

In order to make an informed choice about the suitability of this course, you must take into account the essential skills and knowledge in addition to the critical aspects of assessment of this course or qualification.

In the technical production industry, the following areas need to be considered:

Observation skills and abilities

- Understand and respond to non-verbal cues/ signals accurately and appropriately.
- Gather and use information by observation, for example;
 - Observe and follow routine work practices
 - Observe and respond to changing environments and situations

Communication skills and abilities

- Understand and respond to verbal communication accurately and appropriately.
- Understand and follow written and verbal instructions (e.g. read and interpret production documents).
- Ability to read, interpret and respond to written signs, symbols and data.
- Speak clearly and directly (e.g. providing clear information to other team members).
- Ability to actively participate in groups (e.g. ask questions, propose ideas, problem solve, negotiate and follow instructions).
- Be able to carry out verbal instructions from supervisors and/or other team members in a timely and accurate manner.
- Ability to initiate and sustain communications with a range of people.
- Able to receive, reflect and act on constructive feedback.

Technical skills and abilities

- Perform IT tasks (e.g. email, Word and Excel)
- Work effectively in various environments (e.g. the ability to work in changing conditions, including; hot & cold, low light, indoor/ outdoor.)

Fine motor skills and abilities

- Operate a mouse and keyboard
- Manipulate small scale knobs, buttons and dials
- Use drawing tools and equipment
- Use cutting tools safely
- Use hand and power tools
- Operate machinery

Gross motor skills and abilities

- Lift/move/carry large and/or heavy items of equipment individually or as part of a co-ordinated team
- Work at heights - climb ladders, scaffolds and stairs,
- Undergo training to use elevated working platforms to a height of 11 metres.

Physical capability e.g. (Stamina):

- Work at manual tasks for up to 4hrs without breaks
- Work at manual tasks over consecutive 10 to 12 hour days with scheduled minimum breaks: lunch dinner etc.
- Work as above over a 6 day week

Numeracy skills and abilities

- Accurately read rulers, clocks and digital displays
- Accurately transfer data between individuals and to and from computer programs
- Understand basic geometry (e.g. length, height, depth)
- Perform basic mathematical calculations (e.g. add, subtract, multiply and divide) to determine time, distance, weight, area, quantity, volume, etc.

Cognitive skills and abilities (understand, interpret, analyse, apply) Sufficient to:

- Organise information from a range of sources
- Be able and willing to follow instructions
- Prioritise and sequence tasks (e.g. carry out work in a certain order or sequence)
- Problem solving (e.g. show independence and initiative in identifying and solving problems)
- Good working memory (e.g. able to recall procedures and information)
- Maintain a sufficient level of concentration to complete an activity / task (e.g. you may be required to concentrate and work effectively for up to 4hrs without breaks)
- Respond effectively to change
- Time Management (e.g. able to work accurately within time constraints)
- Accept personal responsibility for accurate completion of work and seek help when required
- Able to be responsible for self and others' health and safety
- Selecting and using the right personal protective equipment to manage personal safety in the workplace (e.g. choosing appropriate footwear when working in a particular environment)
- Understand and follow policies and procedures (e.g. take responsibility for meeting legal and regulatory requirements within scope of own role)

Behavioural and social skills and abilities

- Function effectively as part of a group
- Flexible (e.g. people in the Technical Production & Services industry often have unusual hours or longer hours and may be required to take on a different or multiple roles at any given time.)
- Self-motivation to work without constant supervision
- Demonstrate reliability and integrity in dealings with others
- Maintain composure and function effectively in stressful situations