

# Introduction Session 01

Lecture Title: Welcome to 21 Academy



Lecturer: Mr Angelito Sciberras

Date: 20 April 2023

Undergraduate Diploma in  
Business Administration



***Connect to the wifi***

***21 Academy***

***Pass:3ducat10n***





**Tabaco Free Premises**

Thursday 20 April 2023

Introductions  
The Academy

Saturday 22 April 2023

Staying in Malta

Monday 24 April 2023

The Study Programme  
Assignments  
Presentations  
Reflective Diary

Thursday 27 April 2023

Using Power Point



# WhatsApp Group



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





THE  
ICEBREAKER

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



# Undergraduate Diploma in Business Administration

1. Naxxar

2. San Gwann

3. MBA/Head of Academy

4. Fried Rabbit

5. Formula 1 & Football

6. Travelling

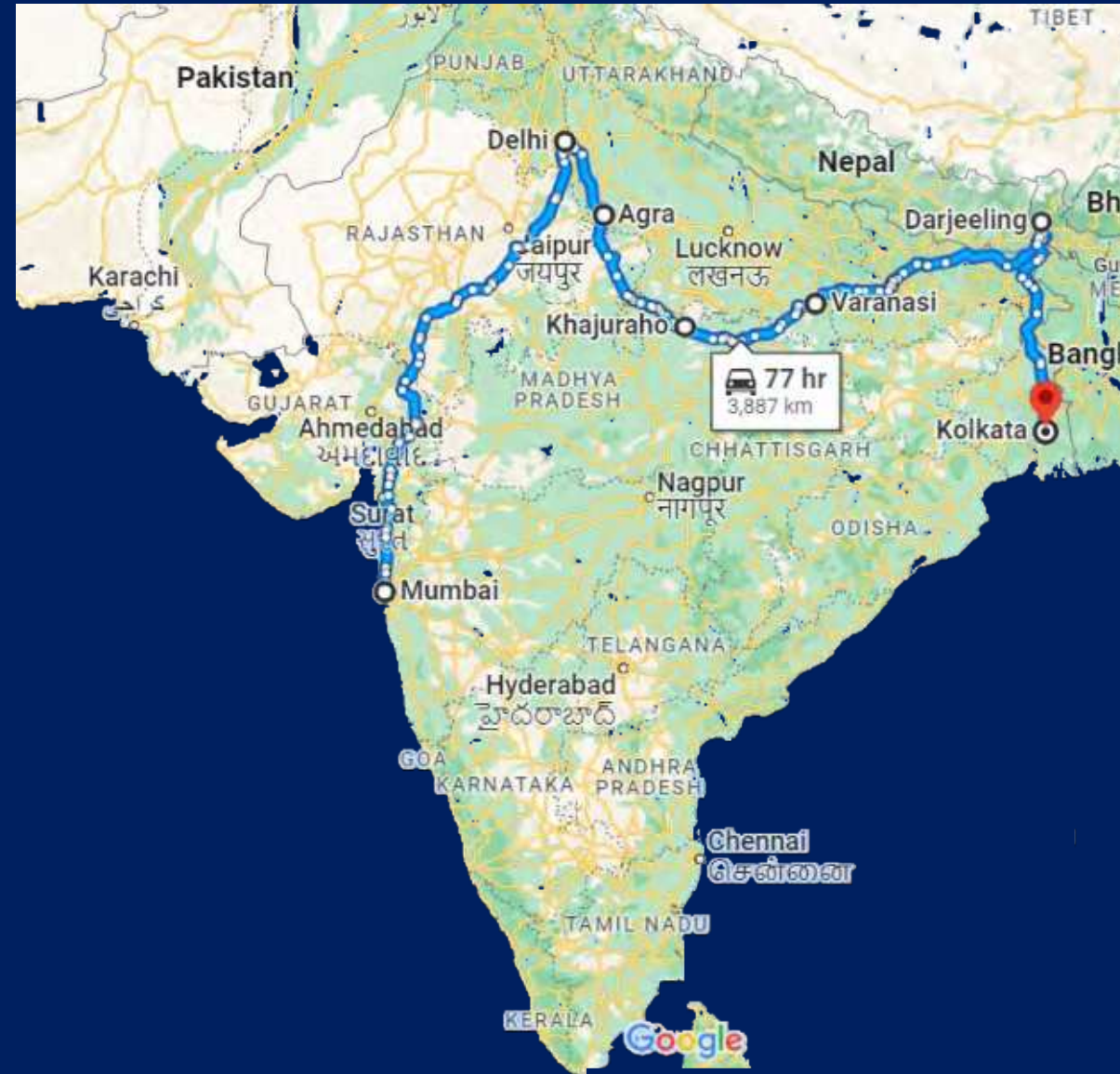




# Undergraduate Diploma in Business Administration



# Undergraduate Diploma in Business Administration





# Angelito Sciberras

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



# Ingrid Eomois

Director of Studies



# Alexia Gatt

Administrative Assistant



# Pierre Sciberras

Administration & Finance



# 21 Academy

“

*to provide opportunities for its clients and students to enhance their knowledge of their specific industry related issues, learn new skills which are increasingly necessary to handle today's challenges, and to understand better their full potential*

”





# 21 Academy

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



# Advisory 21 Ltd



# Advisory 21 Ltd

“

*Our business  
is your future*

”



# Advisory 21 Ltd



Data Protection & Data Privacy

Management of Funded Projects

Debt Collection



# 21 Academy



**DIPLOMA IN LAW (MALTA)**

Enhance Your Career  
MOF Level 5  
60 ECTS  
Delivered in 18 months  
Evening Sessions

[www.21academy.education](http://www.21academy.education)

