



Australian Government

Department of Education, Employment and Workplace Relations

ACMACR409A Prepare and present animal control and regulation case

Revision Number: 1

ACMACR409A Prepare and present animal control and regulation case

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit of competency covers the process of conducting interviews, preparing evidence and presenting evidence for animal control and regulation cases.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>The unit is applicable to those working in the animal control and regulation sectors and requires the ability to prepare for case proceedings, present evidence and follow up on the outcomes of the proceedings. Knowledge of relevant legislation and organisational policies and procedures is essential.</p> <p>In addition to legal and ethical responsibilities, all units of competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Conduct interview	<p>1.1. Purpose of interview is determined.</p> <p>1.2. Venue, equipment and personnel for conducting interview are selected and prepared in accordance with organisational and legislative requirements.</p> <p>1.3. Interviewee is informed of the interview and their rights in accordance with legislative requirements.</p> <p>1.4. Comprehensive questions relevant to the situation and interviewee are asked using appropriate questioning techniques.</p> <p>1.5. Interview is recorded and statement is taken in accordance with organisational and legislative requirements.</p> <p>1.6. Information obtained from the interview is reviewed and clarified to ensure relevance and sufficiency.</p> <p>1.7. Record of interview is produced in accordance with organisational and legislative requirements once interview is concluded.</p> <p>1.8. Assistance from supervisor and/or experts is sought where required.</p>
2. Prepare evidence	<p>2.1. All related information is collected, collated and recorded.</p> <p>2.2. Information is analysed to confirm its authenticity and reliability as evidence and to identify further evidence to be collected.</p> <p>2.3. Non-admissible evidence is separated and retained.</p> <p>2.4. Admissible evidence is prepared and reviewed to confirm if sufficient to proceed to prosecution.</p> <p>2.5. All evidence is secured and recorded in accordance with organisational and legislative requirements.</p> <p>2.6. Witnesses are coordinated.</p> <p>2.7. Brief of evidence is developed that contains the required information and addresses all elements of the offence.</p> <p>2.8. Assistance from supervisor and/or experts is sought where required.</p>
3. Present evidence	<p>3.1. Arrangements, role and involvement in proceedings are confirmed.</p> <p>3.2. Documentation and exhibits are prepared in accordance with organisational and legislative requirements.</p>

ELEMENT	PERFORMANCE CRITERIA
	<p>3.3. Protocols and rules of evidence relevant to the organisation and/or case are adhered to.</p> <p>3.4. Evidence is presented in a clear, concise and articulate manner.</p> <p>3.5. Outcomes of the proceedings are noted and filed and reports are completed where required in accordance with organisational and legislative requirements.</p> <p>3.6. Any required actions are implemented in accordance with organisational and legislative requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- analyse, research and take notes
- apply communication techniques including engaging in complex exchanges of oral information, varying style and language structure to suit a range of interviewees
- apply conflict resolution skills as required
- interviewing and questioning techniques
- make comparisons and exercise judgement about facts in written materials
- operate complex technical and electronic equipment to record interviews where necessary
- prepare and write complex documents (e.g. witness statements and briefs of evidence) that reflect key points made in oral statements
- present evidence clearly and concisely
- literacy skills to read and follow organisational policies and procedures, including occupational health and safety (OHS) and animal welfare; follow sequenced written instructions; record accurately and legibly information collected; and select and apply procedures to a range of defined tasks
- oral communication skills/language to fulfil the job role as specified by the organisation, including questioning techniques, active listening, asking for clarification and consulting with or seeking advice from supervisor
- numeracy skills to estimate, calculate and record routine workplace measures
- interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities
- problem-solving skills to use available resources and prioritise daily tasks
- write reports using formal structures and language.

Required knowledge

- admissible evidence
- burden of proof
- common law versus judicial precedent versus legislation
- court/tribunal/commission procedures, protocols and processes
- legislation relevant to the organisation and the case
- legislative and organisational requirements for the conduct of interviews, including electronic recording equipment
- legislative and organisational requirements for the documentation of interviews, information and evidence
- legislative requirements for presenting evidence
- organisational policies and procedures relating to the preparation of documents and

REQUIRED SKILLS AND KNOWLEDGE

- evidence, and providing expert opinion
- rules of evidence
 - requirements of a brief of evidence.

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can:</p> <ul style="list-style-type: none"> • conduct and record interviews and statements from interviewees, including witnesses, suspects, informants or complainants • communicate effectively with interviewees using active listening and questioning techniques • gather information on the case and identify admissible evidence • prepare an evidence brief • present evidence at proceedings • follow the rules of evidence and protocols relevant to the case • maintain accurate records in accordance with organisational policies and procedures. <p>The skills and knowledge required to prepare and present animal control and regulation cases must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.</p>
Context of and specific resources for assessment	<p>Assessment of this unit is to be practical in nature and will be most appropriately assessed in an animal control and regulation workplace or in a situation that reproduces normal work conditions.</p> <p>There must be access to a relevant animal control and regulation case that requires preparation (e.g. taking statements and gathering evidence) and presentation (e.g. to a court or tribunal) and the appropriate equipment and/or resources to enable one to demonstrate competence.</p>

EVIDENCE GUIDE	
Method of assessment	<p>To ensure consistency in one's performance, competency should be demonstrated, to industry defined standards, on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities and over a number of assessment activities.</p> <p>The assessment strategy must include practical skills assessment. Suggested strategies for this unit are:</p> <ul style="list-style-type: none"> • written and/or oral assessment of candidate's required knowledge • observed, documented and first-hand testimonial evidence of candidate's application of practical tasks • simulation exercises that reproduce normal work conditions • case studies • third-party evidence • workplace documentation • portfolio. <p>This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.</p>
Guidance information for assessment	<p>Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).</p>

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Purpose of interview</i> may include:</p>	<ul style="list-style-type: none"> • to ascertain facts surrounding an incident and gather evidence • to determine the appropriate action required to ensure public safety • to ensure compliance with legislative requirements.
<p><i>Equipment and personnel</i> that may be used to conduct an interview may include:</p>	<ul style="list-style-type: none"> • equipment: <ul style="list-style-type: none"> • computers • computer notebooks • recording medium (e.g. audiotapes and videotapes) • personnel: <ul style="list-style-type: none"> • interpreters • police officers to gain entry and serve warrants • corroborating officers • guardians and parents if minors are involved.
<p><i>Interviewees</i> may include:</p>	<ul style="list-style-type: none"> • complainants • informants • suspects • witnesses.
<p><i>Admissible evidence</i> may include:</p>	<ul style="list-style-type: none"> • direct evidence: <ul style="list-style-type: none"> • evidence and statements from those present at the time who may have heard, seen, smelt, tasted or felt something in relation to the incident and may include things that were in place at the time (e.g. gates and fences) • circumstantial evidence: <ul style="list-style-type: none"> • what was thought to have existed at the time but may no longer be there and cannot be backed up by direct evidence.

RANGE STATEMENT	
Coordinating <i>witnesses</i> may include:	<ul style="list-style-type: none"> • issuing witness summonses and maintaining contact with witnesses to ensure their cooperation, communication and attendance at court/tribunal.
<i>Information</i> for brief of evidence may include:	<ul style="list-style-type: none"> • admissible evidence and other evidence • precedents • records of interview • relevant sections of legislation • witness statements.

Unit Sector(s)

Unit sector	Animal control and regulation
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		