

PERSONAL LEARNING REQUIREMENTS

MSL40122 Certificate IV in Laboratory Techniques

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

Communication Skills

- Ability to develop and maintain relationships with all stakeholders (e.g. build trust and rapport)
- Ability to listen to feedback and advice of supervisors
- Demonstrate accurate and clear written communication (e.g. complete forms and reports of observations)
- Read, understand and respond to, verbal and non-verbal cues and communication accurately and appropriately (e.g. body language)
- Respond to all types of communication in a time efficient, accurate and appropriate manner
- Speak clearly and directly with clients, colleagues and stakeholders

Physical Skills

- Ability to deal with processing a variety of samples (e.g. biological, food)
- Adequate vision (e.g. move safely to avoid physical hazards, carrying out work, using tools)
- Capacity to wear Personal Protective Equipment (PPE) (e.g. masks and gloves)
- Conduct regular housekeeping activities to maintain a clean and hygienic work area
- 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. preparing slides and using equipment)
- Manual handling techniques (e.g. regular lifting, carrying equipment and tools)
- Tolerance to working with chemicals

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to give detailed instructions such as explaining new procedures
- 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
- Ability to understand and apply basic chemical principles
- Ability to understand and follow instructions
- Able to apply and interpret industry related terminology, symbols, abbreviations and language
- Accept responsibility for accurate completion of work and seek help when required
- Be responsible for self and others' health and safety
- Capacity to develop, apply and maintain industry knowledge
- Effective problem-solving ability (including in a time efficient manner)
- Ensure work equipment, materials and tools are ready and available for required tasks
- Identify, assess and act on existing and potential risks
- Read, understand and interpret written materials (e.g. workplace documents, procedures, industry related terminology, symbols, abbreviations)
- Research skills, with the ability to interpret information and apply to industry requirements

- Understand and follow policies and procedures (e.g. work instructions, Work Health and Safety, internal processes, frameworks)

Behavioural & Social Skills

- Ability to work as part of a team and/or independently
- Accepts responsibility for own work and outcomes
- Attention to detail
- Be receptive and respond appropriately to constructive feedback
- Be responsible for self and others' health and safety
- Participate in meetings to inform work practices
- Professional approach to all areas of work (e.g. punctuality, maintain confidentiality)
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Capacity to develop knowledge of resources, equipment and instruments, including safe use, calibration and maintenance
- 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

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>