

Introduction Session 03

Lecture Title: Undergraduate Diploma

Lecturer: Mr Angelito Sciberras

Date: 16 September 2026



~~Monday 14 September 2026~~

~~Introductions
The Academy~~

~~Tuesday 15 September 2026~~

~~Staying in Malta~~

Wednesday 16 September 2025

The Study Programme
Assignments
Potfolio

Friday 18 September 2025

Using Power Point
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: 21 December 2026 - 3 January 2027

Easter Recess: 22 March 2027 - 4 April 2027

Summer Recess: 01 August 2027 - 15 August 2027



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
Level: Award MQF Level 5	License Number: 2018-017
Date:	Student Name:
	Student Number:
Assignment Deadline: 24 November 2022	
<p>Task</p> <p>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.</p> <p>Note</p> <p>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.</p> <p>Note</p> <p>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.</p>	
Choose 1 question from the following:	
<p>Question 1:</p> <p>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.</p> <p>Question 2:</p> <p>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.</p> <p>Question 3:</p> <p>The famous Indian brand, Aloo Tost, 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.</p>	
Pass Mark - 50%	Total Assignment Weighting - 65%
By submitting I confirm that this assessment is my own work	
Mark:	Signature: <main 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 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.

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

Understanding Assignments



Assignment Questions

What are the steps you follow after having received the 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	Session/Center: 21 Academy License Number: 2025-011
Level: Award 5007 (Level 1)	Student Name:
Date:	Student Number:
Assignment Deadline: 12 July 2025	
<p>Task 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.</p> <p>Note 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 forming part of HR Planning, Talent Acquisition, Retention, and Reward Strategies.</p> <p>Note You should plan to spend approximately 20 hours researching each assignment question, preparing for and writing the assignment for assessment. The normal word count for each assignment is 2500 words.</p> <p>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 indicating which question you have chosen to answer by ticking the box next to the question number.</p>	
<p>Choose and answer 1 (one) question(s) from the following:</p> <p>☐ Question 1 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.</p> <p>☐ Question 2 Analyze how retention strategies and reward systems impact employee engagement and organizational performance. Suggest innovative approaches to create a balance between retention and motivation.</p> <p>☐ Question 3 Examine the relationship between talent acquisition and employer branding. How can a strong employer brand influence recruitment outcomes and attract diverse talent pools?</p>	
Pass Mark: 50%	Total Assignments Weighting: 10%
By submitting I confirm that this assessment is my own work:	
Mark:	Signature: (mark assessment)
Date:	Signature: (quality assessment)

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	Tuition Center: 21 Academy License Number: 2025-013
Level: Award MAQ Level 7	Student Name:
Date:	Student Number:
Assignment Deadline: 17 July 2025	
<p>Task 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.</p> <p>Note 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 forming part of HR Planning, Talent Acquisition, Retention, and Reward Strategies.</p> <p>How You should plan to spend approximately 20 hours researching each assignment question, preparing for and writing the assignment for assessment. The word count for each assignment is 2500 words.</p> <p>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.</p>	
Choose and answer 1 (one) question from the following:	
☐ Question 1: 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.	
☐ Question 2: Analyze how retention strategies and reward systems impact employee engagement and organizational performance. Suggest innovative approaches to create a balance between retention and motivation.	
☐ Question 3: 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: 30%
By submitting I confirm that this assessment is my own work	
Name:	Signature: (write or stamp)
Date:	Signature: (stamp or signature)

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

Assignment Questions

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



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	Tuition Center: 21 Academy License Number: 2025-013
Level: Award MAQ Level 7	Student Name:
Date:	Student Number:
Assignment Deadline: 17 July 2025	
<p>Task</p> <p>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.</p> <p>Note</p> <p>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 forming part of HR Planning, Talent Acquisition, Retention, and Reward Strategies.</p> <p>How</p> <p>You should plan to spend approximately 20 hours researching each assignment question, preparing for and writing the assignment for assessment. The word count limit for each assignment is 2500 words.</p> <p>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.</p>	
Choose and answer 1 (one) question from the following:	
☐ Question 1: 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.	
☐ Question 2: Analyse how retention strategies and reward systems impact employee engagement and organizational performance. Suggest innovative approaches to create a balance between retention and motivation.	
☐ Question 3: Examining 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: 30%
By submitting I confirm that this assignment is my own work	
Name:	Signature (read):
Date:	Signature (sign):

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



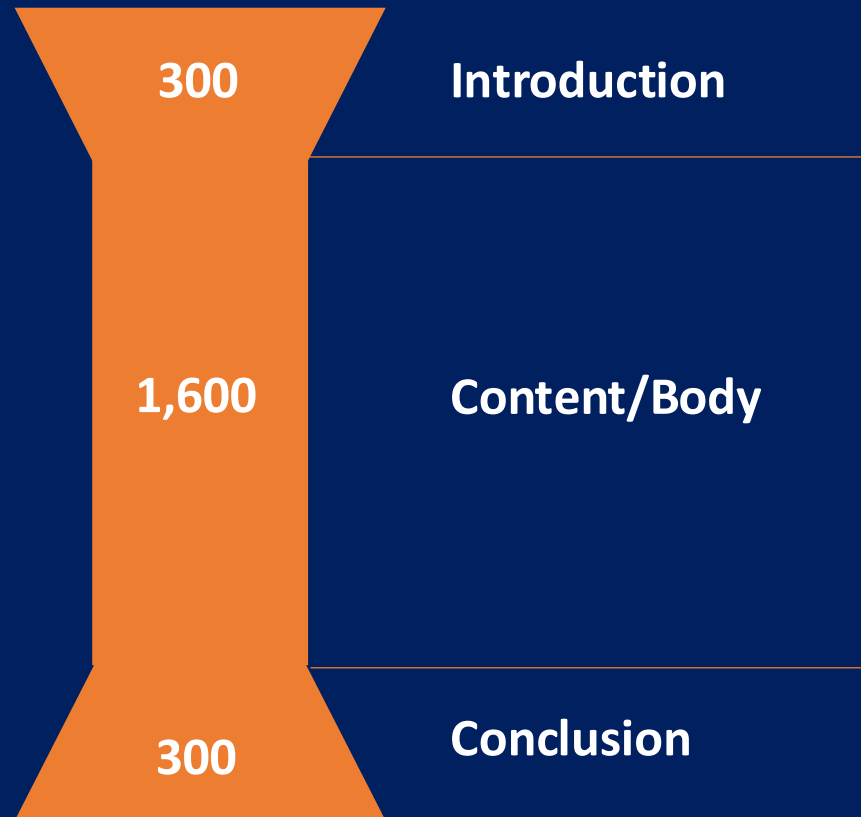
Assignment Guidelines

- 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



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.

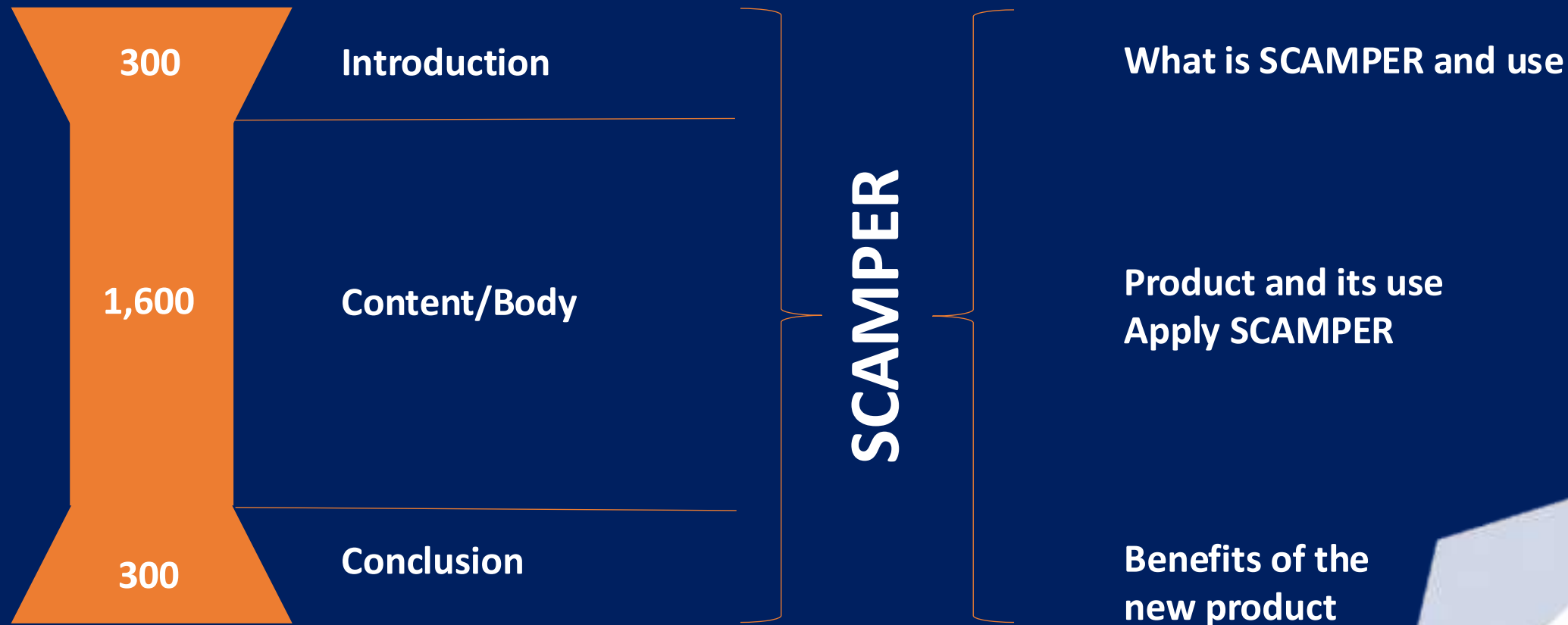
Question 3:

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.

