# Introduction Session 03

## Lecture Title: Undergraduate Diploma

Lecturer: Mr Angelito Sciberras

Date: 18 September 2025

| | |
|---|---|
| ~~Monday 15 September 2025~~ | ~~Introductions~~<br>~~The Academy~~ |
| ~~Tuesday 16 September 2025~~ | ~~Staying in Malta~~ |
| Thursday 18 September 2025 | The Study Programme<br>Assignments<br>Portfolio<br>Role Play |
| Friday 19 September 2025 | Using Power Point<br>Presentations |

# Relevance to the Study Programme

- Assignment - Research & Writing
- Presentations - Pitch and “Sales”
- Portfolio - HR Practice in Action
- Role Play - simulation exercise where candidates act out workplace scenarios

# The Study Programme

- *MQF Level 7, 90 ECTS*

- *6 Modules (Exit Awards - 9 ECTS) - Certificate for Each*
- *1 Module (Exit Award - 6 ECTS) - Certificate*
- *1 Project*

- *30 ECTS - Post Graduate Certificate in HRM*
- *60 ECTS - Post Graduate Diploma in HRM*
- *90 ECTS - Masters in HRM*

# The Study Programme

1. *Human Resource Management in Context.*
2. *HR Planning, Talent Acquisition, Retention and Reward Strategies.*
3. *Developing, Leading and Engaging People.*
4. *Employee Relations and Wellbeing.*
5. *Business Skills and Performance Management.*
6. *Coaching and Mentoring*
7. *Research Methods.*
8. *Human Resource Management Dissertation*

# Modules & Time Table

Modules 1 to 6

| | |
|---|---|
| Mondays: | 09:00 – 13:00 |
| | 13:00 – 17:00 |
| Wednesdays: | 09:00 – 13:00 |
| | 13:00 – 17:00 |

# Modules & Time Table

Module 7

Fridays: 13:00 – 17:00

# Modules & Time Table

Module 8 - Dissertation

TBA: Tutorials

# Modules & Time Table

In-between Modules: No Tuesday/Wednesday Session

Christmas Recess: 22 December 2025 - 5 January 2026

Easter Recess: 30 March 2026 - 12 April 2026

Summer Recess: 01 August 2026 - 16 August 2026

# Course Resource Centre

**Link sent via email**

- *policies and procedures*
- *information related to the study programme*
- *indicative schedule of each module's lectures*
- *access to module's, lectures' plan (gradually populated)*
- *academy's communications*
- *assignments' titles*

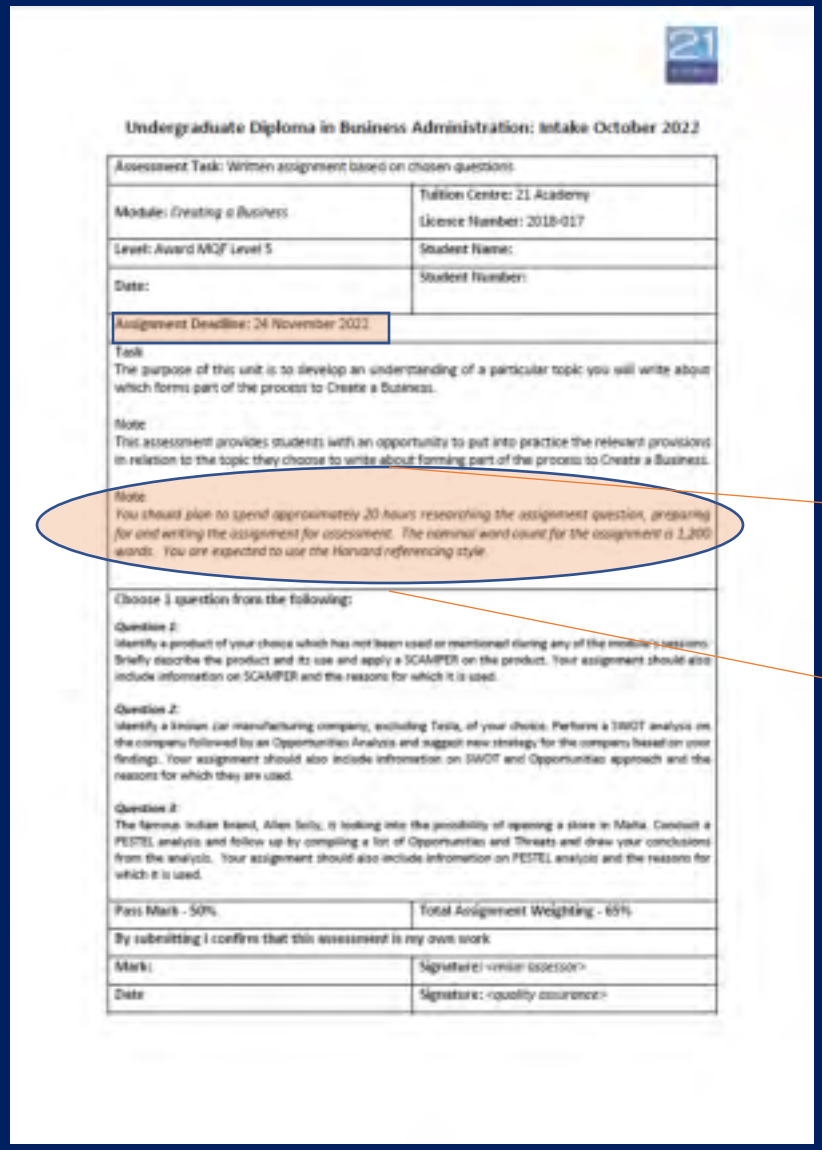
# Assessment Methods

- *In-Class Group Presentation - 30%*
  - *20 minutes*
  - *Question/s to address - Course Resource Centre*
- *Portfolio Notes - 30%*
  - *Brings together different pieces of work you complete over a period of time*
  - *Question/s to address - Course Resource Centre*
- *Assignment - 70%*
  - *2,500 words*
  - *Question/s to address - Course Resource Centre*

# Assignment

- Student’s understanding of the subject
- Presentation
- Uniqueness (no plagiarism)
- Appropriate citations

# Student's understanding of the subject



**Undergraduate Diploma in Business Administration: Intake October 2022**

| | |
|---|---|
| Assessment Task: Written assignment based on chosen questions | |
| Module: *Creating a Business* | Tuition Centre: 21 Academy<br>Licence Number: 2018-017 |
| Level: Award MQF Level 5 | Student Name: |
| Date: | Student Number: |
| Assignment Deadline: 24 November 2022 | |

Task
The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of the process to Create a Business.

Note
This assessment provides students with an opportunity to put into practice the relevant provisions in relation to the topic they choose to write about forming part of the process to Create a Business.

Note
*You should plan to spend approximately 20 hours researching the assignment question, preparing for and writing the assignment for assessment. The nominal word count for the assignment is 1,200 words. You are expected to use the Harvard referencing style.*

Choose 1 question from the following:

*Question 1:*
Identify a product of your choice which has not been used or mentioned during any of the module's sessions. Briefly describe the product and its use and apply a SCAMPER on the product. Your assignment should also include information on SCAMPER and the reasons for which it is used.

*Question 2:*
Identify a known car manufacturing company, excluding Tesla, of your choice. Perform a SWOT analysis on the company followed by an Opportunities Analysis and suggest new strategy for the company based on your findings. Your assignment should also include information on SWOT and Opportunities approach and the reasons for which they are used.

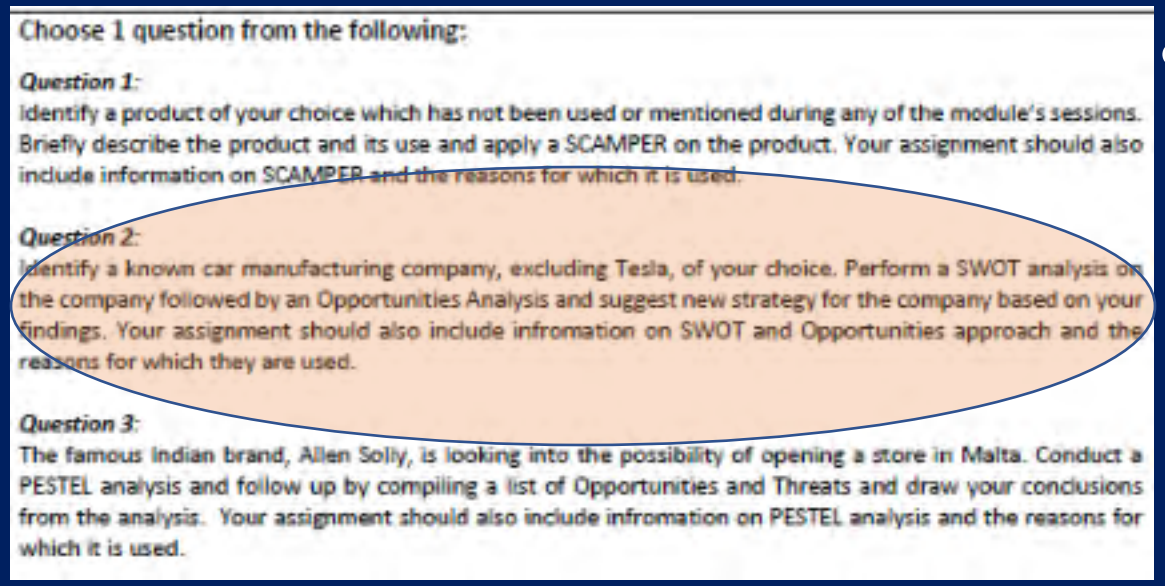
*Question 3:*
The famous Indian brand, Allen Solly, is looking into the possibility of opening a store in Malta. Conduct a PESTEL analysis and follow up by compiling a list of Opportunities and Threats and draw your conclusions from the analysis. Your assignment should also include information on PESTEL analysis and the reasons for which it is used.

| | |
|---|---|
| Pass Mark - 50% | Total Assignment Weighting - 65% |
| By submitting I confirm that this assessment is my own work | |
| Mark: | Signature: <venue assessor> |
| Date | Signature: <quality assurance> |

- Assignment Submission Form
  - the due date
  - the word limit

**Note**
*You should plan to spend approximately 20 hours researching the assignment question, preparing for and writing the assignment for assessment. The nominal word count for the assignment is 1,200 words. You are expected to use the Harvard referencing style.*

# Student's understanding of the subject



Choose 1 question from the following:

***Question 1:***
Identify a product of your choice which has not been used or mentioned during any of the module's sessions. Briefly describe the product and its use and apply a SCAMPER on the product. Your assignment should also include information on SCAMPER and the reasons for which it is used.

***Question 2:***
Identify a known car manufacturing company, excluding Tesla, of your choice. Perform a SWOT analysis on the company followed by an Opportunities Analysis and suggest new strategy for the company based on your findings. Your assignment should also include infromation on SWOT and Opportunities approach and the reasons for which they are used.

***Question 3:***
The famous Indian brand, Allen Solly, is looking into the possibility of opening a store in Malta. Conduct a PESTEL analysis and follow up by compiling a list of Opportunities and Threats and draw your conclusions from the analysis. Your assignment should also include infromation on PESTEL analysis and the reasons for which it is used.

