

ACCM 201110

Certificate II in
Animal Studies
(Release 3)

Estimated duration of course

It is estimated that students can complete this course in eight weeks, however some students may require additional time in order to be deemed competent in all units of the course.

Expected delivery locations

Classroom sessions will be delivered at the RSPCA Sydney Shelter, located at 201 Rookwood Road, Yagoona, NSW, 2199.

Mandatory practical placement days will be provided at one of the following RSPCA facilities:

- Blue Mountains Shelter (121-125 Mort Street, Katoomba, NSW, 2780)
- Care Centre Rouse Hill (Rouse Hill Town Centre, Windsor Road, Rouse Hill, NSW, 2155)
- Care Centre Tuggerah (Tuggerah Homemaker Centre, Cnr Bryant Drive and Wyong Road, Tuggerah, NSW, 2259)
- Central Coast Shelter (Lot 455 Reeves Road, Somersby, NSW, 2250)
- Illawarra Shelter (54 Industrial Road, Unanderra, NSW, 2526)
- Sydney Shelter (201 Rookwood Road, Yagoona, NSW, 2199)

Expected delivery modes

This course is face-to-face learning, however it involves the use of the internet to access learning materials.

Work placement arrangements

Students are allocated a location to undertake unpaid practical placement for the duration of the course (see 'Expected delivery locations' above). RSPCA NSW has public liability insurance for these locations.

The study schedule (subject to change) is typically as follows:

Week 1	Monday 9 a.m. – 4.30 p.m. Sydney classroom	Tuesday 9 a.m. – 4.30 p.m. Sydney classroom	Wednesday 9 a.m. – 4.30 p.m. Sydney classroom	Thursday 9 a.m. – 4.30 p.m. Sydney classroom	Friday
Week 2	Monday 9 a.m. – 4.30 p.m. Sydney classroom	Tuesday 9 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 9 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 9 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday
Week 3	Monday 9 a.m. – 4.30 p.m. Sydney classroom	Tuesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday
Week 4	Monday 9 a.m. – 4.30 p.m. Sydney classroom	Tuesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday
Week 5	Monday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Tuesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday
Week 6	Monday 9 a.m. – 4.30 p.m. Sydney classroom	Tuesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday
Week 7	Monday 9 a.m. – 4.30 p.m. Sydney classroom	Tuesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday
Week 8	Monday	Tuesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Wednesday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Thursday 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	Friday 10 a.m. – 1 p.m. Sydney classroom

Entry requirements

- Due to RSPCA policy, students must be at least 18 years old, with the appropriate approval to work or study in Australia.
- There are no education requirements for entry into this course.
- Reasonable physical fitness is beneficial in order to undertake the work placement. Activities will involve animal handling and manual lifting.
- Due to the nature of the animal industry, emotional resilience is advantageous.
- You must be immunised against tetanus prior to commencement of the course. It is the student's responsibility to ensure they are currently immunised against tetanus.

Requirements during/after the course

Students are required to access the internet for learning materials. Many public libraries provide internet access if a student does not have their own internet access. To find your local public library, please visit sl.nsw.gov.au/public-library-services/about-public-library-services/find-public-library-nsw.

Students will be provided with two student uniform shirts, which students can keep. Students are also provided with a dog lead and treat bag which are required to be returned to the RSPCA Academy upon completion of training (or withdrawal from the course). Students are required to wear closed-in shoes and long pants, and are expected to provide their own.

Students are required to attend a minimum of 80% of the classroom sessions and a minimum of 80% of the practical placement days. Any further absences will require a medical certificate or other evidence to support the student's reason for being absent.

Subjects studied

Core (seven)

- ACMGAS201A Work in the animal care industry
- ACMSUS201A Participate in environmentally sustainable work practices
- ACMGAS202A Participate in workplace communications
- ACMWHS201A Participate in WHS processes
- ACMGAS203A Complete animal care hygiene routines
- ACMGAS204A Feed and water animals
- ACMGAS205A Assist in health care of animals

Compulsory electives (five)

- ACMGAS208A Source information for animal care needs
- ACMSPE304A Provide basic care of dogs
- ACMSPE305A Provide basic care of cats
- ACMGAS206A Provide basic first aid for animals
- ACMGAS209A Provide information on companion animals, products and services

Job roles

Job role titles covered by this qualification may include:

- Animal care attendant
- Animal shelter attendant
- Kennel hand
- Cattery attendant
- Pet shop attendant
- Assistant dog groomer

Pathways from this qualification

After achieving this qualification candidates may undertake:

- ACM30110 Certificate III in Animal Studies
- ACM30210 Certificate III in Animal Technology
- ACM30310 Certificate III in Captive Animals
- ACM30410 Certificate III in Companion Animal Services
- ACM30612 Certificate III in Pet Grooming
- ACM40410 Certificate IV in Veterinary Nursing (please note that there are three mandatory Certificate II-level units in the Certificate IV in Veterinary Nursing that we do not currently offer as part of our Certificate II in Animal Studies)

RSPCA Academy obligations

The RSPCA Academy is responsible for the quality of training and assessment in compliance with the Australian Skills Quality Authority's *Standards for Registered Training Organisations (RTOs) 2015*, and the issuance of AQF certification documentation when a student successfully completes the qualification.

