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ACM Animal Care and Management Training Package

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ACMSS00022 Native Wildlife Rehabilitation Skill Set 2677
ACMSS00023 Animal Welfare Management Skill Set 2679
ACMSS00024 Zoological Horticulture Skill Set 2681
ACMSS00025 Exhibited Animal Visitor Experience Skill Set 2683
ACMSS00026 Orphan Native Wildlife Carer Skill Set 2685
ACMSS00027 Exhibited Animal Behaviour and Training Skill Set 2687
ACMSS00028 Species Population Management Skill Set 2689
ACMSS00029 Marine Animal Stranding Skill Set 2691
ACMSS00030 Animal Shelter Worker Skill Set 2693
ACMSS00031 Promote Animal Health in Remote Communities Skill Set 2695
ACMSS00032 Advanced Dog Grooming Skill Set 2697
ACMSS00033 Cat Grooming Skill Set 2699
ACMSS00034 Animal Management Coordination in Remote Communities Skill Set 2701
ACMSS00035 Animal-Assisted Services Skill Set 2703
ACMSS00036 Animal Breeder Skill Set 2705
ACMSS00037 Incorporate Safety When Instructing Learners in Horse Handling Skill Set 2707
ACMSS00038 Handling Horses Safely Skill Set 2709
ACMSS00039 Prepare To Work Safely Around Horses Skill Set 2711
ACMSS00040 Horse Groom Functions Coordinator Skill Set 2712

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ACMSS00041 Transport Horses Using a Road Vehicle Skill Set.....2714

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ACM10121 Certificate I in Animal Care Industry Pathways

Modification History

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

Qualification Description

This qualification provides knowledge and skills for initial work, community involvement and/or further learning. It provides a pathway to learn about work in the animal care and management industry and to assist with routine activities performed under close supervision in an animal care facility or service organisation.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 7 units of competency:
  - 5 core units plus
  - 2 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 units from the electives below or from any currently endorsed Training Package or accredited course.

Core Units

ACMGEN101	Explore job opportunities in animal care and related industries

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ACMGEN102	Approach and handle a range of calm animals
ACMGEN103	Assist in the care of animals
ACMWHS201	Participate in workplace health and safety processes
FSKOCM002	Engage in short and simple spoken exchanges at work

Elective Units

ACMINF101	Take responsibility for the health and welfare of animals in own care
FSKDIG001	Use digital technology for short and basic workplace tasks
FSKLRG002	Identify strategies to respond to short and simple workplace problems
FSKLRG005	Use strategies to plan simple workplace tasks
FSKNUM004	Use basic and familiar metric measurements for work

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM10121 Certificate I in Animal Care Industry Pathways	ACM10117 Certificate I in Animal Studies	Title and qualification description changed to reflect pathways outcome ACMGAS202 Participate in workplace communications removed from the core and replaced with FSKOCM002 Engage in short and simple spoken exchanges at work Elective units listed in the qualification	Equivalent

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ACM20121 Certificate II in Animal Care

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Qualification Description

This qualification describes the skills and knowledge for entry level and support roles in the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, boarding/day care facilities, sanctuaries and veterinary clinics. The work activities are routine, performed under supervision and within clearly defined guidelines.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 7 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 units from Group A
- 2 units from the remaining electives in Groups A or Group B, or from any currently endorsed Training Package or accredited course.

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Core Units

ACMGEN201	Work in the animal care industry
ACMGEN202	Complete animal care hygiene routines
ACMGEN203	Feed and water animals
ACMGEN204	Assist in health care of animals
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS201	Participate in workplace health and safety processes
BSBCMM211	Apply communication skills

Elective Units

Group A

ACMBEH302	Provide enrichment for animals
ACMEQU214	Prepare to work safely around horses
ACMGEN205	Source and provide information for animal care needs
ACMGEN301	Prepare and present information to the public
ACMGEN309	Provide basic animal first aid
ACMGEN310	Provide reception services for an animal care facility
ACMGRM201	Bath, dry and brush domestic dogs
ACMINF201	Handle companion animals safely and follow infection control guidelines
ACMVET201	Assist with veterinary nursing reception duties
ACMVET202	Carry out daily practice routines
ACMVET203	Assist with surgery preparation
BSBOPS203	Deliver a service to customers
HLTAID011	Provide First Aid

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Group B

ACMSPE313	Provide general care of amphibians
ACMSPE314	Provide general care of birds
ACMSPE315	Provide general care of common native mammals
ACMSPE316	Provide general care of domestic dogs
ACMSPE317	Provide general care of domestic cats
ACMSPE318	Provide general care of fish
ACMSPE319	Provide general care of invertebrates
ACMSPE320	Provide general care of mammals
ACMSPE321	Provide general care of non-venomous reptiles
ACMSPE322	Provide general care of rodents or rabbits

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM20121 Certificate II in Animal Care Release 2	ACM20117 Certificate II in Animal Studies Release 1	Added unit to elective Group A	Equivalent

Links

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ACM20221 Certificate II in Horse Care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Qualification Description

This qualification describes the skills and knowledge required for entry level horse care workers, that are required to handle horses. They may also ride horses.

