PERSONAL LEARNING REQUIREMENTS
22682VIC Certificate II in Electrotechnology (Pre-vocational)

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

Communication Skills

- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Demonstrate accurate and clear written communication (e.g. compliance forms, messages)
- Listen actively (e.g. understand instructions and client feedback)
- Speak clearly and directly with clients, colleagues and stakeholders
- Understand, use and respond to non-verbal communication appropriately to demonstrate understanding
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

Physical Skills

- Ability to undertake Cardiopulmonary Resuscitation (CPR) - please note that CPR must be practiced on a manikin located at ground level
- Ability to work at heights, including roofs & roof cavities
- Ability to work in confined spaces
- Ability to work in physically demanding environments
- Ability to work in various environments (e.g. changing conditions, hot / cool conditions, low light, indoors/outdoors)
- Adequate vision (e.g. move safely to avoid physical hazards, identify coloured coded wires, read results on test and measuring equipment, perform visual inspections of electrical wiring)
- Capacity to use computers/smart devices
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g. pushing, pressing, turning, pinching, squeezing, tensioning)
- Good hand and eye co-ordination (e.g. wiring, terminating cables)
- 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 drums of cable, solar panels)
- Manually operate machinery and equipment (e.g. hand tools, portable electric tools)

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to perform mathematical skills (e.g. measuring/calculating area, volume, percentages; trigonometry; transposition; graphs)
- Able to apply and interpret industry related terminology, symbols, abbreviations, language
- Accept responsibility for accurate completion of work and seek help when required
- Capacity to develop, apply and maintain electrical industry knowledge
- Capacity to develop, apply and maintain knowledge of machines and tools, including uses and maintenance
- Capacity to maintain focus and concentration while undertaking routine or repetitive tasks

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- Read, understand and interpret written materials (e.g. health & safety documents, standard operating procedures, workshop manuals, diagrams & plans, product labels)
- Understand and follow policies and procedures (e.g. work instructions, Work Health and Safety, internal processes, frameworks)

Behavioural & Social Skills

- Ability to work under direct supervision 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
- Integrity (e.g. honest and ethical)
- Team player

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

You can also contact any of our support services:

- Disability Support Team: https://www.thegordon.edu.au/future-students/student-services/disability-support

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- 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

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