7, 90 ECTS*
- *6 Modules (Exit Awards - 9 ECTS) - Certificate for Each*
- *1 Module (Exit Award - 6 ECTS) - Certificate for Each*
- *1 Project*
- *30 ECTS - Post Graduate Certificate in HRM*
- *60 ECTS - Post Graduate Diploma in HRM*
- *90 ECTS - Masters in HRM*





8	Doctoral Degree	
7	Master's Degree Post-graduate Diploma Post-graduate Certificate	
6	Bachelor's Degree	
5	Undergraduate Diploma Undergraduate Certificate	VET Higher Diploma Foundation Degree
4	Matriculation Certificate Advanced Level Intermediate Level	VET Diploma (IV)
3	General Education SEC Grade 1-5	VET Level 3 (III)
2	General Education Level 2 SEC Grade 6-7	VET Level 2 (II)
1	General Education Level 1 School Leaving Certificate	VET Level 1 (I)
B	Introductory Level B*	
A	Introductory Level A*	

ECTS (European Credit Transfer System)

Diploma - 90 ECTS

1 ECTS = 25 Learning Hours
minimum of 5 contact hours

Masters - 2,250 Learning Hours
- minimum 450 contact hours



Your Masters Programme - 90 ECTS

450 contact hours

1,498 self-study hours

43 supervised hours

259 assessment hours



- *Lecture Days - 9 ECTS modules*
 - *April to November*
 - *Mondays* *09.00 to 13.00*
 - *Wednesdays* *09.00 to 13.00*
 - *Thursdays* *09.00 to 13.00*
 - *Fridays* *09.00 to 13.00*
- *Holiday periods*
 - *Easter*
 - *Summer*
 - *Christmas*



- *Lecture Days - 6 ECTS module*
 - *November to February*
 - *Fridays 15.30 to 19.30*
- *Holiday periods*
 - *Easter*
 - *Summer*
 - *Christmas*



- *Lecture Days - 30 ECTS research project*
 - *February to April*
 - *No Lectures*
- *Holiday periods*
 - *Easter*
 - *Summer*
 - *Christmas*



Delivery

- *In-Class*
- *21 Business Centre, Naxxar*



Delivery

- *Punctuality*
 - *Fingerprint (exact time of arrival)*
 - *Class attendance (immediate identification of absentees)*
- *Breaks*
- *Absenteeism*
 - *Pre notification*
 - *Request for WhatsApp location*
 - *Certificate if longer than 2 days*



Lecturers

- *Mr Paul Gauci*
 - *HR Planning, Talent Acquisition, Retention and Reward Strategies*
 - *Developing, Leading and Engaging People*
 - *Coaching and Mentoring*
- *Ms Nathalie Xuereb Saydon*
 - *Human Resource Management in Context*
 - *Employee Relations and Wellbeing*
 - *Business Skills and Performance Management*
- *Ms Mary Anne Puli*
 - *Academic Writing*



Lecturers



Paul Gauci



Nathalie Xuereb Saydon



Mary Anne Puli

Lecturers

- *Mr Pierre Portelli - Social Media Marketing & Digital Advertising*
- *Ms Mary Anne Puli - Academic Writing*
- *Mr Pierre Portelli - Corporate Digital Marketing*
- *Ms Aysel Schembri - Marketing and Research*
- *Mr Pierre Portelli - Digital Marketing Basics*
- *Mr Pierre Portelli - Basics of Search Engine Optimisation & Content Creation in*
- *Mr Angelito Sciberras Managing Data and Its Implications*



Lecturers



Pierre Portelli



Mary Anne Puli



Aysel Schembri



Angelito Sciberras



Communication

Phone calls - 2099 5486 - Monday to Friday 08:30 to 17:30

WhatsApp - 9949 0255 - 24/7 (urgent cases only after office hours)

Emails

- info@21academy.education - administration
- info@advisory21.com.mt - course related
- Monday to Friday



Communication

Administration - weekdays only (excluding public holidays)

TRC

Work Authorisation

Travel Authorisation



Your Visa



The only document which allows you to be in Malta



NOT valid for travel



Expires

Getting a residency permit

- <https://expatriates.identita.gov.mt>
- Non-eu applicants



Getting a residency permit

[Manual](#)

expatriates unit portal

welcome to identità's expatriates unit portal for the submission of applications for residence permits and certificates.

eu / eea / swiss applicants

This section of the online portal is intended for the submission of applications for residence certificates by EU and EEA and Swiss nationals, intending to reside and/or work in Malta for longer than three (3) months. An eResidence document will be issued to such applicants based on their scope of residence in Malta.