- Assignment Submission Form
  - Choose which question to answer
  - Read it well and understand it
  - Identify keywords

# Understanding Assignments

# Assignment Questions

Masters in Human Resources Management 30 take April 2025

| | |
|---|---|
| Assessment Task: Written assignment based on chosen questions | |
| Module: HR Planning, Talent Acquisition, Retention, and Reward Strategies | Tertiary Centre: 21 Academy<br>Licence Numbers: 2024-413 |
| Level: Award NQF Level 7 | Student Name: |
| Date: | Student Number: |
| Assignment Deadline: 17 July 2025 | |
| Task<br>The purpose of this assignment is to develop an understanding of a particular topic you will write about within every part of HR Planning, Talent Acquisition, Retention, and Reward Strategies.<br><br>Note<br>This assessment provides students with an opportunity to put into practice the relevant provisions of the law in relation to the topic they choose to write about (Planning, Talent Acquisition, Retention, and Reward Strategies)<br><br>Time<br>You should plan to spend approximately 20 hours researching your assignment question, preparing for and writing the assignment for assessment. The minimum word count for your assignment is 2500 (two)<br><br>Please ensure that you refer to 21 Academy's Assessment Guidelines for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work. Clearly indicate within question your have chosen to answer by listing the question number. | |
| Choose and answer 2 (two) questions from the following:<br><br>☐ Question 1<br>Discuss the role of succession planning in aligning HR strategies with an organization's long-term goals. Provide examples of how effective HR planning can address future talent needs and challenges.<br><br>☐ Question 2<br>Analyze how retention strategies and reward systems impact employee engagement and organizational performance. Suggest innovative approaches to create a balance between retention and motivation.<br><br>☐ Question 3<br>Examine the relationship between talent acquisition and employer branding. How can a strong employer brand influence recruitment outcomes and attract diverse talent pools? | |
| Pass Mark - 50% | Total Assignment Weighting - 70% |
| By submitting I confirm that this assessment is my own work | |
| Name: | Signature: (must correspond) |
| Date: | Signature: (validity assessment) |

What are the steps you follow after having received the assignment questions?

# Assignment Questions

Masters in Human Resources Management:Intake April 2025

| | |
|---|---|
| Assessment Task: Written assignment based on chosen questions | |
| Module: HR Planning, Talent Acquisition, Retention, and Reward Strategies | Tutor/Lecturer: 21 Academy<br>Licence Number: 2024-011 |
| Level: Award in HRM Level 7 | Student Name: |
| Date: | Student Number: |
| Assignment Deadline: 12 July 2025 | |
| Task<br>The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of HR Planning, Talent Acquisition, Retention, and Reward Strategies. | |
| Note<br>This assessment provides students with an opportunity to put into practice the relevant dimension of the law in relation to the topic they choose to write about forming part of HR Planning, Talent Acquisition, Retention, and Reward Strategies.<br>How<br>You should aim to spend approximately 20 hours researching each assignment question, preparing for and writing the assignment for assessment. The minimum word count for each assignment is 2500 words.<br>Please ensure that you refer to 21 Academy's Assignment Guidelines for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work, clearly indicating which question you have chosen to answer by listing the task and the question number. | |
| Choose and answer 1 (one) question from the following:<br>☐ Question 1:<br>Discuss the role of workforce planning in aligning HR strategies with an organization's long-term goals. Provide examples of how effective HR planning can address future talent needs and challenges.<br>☐ Question 2:<br>Analyse how retention strategies and reward systems impact employee engagement and organizational performance. Suggest innovative approaches to create a balance between retention and motivation.<br>☐ Question 3:<br>Examine the relationship between talent acquisition and employer branding. How can a strong employer brand influence recruitment outcomes and attract diverse talent pools? | |
| Pass Mark : 50% | Total Assignments Weighting : 70% |
| By submitting I confirm that this assessment is my own work | |
| Name: | Signature: <Insert signature> |
| Date: | Signature: <Insert signature> |

- Read ALL the instructions
- Check deadline
- Read questions WELL
- Think about ALL of them

# Assignment Questions

Masters in Human Resources Management:Intake April 2025

| | |
|---|---|
| Assessment Task: Written assignment based on chosen questions | |
| Modules: HR Planning, Talent Acquisition, Retention, and Reward Strategies | Tutors/Lecturer: 21 Academy<br>Licence Number: 2024-011 |
| Level: Award in HCLP Level 7 | Student Name: |
| Date: | Student Number: |
| Assignment Deadline: 12 July 2025 | |
| Task<br>The purpose of this unit is to develop an understanding of a particular topic you will write about which forms part of HR Planning, Talent Acquisition, Retention, and Reward Strategies. | |
| Note<br>This assessment provides students with an opportunity to put into practice the relevant dimension of the law in relation to the topic they choose to write about forming part of HR Planning, Talent Acquisition, Retention, and Reward Strategies.<br><br>Note<br>You should aim to spend approximately 20 hours researching each assignment question, preparing for and writing the assignment for assessment. The minimal word count for each assignment is 2500 words.<br><br>Please ensure that you refer to 21 Academy's Assignment Guidelines for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work, clearly indicating which question you have chosen to answer by ticking the box next to the question number. | |
| Choose and answer 1 (one) question from the following:<br><br>☐ Question 1:<br>Discuss the role of workforce planning in aligning HR strategies with an organization's long-term goals. Provide examples of how effective HR planning can address future talent needs and challenges.<br><br>☐ Question 2:<br>Analyse how retention strategies and reward systems impact employee engagement and organizational performance. Suggest innovative approaches to create a balance between retention and motivation.<br><br>☐ Question 3<br>Examine the relationship between talent acquisition and employer branding. How can a strong employer brand influence recruitment outcomes and attract diverse talent pools? | |
| Pass Mark : 50% | Total Assignments Weighting : 70% |
| By submitting I confirm that this assessment is my own work | |
| Name: | Signature: <Insert signature> |
| Date: | Signature: <Insert signature> |

You have decided which question to answer. What do you do next?

# Keywords

Identify the key words in this assignment question?

Identify a product of your choice which has not been used or mentioned during any of the module's sessions. Briefly describe the product and its use and apply a SCAMPER on the product. Your assignment should also include information on SCAMPER and the reasons for which it is used.

# Keywords

Identify the key words in this assignment question?

Identify a **product** of your choice which has not been used or mentioned during any of the module's sessions. Briefly **describe** the product and **its use** and apply a **SCAMPER** on the product. Your assignment should also include **information** on SCAMPER and the **reasons** for which it is used.

# Keywords

Identify the key words in this assignment question?

You have been tasked with the development of a learning and development plan for a company of your choice. Present a report of how you will go about developing and implementing this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is effective.

# Keywords

Identify the key words in this assignment question?

You have been tasked with the development of a **learning and development plan** for a company of your choice. Present a **report** of how you will go about **developing and implementing** this plan, taking into consideration the various aspects involved in this process to ensure that any training identified and provided is **effective**.

# Keywords

Identify the key words in this assignment question?

Explain the principles and concepts of Financial Accounting, giving details and examples of each; their relevance; and any limitations that the application of such principles and concepts have on businesses in today's world.

# Keywords

Identify the key words in this assignment question?

Explain the **principles and concepts** of **Financial Accounting**, giving **details** and **examples** of each; their **relevance**; and any **limitations** that the application of such principles and concepts have on businesses in **today's** world.

# Preparing Assignments

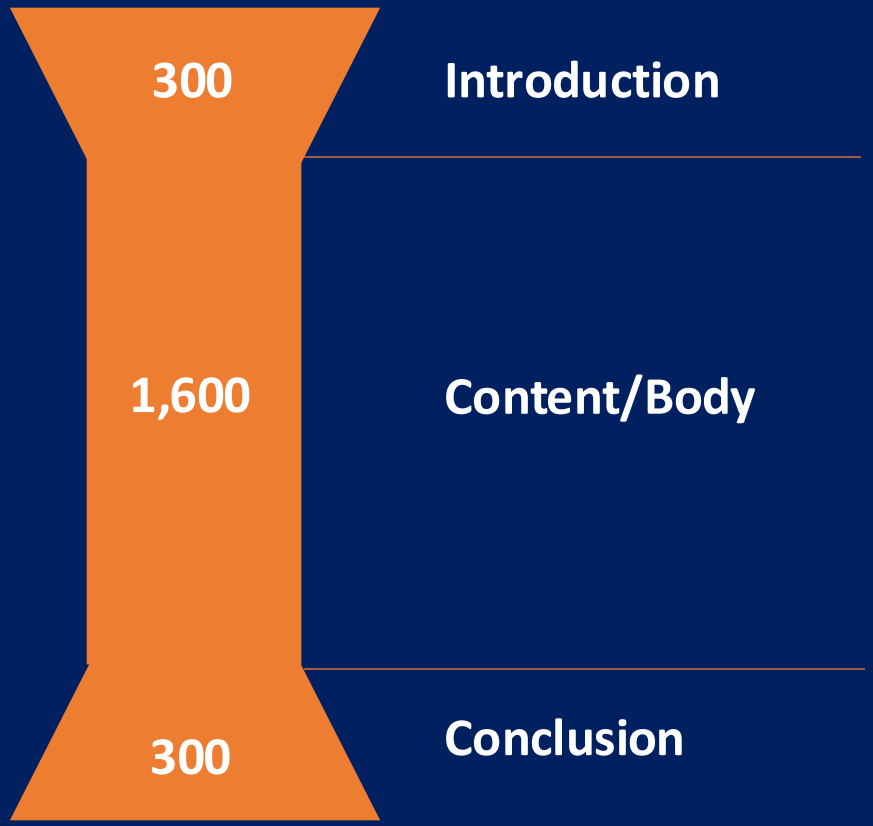
# Writing & Submitting your Assignment

# Assignment Guidelines

- Provide a standardised format for all assignments.
- Consistent structure not only enhances the professionalism of the work but also facilitates a smoother grading process.
- Adhering to these guidelines ensures clarity, readability, and uniformity across all submissions.

Download from Course Resource Centre: Assignment Guidelines

# Assignment Plan

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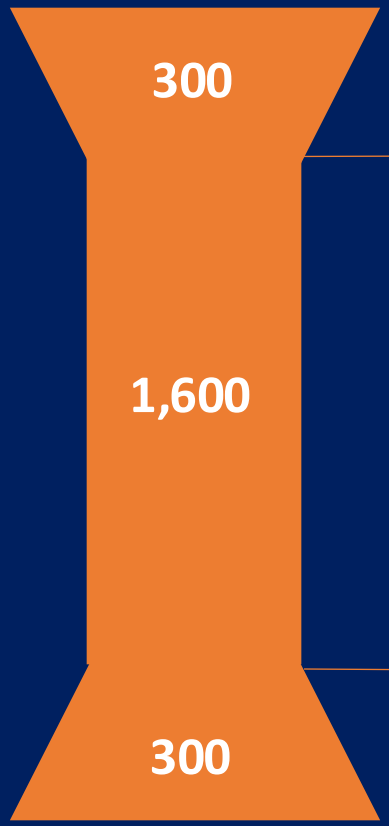
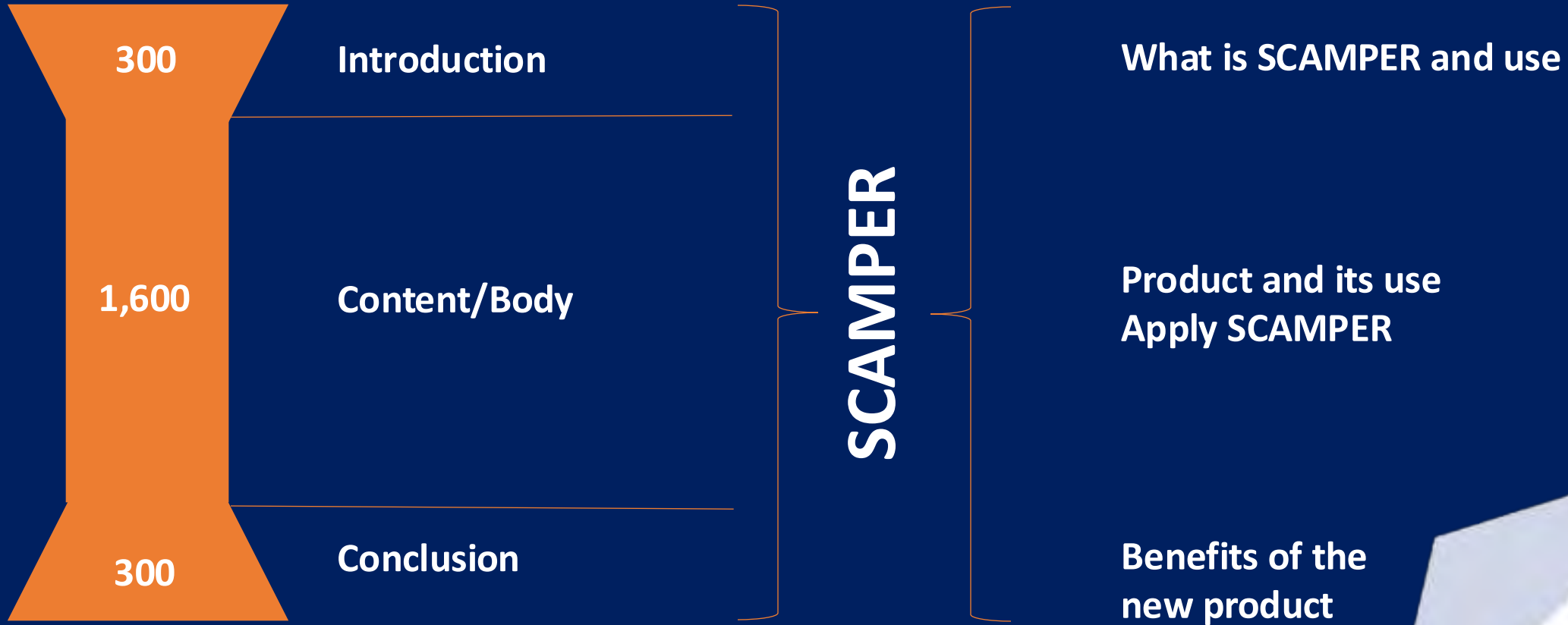
# Assignment Plan




