

# Completing your Certificate II in Animal Studies ACM2017 (Release 1) through the RSPCA NSW Training Team

## What are the requirements?

You must be employed full-time or part-time with RSPCA NSW in an animal care role. Alternatively, you may be employed full-time or part-time with RSPCA NSW in a role that enables you to have regular, ongoing contact with animals. Your manager must approve your application to study, and must contact an assessor of the Community Team to apply on your behalf. Please note that not all applications can be accepted – the assessors will review each application and make a decision regarding whether the training request can be accommodated.

You cannot enrol in any accredited training without a Unique Student Identifier (USI) number. This is a federal requirement, so if this number has not been supplied on your enrolment form (which you will be given when your manager contacts the Community Team), you will not be eligible to undertake training.

You are required to access the internet for learning materials. Before using RSPCA NSW resources for this purpose, please seek approval from your manager. 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](http://sl.nsw.gov.au/public-library-services/about-public-library-services/find-public-library-nsw).

## What will be expected of me?

You will be required to manage the study load in your own time. The theory component of the course involves completing a workbook within six months of commencing the course. The practical component of the course involves completing a logbook and skills book. You will be required to complete this book within 12 months of commencing the course.

## Who can mark my theory workbook?

One of the assessors in the Community Team will mark your workbook. You will be allocated an assessor on enrolment. You can also contact this person for guidance and advice throughout the course.

## Who can sign off on my practical skills?

The first part of the book is a logbook. You are required to fill out these pages after your shifts in order to demonstrate a range of animal-related activities (one page per shift). Your supervisor needs to sign each page at the end of the day. More detailed instructions can be found in the book.

The second part of the book is for practical skills assessment. **You will need to arrange for your team leader or supervisor to observe you performing the practical tasks successfully and sign you off in the 'supervisor' column.** An assessor from the Community Team can then counter-sign your skills book. Only an assessor can sign the grey 'Competent/Not Yet Competent' section at the bottom of each page.

With regards to the assessment task for 'ACMGAS206 Provide first aid for animals', this role play assessment must be undertaken with an assessor from the Community Team. You will need to contact your assigned assessor to arrange for this assessment to take place. Full instructions on how to complete assessments are listed in the book and would be discussed with you prior to commencing study.

## What subjects do I study?

### Core (eight)

- ACMGAS201 Work in the animal care industry
- ACMSUS201 Participate in environmentally sustainable work practices
- ACMGAS202 Participate in workplace communications
- ACMWHS201 Participate in WHS processes
- ACMGAS203 Complete animal care hygiene routines
- ACMGAS204 Feed and water animals
- ACMGAS205 Assist in health care of animals
- ACMGAS206 Provide basic first aid for animals

### Compulsory electives (four)

- ACMGAS208 Source information for animal care needs
- ACMSPE304 Provide basic care of domestic dogs
- ACMSPE305 Provide basic care of domestic cats
- ACMGAS209 Provide information on companion animals, products and services

## What are some pathways from the qualification?

After achieving this qualification candidates may undertake:

- ACM30117 Certificate III in Animal Studies
- ACM30217 Certificate III in Animal Technology
- ACM30317 Certificate III in Captive Animals
- ACM30417 Certificate III in Companion Animal Services
- ACM30617 Certificate III in Pet Grooming
- ACM40412 Certificate IV in Veterinary Nursing (please note, 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 NSW Training Team obligations

The RSPCA NSW Training Team 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 and obligations

Full details of student rights and details of the RSPCA NSW Training Team's complaints and appeals processes can be found in the RSPCA NSW Training Team Student Handbook. This handbook can be downloaded from [rspcansw.org.au/what-we-do/training/cert-ii-in-animal-studies](https://rspcansw.org.au/what-we-do/training/cert-ii-in-animal-studies). Student obligations can also be found in the Student Handbook.

## What happens if I finish working at the RSPCA?

If your employment in an animal care role with RSPCA NSW ceases for any reason, your enrolment in the course will be terminated.

## Disclaimer

Enrolment in this course does not guarantee that a student will successfully complete the course.