

# PERSONAL LEARNING REQUIREMENTS

## 22641VIC Certificate IV in EAL (Access)

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 straightforward conversations
- You can read letters or emails and write a reply
- You can write a paragraph

### Physical Skills

- You are physically able to sit down and use a computer

### Cognitive Skills

- 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
- You can read and understand information on a range of topics
- You can express ideas on a range of topics
- You can listen to and understand straightforward information
- You can listen and pronounce a range of words in English

### Behavioural & Social Skills

- You are interested in using English to communicate and learn
- You can make a plan to improve your English, 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 websites, watch and listen to videos, write and send an email and write information

### Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

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