| | | |
|---|---|---|
| Introduction | PAST | ASSERTIVE - Facts |
| Content/Body | PRESENT | DISCUSS - Research & Thoughts |
| Conclusion | FUTURE | SUGGEST - Closure |

# Assignment Plan



# Sources

- Resource Centre
- Lecture Notes/Slides
- Books - suggested reading lists
- Online

# Resource Centre

HOME | 21 ACADEMY | DATA PROTECTION | DEBT RECOVERY | EMPLOYMENT SERVICES | NEWS/EVENTS | CONTACT

| Lecture | Date | Time | Presentation | Notes (If Any) |
|---|---|---|---|---|
| Lecture 01 | 15 October 2022 | 09:00 to 17:00hrs | Presentation 01 | Who Moved My Cheese |
| Lecture 02 | 19 October 2022 | 17:30 to 20:30hrs | Presentation 02 | SCAMPER Explained |
| Lecture 03 | 22 October 2022 | 09:00 to 17:00hrs | Presentation 03 | Business Model Canvas Explained<br>Business Model Canvas |
| Lecture 04 | 26 October 2022 | 17:30 to 20:30hrs | Presentation 04 | SWOT Analysis |
| Lecture 05 | 29 October 2022 | 09:00 to 17:00hrs | Presentation 05 | PESTEL Analysis |
| Lecture 06 | 02 November 2022 | 17:30 to 20:30hrs | Presentation 06 | |
| Lecture 07 | 05 November2022 | 09:00 to 17:00hrs | Presentation 07 | Management & Business Plan |
| Lecture 08 | 09 November2022 | 17:30 to 20:30hrs | Presentation 08 | |
| Lecture 09 | 12 November2022 | 09:00 to 12:00hrs | Presentation 09 | |
| Lecture 10 | 16 November 2022 | 17:30 to 20:30hrs | | |
| Lecture 11 | 19 November2022 | 09:00 to 12:00hrs | | |

# Resource Centre




- Johnson, S., 2005. Who moved my cheese?. London: Vermilion.
- Blank, S., and Dorf, B., (2020). The startup owner's manual: The step-by-step guide for building a great company. John Wiley and Sons.


Lecture 2 - **Opportunities Part 1**

Following this session students will learn to:

- understand practical approaches to opportunity identification
- list practical day to day problems and come up with ideas to address them
- improve products by the application of SCAMPER
- convert one's own talents and/or skills into opportunities
- relate their newly acquired knowledge to real life success stories

**Core Reading List**


- Scarborough, N. M. and Cornwall, J. R., (2016). Essentials of entrepreneurship and small business management. London: Pearson.
- Mariotti, S. and Glackin, C., (2015). Entrepreneurship. 1st ed. Pearson International.
- Ries, E., (2017). Startup Way - How Entrepreneurial Management Transforms Culture And Drives. 1st ed. Portfolio Penguin.


**Supplementary Reading List**

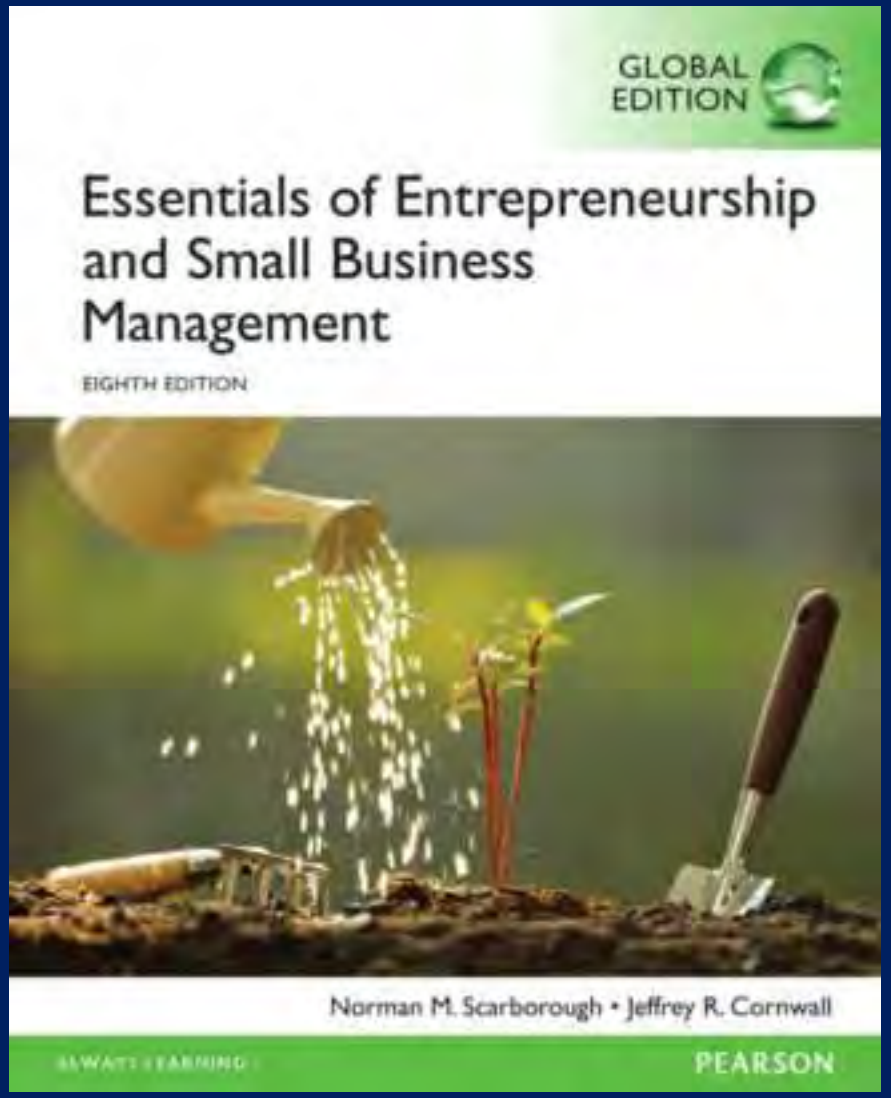

- Burns, P. (2007). Entrepreneurship and small business. NY: Palgrave Macmillan.

# Lecture Notes/Slides

# Lecture Notes/Slides

## Overview

# Books - suggested reading lists



Text Scanner OCR

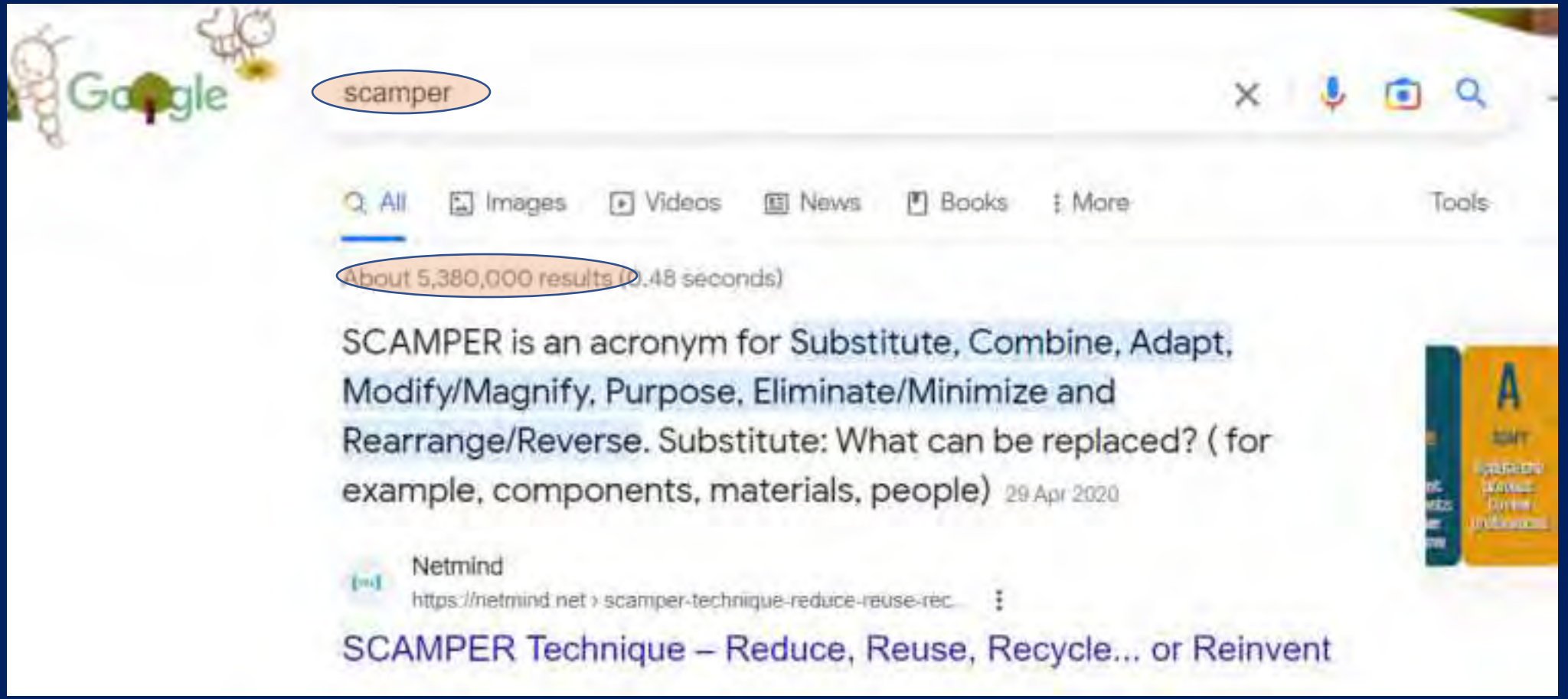
# Online

Google Scholar

# Online

- Check that sources are reliable
- Masters in HRM
- Avoid Wikipedia
- Use keywords

