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PERSONAL LEARNING REQUIREMENTS
TAE40122 Certificate IV in Training and Assessment

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 receive, reflect and act on constructive feedback
- Demonstrate accurate and clear written communication (e.g. training materials, assessments)
- Read, understand and respond to, verbal and non-verbal cues and communication accurately and appropriately (e.g. body language)
- Speak clearly and directly with clients, colleagues and stakeholders
- Use language and structure appropriate to context and audience

Physical Skills

- Capacity to use computers/smart devices
- Physical skills such as vision and motor skills are dependent on the subject matter that is being trained / assessed by the student, e.g. an electrical trainer would need adequate vision to identify wire colours and be able to see detailed work

Cognitive Skills

- Ability to develop and lead training programs / workshops
- Ability to create and provide detailed instructions and training material
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Ability to perform basic mathematical skills (e.g. to understand literacy and numeracy levels of course material and skills, and also depending on subject matter being delivered)
- Ability to design and develop learning programs and assessment tools
- Ability to reflect and act on feedback, and undertake professional development if required
- Anticipate problems in advance and act to avoid them
- Awareness / ability to diligently observe and respond to student needs (e.g. when facilitating training sessions)
- Be responsible for self and others' health and safety
- Capacity to develop, apply and maintain industry knowledge
- Effective problem solving ability (e.g. show independence and initiative in identifying and solving problems with clients)
- Innovation, creativity and alternative thinking
- Monitor own work against quality standards and identify areas for improvement
- Operational knowledge of computers/smart devices
- Understand and follow policies and procedures (e.g. compliance, frameworks, work instructions, work health & safety)

Behavioural & Social Skills

- Ability to establish and enforce personal boundaries (e.g. professional relationships)
- 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

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- Ability to support others in learning (e.g. sharing/demonstrating techniques or products)
- Ability to work independently
- Accepts responsibility for own work and outcomes
- Attention to detail
- Be responsible for self and others' health and safety
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Genuine interest in interacting and working with people
- Hands-on, practical and realistic approach to work
- Maintain neat personal appearance, including a high level of personal hygiene
- Self-awareness and ability to adapt to various situations to achieve desired outcomes
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Operational knowledge of computers/smart devices, including capacity to use industry specific software
- Use information technology to support communication (e.g. computers for reports, email)

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

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- 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 courses here: https://www.thegordon.edu.au/courses/all-courses