Student rights

Full details of student rights and details of the RSPCA Academy's complaints and appeals processes can be found in the RSPCA Academy Student Handbook. This handbook can be downloaded from rspcansw.org.au/what-we-do/training/cert-ii-in-animal-studies.

If the RSPCA Academy closes or ceases to deliver the training product once training has commenced, a pro-rata refund will be offered to students. In addition, statements of attainment may be issued for achieved competencies up until the training ceases.

For information regarding consumer rights, visit fairtrading.nsw.gov.au/ftw/Consumers/Buying_services/Education_and_training.page.

Student obligations

Details of student obligations can be found in the RSPCA Academy Student Handbook. This handbook can be downloaded from rspcansw.org.au/what-we-do/training/cert-ii-in-animal-studies.

Fee information

The full cost of the course is \$1,110.00 including GST. This course is not eligible for VET FEE-HELP. Full payment must be made no later than two weeks prior to the course commencement.

Any person requiring a refund of fees paid must do so in writing in accordance with the refund policy outlined below.

A \$160 administration fee is non-refundable in every case.

RSPCA Academy will refund part of a course payment when:

- A student has cancelled more than 14 days prior to the course commencement. In this case, the student will receive 75% of the remaining amount (remaining amount = fees paid minus non-refundable administration fee)
- A student has cancelled less than 14 days prior to the commencement. In this case, the student will receive 50% of the remaining amount (remaining amount = fees paid minus non-refundable administration fee)

RSPCA NSW will not refund course fees once the course has commenced. RSPCA NSW may need to cancel, postpone, or reschedule a course when necessary due to low enrolment numbers or due to extraordinary circumstances. If this occurs, the student will be offered an alternative date or a full refund. Application for a refund can be made by completing the Application for a Refund Form found in the Student Handbook, which can be downloaded from rspcansw.org.au/what-we-do/training/cert-ii-in-animal-studies.

Disclaimer

Enrolment in this course does not guarantee that the student will successfully complete the course. Successful completion of the course does not guarantee that the student will find paid employment in the industry. Undertaking training through the RSPCA Academy does not guarantee an interview for a paid or volunteer position at RSPCA NSW.

Employability skills a graduate may obtain

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • apply numeracy skills to workplace requirements • communicate information about problems with work • communicate information relating to OHS • complete work forms and required written documentation • demonstrate effective and appropriate interpersonal skills • interpret and apply workplace procedures and instructions • share workplace information • use communication and information technologies to support work operations
Teamwork	<ul style="list-style-type: none"> • assist with monitoring the health and welfare of animals • identify own role and responsibilities within a team • identify team goals • maintain health and safety of work area for self and others • provide assistance to others in the work area • share work-related information • work as part of a team • work with persons of different ages, genders, races, religions and political persuasion
Problem solving	<ul style="list-style-type: none"> • check performance of machines and equipment and identify signs of faulty operations • identify and apply health and safety issues relating to work in the animal care and management industry • identify and report any workplace hazards • identify workplace problems and make contributions to their solution • monitor workplace activities and identify and report non-compliances • report difficulties in handling animals
Initiative and enterprise	<ul style="list-style-type: none"> • ask questions regarding requirements and expectations • assess quality of work on an ongoing basis • gather and interpret information to support safe and efficient work • make suggestions for continuous improvement • provide feedback on procedures and processes • record basic information on the quality and other indicators of work outcomes
Planning and organising	<ul style="list-style-type: none"> • identify and report issues affecting ability to meet work outcomes • identify and use relevant personal protective equipment • identify work requirements and work load priorities • organise work area to maintain housekeeping standards • plan work activities to meet daily work requirements • select and organise relevant equipment and tools
Self-management	<ul style="list-style-type: none"> • accept responsibility for quality of own work • apply safe animal handling and work practices • identify personal responsibilities • keep the work area clean and tidy at all times • monitor own work and maintain work efficiency • participate in OHS practices • plan to meet required work outcomes of self and team • recognise own shortcomings and seek advice and assistance from supervisors
Learning	<ul style="list-style-type: none"> • ask questions to expand own knowledge • assess own competencies in meeting job requirements • attend training or skill development activities • identify own skill requirements and seek skill development if required • listen to feedback and advice of supervisors
Technology	<ul style="list-style-type: none"> • use information technology devices as required • use manual handling technologies in the workplace • use work tools, machines and equipment safely and effectively