# Online


Google
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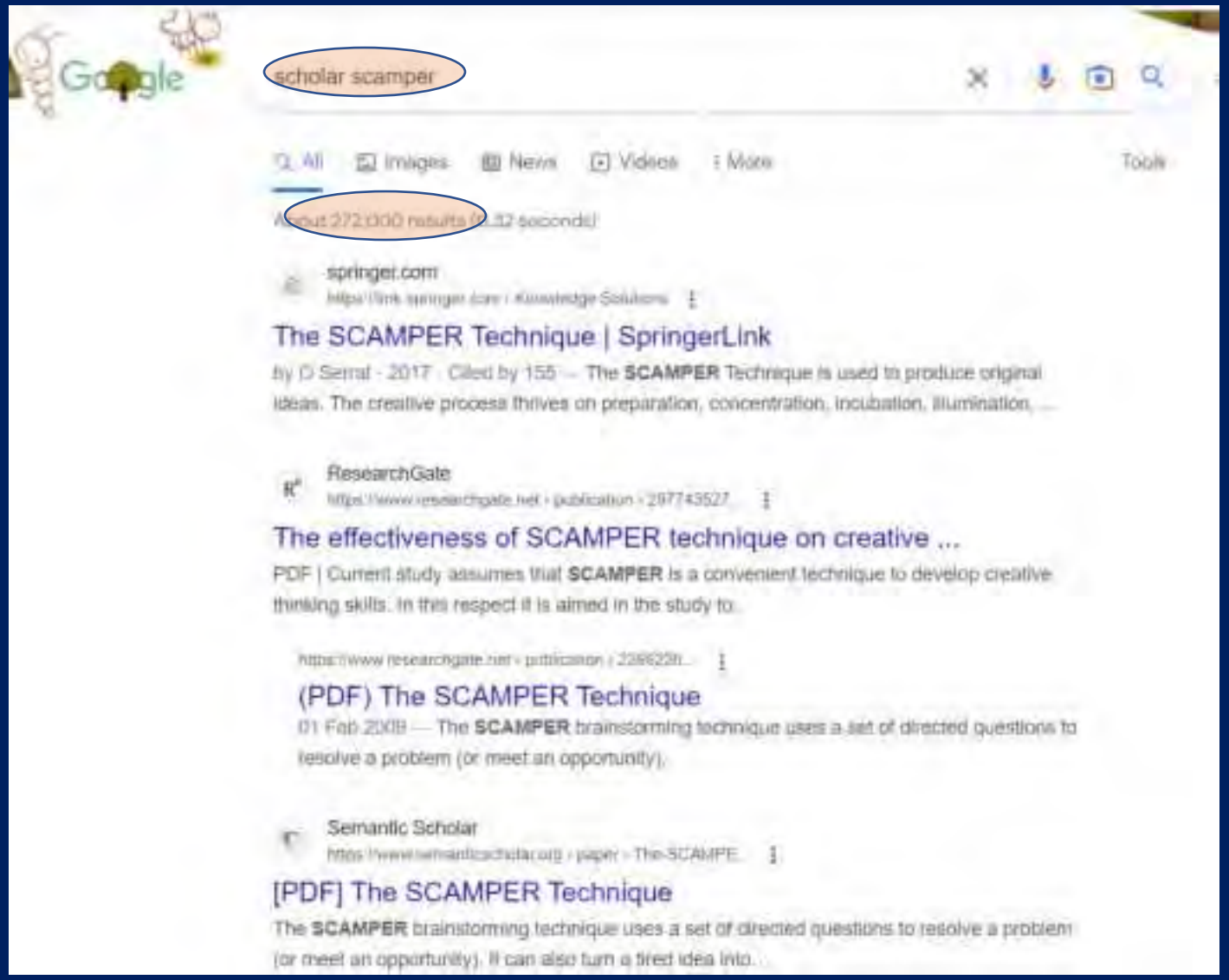
Images
Videos
News
Books
More
Tools
About 5,380,000 results (0.48 seconds)
SCAMPER is an acronym for Substitute, Combine, Adapt, Modify/Magnify, Purpose, Eliminate/Minimize and Rearrange/Reverse. Substitute: What can be replaced? ( for example, components, materials, people) 29 Apr 2020
Netmind
https://netmind.net › scamper-technique-reduce-reuse-rec
SCAMPER Technique – Reduce, Reuse, Recycle... or Reinvent

# Online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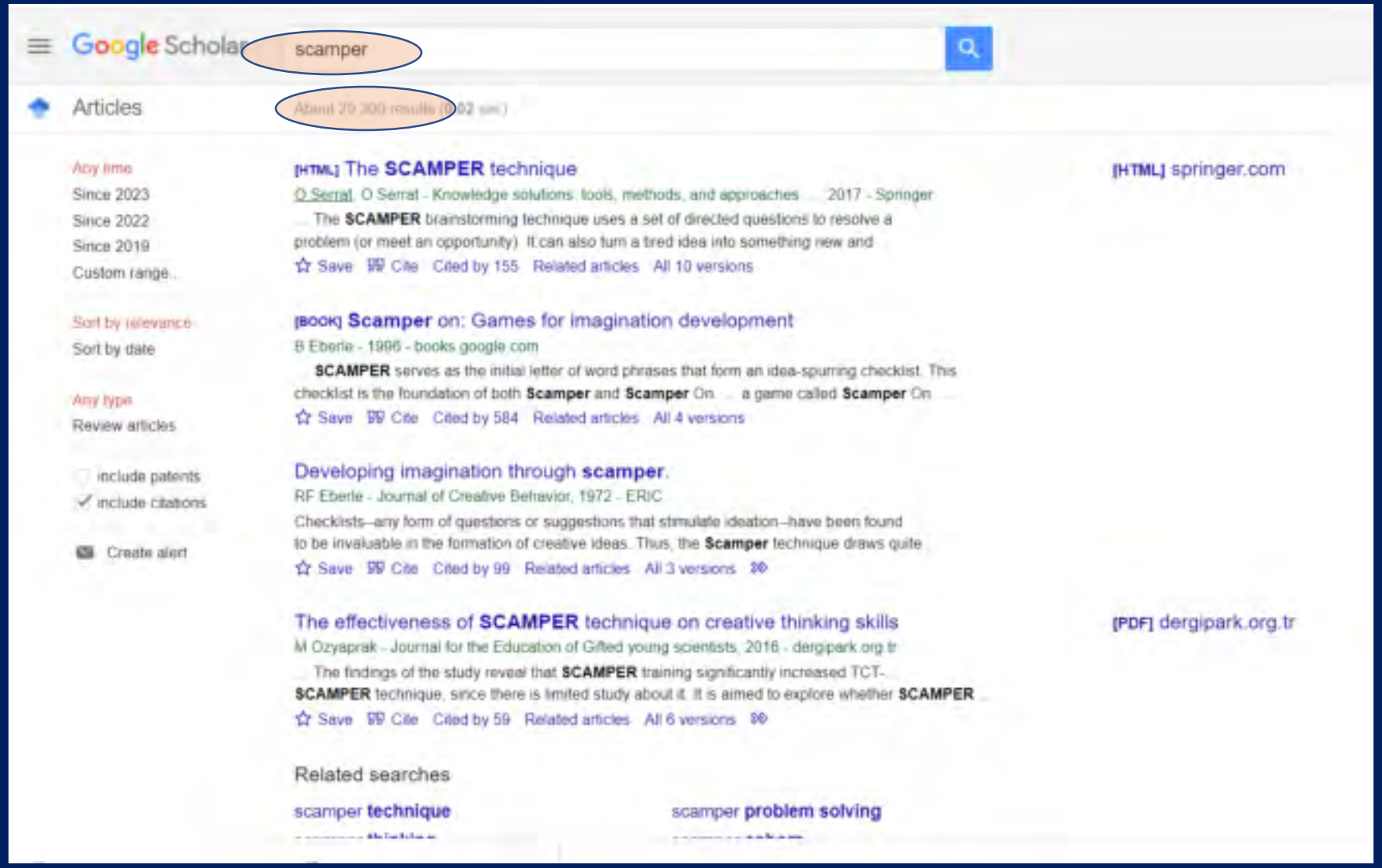
springer.com
The SCAMPER Technique | SpringerLink
ResearchGate
The effectiveness of SCAMPER technique on creative ...
PDF | Current study assumes that SCAMPER is a convenient technique to develop creative thinking skills. In this respect it is aimed in the study to
(PDF) The SCAMPER Technique
01 Feb 2008 — The SCAMPER brainstorming technique uses a set of directed questions to resolve a problem (or meet an opportunity).
Semantic Scholar
[PDF] The SCAMPER Technique
The SCAMPER brainstorming technique uses a set of directed questions to resolve a problem (or meet an opportunity). It can also turn a tired idea into...

# Online

scholar.google.com
My profile
My library
Google Scholar
Articles
Case law
New! Public Access Reports For Your Funding Agencies
Stand on the shoulders of giants

