

# ACMMIC401

## IMPLANT MICROCHIP IN CATS AND DOGS - BLENDED (RELEASE 2)

### STUDENT INFORMATION SHEET

#### Units covered

A single unit of competency is covered in this short course. The unit covered is: ACMMIC401 Implant Microchip in Cats and Dogs

#### Unit description

The unit of competency describes the skills and knowledge required to aseptically perform microchip implantation procedures on cats and dogs, with minimum discomfort to the animal, for identification and traceability purposes.

#### Application of the unit

The unit applies to workers in the animal care industry where it may be necessary to implant microchips into cats or dogs.

Candidates may include veterinary practitioners, veterinary nurses, nominated employees and shelter managers of animal welfare agencies, local government animal management officers and pound managers, animal technicians in the role of managers or supervisors in animal research laboratories, animal control officers and breeders.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and animal welfare regulations, legislation and standards that apply to the workplace.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

#### Pathways from this qualification

This unit can be completed as stand-alone learning or used as a component in completing future qualifications from the Animal Care and Management Training Package (ACM). This unit is a Certificate IV level unit and is a suggested elective unit in the Certificate IV in Veterinary Nursing. As part of your enrolment in this course, on successful completion of all competencies, the RSPCA NSW training team will apply on your behalf to the Office of Local Government for competent students to be recognised as an Authorised Identifier in NSW.

#### Estimated duration of course

This course is a self-paced course where students need to complete approximately 35 hours of learning.

Students may complete the course as quickly as they can work through the required items.

The maximum time frame allowed for the course is twenty-eight (28) weeks. Over these twenty-eight (28) weeks students are estimated to have completed a total amount of thirty-five (35) hours learning.

Students will be required to conduct a combination of self-paced online learning along with attendance at a face-to-face training day. As part of this blended learning, they will be required to complete an online theory assessment, a practical assessment at the face-to-face training day and then a practical logbook to be completed after the face-to-face day. In this logbook students are required to complete ten (10) microchips under the supervision of a registered veterinarian within an eighteen (18) week timeframe. Some students may complete this earlier than the allocated eighteen (18) weeks; others may request an extension.

## Expected delivery locations

The face-to-face delivery dates and locations will be advertised throughout the year. The expected locations include:

RSPCA NSW Sydney Shelter: 201 Rookwood Road in Yagoona

RSPCA NSW Hunter Shelter: 6-10 Burlington Pl, Rutherford

RSPCA NSW Illawarra Shelter: 54 Industrial Road Unanderra, NSW, 2526

RSPCA NSW Katoomba Shelter: 71 William Street Orange, NSW, 2800

All learning materials will be provided in the RSPCA NSW Learning Management System Learnbook.

<https://learnbook.rspcansw.org.au>

## Expected delivery modes

This course is a blended delivery. Students will have access to a range of online learning materials including but not limited to:

- Online recorded PPT presentations and lectures
- Links to appropriate information sources
- Student Manual
- Video Demonstrations

On completion of the online learning materials students then attend a face-to-face day to complete the following tasks:

- Q + A time from the online theory learning completed
- A recap of the assessments required
- Training on animal handling and restraint
- Training on the implantation process
- Assessment on stuffed animals for the restraint and implantation processes
- Instructions for proceeding with Theory Assessment and Practical Logbook

It is important to note that all online learning materials need to be completed before attending the face-to-face class. Failure to do so may see a student excluded from attending a face-to-face day and further fees may apply, see information in the fee section below.

Students will be expected to then complete written assessments online, before proceeding to complete a practical logbook. It is important to note that students will need to have access to a printer as they will be required to print off some forms and their logbook to complete the course.

## Practical logbook assessment arrangements

Part of the assessment of this course will require students to complete a practical logbook. This logbook requires students to microchip a total of ten (10) live dogs and cats (minimum of three (3) dogs, minimum of three (3) cats and then either cats or dogs for the remaining four (4) under the supervision of a registered veterinarian only. At least one (1) of these cats and (1) of these dogs must be conscious at the time of implantation. A workplace supervisor or vet must also sign off on the student's ability to handle animals in this logbook.

Supervising veterinarians and animals must be organised by the student prior to enrolling in the course. There is a requirement to prove you have an overseeing vet before course materials will be unlocked. Please note that RSPCA

NSW is not able to accommodate students to microchip animals at our facilities. Veterinarians must be currently registered and must also currently be a current authorised identifier.

## 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 pre-requisites 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.

Student must fall into the following 2 categories to be eligible for this course:

- Currently employed or volunteering in the animal industry. Students must be able to provide a letter of proof from their employer or workplace to verify. A template for this letter will be provided on enrolment through the Learnbook website.
- A dog or cat breeder with a current Breeder Identification Number in NSW. Students must provide this number to their trainer after enrolment for verification in the Pet Registry of NSW.

Students are required to locate a supervising vet for themselves before enrolling into the course.

Students must have access to a workplace supervisor or supervising vet to sign off their dog and cat handling ability. Examples of appropriate workplace supervisors include:

- Manager
- Supervisor
- Team Leader
- Senior Nurse
- Vet

Students must have access to their workplace, or their own:

- Internet Access
- Computer or Phone
- Printer
- Webcam to complete online theory assessment which will take photos as a proctoring report to identify who is completing the assessment.

## 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 this statement of attainment.

## Student rights

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/](https://rspcansw.org.au/what-we-do/training/).

If the RSPCA NSW Training Team 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/buying-products-and-services/buying-services/education-and-training](https://fairtrading.nsw.gov.au/buying-products-and-services/buying-services/education-and-training).

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## Fee information

The full cost of the course is \$495.00. This course is not eligible for VET FEE-HELP. Full payment must be made no later than two weeks after enrolment. Students will not be granted access to any learning or assessment materials until full payment has been made.

Students who fail to complete the online learning material prior to the face-to-face day may not be permitted to attend their scheduled face-to-face day. In this instance students will be transferred to the next available face-to-face day spot in their location, (please note these are not regularly occurring in all areas) but will be required to pay an additional \$247.50 fee. This fee may not be charged if the student can provide proof of reasonable grounds as to why they were unable to complete the work. Reasonable proof would include items such as Medical Certificates or letters from employers. It is at the discretion of the RSPCA as to what would consist of reasonable proof in each separate circumstance.

Any person requiring a refund of fees paid must do so in writing in accordance with the refund policy outlined below and prior to accessing any of the learning material (accessing of materials can be verified through the learning management system). **A \$16 administration fee is non-refundable in every case.**

On enrolment students will be given access to Learnbook and will be required to submit proof of overseeing vet and or breeder registration as required. Access to learning materials will be blocked until these items have been received. If a student seeks a refund or cancels enrolment prior to completing these required tasks, they will fall under the refund guidelines in our Student Handbook for those who have cancelled outside of 14 days of the start of a course as listed here.:

When a student has cancelled more than 14 days prior to the course commencement the student will receive 75% of the remaining amount (remaining amount = fees paid minus non-refundable administration fee)

It is important to note that RSPCA NSW will not refund course fees once these tasks have been complete and the students has been granted access to the learning materials online.

RSPCA NSW may need to cancel, postpone, or reschedule a course when necessary due to extraordinary circumstances. If this occurs, the student will be offered 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/](https://rspcansw.org.au/what-we-do/training/).

## 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 NSW Training Team does not guarantee an interview for a paid or volunteer position at RSPCA NSW.