

PERSONAL LEARNING REQUIREMENTS

UEE30820 Certificate III in Electrotechnology Electrician

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

Communication Skills

- Ability to appropriately give and receive feedback to colleagues or clients
- Ability to develop and maintain relationships with all stakeholders (e.g. build trust and rapport)
- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Demonstrate accurate and clear written communication (e.g. compliance forms, quotes, emails)
- Listen actively (e.g. understand instructions and client feedback)
- 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
- Understand, use and respond to non-verbal communication appropriately to demonstrate understanding
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

Physical Skills

- Ability to work at heights, including roofs & roof cavities
- Ability to work in confined spaces
- Ability to work in physically demanding environments
- Ability to work in various environments (e.g. changing conditions, hot/cold, low light, indoors/outdoors)
- Adequate vision (e.g. move safely to avoid physical hazards, identify coloured coded wires, read results on test and measuring equipment, perform visual inspections of electrical wiring)
- Capacity to travel to work sites, including early starts
- Capacity to use computers/smart devices
- Capacity to wear Personal Protective Equipment (PPE) (e.g. if required in the workplace)
- 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. wiring, terminating cables)
- 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. using tools / power tools)
- Manual handling techniques (e.g. regular lifting, including heavy items such as drums of cable, solar panels)
- Manually operate machinery and equipment (e.g. hand tools, portable electric tools)

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- 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; trigonometry; transposition; graphs)
- Able to apply and interpret industry related terminology, symbols, abbreviations, 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 electrical industry knowledge
- Capacity to maintain focus and concentration while undertaking routine or repetitive tasks
- 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)
- Engages in continuous learning opportunities (e.g. willing to learn new products or services or other industry related skills and knowledge)
- 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 remain alert, focused and engaged with clients and colleagues
- 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)
- Comply with legal, ethical and/or licencing requirements of industry
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Enthusiasm to undertake all tasks
- Hands-on, practical and realistic approach to work
- Initiative (e.g. willingness to take on responsibilities and challenges)
- Integrity (e.g. honest and ethical)
- Stress tolerance (e.g. deal calmly with stressful situations or under pressure)
- Team player

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

Industry Legislation or Licencing

- To work as electrician you must have the applicable Energy Safe Victorian (ESV) registration or licence

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry
- A requirement that all three (3) Licencing assessments must be completed before applying to Energy Safe Victorian (ESV) for a Licence

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>