

## PERSONAL LEARNING REQUIREMENTS

### MEM30219 Certificate III in Engineering - Mechanical Trade

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

#### Communication Skills

- 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. assignments)
- Listen actively (e.g. to understand classroom instructions and discussions)
- Respond appropriately to feedback or questions
- Respond to communication in a time efficient, accurate and appropriate manner (e.g. verbal instructions or emails)
- Speak clearly and directly with clients, colleagues and stakeholders
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

#### Physical Skills

- Ability to be on your feet for extended periods of time, both walking and standing, bending and maintaining consistent physical performance throughout your day
- Ability to work in physically demanding environments
- Ability to work in various environments (e.g. changing conditions, both hot and cool conditions, low light, indoors/outdoors)
- Adequate vision is required (e.g. to avoid physical hazards, read measurements)
- Capacity to wear Personal Protective Equipment (PPE) (e.g. masks and gloves)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g. pushing, pressing, turning, pinching, squeezing, tensioning)
- Good hand and eye co-ordination (e.g. welding, machining)
- Gross motor abilities and good mobility, as role involves significant physical activity and manual tasks on a consistent basis ( e.g. lifting, bending, squatting, kneeling, twisting)
- Hand and arm strength (e.g. welding, using power tools)
- Manual handling techniques (e.g. regular lifting, including heavy items such as components, materials, parts)
- Manually operate machinery and equipment (e.g. lathes, hand tools, mills, grinders)
- Tolerance to dust, solvents, oils and chemicals
- Tolerance to noise and loud working environments (e.g. arc welding and machining)

#### 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. establish correct formulas, calculate volumes of materials required)
- Able to apply and interpret industry related terminology, symbols, abbreviations and language
- Accept responsibility for accurate completion of work and seek help when required

- Basic project management skills (e.g. tools, equipment and materials required)
- 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. identify suitable materials for job requirements, maintain timely operations)
- Read, understand and interpret written materials (e.g. health & safety documents, standard operating procedures, workshop manuals, diagrams & plans, product labels)
- Understand and follow policies and procedures (e.g. work instructions, Work Health and Safety, internal processes, frameworks)

### Behavioural & Social Skills

- Ability to work as part of a team and/or independently
- Adaptability/flexibility (e.g. being open to change and considerable variety in workplace)
- Attention to detail
- Commitment to safety (e.g. using Personal Protective Equipment)
- Hands-on, practical and realistic approach to work
- Initiative (e.g. willingness to take on responsibilities and challenges)

### Technical Skills

- Capacity to develop knowledge of machines and tools, including safe use and maintenance
- Operational knowledge of computers/smart devices, including capacity to use industry specific software

### Digital Skills

- Able to log on with a username and password
- Able to complete a basic internet search to find specific information, e.g. Today's temperature
- Able to turn a computer on and off again
- Able to create a new folder for student files
- Able to use a drop down menu to select an option on digital form, e.g. state or territory
- Able to save a file
- Able to use a computer mouse with increasing accuracy and right clicks to locate menu
- Can distinguish 'Reply' from 'Reply all' in emails
- Recognises a range of software icons on desktop

### 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](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/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 courses here: <https://www.thegordon.edu.au/courses/all-courses>