

## W1212PERSONAL LEARNING REQUIREMENTS

### CHC30221 – Certificate III in School Based Education and Support

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

#### Communication Skills

- Demonstrate effective communication with students, teachers, parents, and other learning specialists
- Clarify information about a student's progress and other student matters
- Ability to articulate information so students can easily understand directions, both in written and verbal forms
- 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
- Listening skills to offer full learning support to students
- Ability to appropriately give and receive feedback to colleagues or clients
- Ability to express ideas and communicate concisely and clearly to colleagues and clients
- Ability to receive, reflect and act on constructive feedback

#### Physical Skills

- Reasonable fitness to undertake the work placement as the role can involve physical activity, such as preparing indoor or outdoor activities and equipment for learning, assisting students with physical challenges, attending on-site and/or external activities (eg excursions)
- Ability to move freely in a classroom environment among students, equipment etc
- Capacity to use computers/smart devices

#### Cognitive Skills

- Ability to observe students to gather information to support learning
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Ability to interpret curriculum and support teachers in provision of learning programs
- Capacity to support students in their learning across a range of topics (eg reading, writing, mathematics)
- Capacity to develop, apply and maintain curriculum-based knowledge under supervision of teacher
- Ability to perform basic mathematical skills (e.g. to understand literacy and numeracy levels of course material and skills, and depending on subject matter being delivered)
- Awareness / ability to diligently observe and respond to student needs
- Be responsible for self and others' health and safety
- Effective problem-solving ability (e.g. show independence and initiative in identifying and solving problems with students)
- Innovation, creativity and alternative thinking
- Appropriate knowledge of computers/smart devices
- Understand and follow policies and procedures (e.g. curriculum, frameworks, work instructions, work health & safety)

### Behavioural & Social Skills

- Demonstrate understanding to assist and support students (including students with additional educational needs and/or disability) under the guidance of a teacher
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- to work as part of a classroom team and/or independently
- Attention to detail
- Enthusiasm for education
- Genuine interest in supporting students to succeed
- Integrity (e.g. honest and ethical)
- Understand other people's perspectives/opinions and respect their choices
- Willingness to support students regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion
- Ability to establish and enforce personal boundaries (e.g. professional relationships) •
- Ability to manage personal emotions and behaviour calmly and respectfully (e.g. dealing with student behaviours)
- Self-awareness and ability to adapt to various circumstances and student needs
- Demonstrate understanding to assist and support students (including students with additional educational needs and/or disability)

### Technical Skills

- Ability to use a range of basic software such as MicroSoft Word, Excel etc
- Operational knowledge of computers/smart devices, including capacity to use industry specific software
- Downloading, saving and file sharing
- Internet usage and research

### Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and industry standards
- Obtain a voluntary worker Working with Children Check before commencing work placement.

### 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 individual need which may include a disability, health condition, learning needs, 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/students/student-services/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>