# Online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Custom range...
Sort by relevance
Sort by date
Any type
Review articles
include patents
include citations
Create alert
[HTML] The SCAMPER technique
[HTML] springer.com
O Serrat - Knowledge solutions: tools, methods, and approaches ... 2017 - Springer
... The SCAMPER brainstorming technique uses a set of directed questions to resolve a problem (or meet an opportunity). It can also turn a tired idea into something new and
Save Cite Cited by 155 Related articles All 10 versions
[BOOK] Scamper on: Games for imagination development
B Eberle - 1996 - books.google.com
SCAMPER serves as the initial letter of word phrases that form an idea-spurring checklist. This checklist is the foundation of both Scamper and Scamper On ... a game called Scamper On ...
Save Cite Cited by 584 Related articles All 4 versions
Developing imagination through scamper.
RF Eberle - Journal of Creative Behavior, 1972 - ERIC
Checklists--any form of questions or suggestions that stimulate ideation--have been found to be invaluable in the formation of creative ideas. Thus, the Scamper technique draws quite
Save Cite Cited by 99 Related articles All 3 versions
The effectiveness of SCAMPER technique on creative thinking skills
[PDF] dergipark.org.tr
M Ozyaprak - Journal for the Education of Gifted young scientists, 2016 - dergipark.org.tr
... The findings of the study reveal that SCAMPER training significantly increased TCT-... SCAMPER technique, since there is limited study about it. It is aimed to explore whether SCAMPER ...
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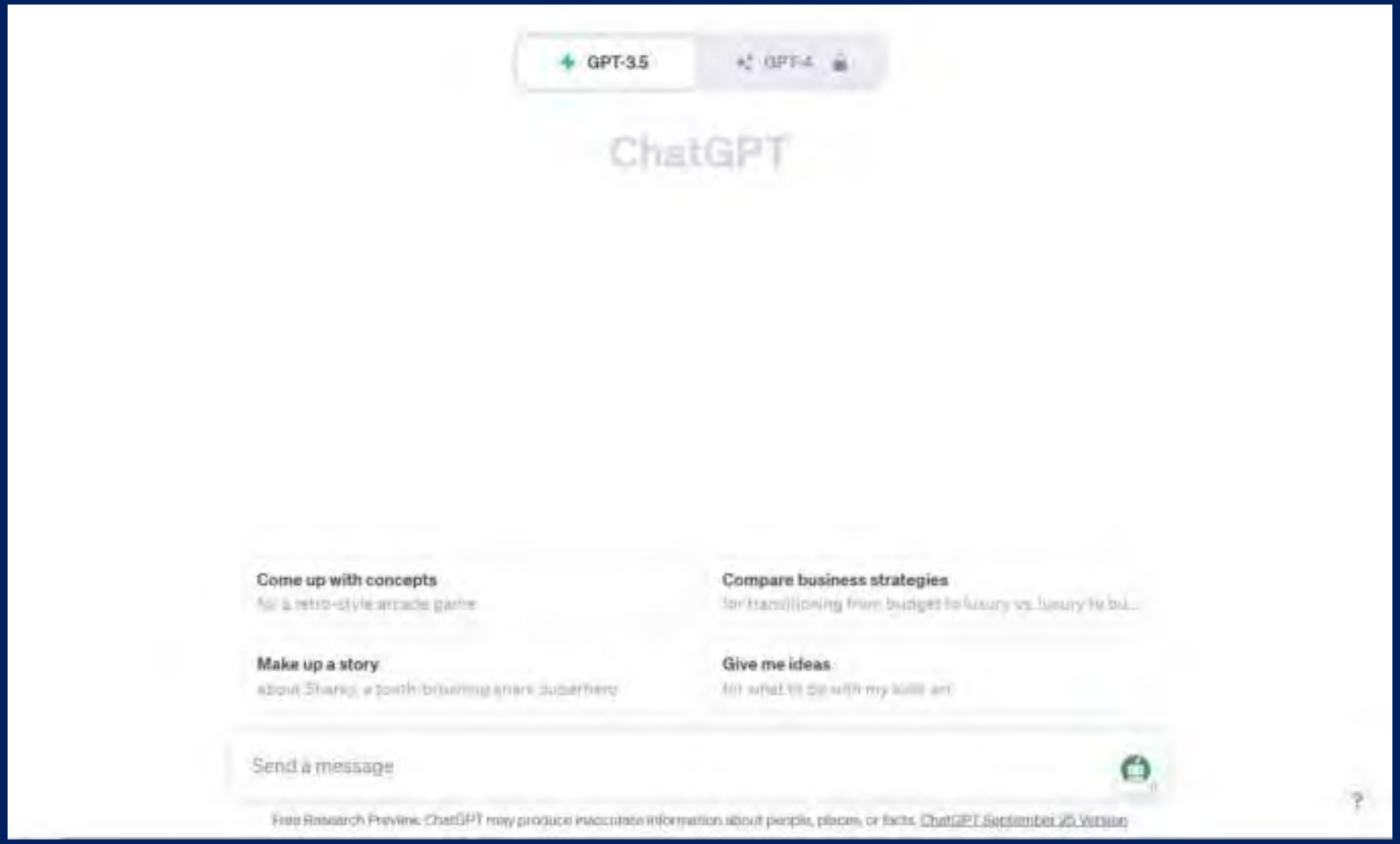
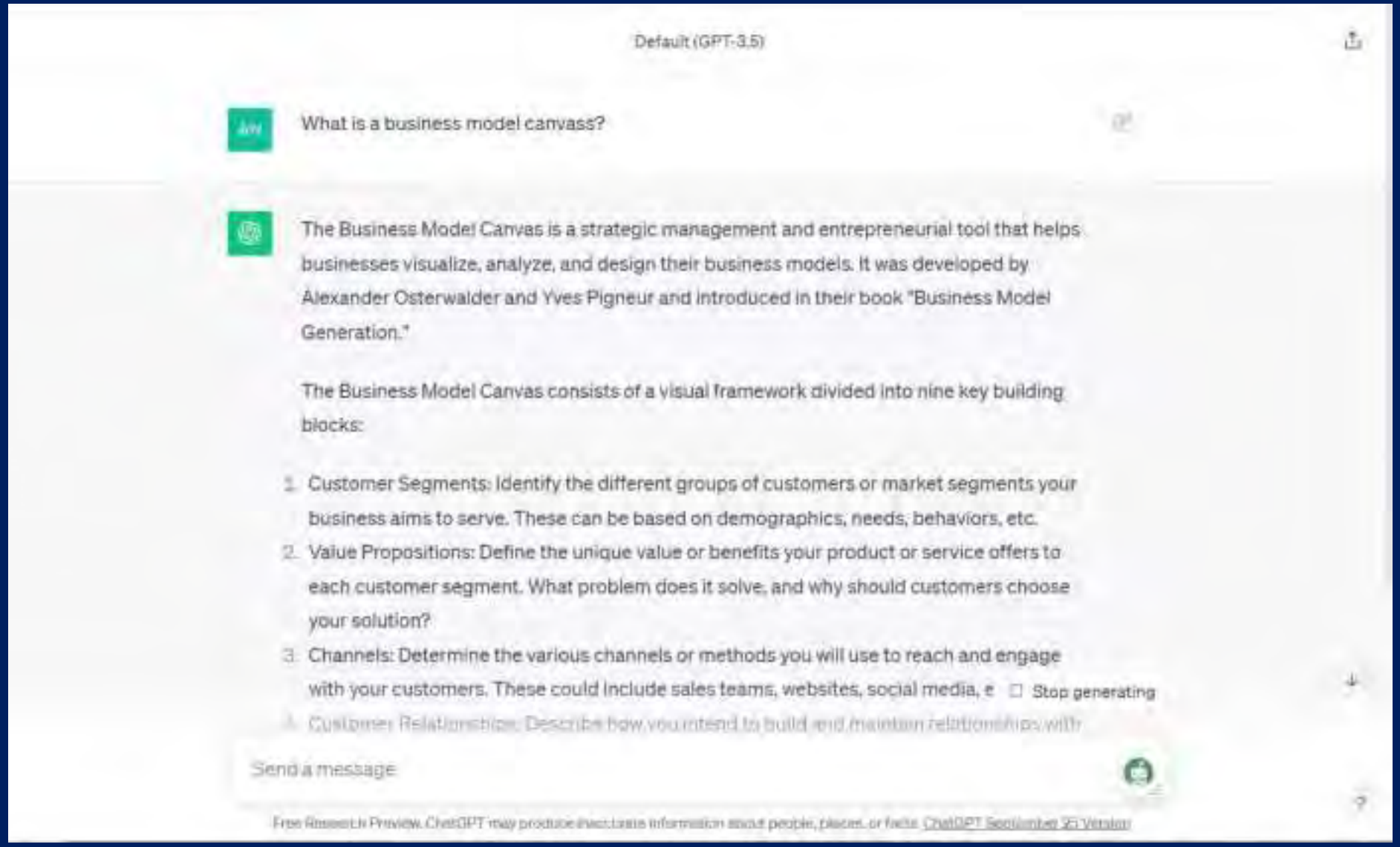
Related searches
scamper technique
scamper problem solving

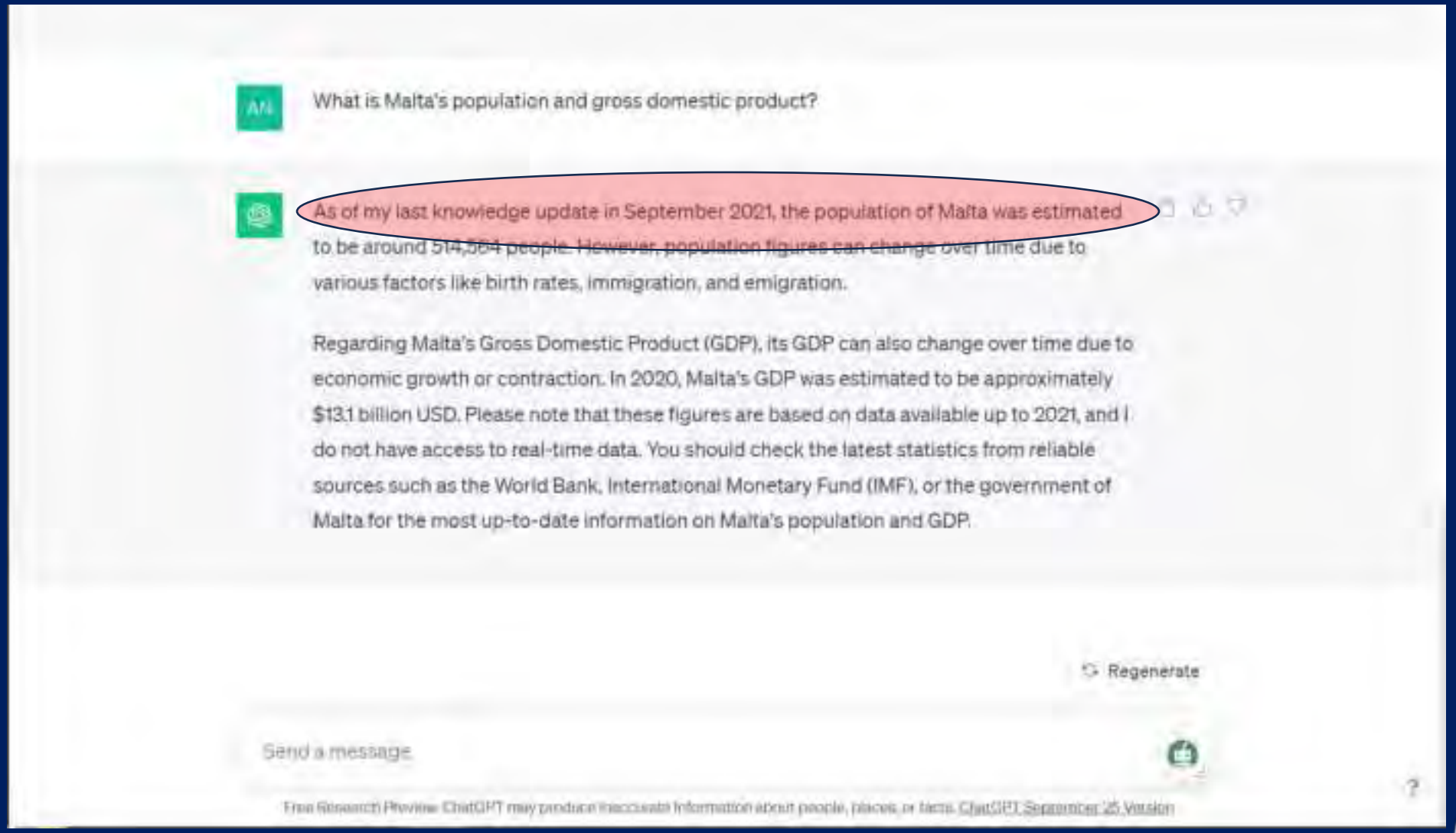
# AI


GPT-3.5
GPT-4
ChatGPT
Come up with concepts
Compare business strategies
Make up a story
Give me ideas
Send a message
Free Research Preview. ChatGPT may produce inaccurate information about people, places, or facts. ChatGPT September 25 Version

# AI


Default (GPT-3.5)
What is a business model canvass?
The Business Model Canvas is a strategic management and entrepreneurial tool that helps businesses visualize, analyze, and design their business models. It was developed by Alexander Osterwalder and Yves Pigneur and introduced in their book "Business Model Generation."
The Business Model Canvas consists of a visual framework divided into nine key building blocks:
1. Customer Segments: Identify the different groups of customers or market segments your business aims to serve. These can be based on demographics, needs, behaviors, etc.
2. Value Propositions: Define the unique value or benefits your product or service offers to each customer segment. What problem does it solve, and why should customers choose your solution?
3. Channels: Determine the various channels or methods you will use to reach and engage with your customers. These could include sales teams, websites, social media, e
Stop generating
Send a message
Free Research Preview. ChatGPT may produce inaccurate information about people, places, or facts. ChatGPT September 25 Version

