PERSONAL LEARNING REQUIREMENTS

VCE0000001 VCE -

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

Communication Skills

- Ability to listen to and reflect on feedback from teachers
- Demonstrate clear written communication skills (e.g. to be able to complete assessments)
- Listen actively (e.g. to understand classroom instructions and discussions)
- Read, understand and respond to, verbal and non-verbal cues and communication accurately and appropriately (e.g. body language)

Physical Skills

- Capacity to use computers/smart devices
- Fine and gross motor skills depending on electives that are studied (e.g. if you study Outdoor and Environmental Studies you may be walking, squatting, kneeling and using equipment in the field)

Cognitive Skills

- Ability to learn course material and process information to complete assessments
- Ability to participate in classroom activities
- Ability to perform calculations and follow instructions for problem-solving (if you wish to study Mathematics)
- Ability to read complex texts and collect information from texts
- Ability to write several paragraphs

Behavioural & Social Skills

- Ability to remain alert, focused and engaged in the classroom
- Ability to work as part of a team
- Be responsible for self and others' health and safety
- You can pay attention in class and join classroom discussions
- You can work with other people

Technical Skills

- You can use a computer to search the internet, read websites, watch and listen to videos, write and send an email and write information

Digital Skills

- Understands extremely familiar digital terminology, e.g. turn computer on
- Able to use a desktop icon to open extremely familiar software program
- Able to scan a QR Code
- Able to enter your full name on digital form
- Able to recognise a mobile phone, computer, tablet
- Able to turn a tablet/computer on or off
- Able to answer a phone call from trainer
- Able to copy a generic password on a computer, e.g. GUEST1

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- Able to follow extremely simple instruction and demonstration to turn phone on and off
- Begins to use computer mouse with single left click

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

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