

PERSONAL LEARNING REQUIREMENTS

22603VIC Certificate IV in Cyber Security

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

Communication Skills

- Ability to develop and maintain relationships with all stakeholders (e.g. build trust and rapport)
- Demonstrate accurate and clear written communication (e.g. creating policies and procedures, writing test scripts)
- Read, understand and respond to verbal and non-verbal cues and communication accurately and appropriately (e.g. body language)
- Respond to all types of communication in a time efficient, accurate and appropriate manner
- Speak clearly and directly with teachers and other students
- Strong customer service skills (e.g. understanding customer requirements)
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

Physical Skills

- Capacity to use computers/smart devices
- Tolerance for working indoors and sitting for long periods of time

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. following testing procedures)
- Ability to create and provide detailed information and procedures
- Ability to learn new processes, methods and equipment
- Capacity to develop, apply and maintain industry knowledge
- Capacity to maintain focus and concentration
- Critical thinking and logic skills to work in a highly technical ICT environment (e.g. to understand networks, programming security infrastructures, etc.)
- Read, understand and interpret written materials (e.g. health & safety documents, standard operating procedures)
- Time management skills including prioritising tasks (e.g. perform tasks accurately, in a safe manner and within reasonable timeframes)

Behavioural & Social Skills

- Ability to remain alert, focused and engaged in the classroom
- Ability to work as part of a team and/or independently
- Accepts responsibility for own work and outcomes
- Attention to detail
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Hands-on, practical and realistic approach to work
- Initiative (e.g. willingness to take on responsibilities and challenges)
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Detailed knowledge of computers, servers, networks, cyber security practices, software and equipment to be able to implement, manage and maintain them in an ICT environment

Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

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

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>