Assignment Plan



Assignment Plan



Sources

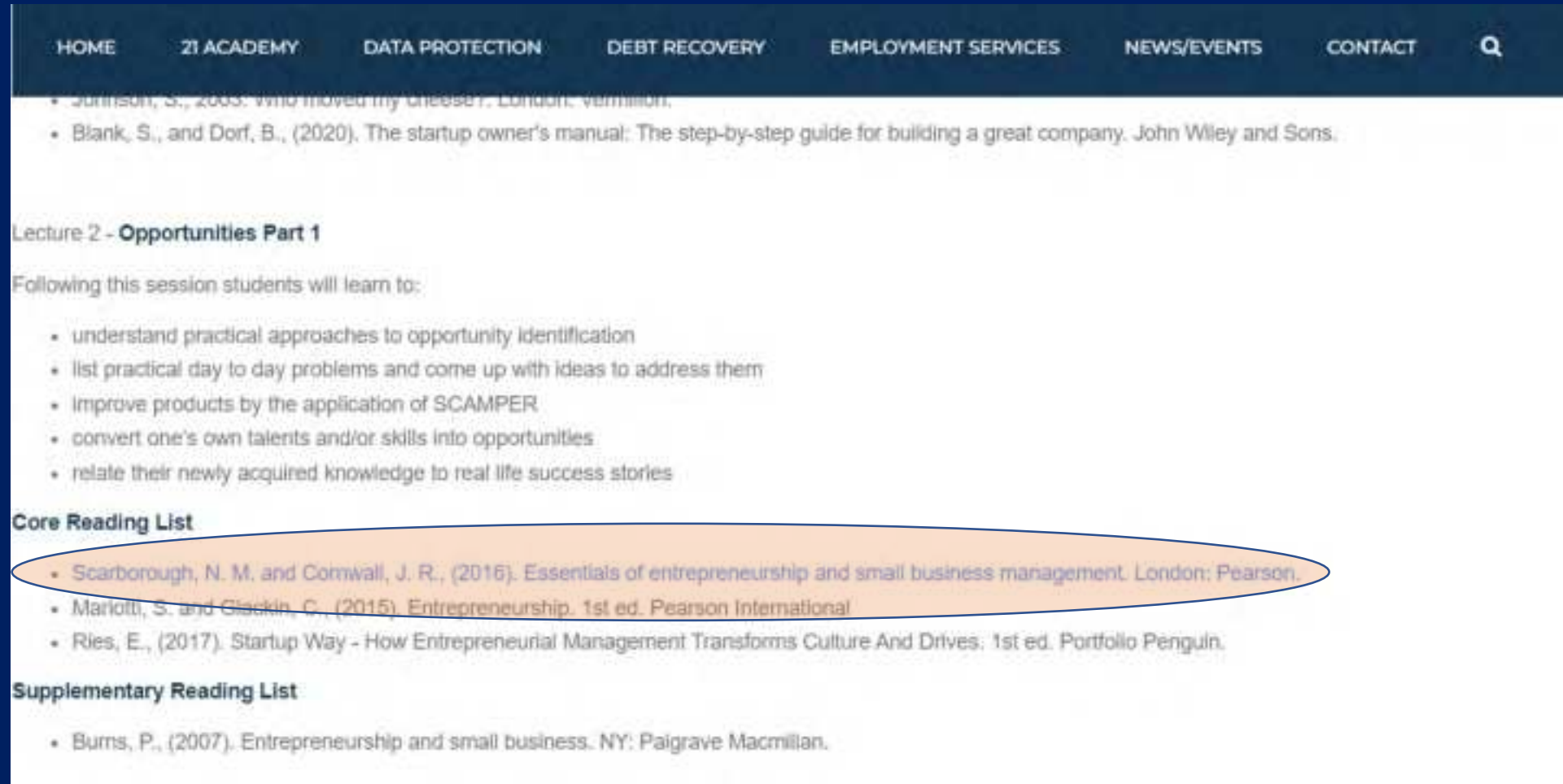
- Resource Centre
- Lecture Notes/Slides
- Books - suggested reading lists
- Online



Resource Centre

HOME	21 ACADEMY	DATA PROTECTION	DEBT RECOVERY	EMPLOYMENT SERVICES	NEWS/EVENTS	CONTACT	Q
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 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 November 2022	09:00 to 17:00hrs	Presentation 07	Management & Business Plan			
Lecture 08	09 November 2022	17:30 to 20:30hrs	Presentation 08				
Lecture 09	12 November 2022	09:00 to 12:00hrs	Presentation 09				
Lecture 10	16 November 2022	17:30 to 20:30hrs					
Lecture 11	19 November 2022	09:00 to 12:00hrs					

Resource Centre



The screenshot displays the Z1 Academy Resource Centre website. At the top is a dark navigation bar with links: HOME, Z1 ACADEMY, DATA PROTECTION, DEBT RECOVERY, EMPLOYMENT SERVICES, NEWS/EVENTS, CONTACT, and a search icon. Below the navigation bar, there is a list of resources:

- Johnson, S., 2003. 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.

Below the resources, the section "Lecture 2 - Opportunities Part 1" is shown. It states: "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

The "Core Reading List" section is highlighted with an orange oval. It contains the following entries:

- 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.

The "Supplementary Reading List" section follows, containing one entry:

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

Lecture Notes/Slides

Creating a Business

Lecture Title: Opportunities Part 1

Lecturer: Angelito Sciberras

Date: 19 October 2022



Undergraduate Diploma in
Business Administration



Lecture Notes/Slides

Improving a product

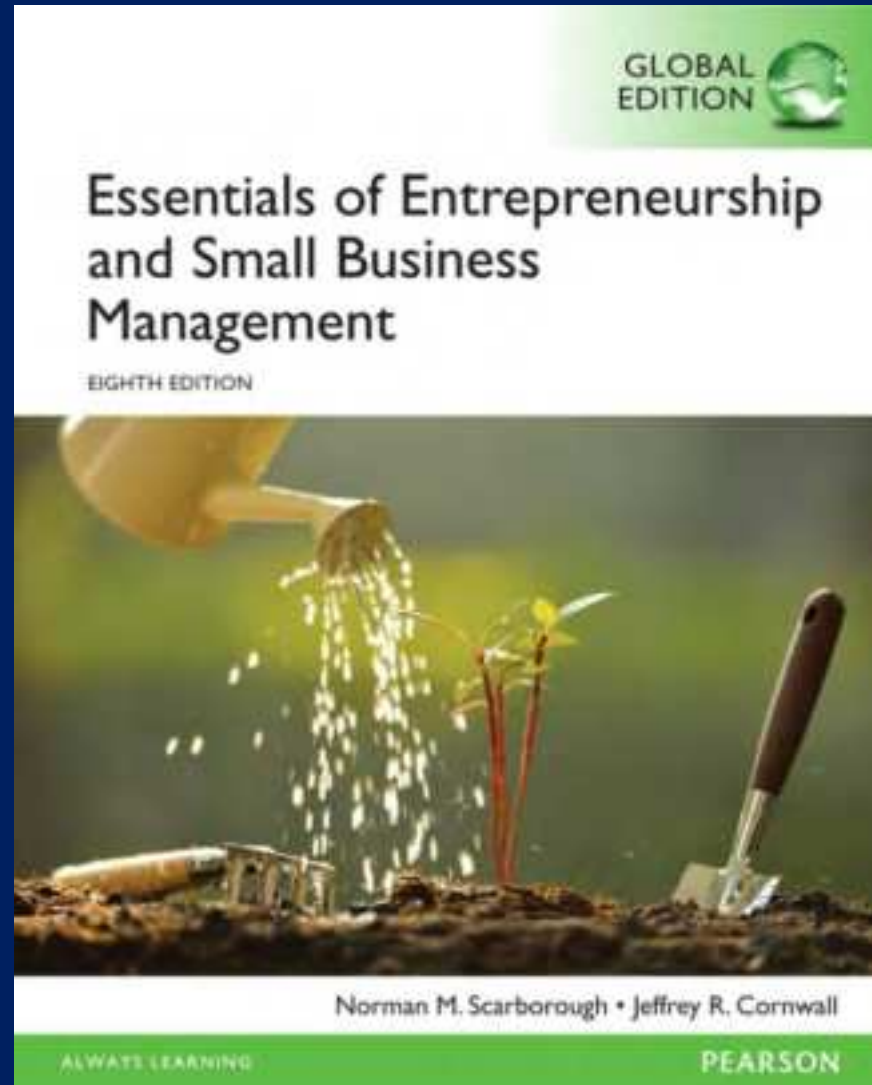
Undergraduate Diploma in
Business Administration



