

PERSONAL LEARNING REQUIREMENTS

22476VIC Certificate I in General Education for Adults (Introductory)

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

Communication Skills

- Listen actively (e.g. understand instructions with support)
- Respond to communication with support (e.g. verbal instructions or emails)
- You can have and understand short, simple conversations
- You can read and write short, simple messages

Physical Skills

- Capacity to use computers/smart devices

Cognitive Skills

- You can read and understand short, simple sentences
- You can listen and understand short, simple sentences
- You can work with numbers and perform simple calculations.
- You can ask your teacher for help when you don't understand
- You can look at, listen to and think about classroom activities in a 2-hour lesson

Behavioural & Social Skills

- You can make a plan to improve your skills, with your teacher's help
- You can work with other people
- You can pay attention in class
- You can study at home and manage your time

Technical Skills

- You have some understanding of computers and the internet

Digital Skills

- Understands extremely familiar digital terminology, e.g. turn computer on
- Able to use a desktop icon to open extremely familiar software program
- Able to scan a QR Code
- Able to enter your full name on digital form
- Able to recognise a mobile phone, computer, tablet
- Able to turn a tablet/computer on or off
- Able to answer a phone call from trainer
- Able to copy a generic password on a computer, e.g. GUEST1
- Able to follow extremely simple instruction and demonstration to turn phone on and off
- Begins to use computer mouse with single left click

Before you Enrol

Are any of these skills difficult for you? If you are not sure about your skills, please talk with us before enrolling in your course. Contact 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>