[login with e-id](#)[alternative login](#)

non-eu employment & self-employed

This section of the online portal is intended for the submission of applications by non-EU Nationals, or third-country nationals, who intend to reside and take up employment in Malta. This includes applications for:

- Single Permit under the Single Permit Regulations, SL 217.17,
- Blue Card under the Blue Card Regulations SL 217.15,
- Intra-Corporate Transferee under the Intra-Corporate Transfer Regulations SL 217.21,
- Self-Employment,
- other employment applications, as applicable for third-country nationals.

[go to non-eu employment portal](#)

non-eu applicants except employment & self-employed

This section of the online portal is intended for the submission of applications by non-EU Nationals, or third-country nationals, who intend to reside in Malta for purpose other than employment. This includes applications for:

- Exempt Status,
- Family Reunification,
- Study,
- Economic Self-Sufficiency,
- Long-Term Residence,
- other reasons as applicable for third-country nationals.

[login with e-id](#)[alternative login](#)

Getting a residency permit



[Manual](#)

sign in

Email Address

example@email.com

Password

[Register here!](#)
[Login with e-ID](#)
[Forgot your password?](#)

cancel

sign in

Getting a residency permit

[Manual](#)

register

If you do not have an e-ID Account yet, you can register for a local account for this portal.

Please note that before you can submit your first application, a copy of your Identity Card or Passport will be requested for verification, therefore kindly ensure that your identity details requested below are as shown on that document.

Your identity details will be verified with the submission of your first application.

Any account registration left incomplete shall be discarded past 5 days.

First Name

Last Name

Date of Birth



Email Address

Password

Minimum 8 characters: contains lower case (a-z), uppercase letters (A-Z), digits (0-9)

Confirm Password



I'm not a robot



cancel

 register

Getting a residency permit

- Documents
 - Print Form ID 1A - Identity Registration form, Details of landlord and tenant and Academy stamp
 - Original copy of passport
 - Original scanned copy of the official acceptance and/or endorsement letter citing the start and finish dates of the course from the Educational Establishment
 - Proof of financial means of subsistence
 - Original copy of comprehensive health insurance - biometric stage



Getting a residency permit

- Other Documents
 - Parental declaration (if applicable)
 - Proof of coverage for sickness (if applicable)
 - Proof of acceptance by the educational establishment (if applicable)
 - Proof of financial subsistence (if applicable)
 - (including balance on card)



Getting a residency permit

- Accommodation Documents
 - Copy of original contract is to be presented with original signatures of both landlord and tenant.
 - Details of landlord and tenant on the contract include name, ID card number and address being rented out
 - Purchase agreement of the same premises (if Landlord is not Maltese)
 - Housing Authority Confirmation Letter



Getting a residency permit

- Valid until the end of the course
- Allowed to work for 15-hours a week (authorisation from academy)
- Travel (authorisation from academy)



Tallinja Card

- Travel for free
 - student attending a full-time course with a recognised educational institute in Malta for a minimum of 3 months
- For Information:
 - <https://www.publictransport.com.mt/en/terms-and-conditions>
- To Register:
 - <https://www.publictransport.com.mt/en/register-now>



Work

- Recruitment agencies
-  Konnekt - <https://www.konnekt.com>
-  jobs in malta - <https://jobsinmalta.com>
- recommendation by the academy

- Keepmeposted is Malta's leading **job and courses platform** with over **100,000 active users**.
- Keepmeposted is a **job board**, not a recruitment agency. This means that interested candidates apply with the job poster directly.



