

# ACCM 20117

Certificate II in  
Animal Studies  
(Release 1)

## 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)
- Central Coast Shelter (Lot 455 Reeves Road, Somersby, NSW, 2250) and Care Centre Tuggerah (Tuggerah Homemaker Centre, Cnr Bryant Drive and Wyong Road, Tuggerah, NSW, 2259)
- 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:

<b>Week 1</b>	<b>Monday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Tuesday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Wednesday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Thursday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Friday</b>
<b>Week 2</b>	<b>Monday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b>
<b>Week 3</b>	<b>Monday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b>
<b>Week 4</b>	<b>Monday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b>
<b>Week 5</b>	<b>Monday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b>
<b>Week 6</b>	<b>Monday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b>
<b>Week 7</b>	<b>Monday</b> 9 a.m. – 4.30 p.m. Sydney classroom	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b>
<b>Week 8</b>	<b>Monday</b>	<b>Tuesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Wednesday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Thursday</b> 8 a.m. – 4.30 p.m. Designated shelter or Care Centre	<b>Friday</b> 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](http://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 NSW Training Team upon completion of training (or withdrawal from the course). Students are required to wear closed-in shoes and long sturdy pants (tights are not acceptable) 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 (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

## Job roles

During work placement students may participate in tasks that would typically include those completed by following roles:

- 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:

- 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 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 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

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).

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/ftw/Consumers/Buying\\_services/Education\\_and\\_training.page](https://fairtrading.nsw.gov.au/ftw/Consumers/Buying_services/Education_and_training.page).

### Student obligations

Details of student obligations 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).

### Fee information

The full cost of the course is \$1,430.00 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 \$16 administration fee is non-refundable in every case.**

RSPCA NSW Training Team 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](https://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 NSW Training Team does not guarantee an interview for a paid or volunteer position at RSPCA NSW.