# AI




**535,000**

**$17.8 billion**

# The Rubric

**Assignments Rubric**

| | 5 marks | 4 marks | 3 marks | 2 marks | 0 marks |
|---|---|---|---|---|---|
| **Cover Page** | Title, Student's Name, Teacher's Name, Course Intake month and year, Submission Date, Neatly finished-no errors | Evidence of four | Evidence of three | Evidence of two or less | No cover page |
| **Citations** | All cited works, both text and visual, are done in the correct format with no errors. | Some cited works, both text and visual, are done in the correct format. Inconsistencies evident. | Few cited works, both text and visual, are done in the correct format. | Not Applicable | No citations. |
| **Appearance** | Creative and attractive cover, clear organization, readable and neat, title page, table of contents. | Contains title page, table of contents | Poorly organized and difficult to read; lacking neatness. | No organization, missing significant criteria. | Absent structure and organization. |
| **Support** | Uses evidence appropriately and effectively, providing sufficient evidence and explanation to convince. | Begins to offer reasons to support its points, perhaps using varied kinds of evidence. Begins to interpret the evidence and explain connections between evidence and main ideas. Its examples bear some relevance. | Often uses generalizations to support its points. May use examples, but they may be obvious or not relevant. Often depends on unsupported opinion or personal experience, or assumes that evidence speaks for itself and needs no application to the point being discussed. Often has lapses in logic. | Depends on cliches or overgeneralizations for support, or offers little evidence of any kind. May be personal narrative rather than essay, or summary rather than analysis. | Uses irrelevant details or lacks supporting evidence entirely. May be unduly brief. |
| | **61 - 80 marks** | **41 - 60 marks** | **21 - 40 marks** | **01 - 20 marks** | **0 marks** |
| **Content** | Excels in responding to the assignment question. Interesting, demonstrates sophistication of thought. Central idea is clearly communicated, worth developing; limited enough to be manageable. Assignment recognizes some complexity of the subject: may acknowledge its contradictions, qualifications, or limits and follow out their logical implications. Understands and critically evaluates its sources, appropriately limits and defines terms. | A solid assignment, responding appropriately to the question. Clearly states a central idea, but may have minor lapses in development. Begins to acknowledge the complexity of central idea and the possibility of other points of view. Shows careful reading of sources, but may not evaluate them critically. Attempts to define terms, not always successfully. | Adequate but weaker and less effective, possibly responding less well to assignment question. Presents central idea in general terms, often depending on platitudes or cliches. Usually does not acknowledge other views. Shows basic comprehension of sources, perhaps with lapses in understanding. If it defines terms, often depends on dictionary definitions. | Does not have a clear central idea or does not respond appropriately to the assignment question. May be too vague or obvious to be developed effectively. Student may misunderstand sources. | Does not respond to the assignment question, lacks a central idea, and may neglect to use sources where necessary. |

# The Rubric

**Assignments Rubric**

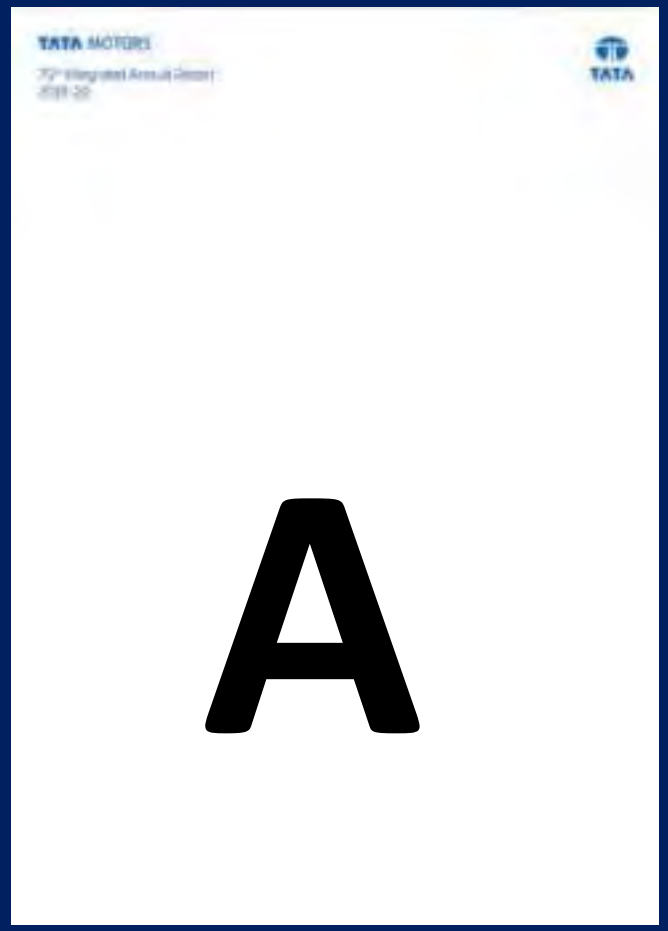
| | 5 marks | 4 marks | 3 marks | 2 marks | 0 marks |
|---|---|---|---|---|---|
| **Cover Page** | Title, Student's Name, Teacher's Name, Course intake month and year, Submission Date, Neatly finished no errors | Evidence of four | Evidence of three | Evidence of two or less | No cover page |
| **Citations** | All cited works, both text and visual, are done in the correct format with no errors. | Some cited works, both text and visual, are done in the correct format. Inconsistencies evident | Few cited works, both text and visual, are done in the correct format. | Not Applicable | No citations |
| **Appearance** | Creative and attractive cover, clear organization, readable and neat, title page, table of contents. | Contains title page, table of contents | Poorly organized and difficult to read lacking neatness. | No organization, missing significant criteria. | Absent structure and organization |

# Submission Order

- Assignment Submission Form - indicate question you are answering
- Cover Page
- Contents Page
- Answer
  - Times New Roman
  - Size 12
  - 1.5 line spacing
  - Justified
- References

# Choose a free car

# From the cover page of the Annual Report




A

B

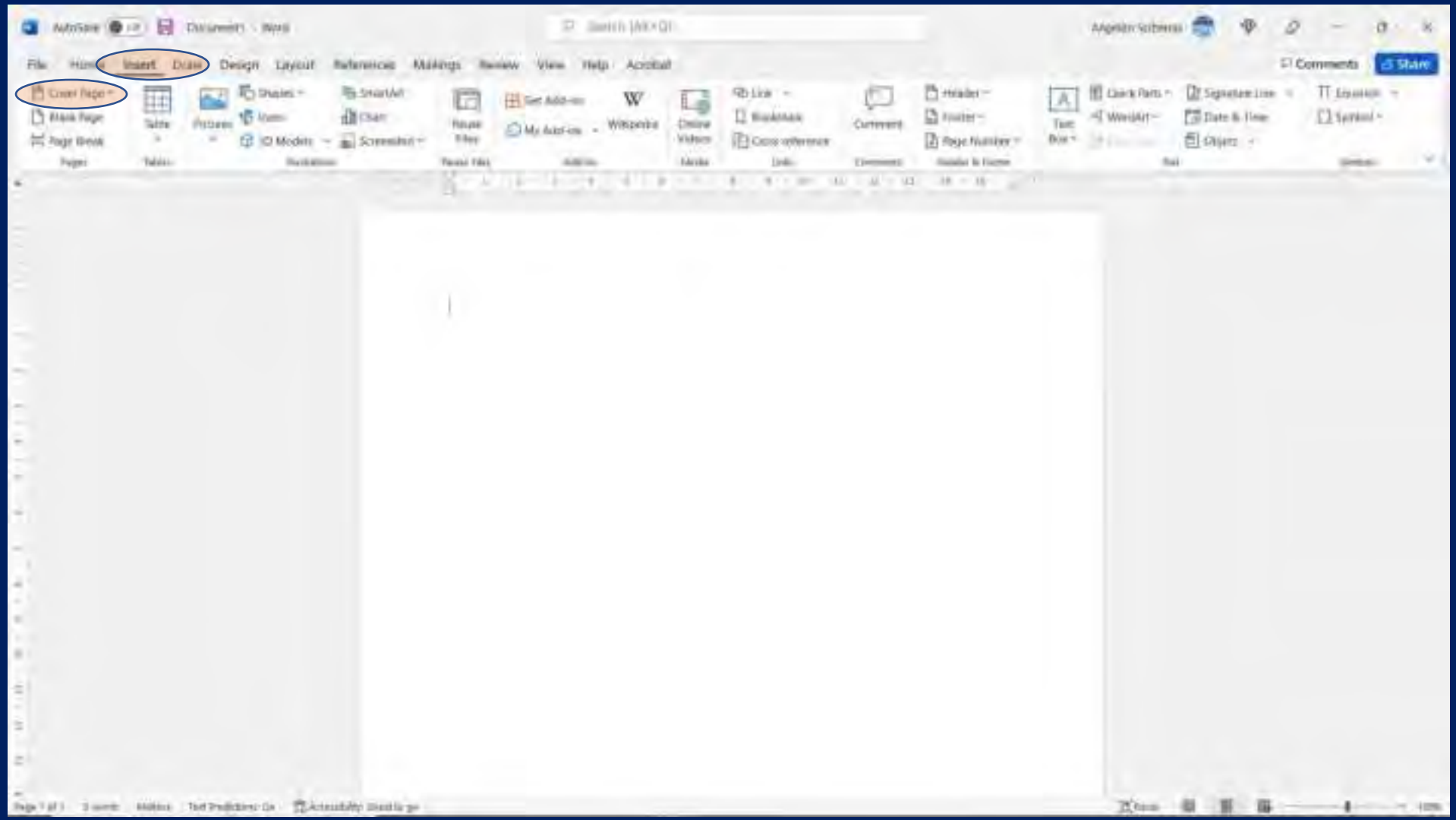
C

# The Annual Report of a reputable car manufacturer

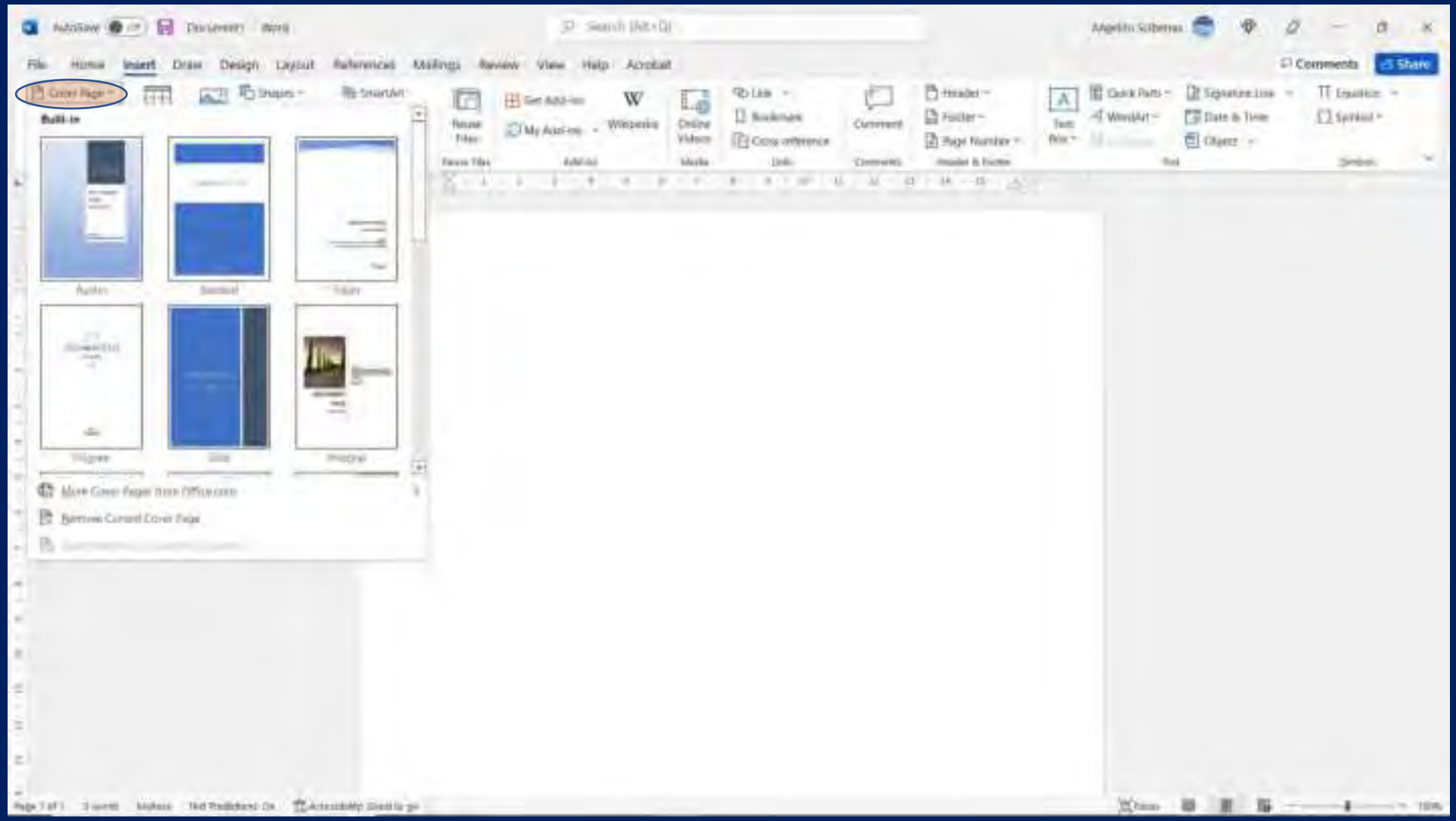
# Your Assignments

*The function of a title or cover page is that it allows the reader to identify your work at a glance, but it can also help your assignments to look neater and more professionally put-together.*