Individuals in these roles perform routine horse care tasks under supervision including stable cleaning, horse handling, feeding, grooming, gear fitting and exercising. They apply solutions to a range of predictable problems and collaborate with others to care for horses and horse environments. Workplaces may include horse agistment, yards, stables, event venues, breeding studs, riding centres, livestock sites, equine veterinary facilities and horse education facilities.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 5 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome in horse related industries. The electives are to be chosen as follows:

- 5 units must be selected from any of the units in Groups A and B
- the remaining 3 units from may be selected from Groups A, B, or C, or from any currently endorsed Training Package or accredited course
- electives from Group C can only be selected where required as a prerequisite.

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Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU212	Handle horses safely
ACMEQU213*	Follow safe work practices in equine industries
ACMEQU215*	Provide daily care for horses
ACMEQU216*	Check and treat horses
ACMEQU217*	Load and unload horses

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A: Horse exercise, riding, presentation and transport

ACMEQU218*	Perform horse riding skills at walk, trot and canter
ACMEQU219*	Develop riding skills for exercising horses
ACMEQU220*	Lunge educated horses
ACMEQU308*	Transport horses using a road vehicle
ACMEQU311*	Prepare horses for presentation at an event
ACMEQU314*	Provide non-riding exercise to horses

Group B: Stock work and general

ACMAIM201	Contribute to safety at incidents involving large animals
ACMAIM202*	Participate in an incident involving large animals
ACMEQU221	Manage personal health and fitness for working with horses
ACMINF302	Follow equine biosecurity and infection control

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	procedures
AHCINF202	Install, maintain and repair farm fencing
AHCINF302	Plan and construct an electric fence
AHCLSK204	Carry out regular livestock observation
AHCLSK209	Monitor water supplies
AHCLSK210	Muster and move livestock
AHCLSK218*	Ride educated horses to carry out basic stock work
AHCMOM202	Operate tractors
AHCMOM216	Operate side by side utility vehicles
AHCWRK201	Observe and report on weather
AHCWRK312	Operate in isolated and remote situations
FSKLRG007	Use strategies to identify job opportunities
HLTAID011	Provide First Aid
RGRCMN201	Investigate job opportunities in racing and related industries
RGRHBR307	Carry out procedures for foaling down mares
RGRPSH308	Provide first aid and emergency care for horses or other equines

Group C: Prerequisite Units

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU206*	Perform horse riding skills at walk, trot and canter

Prerequisite requirements

Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

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Unit of competency	**Prerequisite requirement**
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely*
ACMEQU213 Follow safe work practices in equine industries	ACMEQU212 Handle horses safely
ACMEQU215 Provide daily care for horses	ACMEQU212 Handle horses safely
ACMEQU216 Check and treat horses	ACMEQU212 Handle horses safely
ACMEQU217 Load and unload horses	ACMEQU212 Handle horses safely
ACMEQU218 Perform horse riding skills at walk, trot and canter	ACMEQU212 Handle horses safely
ACMEQU219 Develop riding skills for exercising horses	ACMEQU218 Perform horse riding skills at walk, trot and canter*
ACMEQU220 Lunge educated horses	ACMEQU212 Handle horses safely
ACMEQU308 Transport horses using a road vehicle	ACMEQU212 Handle horses safely
ACMEQU311 Prepare horses for presentation at competition, sale or event	ACMEQU212 Handle horses safely
ACMEQU314 Provide non-riding exercises to horse	ACMEQU212 Handle horses safely
AHCLSK218 Ride educated horses to carry out basic stock	ACMEQU202 Handle horses safely* ACMEQU206 Perform horse riding skills at walk, trot and

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work	canter*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM20221 Certificate II in Horse Care	ACM20217 Certificate II in Horse Care	Qualification description revised Total number of units required to achieve the qualification decreased from 14 to 13 Packaging rules, core and elective units changed Riding specialisation removed	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

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ACM30121 Certificate III in Animal Care Services

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Qualification Description

This qualification describes the skills and knowledge required to work in a broad range of roles in animal care facilities and services, including boarding/day care, breeding, shelters/holding centres, pet grooming, pet sitting and other animal businesses.

