

Introduction Session

Lecture Title: Welcome to 21 Academy

Lecturer: Angelito Sciberras

Date: 25 September 2024



Undergraduate Certificate in Notarial
Law Fundamentals for Office Assistants

*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 Certificate in Notarial Law Fundamentals for Office Assistants

- *MQF Level 5, 30 ECTS*
- *7 Modules*
- *1 October 2024 - June 2025*
- *Holiday periods same as UoM*



Undergraduate Certificate in Notarial Law Fundamentals for Office Assistants

30 ECTS

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

30 ECTS = 750 hours of learning - minimum 150 hours in person

This study programme has - 150 of in person learning spread over 7 modules which carry different ECTS.



Undergraduate Certificate in Notarial Law Fundamentals for Office Assistants

- *Lecturers*

- *Dr Christine Calleja - Office Management (Employment Law)*
- *Mr Antoine Portelli - Office Management (Book Keeping)*
- *Ms Raisa Rizzo - Office Management (Recruitment)*
- *Mr George Steve Darmanin - Office Management (Health and Safety)*
- *Mr Angelito Sciberras - Office Management (Data Privacy)*
- *Ms Darine Aboulez - Office Management (Data Privacy)*



Undergraduate Certificate in Notarial Law Fundamentals for Office Assistants

- *Lecturers*

- *Mr Paul Gauci - Customer Centricity*

- *Dr Maria Ruth Ciantar - The Courts of Justice in Malta and the Legal Profession*

- *Notarial Duties and Functions*

- *The Functions of the Court of Voluntary Jurisdiction*

- *The Court of Revision of Notarial Acts*

- *Notarial Acts and Notaries' Code of Ethics*



Undergraduate Certificate in Notarial Law Fundamentals for Office Assistants

- *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 tomorrow*
- *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*

when mixed there's a weighted score



Assignments

- *Deadlines will always be past the next holiday break*
 - *23 January 2025, 8 May 2025 & 3 July 2025*
- *Word count depending whether 1 or 2 assignments*
- *MQF Level 5 Certificate*
 - *expected to deliver an assignment up to that standard*
 - *well structured*
 - *does not contain excessive copied phrases - plagiarism*
 - *appropriate referencing style - OSCOLA Style for legal modules*
 - *Harvard Style for Office Management & Customer Centricity modules*
- *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 need to be filled*



Oscola Reference Style

In the Course Resource Centre - OSCOLA Referencing Guide

In text: Number

Foot note: Depending on source (see notes from Course Resource Centre) or follow



Distinguish between:

- *Reference List*
- *Bibliography*

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



Plagiarism

All assignments 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

you can test and re-test before making final submission



Planning, Drafting & Submitting Assignments

- *Session will be held Friday 18 October 2023 @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

- *Today's group is the group sitting for the Certificate*
- *In some modules you might be joined by other students*
 - *Award in Office Management and Administration Fundamentals (already accredited) (MQF Level 5, 5 ECTS)*
 - *Award in Customer Centricity (MQF Level 5, 3 ECTS)*
- *You will be awarded a certificate for each successfully completed module*
- *All the credits attained from the 7 modules (30) will make up the Certificate*



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/KLLBADJKAAAb1gGuwFmJZtX>*





Undergraduate Certificate in Notarial
Law Fundamentals for Office Assistants

Introduction Session

Lecture Title: Welcome to 21 Academy

Lecturer: Angelito Sciberras

Date: 25 September 2024



Undergraduate Certificate in Notarial
Law Fundamentals for Office Assistants