# Cover Page


File
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Acrobat
Comments
Share
Cover Page
Blank Page
Page Break
Table
Pictures
Shapes
Icons
3D Models
SmartArt
Chart
Screenshot
Get Add-ins
My Add-ins
Wikipedia
Online Videos
Link
Bookmark
Cross-reference
Comment
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Signature Line
Date & Time
Object
Equation
Symbol

# Cover Page

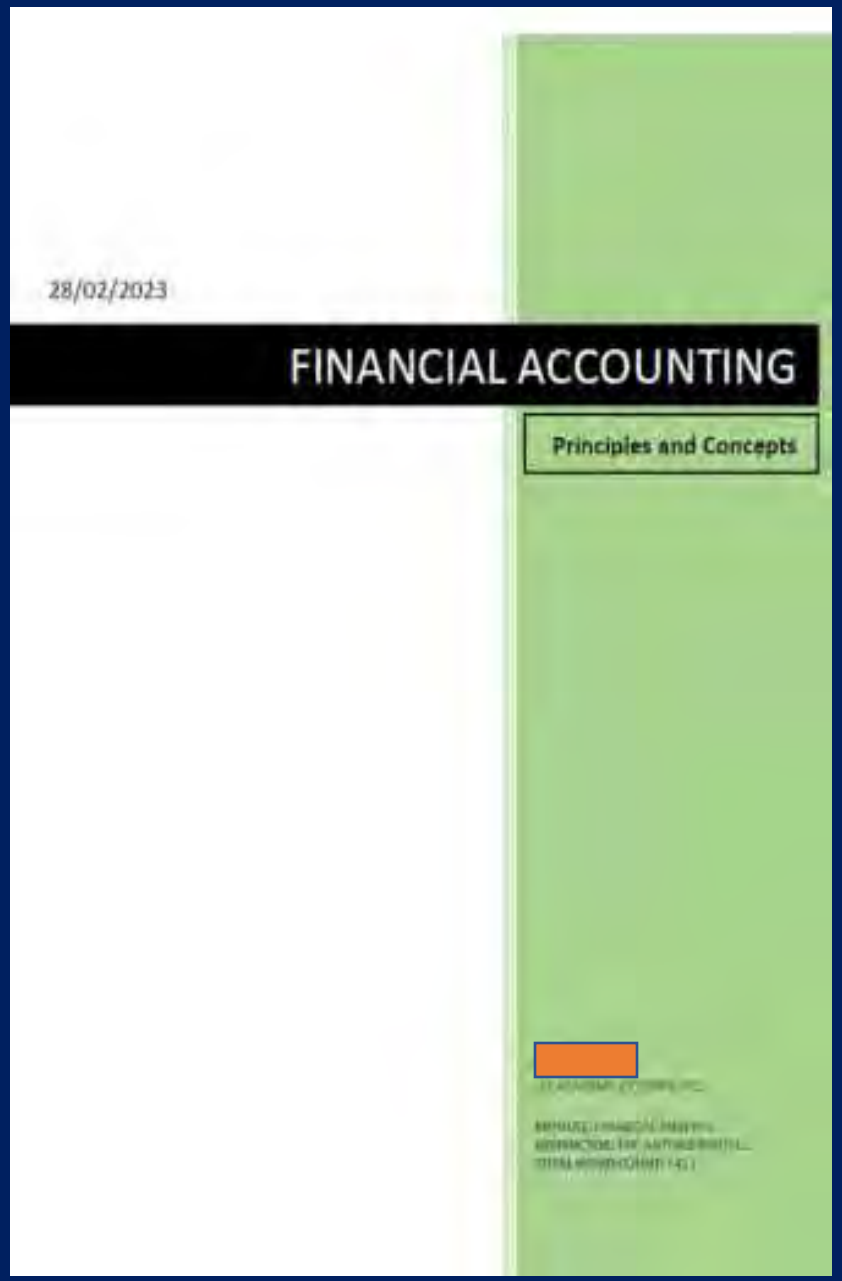

File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Acrobat
Comments
Share
Cover Page
Built-in
Shapes
SmartArt
Get Add-ins
My Add-ins
Wikipedia
Online Videos
Link
Bookmark
Cross-reference
Comment
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Signature Line
Date & Time
Object
Equation
Symbol
More Cover Pages from Office.com
Remove Current Cover Page

# Cover Page

| | 5 marks |
|---|---|
| Cover Page | Title, Student's Name, Teacher's Name, Course Intake month and year, Submission Date, Neatly finished-no errors |

# Cover Page

| | 5 marks |
|---|---|
| Cover Page | Title, Student's Name, Teacher's Name, Course Intake month and year, Submission Date, Neatly finished-no errors |

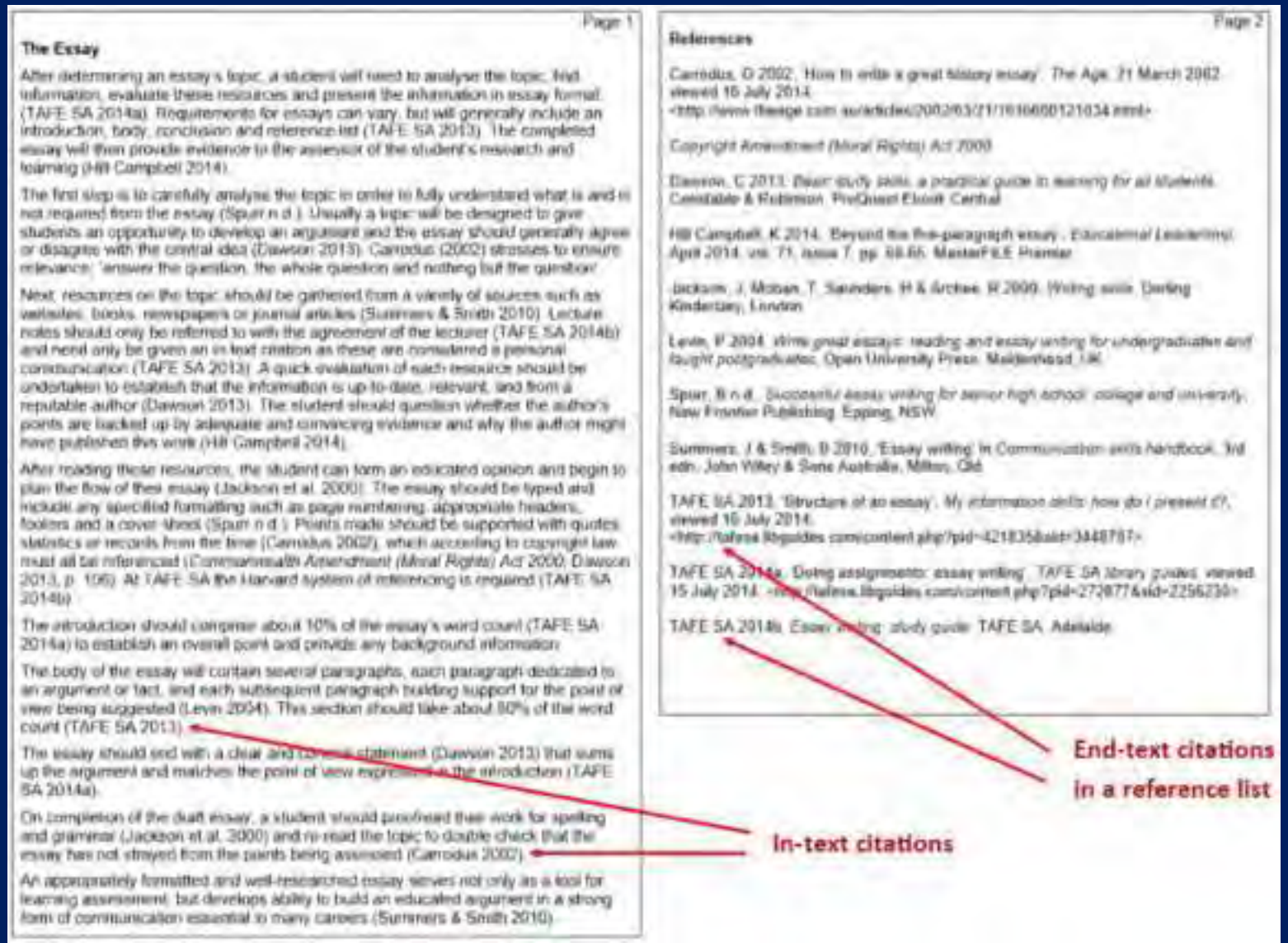


# Referencing System

| | |
|---|---|
| **Citations** | All cited works, both text and visual, are done in the correct format with no errors. |

