PERSONAL LEARNING REQUIREMENTS

22627VIC Advanced Diploma of Building Design (Architectural)

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)
- Ability to express ideas and communicate concisely and clearly to colleagues and clients
- Ability to lead meetings with team members / stakeholders
- Ability to receive, reflect and act on constructive feedback
- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Communicate job and project requirements with all stakeholders
- Demonstrate accurate and clear written communication (e.g. creating design briefs)
- Listen actively (e.g. understand instructions and client feedback)
- Read, understand and respond to, verbal and non-verbal cues and communication accurately and appropriately (e.g. body language)
- Speak clearly and directly with clients, colleagues and stakeholders
- Use appropriate language and respect when working with clients
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

Physical Skills

- Adequate vision and good colour perception (e.g. to clearly examine close up work, determine differences in colours)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands and wrists (e.g. CAD or hand drawing of building designs, manually building models)

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to learn new processes, methods and equipment
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Ability to perform mathematical skills (e.g. measuring/calculating area, volume, percentages; to prepare building designs)
- Able to apply and interpret industry related terminology, symbols, abbreviations, language
- Anticipate problems in advance and act to avoid them
- Awareness / ability to diligently observe (e.g. to respond to customer needs)
- Capacity to develop, apply and maintain industry knowledge
- Critical thinking (e.g. using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to a problem)
- Effective problem solving ability (e.g. show independence and initiative in identifying and solving problems with clients)

- Monitor own work against quality standards and identify areas for improvement
- Project management skills (e.g. design concepts, oversee jobs)
- Read, understand and interpret written materials (e.g. building plans and design documents including having spatial awareness)
- Research skills, with the ability to interpret information and apply to industry requirements
- Understand and follow policies and procedures (e.g. legal compliance, work instructions, work health & safety)
- Be interested in problem solving

Behavioural & Social Skills

- Ability to remain alert, focused and engaged with clients and colleagues
- Ability to work as part of a team and/or independently
- Ability to work under pressure
- Accepts responsibility for own work and outcomes
- Adaptability/flexibility (e.g. being open to change and considerable variety in workplace)
- Attention to detail
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Good time management (e.g. able to work accurately within time constraints)
- Initiative (e.g. willingness to take on responsibilities and challenges)
- Stress tolerance (e.g. deal calmly with stressful situations or under pressure)
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Capacity to develop knowledge of resources and equipment in the building design industry
- Operational knowledge of computers/smart devices, including capacity to use industry specific software
- Interest in and enthusiasm to learn new and complicated software

Digital Skills

- Able to format text in a short document
- Comfortable with keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Understands computer storage and organisation
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. emails, forums
- Understands basic file saving and sharing

Industry Legislation or Licencing

- Capacity to comprehend complex legislative documents and ability to apply current relevant legislation, regulations and codes of practice will berequired to work in this industry:-
  - o NCC
  - o Australian standards
  - o Planning regulations
  - o etc.

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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

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