a team brainstorming technique used to develop or
improve products or services

Overview

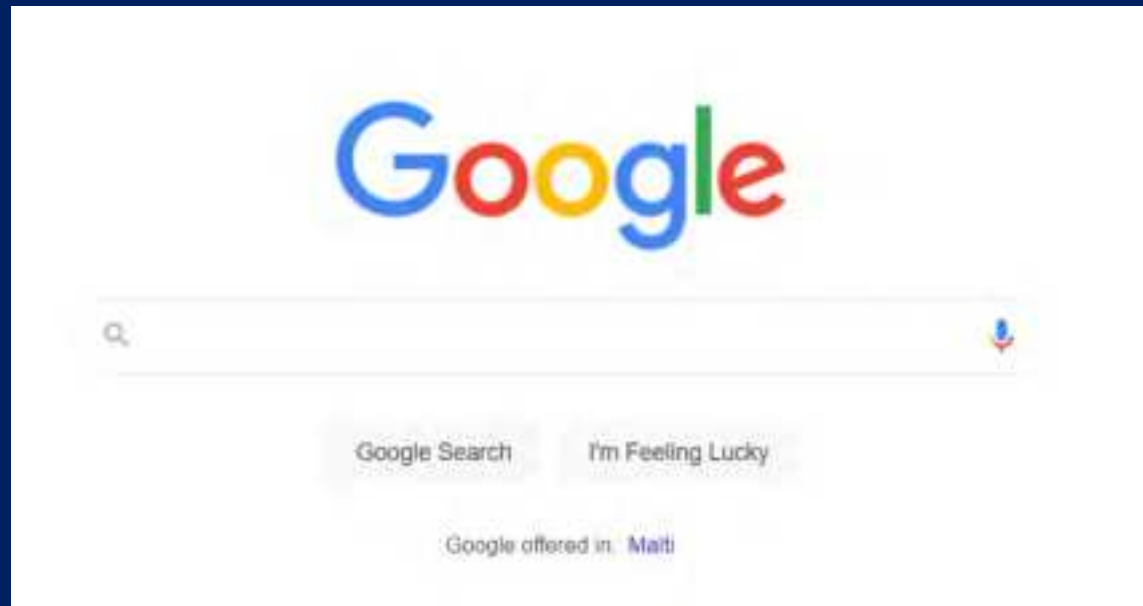
Books - suggested reading lists



Text Scanner OCR



Online



Google Scholar

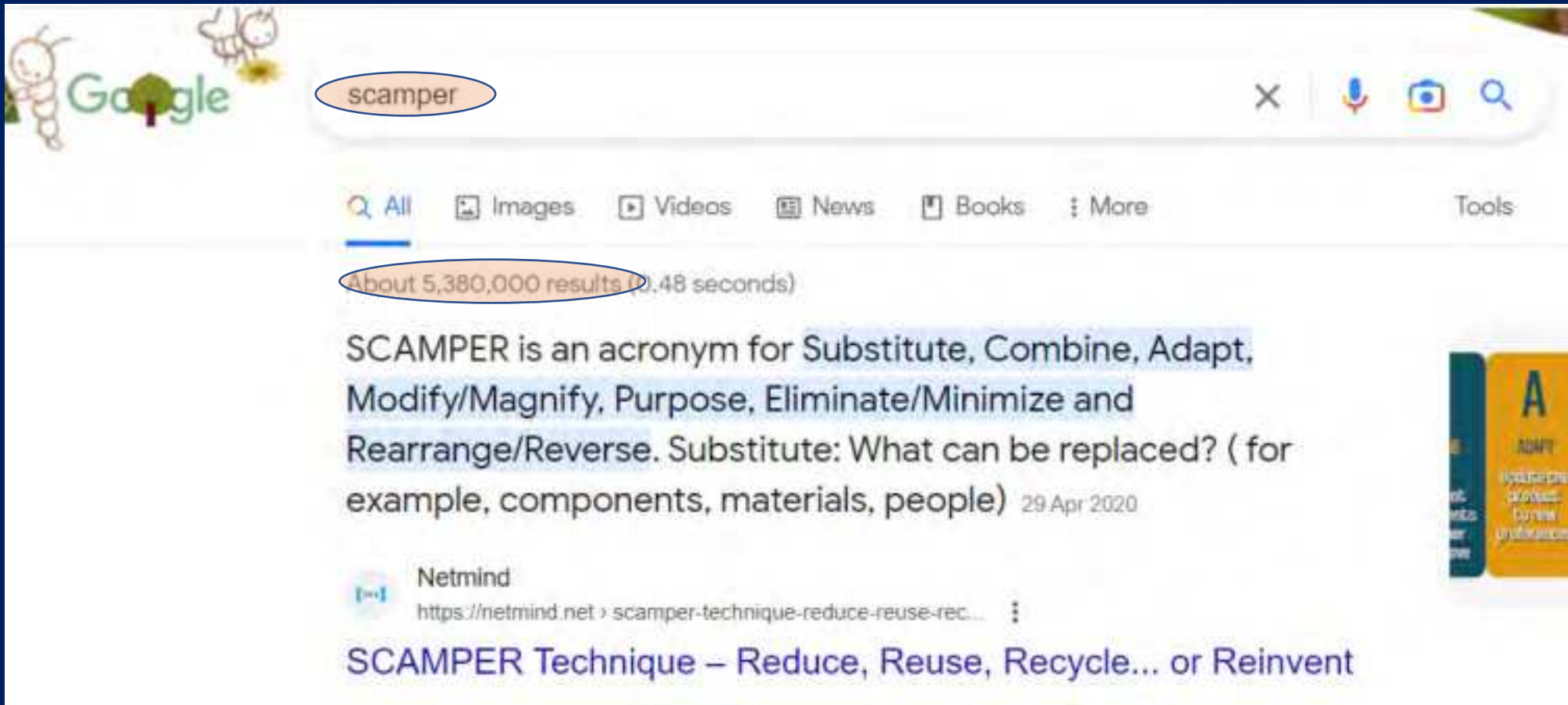


Online

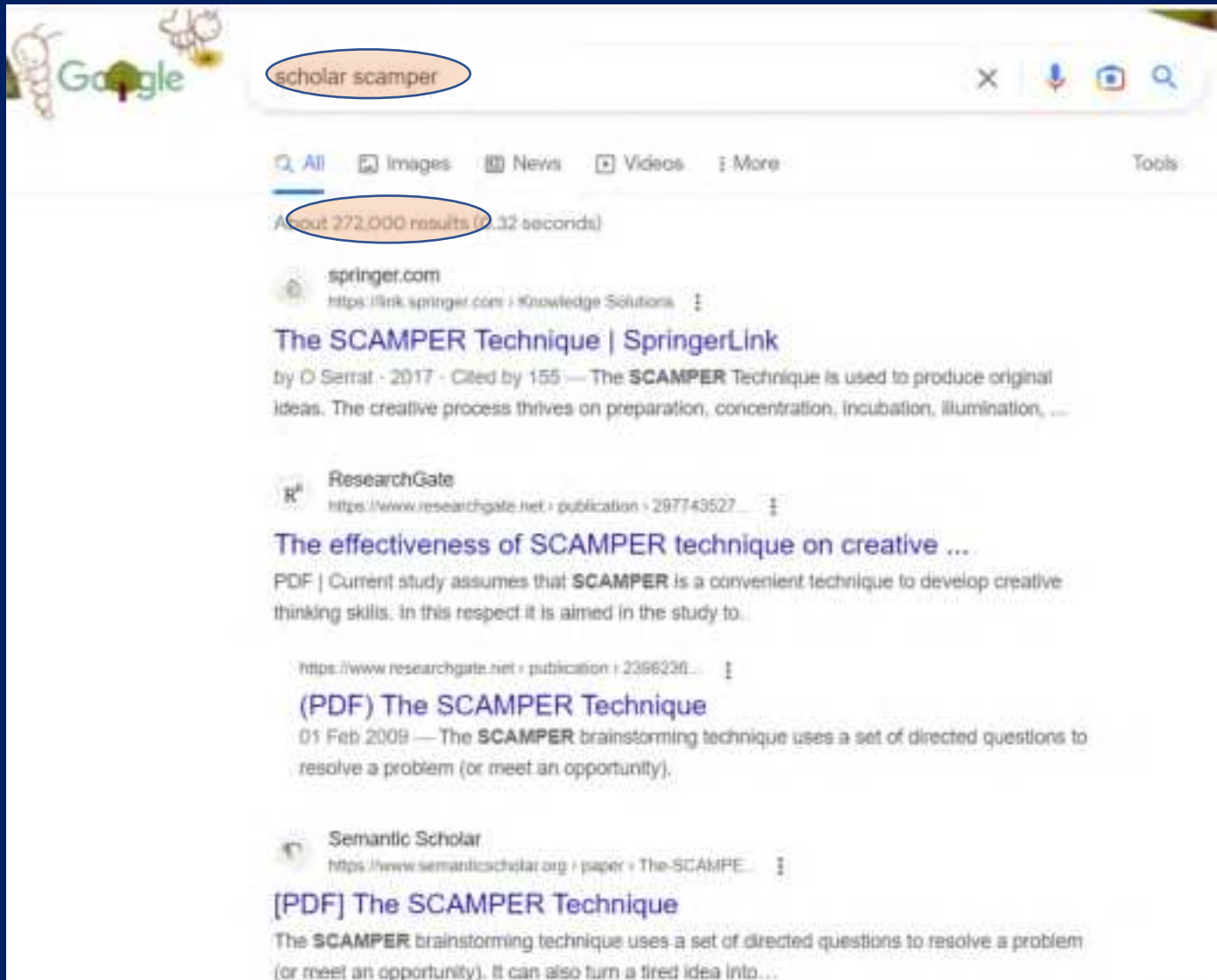
- Check that sources are reliable
- **Masters** in HRM
- Avoid Wikipedia
- Use keywords



