

PERSONAL LEARNING REQUIREMENTS

TAE40122 Certificate IV in Training and Assessment

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

Communication Skills

- Read and interpret complex written documents such as training packages and assessment tools
- Communicate clearly and professionally in both verbal and written forms
- Actively listen and provide constructive feedback to peers and learners
- Engage in discussions and presentations in group and individual settings
- Tailor communication to suit diverse audiences, including those with language, literacy or learning needs
- Read, understand and respond to, verbal and non-verbal cues and communication accurately and appropriately (e.g. body language)
- Use language and structure appropriate to context and audience

Physical Skills

- Engage in practical training sessions, including standing, presenting, or using equipment for extended periods
- Use teaching aids, presentation tools, and physical resources safely and effectively
- Travel to and from workplaces or training venues, where applicable
- Meet basic workplace health and safety expectations in a classroom or simulated environment

Cognitive Skills

- Comprehend and apply vocational education frameworks, principles and practices
- Analyse and interpret learner needs, training packages and competency standards
- Develop training program content
- Organise and prioritise tasks and manage study and assessment deadlines
- Engage in reflective practice and problem-solving
- Apply critical thinking to make professional judgments in assessment and validation activities
- Diligently observe and respond to student needs (e.g. when facilitating training sessions)
- Develop, apply and maintain industry knowledge
- Develop innovation, creativity and alternative thinking skills
- Monitor own work against quality standards and identify areas for improvement

Behavioural & Social Skills

- Establish and enforce personal boundaries (e.g. professional relationships)
- Manage personal emotions and behaviour calmly and respectfully (e.g. dealing with difficult students)
- Support others in learning (e.g. sharing/demonstrating techniques or products)

- Work independently
- Accept responsibility for own work and outcomes
- Attentive to detail
- Demonstrate responsible for self and others' health and safety
- Demonstrate dependable and professional ethics (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Interact and work with people
- Use a Hands-on, practical and realistic approach to work
- Maintain neat personal appearance, including a high level of personal hygiene
- Demonstrate self-awareness and ability to adapt to various situations to achieve desired outcomes
- Demonstrate a willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Demonstrate operational knowledge of computers/smart devices, including capacity to use industry specific software (eg MicroSoft 365, OneDrive etc)
- Use information technology to support communication (e.g. computers for reports, email)
- Deliver and assess practical competencies in a vocational area of expertise
- Interpret and use nationally recognised training products and assessment tools
- Contribute to validation and continuous improvement processes
- Apply WHS practices relevant to training and assessment environments

Digital Skills

- Navigate online learning platforms and complete assessments digitally
- Use common software programs (e.g. Word, PowerPoint, Excel) in training and assessment tasks
- Conduct and participate in virtual classes using platforms such as Zoom or MS Teams
- Use digital tools and attachments to learning platform
- Create and adapt digital learning and assessment materials as required
- Download, navigate, name, store and locate different files
- Use reply, reply all and forward email functions appropriately (I removed the s on the first word)
- Create a digital presentation, e.g. PowerPoint®

Industry Legislation or Licensing

- Meet vocational competency and currency requirements in the field you intend to teach
- Comply with legislative and regulatory requirements relevant to your industry, such as WHS and privacy laws

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 courses here: <https://www.thegordon.edu.au/courses/all-courses>