

PERSONAL LEARNING REQUIREMENTS

22640VIC Certificate III in EAL (Access)

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

Communication Skills

- You can listen and understand the teacher's instructions and feedback
- You can have and understand simple conversations
- You can read and write a series of sentences and connect ideas
- You can write about something you are interested in, or are familiar with

Physical Skills

You are physically able to sit down and use a computer

Cognitive Skills

- You can read and understand simple sentences and paragraphs
- You can listen and understand simple information
- You can listen and pronounce familiar words in English
- You can ask your teacher for help when you don't understand
- You can look at, listen to and think about classroom activities in a 2-hour lesson

Behavioural & Social Skills

- You are interested in using English to communicate and learn
- You can make a plan to improve your English, with your teacher's help
- You can work with other people
- You can pay attention in class and join classroom discussions
- You can study at home and manage your time

Technical Skills

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

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

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>