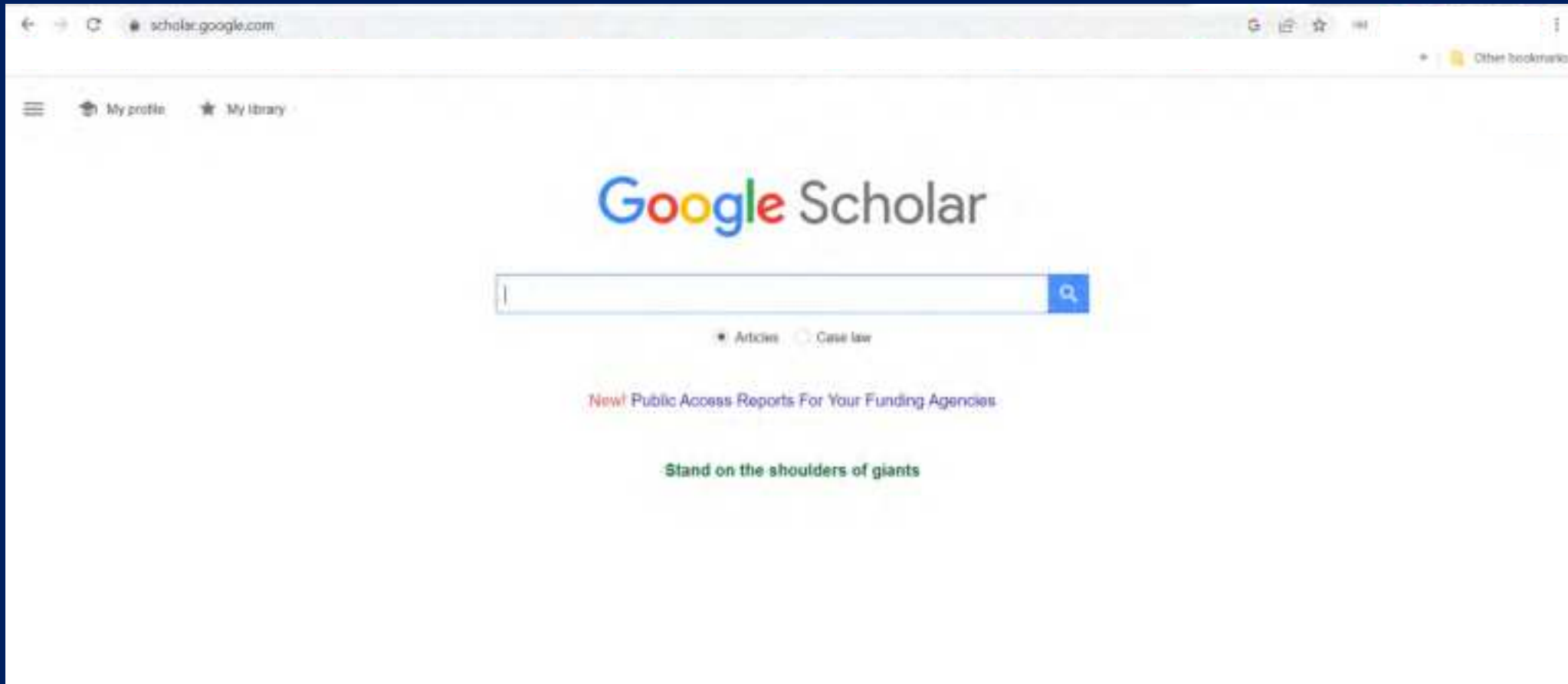
Online



Online



Online



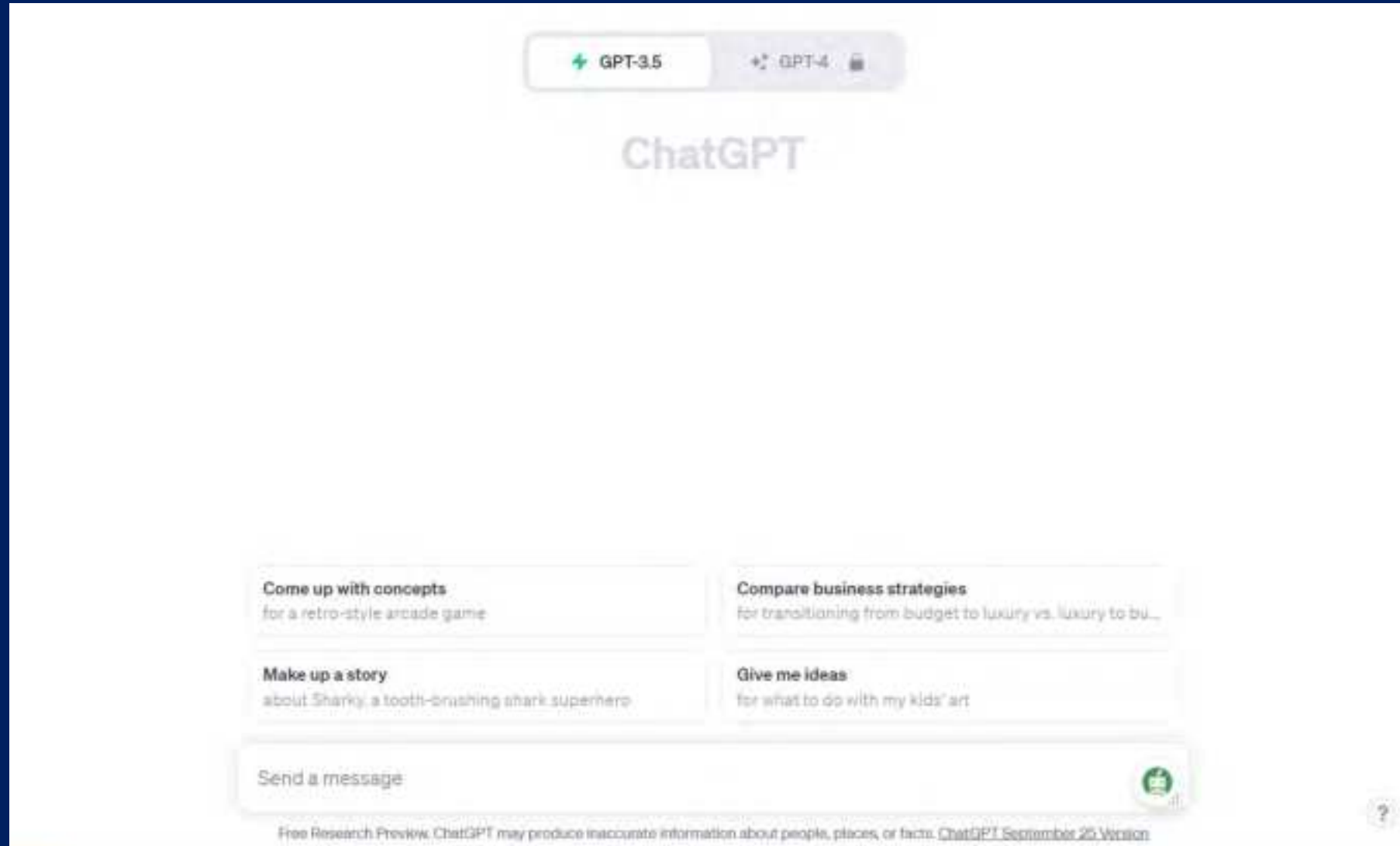
Online

The screenshot shows a Google Scholar search for the term "scamper". The search bar contains the word "scamper" and a magnifying glass icon. Below the search bar, the text "Articles" is followed by "About 29,300 results (0.02 sec)". On the left side, there are filters for "Any time" (with options: Since 2023, Since 2022, Since 2019, Custom range...), "Sort by relevance" (with option: Sort by date), "Any type" (with option: Review articles), and checkboxes for "include patents" and "include citations". There is also a "Create alert" button. The search results list three items:

