

# Introduction Session 01

Lecture Title: Welcome to 21 Academy

Lecturer: Mr Angelito Sciberras

Date: 11 November 2024





***Connect to the wifi***

***21 Academy***

***Pass:3ducat10n***



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing



Tabaco Free Premises



Monday 11 November 2024

Introductions  
The Academy

Tuesday 12 November 2024

Staying in Malta

Thursday 14 November 2024

The Study Programme  
Assignments  
Presentations  
Reflective Diary

Friday 15 November 2024

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



# Undergraduate Diploma in Business Administration Undergraduate Diploma in Digital Marketing

1. Naxxar

2. San Gwann

3. MBA/Head of Academy

4. Fried Rabbit

5. Formula 1 & Football

6. Travelling

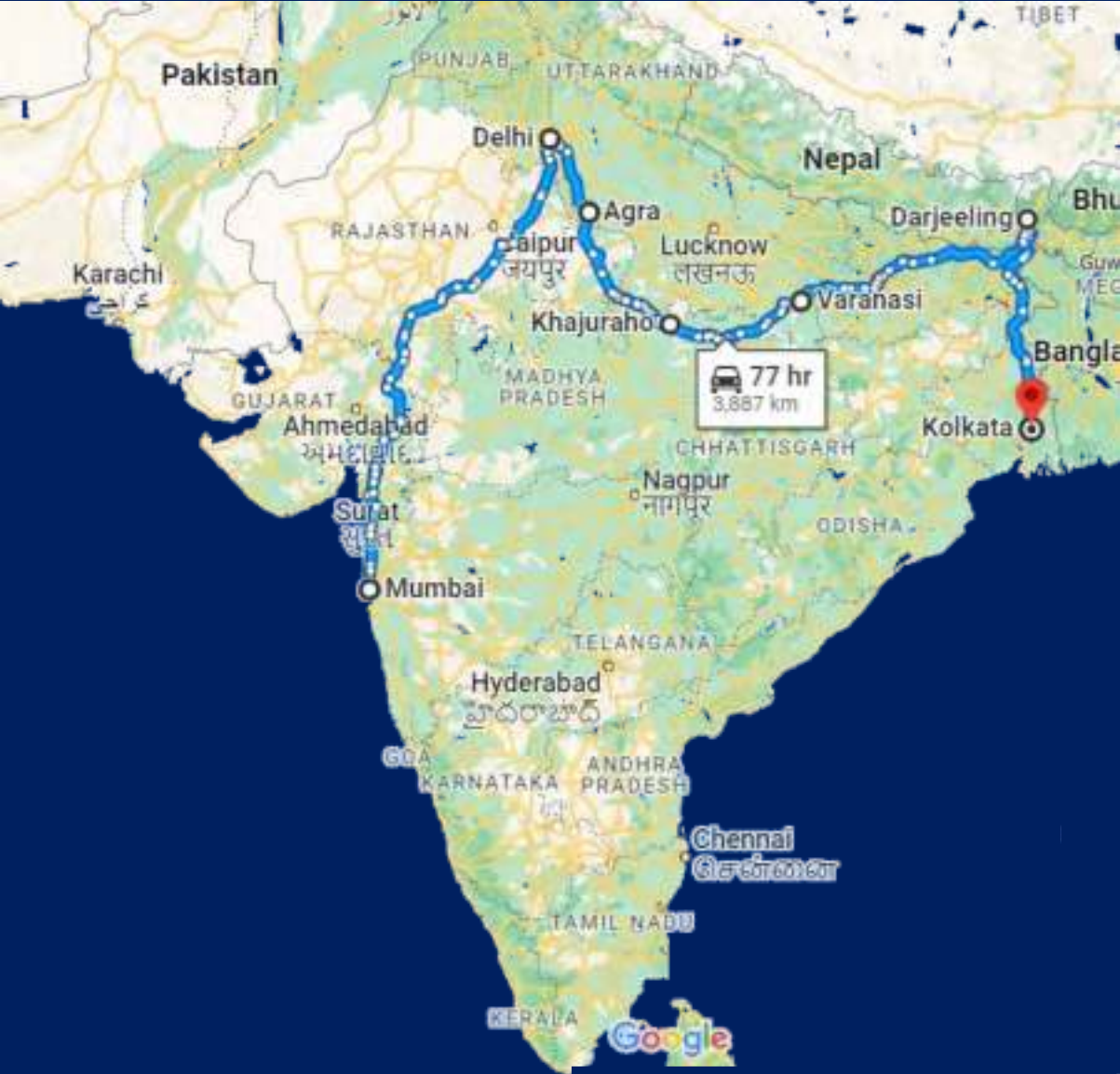




Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing



# 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.*



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# Ingrid Eomois

Director of Studies



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# Sharon Benny

International Desk Administrator



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# Alexia Gatt

Administrative Assistant



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

# 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](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  
MQF Level 5  
40 ECTS  
Delivered in 18 months  
Evening Sessions

www.21academy.education

**The Impact of Cannabis use liberalisation on the workplace**

Webinar  
3 March 2023

www.21academy.education

21 Academy

**Course**

Online Sessions

**Data Protection Officer**

Data Protection Officer/Lead

www.21academy.education 3099 5486

**FREE WEBINAR**

Our Next Free Webinar will be announced soon.