The advertisement features a circular image of graduates in black gowns and mortarboards, with the 21 Academy logo in the bottom right corner.

The Impact of Cannabis use liberalisation on the workplace

Webinar  
2 March 2022

[www.21academy.education](http://www.21academy.education)

The advertisement includes a circular image of a hand holding a cannabis leaf and the 21 Academy logo in the top right corner.

21 Academy  
**Course**  
Online Sessions

**Data Protection Officer**

Data Protection Officer/Lead

[www.21academy.education](http://www.21academy.education) ☎ 2099 5486

The advertisement features a graphic of the European Union flag and the 21 Academy logo in the bottom right corner.

**FREE WEBINAR**

Our Next Free Webinar will be announced soon

Date & Time to be announced soon

JOIN US!

[www.21academy.education](http://www.21academy.education)

The advertisement features a graphic of a hand holding a glowing orb and the 21 Academy logo in the bottom right corner.

# 21 Academy



# 21 Academy



# 21 Academy





# 21 Academy

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



# 21 Academy

## Fields:

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



# 21 Academy

## Student Population:

### 2021/22

- 18 Diploma
- 50 Awards
- 30 Non-Accredited DPO Course
- 165 Monthly webinars

### 2022/23

- 75 Diploma
- 80 Awards
- 30 Non-Accredited DPO Course
- 225 Monthly webinars



# 21 Academy

## Academic Staff

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



# 21 Academy



**Masters**  
in Human Resources  
Management

MOF Level 7  
90 ECTS

Malta 2 years 8 Modules

License No. 2018-017  
Higher Education Institution

www.21academy.education

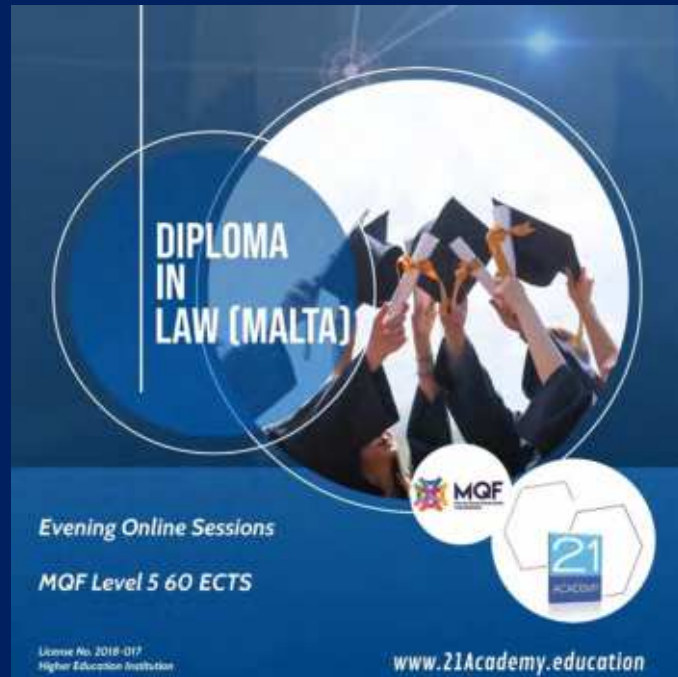
The poster features a collage of images including a person at a laptop, a globe, and a cityscape, all set against a dark background with a yellow curved line. Three yellow circular icons represent a brain, a bar chart, and a graduation cap.