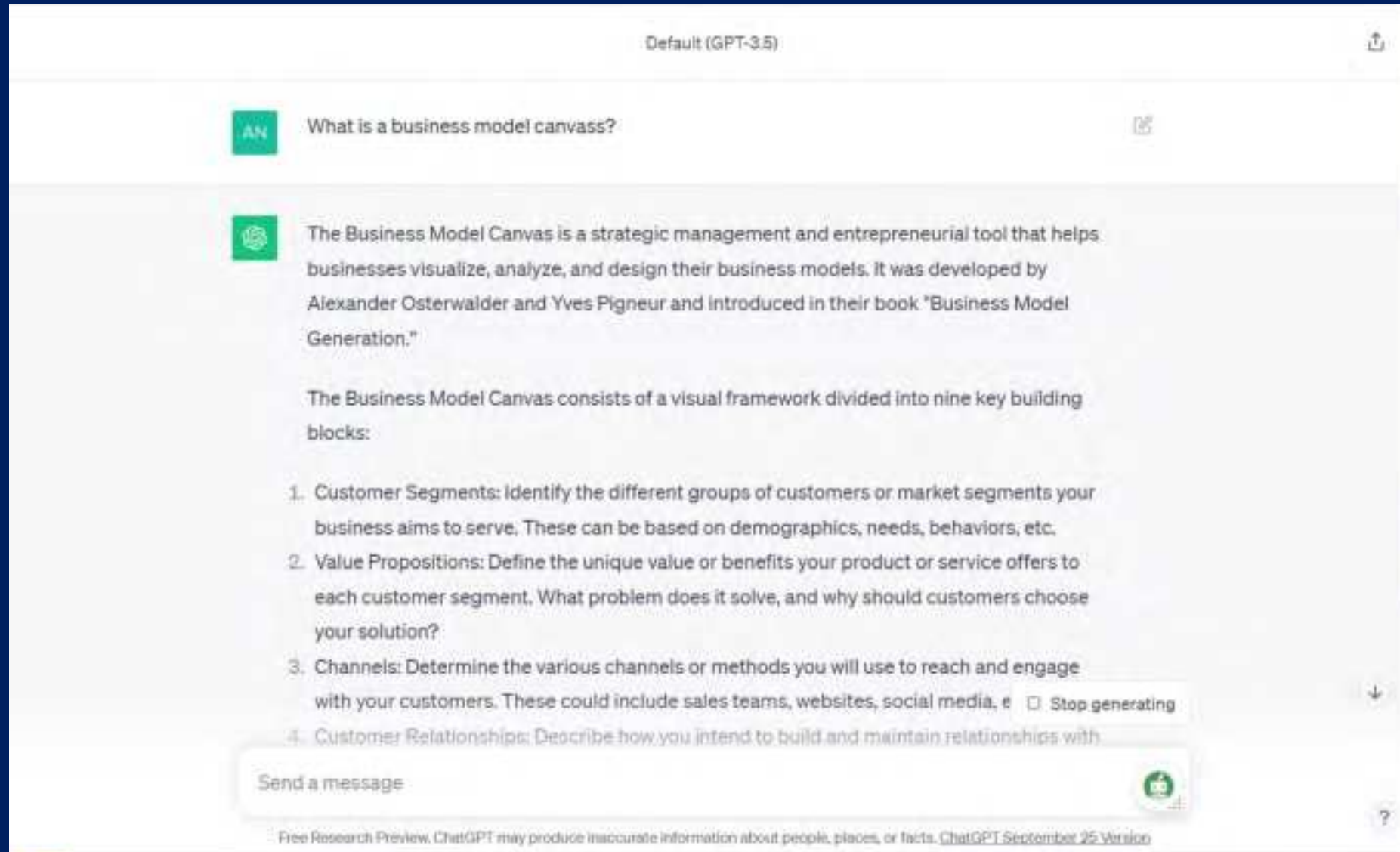
- [HTML] The SCAMPER technique** by O Serrat, O Serrat - Knowledge solutions: tools, methods, and approaches ..., 2017 - Springer. It includes a link to "[HTML] springer.com".
- [BOOK] Scamper on: Games for imagination development** by B Eberle - 1996 - books.google.com. It includes a link to "[PDF] dergipark.org.tr".
- The effectiveness of SCAMPER technique on creative thinking skills** by M Ozyaprak - Journal for the Education of Gifted young scientists, 2016 - dergipark.org.tr.

At the bottom, there is a section for "Related searches" with the terms "scamper technique" and "scamper problem solving".

AI



AI



Default (GPT-3.5)

AN 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."

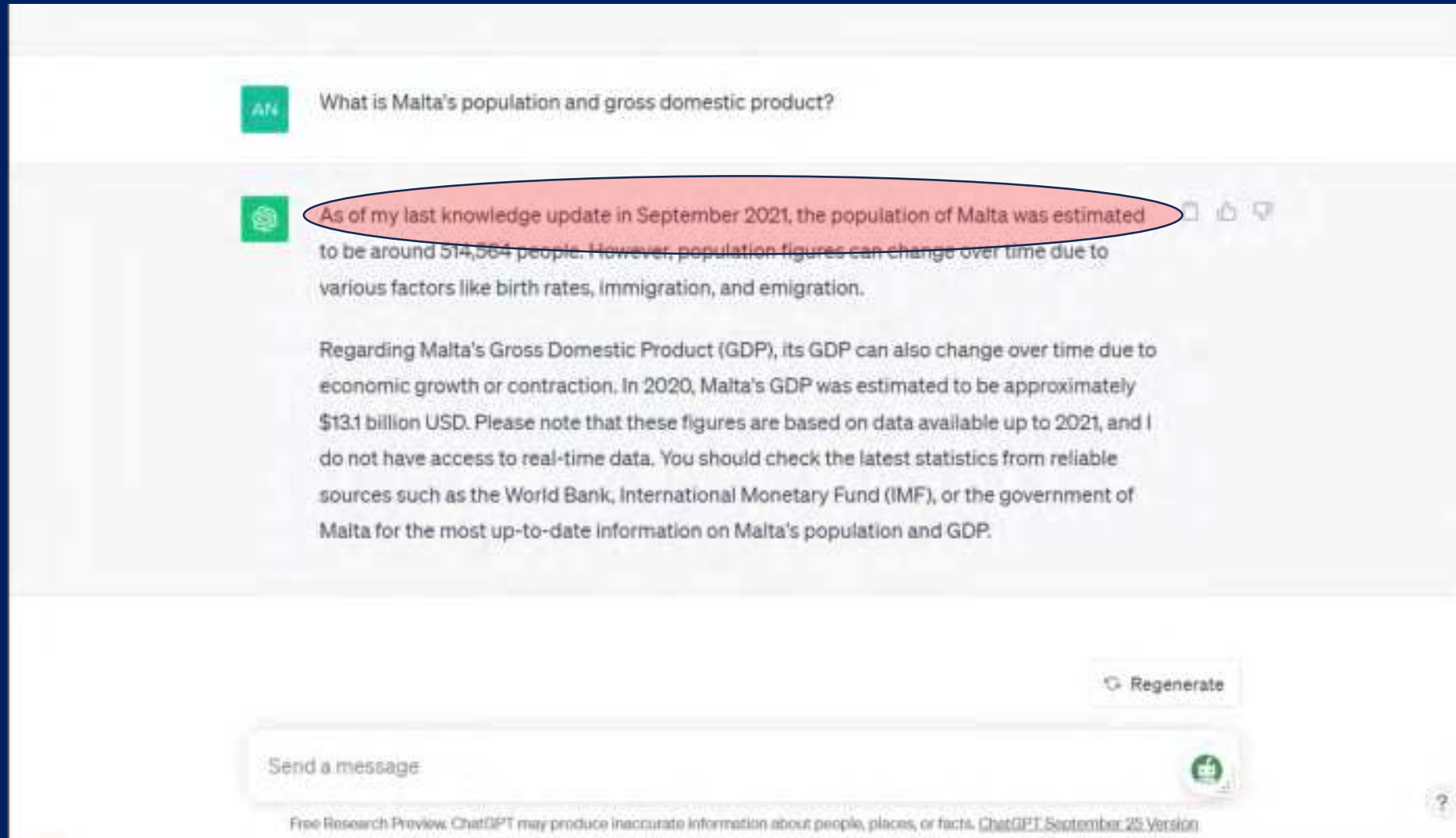
The Business Model Canvas consists of a visual framework divided into nine key building blocks:

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, etc.
4. Customer Relationships: Describe how you intend to build and maintain relationships with

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 clichés 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 clichés. 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

