



### EUROPEAN UNION PROGRAMMES AGENCY

Erasmus Sectoral Programme  
Continental Business Centre  
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<b>HOST ORGANISATION/INSTITUTION</b>	
Name of Organisation/Institution	Malta College of Arts, Science and Technology
Address	MCAST Main Campus, Corradino Hill, Paola PLA 9032
Country	Malta
Contact Person/s Position, Name, Telephone, Fax, Email	Ms. Antoinette Cefai International Coordinator Tel: 00356 23987219 Email: international@mcast.edu.mt

<b>DETAILS OF STUDENT WORK PLACEMENTS</b>	
Duration – Minimum (in weeks) <sup>1</sup>	12 weeks from 20 <sup>th</sup> August till 9 <sup>th</sup> November 2012
Duration – Maximum (in weeks) <sup>2</sup>	15 weeks from 20 <sup>th</sup> August till 30 <sup>th</sup> November 2012
Department	Office of the Part-Time Courses, External Affairs Office, MCAST
Contact Person/s Position, Name, Telephone, Fax, Email	Ms. Antoinette Cefai International Coordinator Tel: 00356 23987219 Email: international@mcast.edu.mt

<b>AIMS &amp; OBJECTIVES OF WORK PLACEMENT</b>
Preparing and assisting for the intake of Part-Time Courses applications. Helping and assisting in the running of the courses and in the office.

<b>MAIN TASKS TO BE COVERED BY THE TRAINEE</b>
Receiving, inputting and filing of applications received. Answering queries over the phone. Prepare and sending letters to applicants. Contacting students by phone. Prepare and inputting of attendance sheets. Prepare course materials for students.

<b>EXPECTED RESULTS</b>
Accurate data inputting. Politeness with customers.

<sup>1</sup> The minimum duration is 12 weeks except in cases where a student has opted for a joint study/placement period of 12 weeks

<sup>2</sup> The maximum duration is 52 weeks



Punctuality.  
Good behavior and appearance.  
Motivation to work during office hours and after.

**COMMUNICATION LANGUAGE FOR THE WORK PLACEMENT** | Fluent English; both spoken and written

**REQUIRED SKILLS FOR THE PLACEMENT**

Good Computer Skills including use of Word, Excel and Outlook.  
Communication Skills  
Working on own initiative  
Very good English; both spoken and written