

# PERSONAL LEARNING REQUIREMENTS

## 22691VIC Certificate II in General Education for Adults

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



### 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](mailto: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>