## Flagship Study Programmes: Masters

Target Group:  
Delivery:

Third Country Nationals  
In-Class

# 21 Academy



Flagship Study Programmes: Diploma

Target Group:  
Delivery:

Locals  
Online



# 21 Academy



UNDERGRADUATE  
DIPLOMA

BUSINESS  
ADMINISTRATION

Enhance Your Career  
MQF Level 5  
60 ECTS  
Delivered in 12 months  
Saturday Sessions

[www.21Academy.education](http://www.21Academy.education)

The advertisement features a central circular image of three business professionals in a meeting. The text is arranged in a clean, professional layout with a blue and white color scheme. A small 21 Academy logo is positioned in the bottom right corner of the ad.

Flagship Study Programmes: Diploma

Target Group:  
Delivery:

Third Country Nationals  
In-Class

# 21 Academy



UNDERGRADUATE  
DIPLOMA

DIGITAL  
MARKETING

Enhance Your Career  
MQF Level 5  
60 ECTS  
Delivered in 12 months  
Saturday Sessions

[www.21Academy.education](http://www.21Academy.education)

The advertisement features a central circular image of a man in a white shirt presenting data on a large screen to a group of people. The background is a dark blue gradient with white text and a 21 Academy logo in the bottom right corner of the ad.

Flagship Study Programmes: Diploma

Target Group:  
Delivery:

Third Country Nationals  
In-Class



# 21 Academy

**Course**

Online Evening Sessions

Award in  
Payroll Fundamentals

MOF Level 5 (4 ECTS) Get 70% of your course fee back

[www.21academy.education](http://www.21academy.education) 2099 5486

21  
ACADEMY

MOF

License No. 1108-011  
Higher Education Institution

Flagship Study Programmes: Awards

Target Group:

Locals

Delivery:

Online



**UNDERGRADUATE  
DIPLOMA**

**BUSINESS  
ADMINISTRATION**



*Enhance Your Career*

*MQF Level 5  
60 ECTS*

*Delivered in 12 months*



[www.21Academy.education](http://www.21Academy.education)



- *MQF Level 5, 60 ECTS*
- *6 Modules (Exit Awards - 8 ECTS) - Certificate for Each*
- *1 Project*



# Undergraduate Diploma in Business Administration

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



## *ECTS (European Credit Transfer System)*

*Diploma - 60 ECTS*

*1 ECTS = 25 Learning Hours  
minimum of 5 contact hours*

*Diploma - 1,500 Learning Hours  
- minimum 300 contact hours*



*This Undergraduate Diploma - 60 ECTS*

*300 contact hours*

*1,108 self study hours*

*22 supervised hours*

*70 assessment hours*



- *Lecture Days*

- *Wednesdays*      *17.30 to 20.30*
- *Saturdays*        *09.00 to 17.00*
- *Mondays*          *09.30 to 12.30*

- *Holiday periods*

- *Christmas*
- *Easter*
- *Summer*



## *Delivery*

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





## *Delivery*

- *October 2022 Intake*
- *April 2023 Intake*
- *October 2023 Intake*



## *Delivery*

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



## Lecturers

- *Mr Paul Gauci - Strategic Management*
- *Mr Angelito Sciberras - Managing data and its implications*
- *Ms Mary Anne Puli - Academic Writing*
- *Mr Angelito Sciberras - Creating a Business*
- *Mr John Muscat Drago - Human Resource Management*
- *Mr Antoine Portelli - Financial Analysis*
- *Ms Aysel Schembri - Marketing and Research*



*Lecturers*



Paul Gauci



John Muscat Drago



Antoine Portelli



Mary Anne Puli



Aysel Schembri



Angelito Sciberras





# Your Visa



The only document which allows you to be in Malta



NOT valid for travel



Expires

# Getting a residency permit

- Study Form N
- <https://noneu.identitymalta.com>



# Getting a residency permit

- Documents
  - Copy of Form ID 1A - Identity Registration form
  - Original copy of passport
  - Original scanned copy of the official acceptance and/or endorsement letter citing the start and finish dates of the course from the Educational Establishment
  - Proof of financial means of subsistence
  - Original copy of comprehensive health insurance





# Getting a residency permit

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



# Getting a residency permit

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





# Getting a residency permit

- Valid until the end of the course
- Allowed to work for 20-hours a week (authorisation from academy)
- Travel (authorisation from academy)



# Work

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

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