

PERSONAL LEARNING REQUIREMENTS

Course Code and Course Title

FBP10221 Certificate I in Baking

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

- These courses are designed for students with special learning needs. The skills and abilities required to study in this course include:

Communication Skills

- Listen actively (e.g. understand instructions with support)
- Respond to communication with support (e.g. verbal instructions or emails)

Physical Skills

- Able to handle learning equipment independently, without assistance
- Adequate vision is required (e.g. to avoid physical hazards)
- Capacity to use computers/smart devices
- Mobility to move safely around equipment in vocational activities
- Sufficient communication abilities (e.g. able to understand instructions)
- Wear correct PPE

Cognitive Skills

- Ability to learn to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Basic problem-solving ability (e.g. identify travel options for work placement, develop a vocational plan and identify support options)
- Complete workplace documentation
- Identify hazards and or risks and report to supervisor
- Follow personal hygiene requirements

Behavioural & Social Skills

- Motivation to undertake all tasks

Technical Skills

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

Digital Skills

Understands extremely familiar digital terminology, e.g. turn computer on

- Able to use a desktop icon to open extremely familiar software program
- Able to scan a QR Code

- Able to enter your full name on digital form
- Able to turn a tablet/computer on or off
- Able to answer a phone call from trainer
- Able to copy a generic password on a computer, e.g. GUEST1

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
- Police Check and / or Working with Children Check will likely 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/students/student-services/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>