

PERSONAL LEARNING REQUIREMENTS

22605VIC Certificate II in Mumgu-dhal tyama-tiyt community connection and pathways

This course is designed for students for the development of personal connections with community and provides the opportunity to develop vocational skills to pathway into further training or employment.

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

Communication Skills

- Demonstrate accurate and clear written communication (e.g. individual learning plans, employment documents)
- Listen actively (e.g. to understand classroom instructions and discussions)
- Respond to communication in a time efficient, accurate and appropriate manner (e.g. verbal instructions or emails)
- Speak clearly and directly with teachers and other students

Physical Skills

- Capacity to use computers/smart devices

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 skills (e.g. for daily personal and work life such as using money, budgeting, shopping, recreational activities and including simple fractions and percentages)
- Reading comprehension to be able to complete class assessments
- Understand and follow policies and procedures (e.g. Work Health and Safety)

Behavioural & Social Skills

- Ability to remain alert, focused and engaged in the classroom
- Enthusiasm to undertake all tasks

Technical Skills

- Operational knowledge of computers/smart devices, including capacity to use office tools

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

Work Placement Skills

Specific skills in addition to those listed above that will be required during work placement include:

- Ability to transport self to and from work placement
- Ability to turn up job ready
- Ability to work as part of a team and/or independently
- Accept responsibility for accurate completion of work and seek help when required
- Be responsible for self and others' health and safety
- Capacity to wear Personal Protective Equipment (PPE) (e.g. if required in the workplace)
- Commitment to safety (e.g. using Personal Protective Equipment)
- Gross motor abilities and good mobility, depending on role (e.g. be able to get to and from workplacement, and be able to participate in work activities during placement)
- Maintain neat personal appearance, including a high level of personal hygiene
- Professional approach to all areas of work (e.g. punctuality, maintain confidentiality)
- Respect for others
- Understand and follow policies and procedures (e.g. work instructions, WHS, internal processes, frameworks)

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>