

# ACM20117 Certificate II in Animal Studies (Release 1) – BLENDED Delivery

## Student Information Sheet

### Estimated duration of course

This course is delivered as a 10 week intensive course. It is important to note that if students do not reach a satisfactory level in all required assessment tasks they may require additional time in order to be deemed competent in all units of the course.

### Expected delivery locations

Learning in this course will be through mixed delivery of Pre-recorded Video Lectures, Live Webinars and Face to Face Classroom sessions along with mandatory practical placement days.

All online learning will be delivered through our online learning platform Learnbook.

Face to face 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 a blended delivery mode which encompasses a mixture of online learning, with face to face classrooms and practical work placement.

There is a significant online component which means students are required to have ready access to a computer or other device with web cam for live webinar sessions, and ready access to Internet. The online component also requires students to have at minimum an intermediate level of competence in computer operations and navigating the internet. The preferred browser for our learning platform Learnbook is Google Chrome.

## 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:

### Prior to Course Commencement Date:

Attend online information session

Pick up Assessment Materials and other essential items (keys, treat bags, leads) from 201 Rookwood Road Yagoona.

Access Learnbook Website

### Week 1

Complete online Literacy, Language and Numeracy Assessment

Review 6 Pre-recorded Video Presentations. (Approximately 5 hours)

Review and sign off on all student policies online

Participate in Live Webinar Introduction (Approximately 2 hours)

Complete COVID Declaration

### Week 2

Review 5 Pre-recorded Video Presentations (Approximately 10 hours)

Participate in 4 Live Webinars (Approximately 5 hours in total)

Attend 1 Face to Face Classroom day (7 hours)

Complete 2 online Activities (Approximately 1 hour)

### Week 3

Attend 1 Face to Face Classroom day (7 hours)

Review 5 Pre-recorded Video Presentations (Approximately 8 hours)

Attend practical Workplace for Work placement (3 x 7.6 hour days)

### Week 4

Attend 3 Live Webinars (Approximately 6 hours)

Attend practical Workplace for Work placement (3 x 7.6 hour days)

### Week 5

Submit 1<sup>st</sup> Assessment Workbook

Attend 1 Face to Face Classroom Day (2 hours)  
Review 2 Pre-recorded Video Session (Approximately 5 hours)  
Attend practical Workplace for Work placement (3 x 7.6 hour days)  
Complete 2 Online Assessment Activities (Approximately 1 hour)

### Week 6

Attend 1 Face to Face Classroom Day (7 hours)  
Review 2 Pre-recorded Video Sessions (Approximately 3 hours)  
Complete 2 Online Activities (Approximately 1 hour)  
Attend practical Workplace for Work placement (3 x 7.6 hour days)

### Week 7

Attend 1 Face to Face Classroom Day (7 hours)  
Complete 1 Online Activity (Approximately 2 hours)  
Attend practical Workplace for Work placement (3 x 7.6 hour days)

### Week 8

1 x Make up Face to Face Classroom Day – Monday (7 hours)  
Submit 2<sup>nd</sup> Assessment Workbook  
Attend practical Workplace for Work placement (3 x 7.6 hour days)  
Participate in 1 Live Webinar Assessment (1 hour)

### Week 9

Attend practical Workplace for Work placement if required (3 x 7.6 hour days)  
Complete any unfinished Online Activities

### Week 10

Attend practical Workplace for Work placement if required (3 x 7.6 hour days)  
Participate in 1 Live Webinar to receive results and course feedback (Approximately 30 minutes)

## Entry requirements

Due to RSPCA NSW policy, students must be at least 18 years old.

Students are also required to have the appropriate approval to work or study in Australia. If you are residing in Australia on a VISA and are unsure of your study requirements you can check them [here](#)

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 in outdoor environments.

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.

An intermediate level of computer literacy and internet navigation is essential for this course.

## 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 <https://www.sl.nsw.gov.au/public-library-services/about-public-library-services/find-public-library-nsw>

RSPCA NSW Sydney Site does have WiFi available for students to utilise on any of the face to face days of the course.

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). If a student fails to return these items, they will be charged a fee for replacement.

Students are required to wear and provide their own closed-in shoes and long sturdy pants (tights are not acceptable)

Students are required to attend a minimum of 90% of the classroom sessions (both online and face to face), review 100% of the Pre-recorded Video Presentations and attend a minimum of 15 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 and a potential extension of the course.

Successful completion of the qualification involves the satisfactory completion of written and practical assessment activities. Enrolling in this course does not guarantee successful completion. Successful completion is only achieved when all assessment activities are completed to a satisfactory level.

If a student does not meet the attendance requirements above and can provide sufficient evidence in relation to their absence, they can be considered for a transfer to the next available cohort to make up any face to face days they may have missed.

## Subjects studied

### **Core units (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) (selected by our team as the most relevant to the work placement provided)**

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 the 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 choose to investigate their options to 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 <https://www.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 <https://www.fairtrading.nsw.gov.au/buying-products-and-services/buying-services/education-and-training>

### Student obligations

Details of student obligations can be found in the RSPCA NSW Training Team Student Handbook. This handbook can be downloaded from <https://www.rspcansw.org.au/what-we-do/training/cert-ii-in-animal-studies/>

### Fee information

The full cost of the course is \$2,200.00 including GST.

This course is not eligible for [VET Student Loans](#). 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 unless they cease to deliver the course as outlined in Student Rights above. 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.

As required by ASQA the RSPCA NSW Training Team hold student fee protection in the form of a bank guarantee to refund any money received prior to the course starting above the value of \$1500.00. In the event the RSPCA NSW RTO ceases to trade students can contact RSPCA NSW on 9770 7555 and request to speak with the Finance department to organise a refund of this amount held above \$1500.00.

In any other event an 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 <https://www.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.