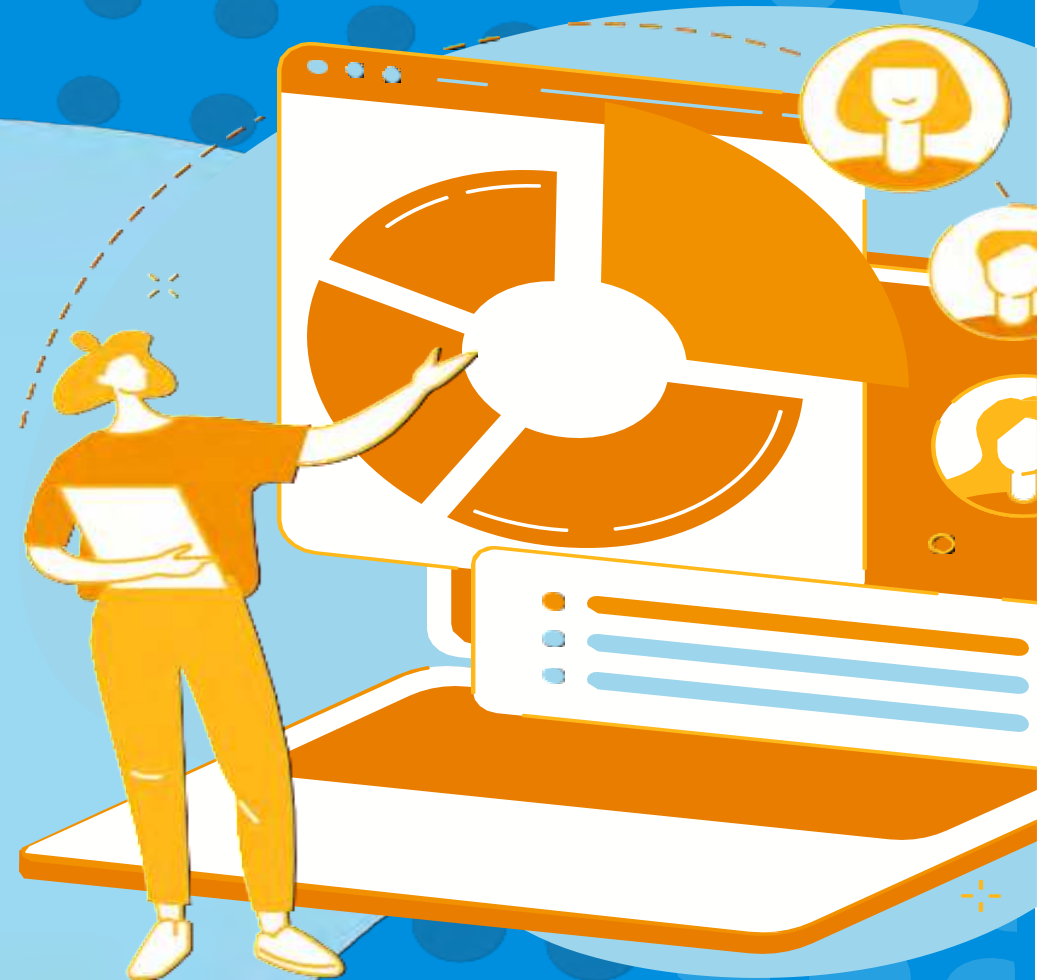
Some stats:

MONTHLY JOBS

1000+
(on average)

EMPLOYERS

5000+
have
trusted
KMP



Howto use it:

- 1.Subscribe to KMP
- 2.Set up your Notification Settings through 'My Account'

Notification Settings

Find the right job for you by selecting your preferred criteria.

Notify me about

☐ New Jobs

☐ New Courses

☐ Newsletter

Basis

☒ Full - Time

☒ Part - Time

☐ Freelance

☐ Hybrid / Remote

☐ Summer

☐ Internship

3. Choose the job categories you are interested in

4. Save Settings

5. Receive an email every time a job with your selected criteria is posted!

6. View latest jobs by clicking on the 'Find a Job' button.



Choose Job Category

Search

☐ Administration & Clerical (140)	☐ Insurance (17)
☐ Architect / Designer (10)	☐ Internships (0)
☐ Aviation (14)	☐ Interpreters / Translators (2)
☐ Blockchain / Cryptocurrencies (0)	☐ Labourer (12)
☒ Business Development (10)	☐ Legal (12)
☐ Carers & Social Welfare (1)	☐ Maintenance / Handyperson (28)
+ Catering	☐ Managerial (87)
☐ Construction (13)	☐ Manufacturing (20)
☐ Customer Service (55)	☐ Mechanical (17)
☐ Driver / Delivery Person (32)	+ Medical
☐ Educational (11)	☐ Oil & Gas (3)
☐ Engineering (30)	☐ Quality Assurance (8)
☐ Environment & Eco (2)	+ Retail
+ Financial	☐ Safety & Security (5)
☐ Government / Public Sector (26)	+ Sales & Marketing
☐ Health & Beauty (3)	☐ Secretarial & PA (14)
☐ Housekeeping & Cleaners (9)	☐ Shipping & Maritime (21)
☐ Human Resources / Training (33)	☐ Technician / Electrician (42)
☐ iGaming & Casino (37)	☐ Tourism & Hospitality (38)
+ Information Technology	

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