# Referencing System

## In text



# Referencing System

## Reference & Bibliography

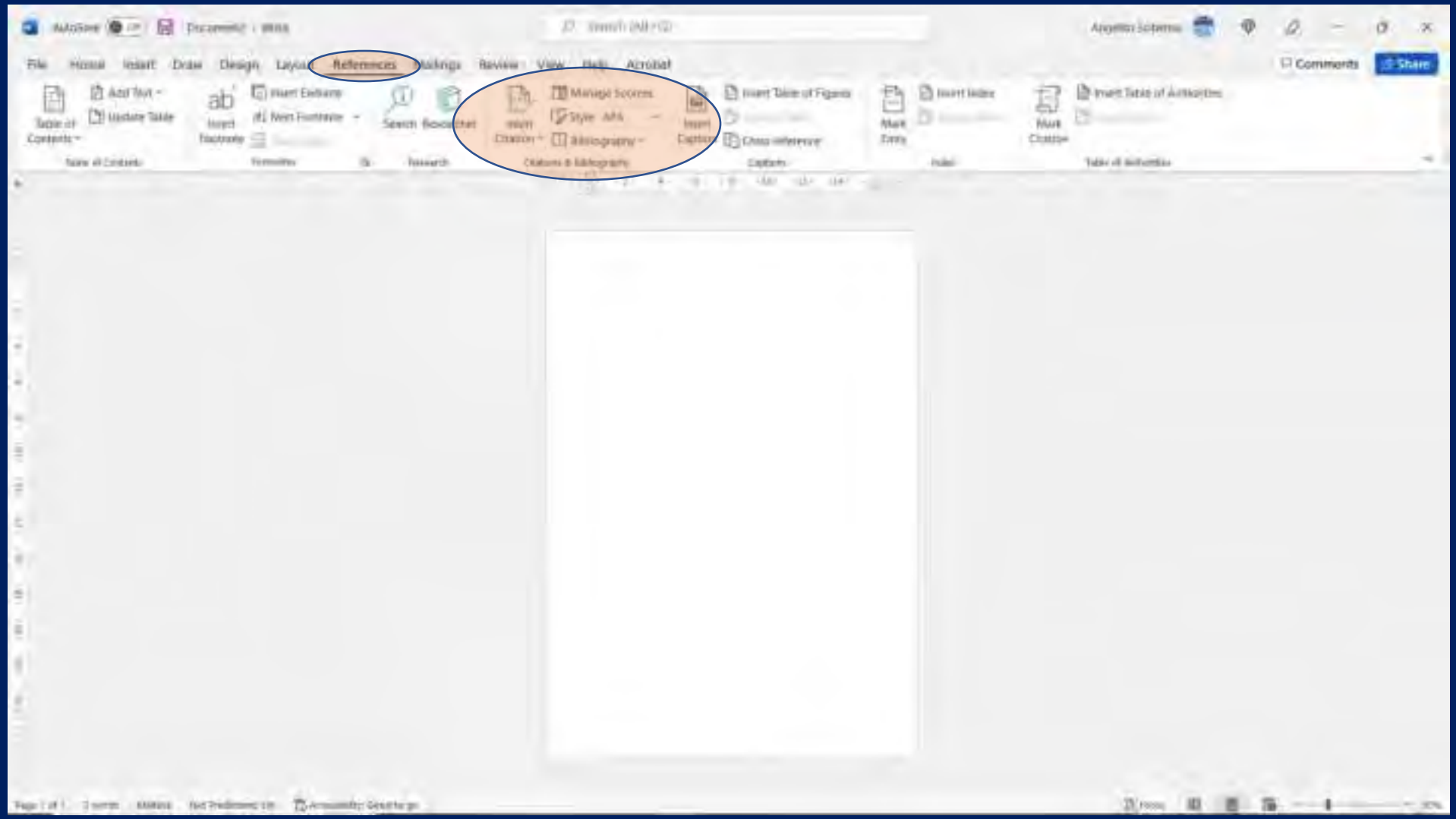
&

VS

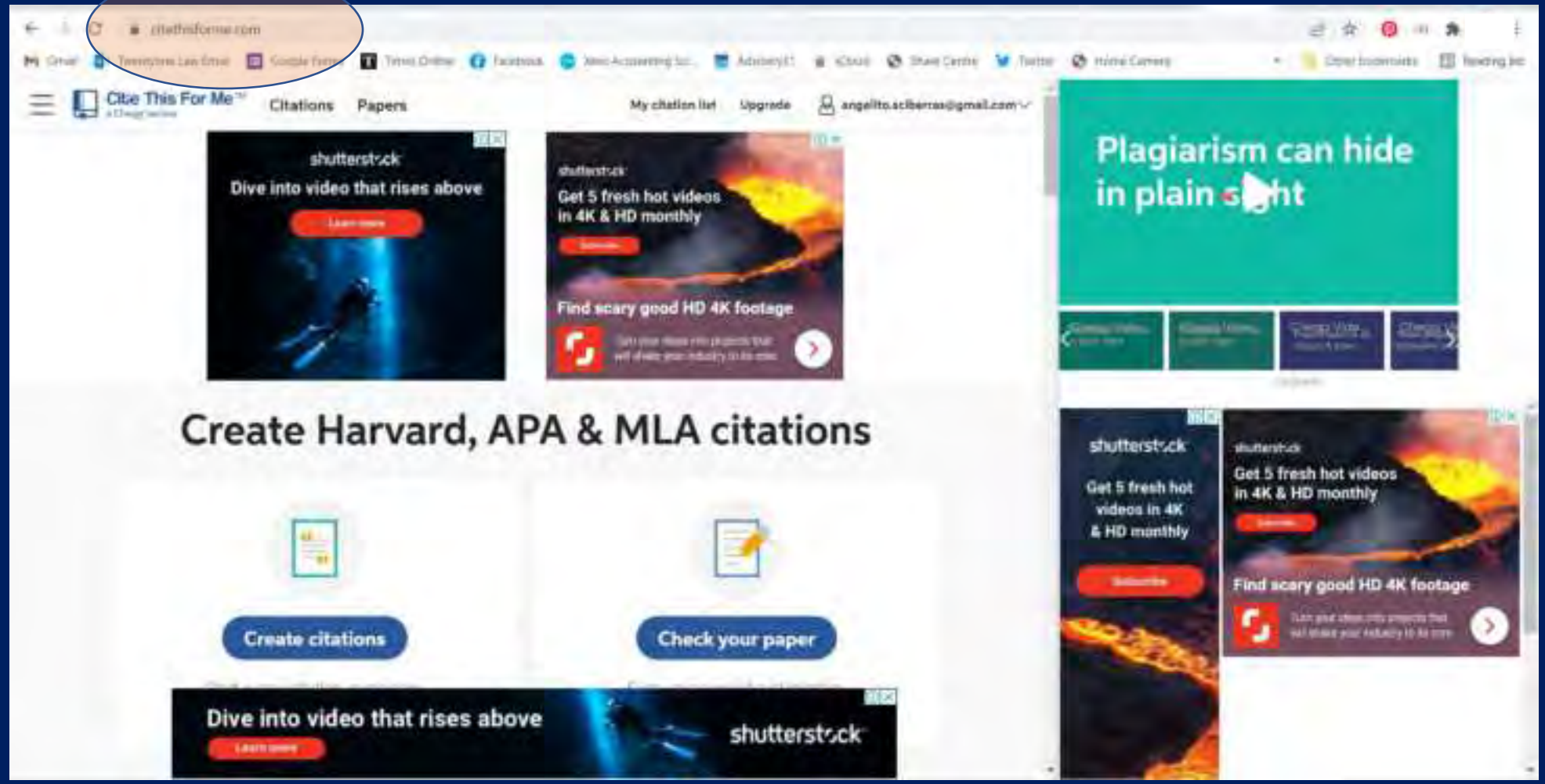
# Harvard Referencing

21 ACADEMY

# Referencing System



# Referencing System



# Referencing System

citethisforme.com

# Cover Page

| | |
|---|---|
| **Appearance** | Creative and attractive cover, clear organization, readable and neat, title page, table of contents. |

**Font**

Times New Roman

**Font Size**

Text - 12pt

Titles - 14pt

**Line Spacing**

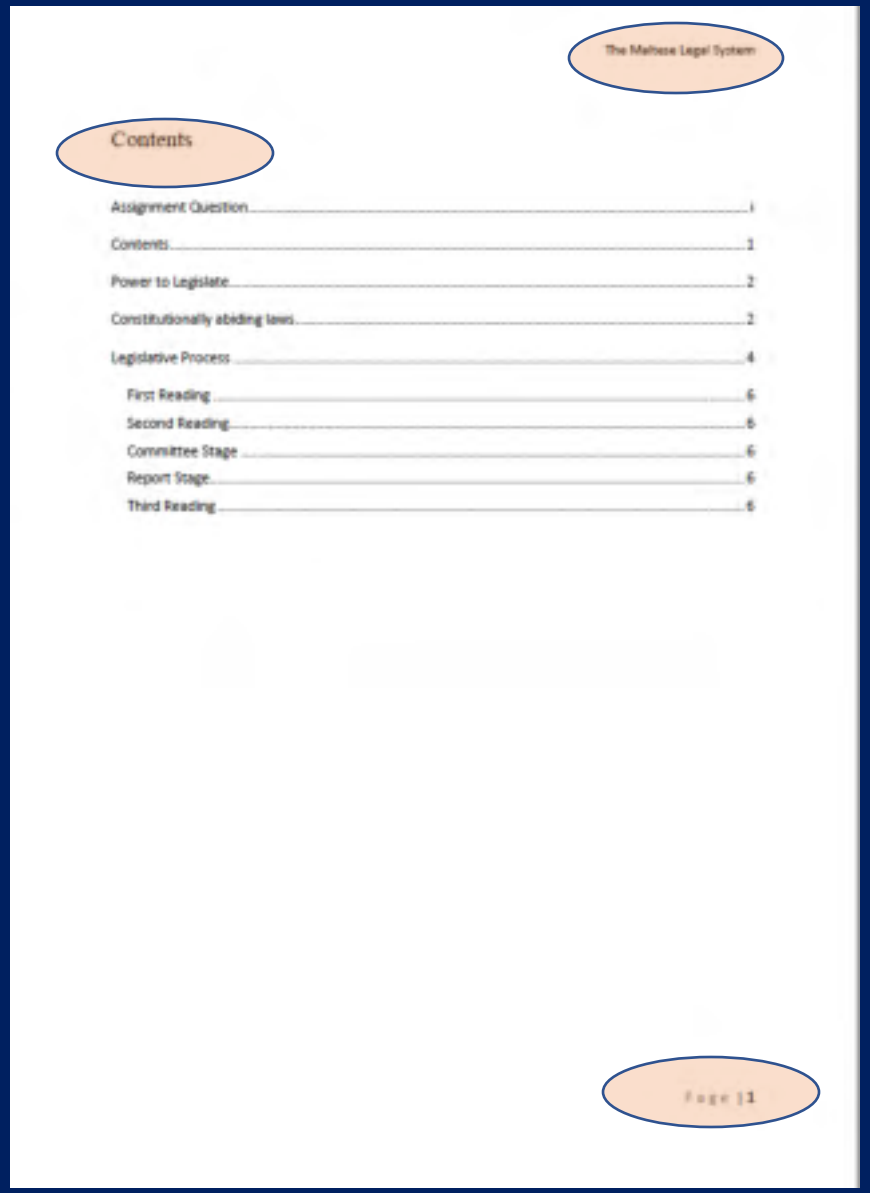
1.5

**Justified**

**Page Numbering**

# Table of Contents

| | |
|---|---|
| **Appearance** | Creative and attractive cover, clear organization, readable and neat, title page, table of contents. |



# Report

**Headings and subheadings:** Reports are typically broken up into sections, divided by headings and subheadings, to facilitate browsing and scanning.

Use numbering

1. Heading
    1.1 Sub Heading
        1.1.1 Sub Sub Heading

# Assignment

https://www.advisory21.com.mt/wp-content/uploads/2024/10/2466663768-Assignment_Redacted.pdf

# Assignment

- *Maximum score 100*
- *Weighted 70%*

# Portfolio

- Provides a structured, reflective, and evidence-based showcase of a student's learning, skills, and professional development over time. It **bridges academic theory and practical application**.

# Portfolio

Typical Questions:

In your portfolio, write on the following:

- A description of  what you do in your work/your area of study so far.
- Outline the reasons and motivations for doing this course
- Highlight what you wish to achieve from this course
- What are your major concerns regarding studying?

# Reflective Notes

5 Questions

500 words

Typically having a weighting as follows;

1. 10%
2. 25%
3. 25%
4. 25%
5. 15%

# Reflective Notes

- Download Template & Questions from Resource Centre
- PDF form format
- Submit in pdf before Presentation Date

# Portfolio Notes

- *Maximum score* *100*
- *Weighted* *30%*

# Next Session

*Make sure that you get your lap-tops with you and that they have office installed*

# Introduction Session 03

## Lecture Title: Undergraduate Diploma

Lecturer: Mr Angelito Sciberras

Date: 18 September 2025