

PERSONAL LEARNING REQUIREMENTS

22690VIC Certificate I in General Education for Adults (Pathways to study) – Skill Sets

The skills and abilities required to study this skill set 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

- Basic ability to use a computer, laptop, tablet, or smartphone
- Developing confidence in using digital devices for learning and everyday tasks.
- No prior experience using computers, the internet, or digital devices is required.

Digital Skills

Students may already have some awareness of the following, even without confidence or prior hands-on experience:

- Awareness that digital devices are switched on and accessed using a username and password
- Awareness that files and folders can be created, saved, and organised on a device
- Awareness that a search engine can be used to look up information on the internet
- Some experience using a mouse, touchpad, or touchscreen (accuracy will be developed during the course)
- Awareness of common software icons and applications on a desktop
- Awareness of drop-down menus and similar features in online forms

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>