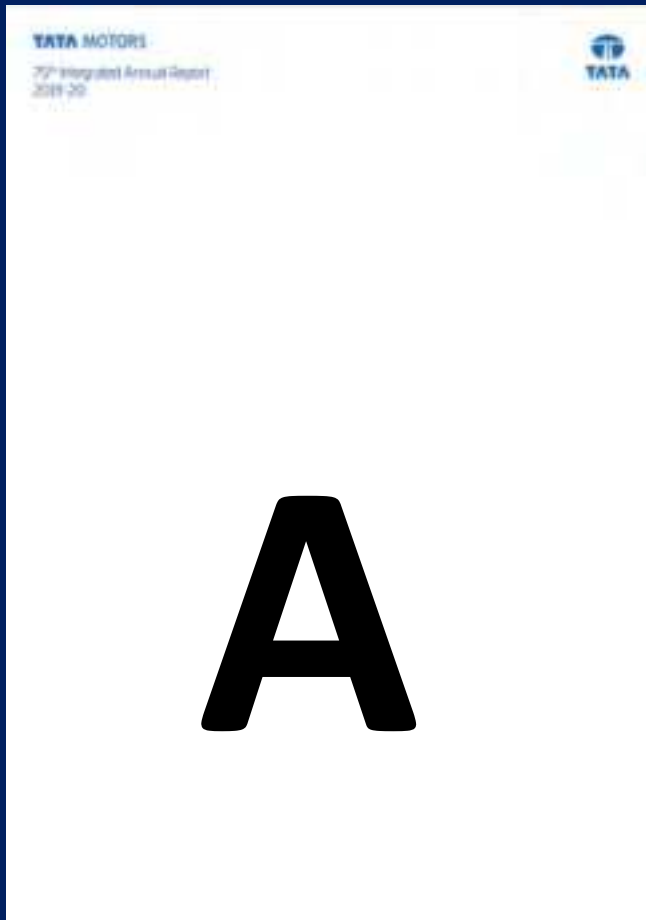
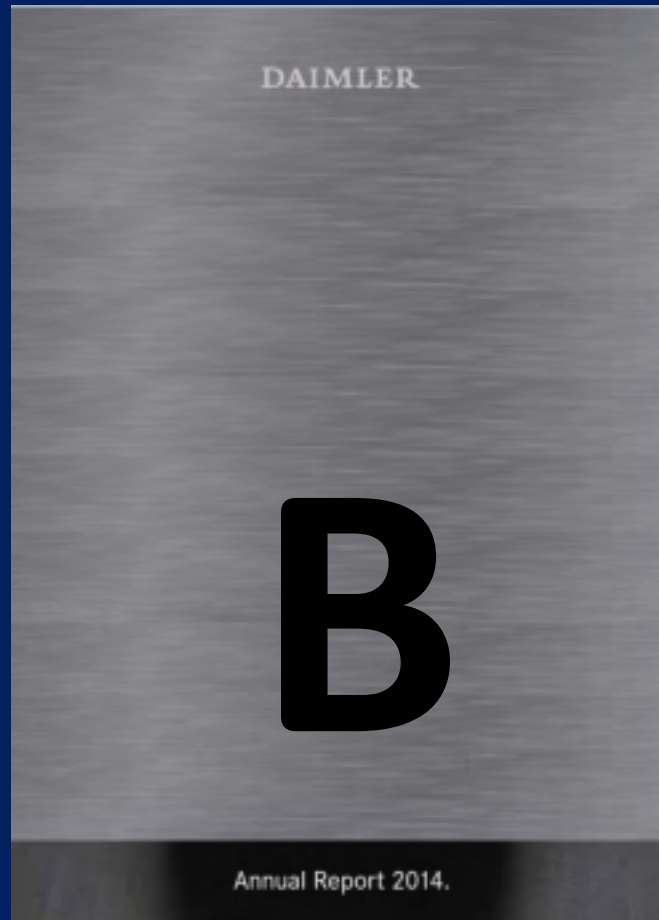
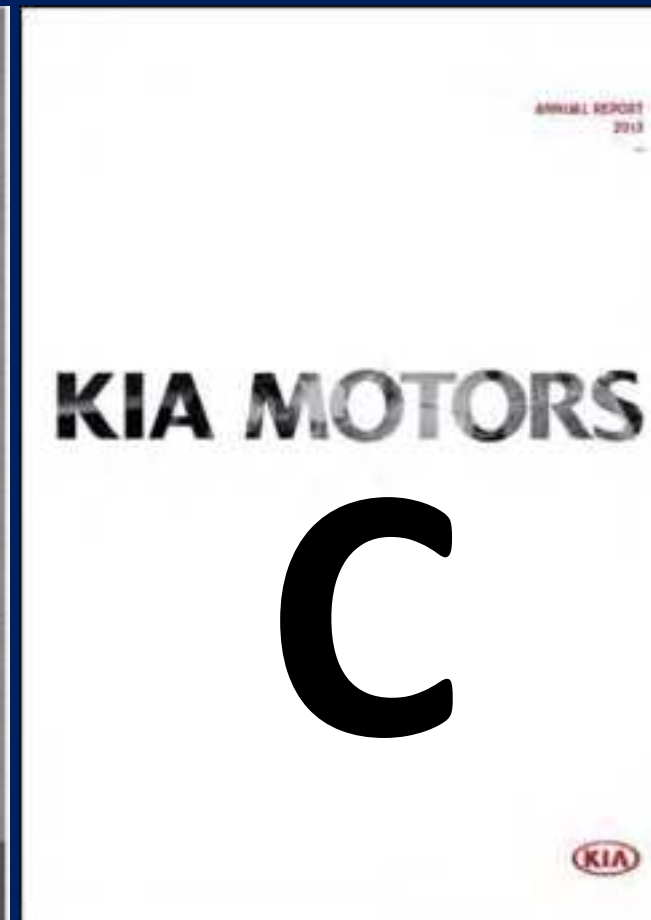
- Assignment Submission Form - indicate question you are answering
- Cover Page
- Contents Page
- Answer
 - Times New Roman
 - Size 12
 - 1.5 line spacing
 - Justified
- References



