

PERSONAL LEARNING REQUIREMENTS

22472VIC Certificate I in General Education for Adults

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

Communication Skills

- You can listen and understand the teacher's instructions and feedback
- You can have and understand simple conversations
- You can read and write a series of sentences and connect ideas
- You can write about something you are interested in, or are familiar with

Physical Skills

- Capacity to use computers/smart devices

Cognitive Skills

- You can read and understand simple sentences and paragraphs
- You can listen and understand simple information
- 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 and join classroom discussions
- You can study at home and manage your time

Technical Skills

- You can use a computer to search the internet, read simple information on websites, watch and listen to videos, write and send an email and write a few sentences

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>