

PERSONAL LEARNING REQUIREMENTS

CUA30720 Certificate III in Design Fundamentals (Graphic Design)

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

Communication Skills

- Ability to express ideas and communicate concisely and clearly to colleagues and clients
- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Communicate job and project requirements with all stakeholders
- Demonstrate accurate and clear written communication (e.g. creating design briefs)
- Listen actively (e.g. understand instructions and client feedback)
- Respond appropriately to feedback or questions
- Respond to communication in a time efficient, accurate and appropriate manner (e.g. verbal instructions or emails)
- 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 (e.g. to clearly examine close up work, determine differences in colours)
- Capacity to wear Personal Protective Equipment (PPE) (e.g. if required in the workplace)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands and wrists (e.g. CAD or hand drawing, designing and building models)
- Tolerance to art supplies and chemicals

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- 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. measuring/calculating length, area, volume, image size, production material amounts)
- Able to apply and interpret industry related terminology, symbols, abbreviations and language
- 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
- Critical thinking (e.g. using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to a problem)
- Read, understand and interpret written materials (e.g. client notes, reports)
- Research skills, with the ability to interpret information and apply to industry requirements
- Understand and follow policies and procedures (e.g. legal compliance, work instructions, health & safety)

Behavioural & Social Skills

- Ability to remain alert, focused and engaged in the classroom
- Attention to detail

- 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

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

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>