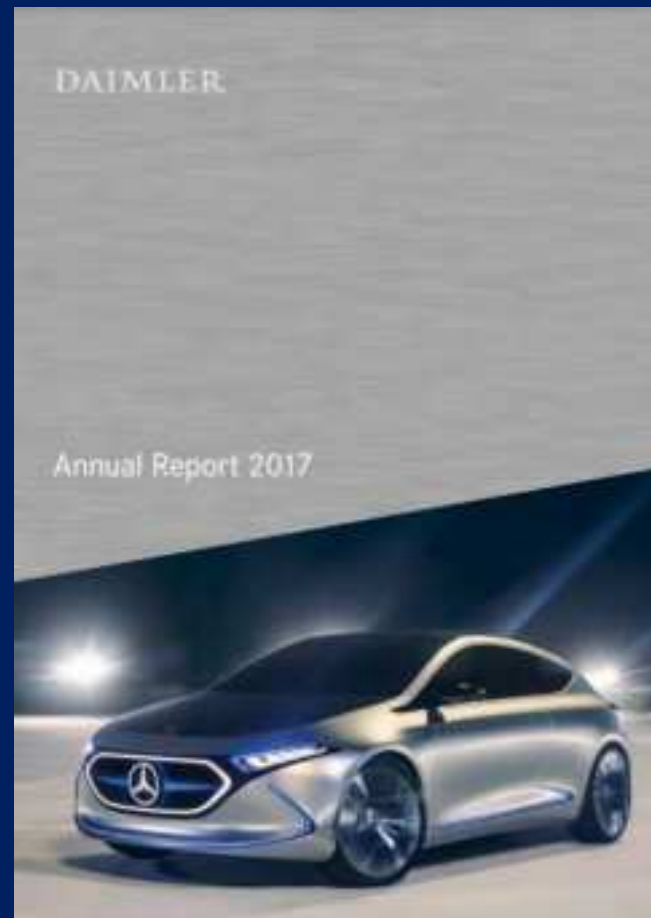
Choose a free car



From the cover page of the Annual Report



The Annual Report of a reputable car manufacturer

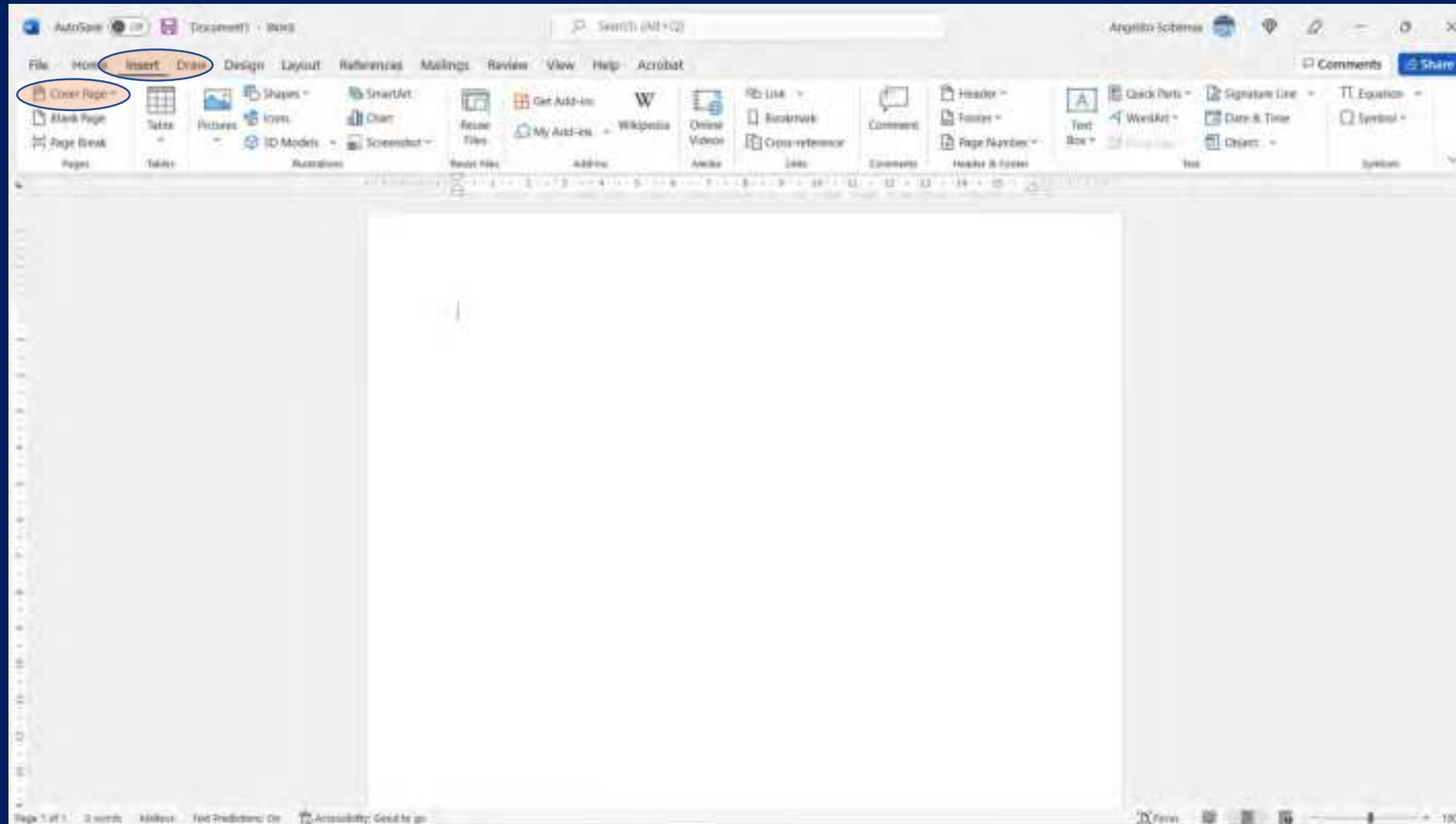


Your Assignments

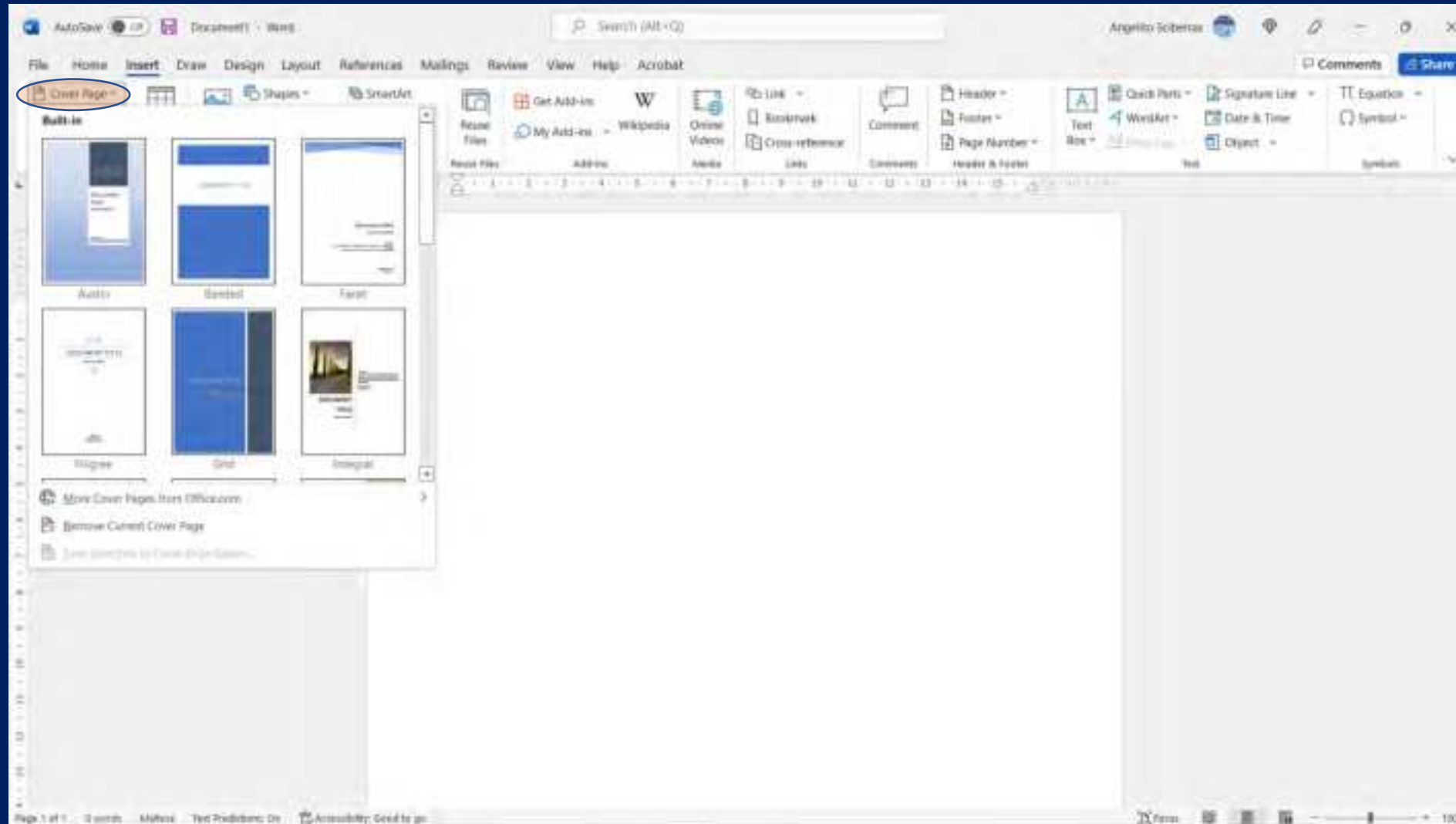
The function of a title or cover page is that it allows the reader to identify your work at a glance, but it can also help your assignments to look neater and more professionally put-together.



Cover Page



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



[Document title]

[Document subtitle]

Abstract
[Write your reader in with an engaging abstract. It is typically a short summary of the document.
When you're ready to add your content, just click here and start typing.]

Address 21
[Write address]



Cover Page

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

28/02/2023

FINANCIAL ACCOUNTING

Principles and Concepts

21ACADEMY, COORDINATOR:

ANALYZE FINANCIAL DATA FOR
INTERMEDIATE AND ADVANCED STUDENTS
TOTAL WORD COUNT: 251

Referencing System

Citations	All cited works, both text and visual, are done in the correct format with no errors.
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Referencing System

In text

Page 1

The Essay

After determining an essay's topic, a student will need to analyse the topic, find information, evaluate these resources and present the information in essay format (TAFE SA 2014a). Requirements for essays can vary, but will generally include an introduction, body, conclusion and reference list (TAFE SA 2013). The completed essay will then provide evidence to the assessor of the student's research and learning (Hill Campbell 2014).

The first step is to carefully analyse the topic in order to fully understand what is and is not required from the essay (Spurr n.d.). Usually a topic will be designed to give students an opportunity to develop an argument and the essay should generally agree or disagree with the central idea (Dawson 2013). Carrodus (2002) stresses to ensure relevance: 'answer the question, the whole question and nothing but the question'.

Next, resources on the topic should be gathered from a variety of sources such as websites, books, newspapers or journal articles (Summers & Smith 2010). Lecture notes should only be referred to with the agreement of the lecturer (TAFE SA 2014b) and need only be given an in-text citation as these are considered a personal communication (TAFE SA 2013). A quick evaluation of each resource should be undertaken to establish that the information is up-to-date, relevant, and from a reputable author (Dawson 2013). The student should question whether the author's points are backed up by adequate and convincing evidence and why the author might have published this work (Hill Campbell 2014).

After reading these resources, the student can form an educated opinion and begin to plan the flow of their essay (Jackson et al. 2000). The essay should be typed and include any specified formatting such as page numbering, appropriate headers, footers and a cover sheet (Spurr n.d.). Points made should be supported with quotes, statistics or records from the time (Carrodus 2002), which according to copyright law must all be referenced (Commonwealth Amendment (Moral Rights) Act 2000; Dawson 2013, p. 106). At TAFE SA the Harvard system of referencing is required (TAFE SA 2014b).

The introduction should comprise about 10% of the essay's word count (TAFE SA 2014a) to establish an overall point and provide any background information.

The body of the essay will contain several paragraphs, each paragraph dedicated to an argument or fact, and each subsequent paragraph building support for the point of view being suggested (Levin 2004). This section should take about 80% of the word count (TAFE SA 2013).

The essay should end with a clear and concise statement (Dawson 2013) that sums up the argument and matches the point of view expressed in the introduction (TAFE SA 2014a).

On completion of the draft essay, a student should proofread their work for spelling and grammar (Jackson et al. 2000) and re-read the topic to double check that the essay has not strayed from the points being assessed (Carrodus 2002).

An appropriately formatted and well-researched essay serves not only as a tool for learning assessment, but develops ability to build an educated argument in a strong form of communication essential in many careers (Summers & Smith 2010).

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References

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Summers, J & Smith, B 2010, 'Essay writing' in *Communication skills handbook*, 3rd edn, John Wiley & Sons Australia, Milton, Qld

TAFE SA 2013, 'Structure of an essay', *My information skills: how do I present it?*, viewed 16 July 2014, <<http://tafesa.libguides.com/content.php?pid=421835&sid=3448797>>

TAFE SA 2014a, 'Doing assignments: essay writing', *TAFE SA library guides*, viewed 15 July 2014, <<http://tafesa.libguides.com/content.php?pid=272877&sid=2256239>>

TAFE SA 2014b, *Essay writing: study guide*, TAFE SA, Adelaide.

