Introduction Session

Lecture Title: Welcome to 21 Academy

Lecturer: Angelito Sciberras

Date: 30 September 2026

Undergraduate Diploma in
Occupational Health and Safety

This presentation will be made available in the Course Resource Centre

Angelito Sciberras

Head of 21 Academy and a Director at Advisory 21.

He advises on data privacy and also lectures at the University of Malta on the subject.

Angelito co-authored the book GDPR for HR Professionals which was published in May 2018.

Angelito attained a Master in Business Administration from the University of Suffolk. He also holds a Diploma in Liberal Arts.

21 Academy

"Empowering Students with Cutting-Edge Skills"

- Licensed as a Further and Higher Education Institution
- Run by Advisory 21 Ltd
- All courses are designed and written by the Academy

21 Academy - our mission

“Empowering Students with Cutting-Edge Skills”

21 Academy - our vision

To offer excellent academic courses that provide a quality learning experience and positive education experience to all students. We strive to foster an atmosphere of aspiration and determination to succeed in our students, which is at the soul of our vision. To achieve this, we are committed to providing top-quality teaching and learning facilities that enable our students to realise their full potential and become lifelong learners. We believe that by providing a supportive and engaging learning environment, we can help our students achieve their goals and become successful leaders in their chosen fields.

21 Academy - values

- *Academic Excellence*
- *Student Success*
- *Diversity, Equity, and Inclusion*
- *Innovation*
- *Community Engagement*
- *Ethical Leadership*

Undergraduate Diploma in Occupational Health & Safety

- *MQF Level 5, 60 ECTS*
- *9 Modules (Exit Awards) - Certificate for Each*
- *5 October 2026 - June 2028*
- *Holiday periods same as UoM*

Undergraduate Diploma in Occupational Health & Safety

60 ECTS

1 ECTS = 25 hours of learning of which 5 hours have to be in person

60 ECTS = 1,500 hours of learning - minimum 300 hours in person

This study programme has - 300 of in person learning spread over 9 modules which carry different ECTS.

Undergraduate Diploma in Occupational Health & Safety

- *Lecturers - First Year only*
  - *Mr George Steve Damanin - Health & Safety Essentials*
  - *Mr Brian Fenech -* Construction Hazards and Risk Control
  - *Mr Gesmond Schembri -* First Aid at the Workplace
  - *Dr Maria Gauci -* Health & Safety Legislation

Undergraduate Diploma in Occupational Health & Safety

- *Delivery*
  - *Online*
    - *Leave your cameras on at all times. We want to see you and we want to know that you are still there.*
    - *The more the lecturer sees of you and your reactions to what is being said, the easier it is for the lecturer to deliver an effective lecture.*
    - *Do NOT use the chat box to ask questions. Unmute yourself and ask your question*

Lectures

Recordings

- *Lectures will be recorded.*
- *Recordings do not exempt you from not attending.*
- *For those who have a valid reason not to join we will send them a link to the recording.*
- *Link will ONLY be sent upon request which should be made before or until noon on the day after the lecture is delivered.*
- *Links expire the day after the assignment submission deadline*
- *Recording cannot be downloaded and thus viewing can only take place while you are online*
- *It is the Academy's policy that unless there is a legitimate reason to do otherwise all lecture recordings will be deleted once academic year is over.*

Course Resource Centre

- *link will be sent later this week*
- *important Academy Documents*
- *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*

Methods of Assessments

- *Self assessment*
- *Assignment*
- *Quiz*
- *Presentation*
- *Reflective Notes*

when mixed there's a weighted score

Assignments

- *Deadlines will always be past the next holiday break*
  - *29 April 2027 & 1 July 2027*
- *Word count depending whether 1 or 2 assignments*
- *MQF Level 5 Diploma*
  - *expected to deliver an assignment up to that standard*
  - *well structured*
  - *does not contain excessive copied phrases - plagiarism*
  - *appropriate referencing style - Harvard Style*
- *More Information*
  - *https://www.advisory21.com.mt/preparing-submitting-your-assignment (10 minute video)*

Assignments

- *Policies*
  - *Extension (<7 days or <2 weeks)*
  - *Rescheduling of First Sit (Admin cost)*
  - *Re-Sit (Admin Cost)*
    - *note different forms needed to be filled*
    - *admin fees €59 incl. of VAT*

Harvard Reference Style

In the Course Resource Centre - video presentation

***In text**: (Surname, Year) (Smith, 2019)*

***Reference List**: Format: Author(s) Last name, Initial(s). (Year) Title of the Book. Edition (if applicable). Place of publication: Publisher.*

Example: Smith, J. (2019) The Art of Study: A Student's Guide. 2nd edn. London: Academic Press.

