

## PERSONAL LEARNING REQUIREMENTS

### CUA41320 Certificate IV in Visual Arts

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

#### Communication Skills

- Ability to appropriately give and receive feedback to colleagues or clients
- Ability to express ideas and communicate concisely and clearly to colleagues and clients
- Ability to engage in class discussions
- Communicate job and project requirements with all stakeholders
- Demonstrate accurate and clear written communication (e.g. able to keep client records, complete workplace forms, create design briefs)
- Listen actively (e.g. understand instructions and client feedback)
- Respond appropriately to feedback or questions
- Speak clearly and directly with clients, colleagues and stakeholders
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

#### Physical Skills

- Adequate vision and good colour perception to undertake effective and appropriate design practice (e.g. to clearly examine close up work, determine differences in colours, undertake photography, create design solutions)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands and wrists (e.g. drawing and sketching, photography, sculpting, jewellery making)
- Good hand and eye co-ordination (e.g. using artist brushes, tools and equipment include knives, cutting and polishing tools)
- Manually operate machinery and equipment (e.g. hand tools, portable electric tools)
- Tolerance to art supplies and chemicals
- This course requires you to participate in classes which involve observational life drawing of a naked life model.

#### Cognitive Skills

- Ability to learn new processes, methods and equipment
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Ability to perform basic mathematical skills (e.g. calculating ratios and measurements for product quantities, and accurate handling of client payments)
- Ability to engage with research to support own work and skill development
- Ability to present and seek peer review of own work
- Able to apply and interpret industry related terminology, symbols, abbreviations and language
- Basic project management skills (e.g. tools, equipment and materials required)
- Capacity to develop, apply and maintain industry knowledge, including having creative skills and artistic flair and the ability to keep up to date with the latest trends
- Engages in continuous learning opportunities (e.g. willing to learn new products or services or other industry related skills and knowledge)
- Innovation, creativity and alternative thinking
- Read, understand and interpret written materials (e.g. health & safety documents, standard operating procedures, workshop manuals, diagrams & plans, product labels)
- Understand and follow policies and procedures (e.g. work instructions, health & safety)

### Behavioural & Social Skills

- Ability to manage personal emotions and behaviour calmly and respectfully (e.g. dealing with clients)
- Ability to remain alert, focused and engaged with clients and colleagues
- Ability to work as part of a team and/or independently
- Accepts responsibility for own work and outcomes
- Attention to detail
- Attentive in interactions with clients
- Commitment to safety (e.g. using Personal Protective Equipment)
- Interpersonal skills (e.g. customer services skills, putting clients at ease, the ability to contribute and work as a member of a team)
- Professional approach to all areas of work (e.g. punctuality, maintain confidentiality)

### Technical Skills

- Capacity to develop knowledge of resources and equipment to support visual art
- Operational knowledge of computers/smart devices, including capacity to use industry specific software

### Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

### 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->



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