








Train the Trainer Award MQF Level 5 (4 ECTS)






Welcome to 21 Academy

Online vs face to face

This course was meant to be held in class, but we all know what we are going through now.




-  Our policy is safety first and thus we want to be part of your learning experience in the safest way possible.
-  We want to thank the Malta Further and Higher Education Authority for understanding the circumstances we are all living in and granting us permission to deliver the course online.
-  Had you been in class you would not have been allowed to chop your head off or cover your head with a bag... please 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.
-  As much as possible avoid using the chat box for asking your questions. Unmute yourself and ask your question, you would not have been sending a WhatsApp message or an email to the lecturer had you been following the lecture in class 😊

You have been given access to the **Course Resource Centre** where you will find

-  The presentations delivered after each lecture
-  A summary of each lecture's content and the suggested reading material to help you understand the lecture better
-  In the resource centre you will also find a link to our Complaints Procedure Police and the Complaints Form you will need to fill if you have any complaints
-  Please contact us if you have not managed to access to the resource centre
-  You will have the same **lecturer** during this course

Janice Ellul

Always contact us on info@advisory21.com.mt and if your email requires the lecturer's attention we will forward accordingly.

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21 Business Centre, 20, Triq in-Nutar Manuel Debono, Naxxar NXR 2525 



Recording




As you have been made aware, the lectures will be recorded. This does not mean that you do not attend because you have peace of mind that the recording is available. When you are following a recording the answers to the questions that come to mind will not be answered and your questions might remain unanswered unless you send them through an email. Please try and join the live lectures as much as possible.


For those who have a valid reason not to join we will send them a link to the recording.


-  Link will not be automatically sent to absent students but will only be sent upon request which should be made before or until noon on the day after the lecture is delivered.
-  Once link is sent to you it will expire 24 hours after
-  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 24 hours after the lecture has been delivered.


Assessment Method

There will be two assignments and students will have a choice out of 4 questions.

-  You will be expected to design and deliver (part of) a training programme in a field of their choice.
-  More details will be given about the presentation you will have to deliver as part of your assessment for successful completion of the course.
-  Your presentation should be delivered during Session 10.

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Results and certificates


-  We will issue the results all at once and once all presentations have been assessed
-  We will allow a 15-day period for anyone wishing to have the score reviewed
-  Once the review process is closed, we will re-issue results and this time we will also give you the class average for the questions you have answered.
-  The certificate in electronic copy will be sent to successful students soon after and a hard copy will be made available a few days after.


Mailing list


As 21 Academy students you will be included in the 21 Malta mailing list unless you inform us that you do not want to.

-  We will notify you of all the courses, webinars, workshops, and conferences we organise.
-  You can unsubscribe from our mailing list if you wish so by clicking the link at the bottom of each of our mailshot emails.
-  Most of our courses, webinars, workshops and conferences are employment, data privacy or law related and thus we feel that they might interest you are even complimentary to this same course you have chosen to take with us.

If you have any questions or concerns just ask now or else send an email on info@advisory21.com.mt

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