

PERSONAL LEARNING REQUIREMENTS

22706VIC Certificate I in Work Education

(This course is run in conjunction with 22705VIC Certificate I in Transition Education)

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)

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)

Behavioural & Social Skills

- Motivation to undertake all tasks
- Respect all staff and students at the Gordon TAFE.
- Be respectful and follow teachers' instructions and directions respectfully when on excursions and when incursions occur.
- Be respectful to any internal support staff as well as external support staff at all times

Technical Skills

- Basic operational knowledge of computers/smart devices, including capacity to use internet, Microsoft word. Mouse, Keyboard, Headphones if required.

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 recognise a mobile phone, computer, tablet
- 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

- Able to follow extremely simple instruction and demonstration to turn phone on and off
- Begins to use computer mouse with single left click

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 work placement, 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>