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Referencing System

Reference & Bibliography



&

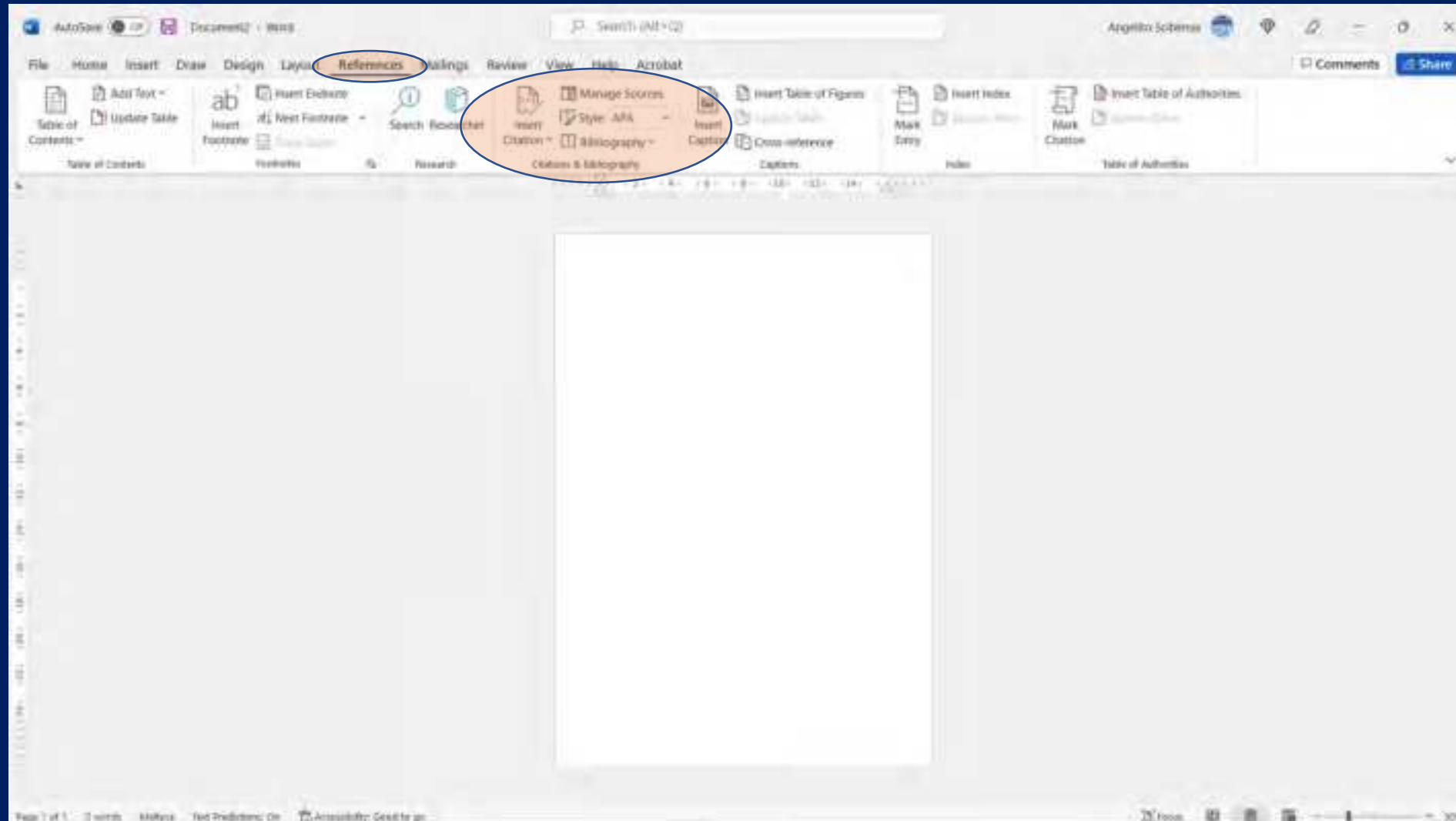
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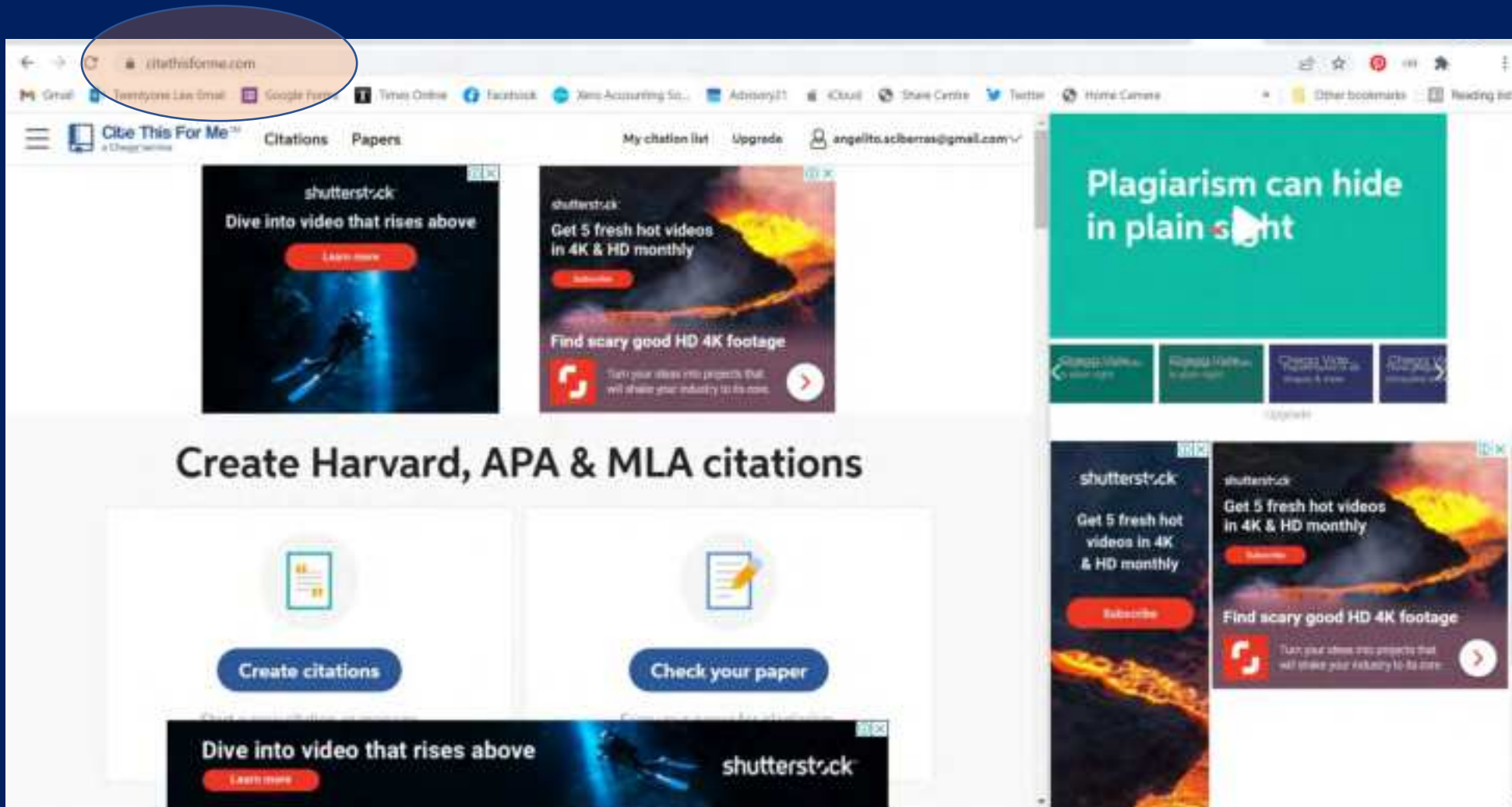
Harvard Referencing



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.
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Font

Times New Roman

Font Size

Text - 12pt

Titles - 14pt

Line Spacing

1.5

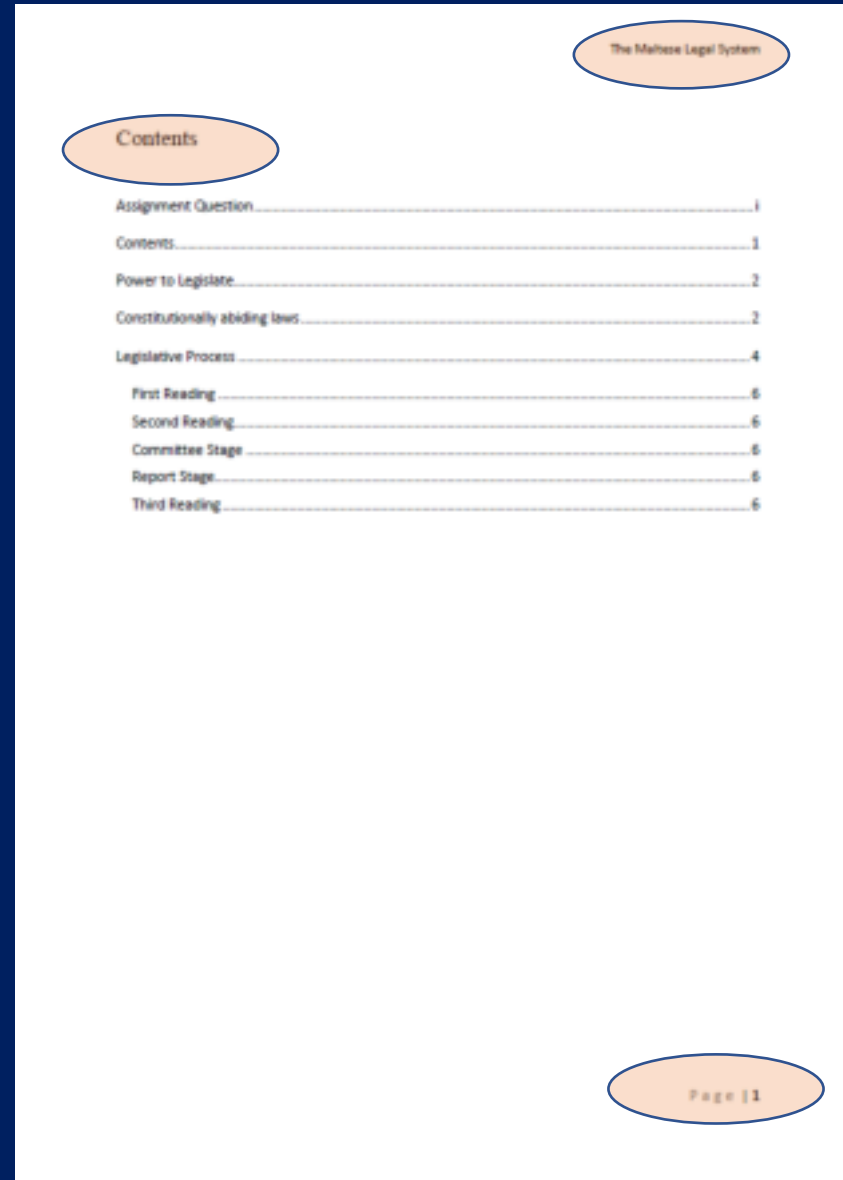
Justified

Page Numbering

Table of Contents

Appearance

Creative and attractive cover, clear organization, readable and neat, title page, table of contents.



The Maltese Legal System

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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: 16 September 2026