Date & Time to be announced soon

JOIN US!

www.21academy.education



# 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

## 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

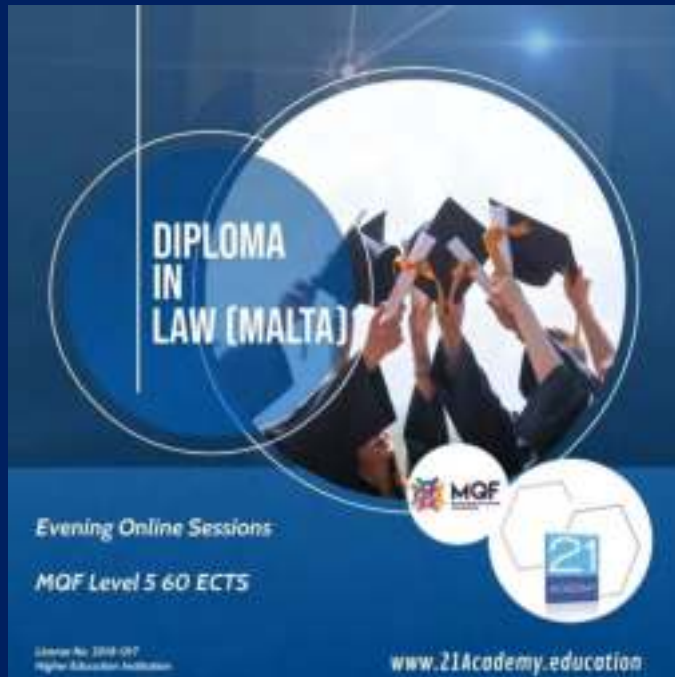


## Flagship Study Programmes: Masters

Target Group:  
Delivery:

Third Country Nationals  
In-Class

# 21 Academy



Flagship Study Programmes: Diploma

Target Group:

Locals

Delivery:

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 poster 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. The 21 Academy logo is prominently displayed in the bottom right corner of the poster.

Flagship Study Programmes: Diploma

Target Group:  
Delivery:

Third Country Nationals  
In-Class

# 21 Academy



UNDERGRADUATE  
DIPLOMA

DIGITAL  
MARKETING

Enhance Your Career  
MQF Level 5  
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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. The background is dark blue with white text and a 21 Academy logo at the bottom right.

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

Flagship Study Programmes: Awards

Target Group:  
Delivery:

Locals  
Online



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing

UNDERGRADUATE  
DIPLOMA

BUSINESS  
ADMINISTRATION



*Enhance Your Career*

**MQF Level 5**  
**60 ECTS**  
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[www.21Academy.education](http://www.21Academy.education)



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)



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



# Undergraduate Diploma in Business Administration

## Undergraduate Diploma in Digital Marketing

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*



- *Lecture Days*

- *Tuesdays*            *09.30 to 12.30*
- *Saturdays*           *09.00 to 17.00*
- *Thursdays*          *17.30 to 20.30*

- *Holiday periods*

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





## *Delivery*

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



## *Delivery*

- *In-Class*
- *21 Business Centre, Naxxar - Weekdays*
- *St Joseph School, Tarxien - Saturdays*



## *Delivery*

- *January 2024 Intake*
- *February 2024 Intake*
- *April 2024 Intake*
- *May 2024 Intake*
- *July 2024 intake*
- *October 2024 intake*
- *November 2024 Intake*



## *Delivery*

- *February 2024 Intake*
- *April 2024 Intake*
- *May 2024 Intake*
- *July 2024 Intake*
- *October 2024 Intake*
- *November 2024 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



## Lecturers

- *Ms Aysel Schembri - Marketing and Research*
- *Mr Pierre Portelli - Digital Marketing Basics*
- *Mr Pierre Portelli - Basics of Search Engine Optimisation & Content Creation in CRM*
- *Mr Angelito Sciberras Managing Data and Its Implications*
- *Mr Pierre Portelli - Social Media Marketing & Digital Advertising*
- *Ms Mary Anne Puli - Academic Writing*
- *Mr Pierre Portelli - Corporate Digital Marketing*





*Lecturers*



Pierre Portelli



Mary Anne Puli



Aysel Schembri



Angelito Sciberras



Undergraduate Diploma in Business Administration  
Undergraduate Diploma in Digital Marketing



