

## PERSONAL LEARNING REQUIREMENTS

### MSF20522 VETDSS Certificate II in Furniture Making Pathways

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

#### Communication Skills

- Ability to listen to feedback and advice of supervisors
- Demonstrate accurate and clear written communication (e.g. able to keep client records, complete workplace forms)
- Listen actively (e.g. understand instructions and client feedback)
- 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 appropriate language and respect when working with clients

#### Physical Skills

- Ability to be on your feet for extended periods of times, both walking and standing, bending and maintaining consistent physical performance throughout your day
- Adequate vision (e.g. move safely to avoid physical hazards, carrying out work, using tools)
- Capacity to undertake shift work and/or work on weekends
- Capacity to wear Personal Protective Equipment (PPE) (e.g. masks and gloves)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g. pushing, pressing, turning, pinching, squeezing, tensioning)
- Gross motor abilities and good mobility, as role involves significant physical activity and manual tasks on a consistent basis ( e.g. lifting, bending, squatting, kneeling, twisting)
- Hand and arm strength (e.g. using tools / power tools)
- Manual handling techniques (e.g. regular lifting, including heavy items such as components, materials, parts)
- Manually operate machinery and equipment (e.g. hand tools, plant equipment)
- Tolerance to dust, solvents, oils and chemicals
- Tolerance to noise (e.g. from power tools and equipment)

#### Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to perform basic mathematical & financial skills (e.g. measuring/calculating area, volume and amounts of materials required)
- Accept responsibility for accurate completion of work and seek help when required
- Be responsible for self and others' health and safety
- Capacity to maintain focus and concentration while undertaking routine or repetitive tasks
- Read, understand and interpret written materials (e.g. plans, specifications, standard operating procedures, health & safety documents)
- Understand and follow policies and procedures (e.g. work instructions, health & safety)

#### Behavioural & Social Skills

- Ability to work as part of a team and/or independently
- Attention to detail

- Commitment to safety (e.g. using Personal Protective Equipment)
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Enthusiasm to undertake all tasks
- Hands-on, practical and realistic approach to work

### Technical Skills

- Capacity to develop knowledge of machines and tools, including safe use and maintenance
- 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](mailto: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>