

## PERSONAL LEARNING REQUIREMENTS

### 22614VIC Certificate II in Building and Construction Pre-apprenticeship

The skills and abilities required to study in this course and start working in the industry include:

#### Communication Skills

- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Demonstrate accurate and clear written communication (e.g. compliance forms, messages)
- Listen actively (e.g. understand instructions and client feedback)
- Speak clearly and directly with clients, colleagues and stakeholders
- Understand, use and respond to non-verbal communication appropriately (e.g. open body language to demonstrate understanding)
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

#### Physical Skills

- Ability to be on your feet for extended periods of times, both walking and standing, bending and maintaining consistent physical performance throughout your day
- Ability to undertake Cardiopulmonary Resuscitation (CPR) - please note that CPR must be practiced on a manikin located at ground level
- Ability to perform repetitive tasks (e.g. bricklaying, sanding, painting)
- Ability to undertake frequent handwashing including in chemically based substances
- Ability to work at heights, including roofs & roof cavities
- Ability to work in physically demanding environments
- Ability to work in various environments (e.g. changing conditions, hot / cool conditions, low light, indoors/outdoors)
- Adequate vision is required (e.g. to avoid physical hazards, read measurements)
- Capacity to undertake shift work and/or work on weekends
- Capacity to use computers/smart devices
- Capacity to wear Personal Protective Equipment (PPE) (e.g. masks and gloves)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g. pushing, pressing, turning, pinching, squeezing, tensioning)
- Good hand and eye co-ordination (e.g. hammering nails, cutting timber, punching nails)
- Gross motor abilities and good mobility, as role involves significant physical activity and manual tasks on a consistent basis ( e.g. lifting, bending, squatting, kneeling, twisting)
- Hand and arm strength (e.g. sawing, holding timber, using power tools)
- Manual handling techniques (e.g. regular lifting, including heavy items such as timber, bricks, concrete)
- Manually operate machinery and equipment (e.g. hand tools, drills, power saws, grinders)

#### Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to perform basic mathematical skills (e.g. measuring/calculating length, area, volume)
- Able to apply and interpret industry related terminology, symbols, abbreviations, language
- Accept responsibility for accurate completion of work and seek help when required

- Basic project management skills (e.g. tools, equipment and materials required)
- Capacity to develop, apply and maintain industry knowledge
- Capacity to maintain focus and concentration while undertaking routine or repetitive tasks
- Read, understand and interpret written materials (e.g. plans, specifications, standard operating procedures, health & safety documents)
- Understand and follow policies and procedures (e.g. work instructions, work health and safety, internal processes, frameworks)

### Behavioural & Social Skills

- Ability to work under direct supervision and/or independently
- Attention to detail
- Be responsible for self and others' health and safety
- Commitment to safety (e.g. using Personal Protective Equipment)
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Enthusiasm to undertake all tasks
- Integrity (e.g. honest and ethical)
- Team player

### Technical Skills

- Capacity to develop knowledge of machines and tools, including safe use and maintenance
- Manually operate machinery and equipment (e.g. hand tools, drills, power saws, grinders)
- Operational knowledge of computers/smart devices, including capacity to use industry specific software

### Digital Skills

- Able to log on with a username and password
- Able to complete a basic internet search to find specific information, e.g. Today's temperature
- Able to turn a computer on and off again
- Able to create a new folder for student files
- Able to use a drop down menu to select an option on digital form, e.g. state or territory
- Able to save a file
- Able to use a computer mouse with increasing accuracy and right clicks to locate menu
- Can distinguish 'Reply' from 'Reply all' in emails
- Recognises a range of software icons on desktop

### Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry

### Before you Enrol

Please review the requirements listed in this document and think about if you might experience challenges in meeting them related to your disability, health condition, learning support assistance or for any other reason. You should discuss your concerns with us before enrolling in your course and can start the conversation by contacting our Customer Service team at:

**Phone:** 03 5225 0500

**Email:** [courinfo@gordontafe.edu.au](mailto:courinfo@gordontafe.edu.au)

You can also contact any of our support services:

- Disability Support Team: <https://www.thegordon.edu.au/future-students/student-services/disability-support>
- Learning Support Services: <https://www.thegordon.edu.au/quick-links/gordon-students/learning-support>
- Career Counselling: <https://www.thegordon.edu.au/future-students/student-services/career-services>
- Contact the Geelong or Werribee Skills and Jobs Centre here: <https://www.thegordon.edu.au/skills-and-jobs-centre/about-us>

You can view all courses offered at The Gordon here: <https://www.thegordon.edu.au/courses/all-courses>