# Your Visa



The only document which allows you to be in *Malta*



NOT valid for travel



Expires

# Getting a residency permit

- <https://expatriates.identita.gov.mt>
- Non-eu applicants



# Getting a residency permit

- Documents
  - Print Form ID 1A - Identity Registration form, Details of landlord and tenant and Academy stamp
  - 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 - biometric stage



# 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

- Accomodation 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)
  - Housing Authority Confirmation Letter



# Getting a residency permit

- Valid until the end of the course
- Allowed to work for 15-hours a week (authorisation from academy)
- Travel (authorisation from academy)







# Tallinja Card

- Travel for free
  - student attending a full time course with a recognised educational institute in Malta for a minimum of 3 months
- For Information:
  - <https://www.publictransport.com.mt/en/terms-and-conditions>
- To Register:
  - <https://www.publictransport.com.mt/en/register-now>



# Work

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

- Keepmeposted is Malta's leading **job and courses platform** with over **100,000 active users**.
- Keepmeposted is a **job board**, not a recruitment agency. This means that interested candidates apply with the job poster directly.



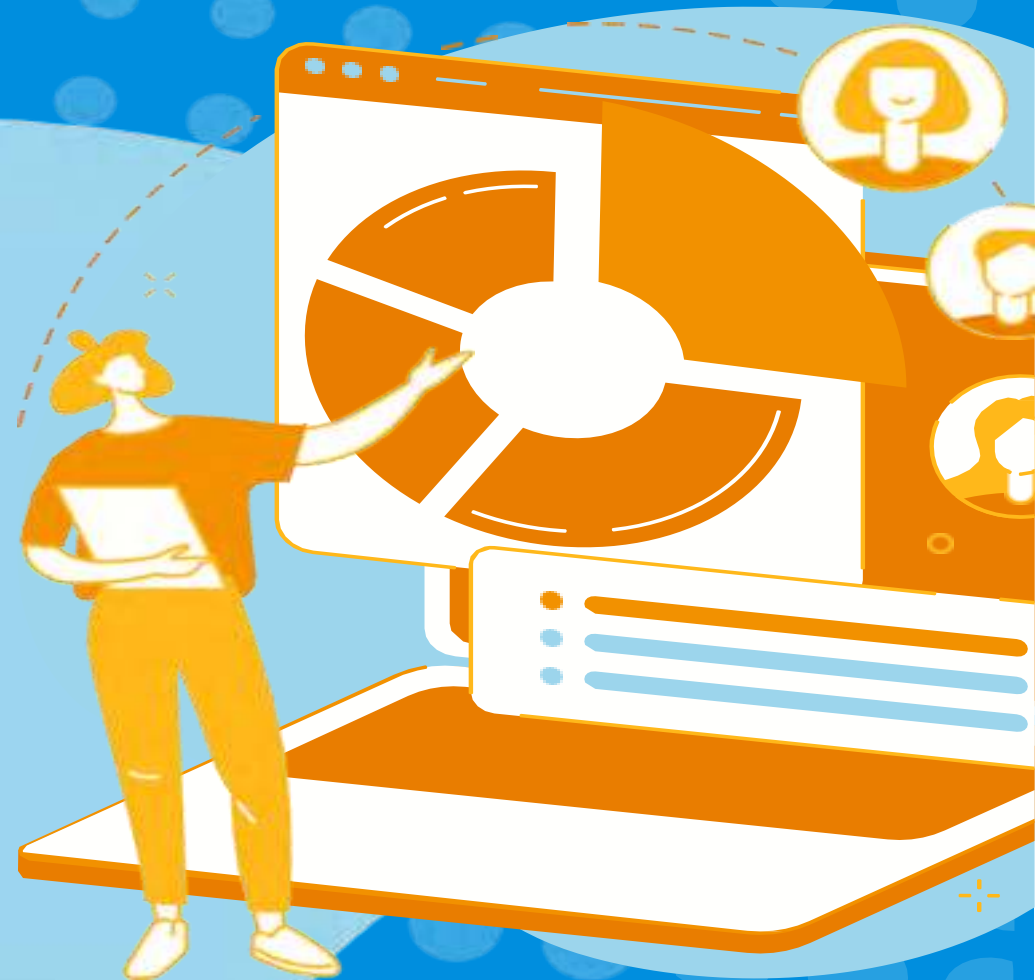
## Some stats:

### MONTHLY JOBS

**1000+**  
(on average)

### EMPLOYERS

**5000+**  
have  
trusted  
KMP



## How to use it:

1. Subscribe to KMP
2. Set up your Notification Settings through 'My Account'



**Notification Settings**

Find the right job for you by selecting your preferred criteria.

Notify me about

New Jobs  New Courses  Newsletter

Basic

Full-Time  Part-Time  Freelance

Hybrid / Remote  Summer  Internship

3. Choose the job categories you are interested in

4. Save Settings

5. Receive an email every time a job with your selected criteria is posted!

6. View latest jobs by clicking on the 'Find a Job' button.



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