



**Australian Government**

# **ACMGEN301 Prepare and present information to the public**

**Release: 1**

## ACMGEN301 Prepare and present information to the public

### Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

### Application

This unit of competency describes the skills and knowledge required to prepare and present information to members of the public about captive, exhibited or companion animals using presentation techniques and aids that provide clear information and stakeholder engagement.

This unit applies to individuals who work in animal carer, keeper or aquarist roles, undertaking individual and team activities in small to large scale animal facilities. They perform work under broad direction and are required to take responsibility for their own work including, carrying out assigned tasks, organising processes, and working to schedules.

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

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

General Animal Care (GEN)

### Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare a presentation	1.1 Identify audience and determine objectives of the presentation 1.2 Prepare a plan of the presentation and select information and materials appropriate for the audience

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Trial the presentation with other staff to ensure its objectives and learning outcomes are clear
2. Conduct presentation	2.1 Use public speaking skills to effectively engage the audience 2.2 Use visual aids and other presentation equipment to enhance the presentation 2.3 Handle or present animals involved in the presentation to enhance educational and conservation messaging according to workplace health and safety, animal welfare and facility requirements, including use of low stress techniques 2.4 Encourage audience to participate and provide feedback 2.5 Review presentation performance with other staff
3. Participate in other interpretive and learning activities	3.1 Examine interpretive and learning activities within the facility 3.2 Adjust information for a broad range of clients 3.3 Prepare information for an exhibit sign and/or other resource 3.4 Monitor animals closely during handling or encounter sessions with the public according to facility animal welfare guidelines
4. Assist in media presentations	4.1 Clarify facility policies on staff interaction with the media and use of social media 4.2 Respond to questions from public or media professionally according to facility policies 4.3 Contribute to the preparation of information for media releases and/or interviews

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Access and review documents and facility policies relevant for presentations</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepare, structure and sequence resource materials to convey ideas</li> </ul>

Skill	Description
	and information to target audience
Oral communication	<ul style="list-style-type: none"> <li>Vary oral communication style in response to the needs or expectations of others</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN301 Prepare and present information to the public	ACMCAN302 Prepare and present information to the public	Minor changes to performance criteria for clarity  Assessment requirements updated	Equivalent
ACMGEN301 Prepare and present information to the public	ACMGAS210 Prepare for and conduct a tour or presentation	Some content is covered in this revised unit	Not equivalent

## Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>