Distinguish between:

- *Reference List*
- *Bibliography*

Assignment Rubrics

	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.

Reduce image a

Presentations Rubrics

	5 marks	4 marks	3 marks	2 marks	0 marks
Presentation Etiquette	Student presented the material in a professional manner.	Student presented the material in a mostly professional manner.	Student presented the material in a somewhat professional manner.	Not Applicable	Student did not take presentation seriously.
Citations	All sources (information and graphics) are accurately documented in the desired format.	All sources (information and graphics) are accurately documented, but one is not in the desired format.	All sources (information and graphics) are accurately documented, but two or more are not in the desired format.	Some sources are not accurately documented	No citations
Appearance	Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.	Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	Presentation shows an attempt at originality and inventiveness on most of the slides.	Presentation shows an attempt at originality and inventiveness in only a few of the slides.	Presentation is a rehash of other people's ideas and/or graphics and shows very little attempt at original thought.
Sequencing of Infon	Information is organized in a clear, logical way. It is easy to anticipate the type of material that might be on the next slide.	Most information is organized in a clear, logical way. One slide or item of information seems out of place.	Some information is logically sequenced. An occasional slide or item of information seems out of place.	There is a haphazard plan for the organization of information.	No plan for the organization of information.
Use of Graphics	All graphics are attractive (size and colours) and support the theme/content of the presentation.	A few graphics are not attractive but all support the theme/content of the presentation.	All graphics are attractive but a few do not seem to support the theme/content of the presentation.	Several graphics are unattractive AND detract from the content of the presentation.	Student did not use any graphics at all.
Timing	The presentation was delivered within the time given.	Presentation was over or under the time given to deliver the whole presentation	The presentation was over 5 minutes longer or shorter than the allocated time.	The presentation was far too long	The presentation was far too short
Preparedness	Student was very well prepared and had obviously rehearsed	Student seemed very prepared but might have needed to rehearse some more.	Student was prepared but lacked rehearsing.	Student was not very prepared and lacked rehearsing.	Student was not prepared at all.
Questions	Student answered all questions made by the other students and tutor in a confident and correct way.	Student answered most of the questions made by the other students and tutor in a way that shows good understanding of the subject.	Student answered only some of the questions made by the other students and tutor in a way that shows lack of a good grasp of the subject.	Student failed to answer most of the questions made by the other students and tutor.	Student failed to answer any of the questions made by the other students and tutor.

	46 - 60 marks	31 - 45 marks	16 - 30 marks	01 - 15 marks	0 marks
Content	Presentation includes all material needed to gain a comfortable understanding of the topic	Presentation includes most material needed to gain a comfortable understanding of the material but is lacking one or two key elements.	Presentation is missing more than two key elements.	Presentation is lacking several key elements and has inaccuracies.	Presentation does not address the assignment question.

Plagiarism

All assignments and presentations will be screened against plagiarism.

Any assignment which scores more than 20% similarity (including text in quotes) will be manually reviewed and if found to include plagiarism , it will be failed.

We will be using Turnitin

you upload the assignment and/or presentation

you can test and re-test before making final submission

AI Use

AI as a Tool

- *Artificial Intelligence can support learning and research.*
- *It should be used with discretion, not over-relied upon.*

Maintaining Academic Integrity

- *AI should not replace your own critical thinking or authorship.*
- *Original contribution remains essential in academic work.*

Limitations of AI

- *AI systems can "hallucinate", i.e. produce inaccurate or fabricated information.*
- *Verification of sources and content is therefore required.*

Monitoring AI Use

- *Turnitin reports provide an indicative percentage of AI-generated text.*
- *Where high levels are detected, students may be invited to a meeting to demonstrate authenticity of their work.*

Planning, Drafting & Submitting Assignments

- *Session will be held Friday 23 October 2026 @17:30hrs*
  - *Not compulsory*
  - *A must for anyone who has never submitted assignments*
  - *Planning your assignment*
  - *Research sources*
  - *Rubric explained in more detail*
  - *Basic skills to submit an attractive assignment*
  - *Referencing generators*
  - *How to use Turnitin*
  - *… and other tips*

Exit Awards

- *You will be awarded a certificate for the following modules*
  - *First Aid at the Workplace*
  - *Health and Safety Legislation*
- *All the credits attained from the 9 modules (60) will make up the Diploma*
- *Two Undergraduate Certificates*
  - *Undergraduate Certificate in Construction Health & Safety (30 ECTS)*
  - *Undergraduate Certificate in Risk Management in Health & Safety at the Workplace (30 ECTS)*

WhatsApp Group

- *A group which you may add yourself 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?*
- *DO NOT share personal data in the group*
- *https://chat.whatsapp.com/D7GpRsMgbPqI1YsB00PwYs*

21 ACADEMY

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