

Introduction Session 01

Lecture Title: Welcome to 21 Academy



Lecturer: Mr Angelito Sciberras

Date: 3 October 2023

Undergraduate Diploma in
Business Administration



Connect to the wifi

21 Academy

Pass:3ducat10n





Tabaco Free Premises

Tuesday 3 October 2023

Introductions
The Academy

Tuesday 3 October 2023

Staying in Malta

Wednesday 4 October 2023

The Study Programme
Assignments
Presentations
Reflective Diary

Thursday 5 October 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

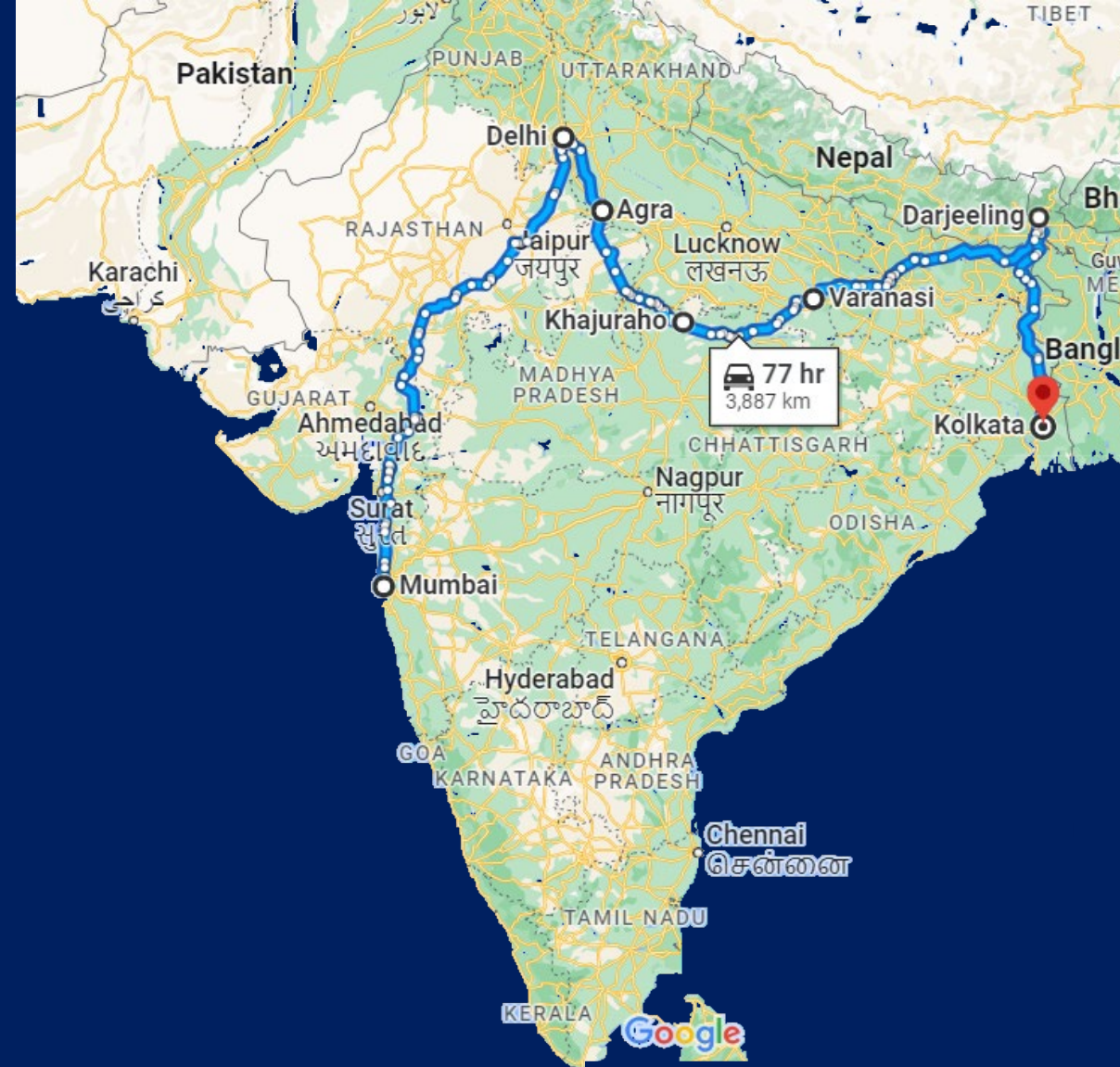
6. Travelling

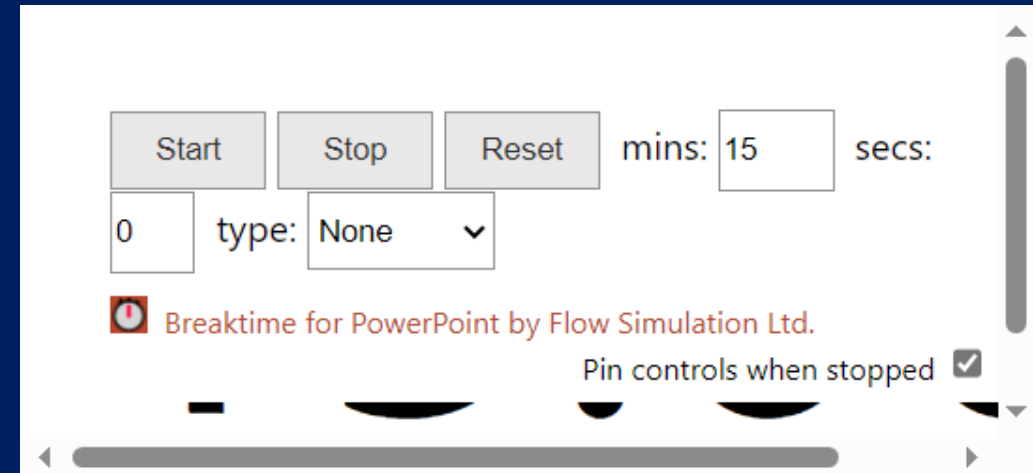


Undergraduate Diploma in Business Administration



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

“

*Empowering
Students with
Cutting-Edge
Skills*

”



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



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
MQF Level 5
60 ECTS
Delivered in 18 months
Evening Sessions

www.21Academy.education

The advertisement features a circular image of graduates in black gowns and caps, 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

The advertisement includes an image of a hand holding a cannabis leaf and the 21 Academy logo.

21 Academy

Course

Online Sessions

Data Protection Officer

Data Protection Officer/Lead

www.21academy.education ☎ 2099 5486

The advertisement features a graphic of the European Union flag and the 21 Academy logo.

FREE WEBINAR

Our Next Free Webinar will be announced soon

Date & Time to be announced soon

JOIN US!

www.21academy.education

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

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

MQF 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 related to business and education, including people in meetings, a hand on a laptop, and a graduation cap. The 21 Academy logo is prominently displayed at the bottom right of the poster.

Flagship Study Programmes: Masters

Target Group:
Delivery:

Third Country Nationals
In-Class



21 Academy

**DIPLOMA
IN
LAW (MALTA)**

Evening Online Sessions
MQF Level 5 60 ECTS

License No. 2018-017
Higher Education Institution

www.21Academy.education

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

The banner features a central image of three business professionals in a meeting, with a circular graphic overlay containing the text 'BUSINESS ADMINISTRATION'. The background is a dark blue gradient with a subtle grid pattern.

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

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 ☎ 2099 5486

21
ACADEMY

MQE

License No. 2018-037
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



- *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

- *April 2023 Intake*
- *October 2023 Intake*
- *November 2023 Intake*
- *January 2204 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 Angelito Sciberras - Creating a Business*
- *Mr John Muscat Drago - Human Resource Management*
- *Mr Antoine Portelli - Financial Analysis*
- *Ms Aysel Schembri - Marketing and Research*
- *Mr Paul Gauci - Strategic Management*
- *Mr Angelito Sciberras - Managing data and its implications*
- *Ms Mary Anne Puli - Academic Writing*



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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