Individuals in these roles perform a range of animal care tasks under broad direction which involve discretion and judgement in handling animals, selecting and operating tools and equipment, coordinating resources and problem solving. They are required to take responsibility for their own work including, carrying out assigned tasks, compliance with animal welfare, organising processes, solving problems and working to schedules.

The qualification allows for specialisation in:

- Animal Care
- Pet Grooming
- Customer Service.

This qualification is suitable to be undertaken as an apprenticeship or traineeship pathway.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 17 units of competency:
  - 7 core units plus
  - 10 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives can be chosen to provide a general qualification or a qualification with a specialisation.

For the award of the *Certificate III in Animal Care Services* choose:

- at least 9 units from the electives in Groups A to D
- up to 1 unit from any currently endorsed Training Package or accredited course.

For the award of the *Certificate III in Animal Care Services (Animal Care)* choose:

- at least 4 units from the electives in Group A
- up to 6 units from the electives listed in Groups A to D (not already selected)
- up to 1 unit from any currently endorsed Training Package or accredited course.

For the award of the *Certificate III in Animal Care Services (Pet Grooming)* choose:

- all 6 units from the electives in Group B
- up to 4 units from the electives listed in Groups A to D (not already selected)
- up to 1 unit from any currently endorsed Training Package or accredited course.

For the award of the *Certificate III in Animal Care Services (Customer Service)* choose:

- the following units from Group C:
  - ACMGEN205 Source and provide information for animal care needs
  - ACMGEN305 Provide advice on companion animal selection and general care
  - BSBOPS304 Deliver and monitor a service to customers
- at least 1 more unit from the electives in Group C
- up to 6 units from the electives listed in Groups A to D (not already selected)
- up to 1 unit from any currently endorsed Training Package or accredited course.

Where two specialisations are completed, award of the qualification would read (for example), *Certificate III in Animal Care Services (Pet Grooming, Customer Service)*.

Core Units

ACMBEH301	Identify behaviours and interact safely with animals
ACMGEN303	Assess the welfare status of an animal
ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces
ACMGEN309	Provide basic animal first aid
ACMGEN315	Communicate effectively with clients and team members
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMWHS301	Contribute to workplace health and safety processes

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Elective Units

Group A Animal care

ACMBEH302	Provide enrichment for animals
ACMBEH404	Condition animal behaviour
ACMGEN302	Care for young animals
ACMGEN307	Maintain aquariums and/or aquascapes and aquatic animals
ACMGEN308	Walk and exercise dogs
ACMGEN311	Maintain and monitor animal health and wellbeing
ACMGEN312	Provide nutritional requirements for animals
ACMGEN313	Carry out simple breeding procedures
ACMGEN314	Identify animal anatomy and physiology for animal care work

Group B Pet grooming

ACMGRM201	Bath, dry and brush domestic dogs
ACMGRM303	Provide sanitary and hygiene grooms for companion animals
ACMGRM304	Perform grooms on cross breed dogs
ACMGRM305 *	Groom dogs to meet breed style and coat requirements
ACMGRM403	Enhance companion animal coat and skin condition
ACMSPE316	Provide general care of domestic dogs

Group C Customer service

ACMGEN205	Source and provide information for animal care needs
ACMGEN305	Provide advice on companion animal selection and general care

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ACMGEN306	Provide advice on aquatic animal selection and general care
ACMGEN310	Provide reception services for an animal care facility
BSBOPS304	Deliver and monitor a service to customers
SIRRINV001	Receive and handle retail stock
SIRRMER001	Produce visual merchandise displays
SIRRMER003	Coordinate visual merchandising activities
SIRRRTF001	Balance and secure point-of-sale terminal
SIRXSLS002	Follow point-of-sale procedures

Group D General electives

ACMARM301	Support veterinary activities in remote communities
ACMINF304	Promote environmental health and safety for companion animals in remote communities
ACMSPE313	Provide general care of amphibians
ACMSPE314	Provide general care of birds
ACMSPE315	Provide general care of common native mammals
ACMSPE316	Provide general care of domestic dogs
ACMSPE317	Provide general care of domestic cats
ACMSPE318	Provide general care of fish
ACMSPE319	Provide general care of invertebrates
ACMSPE320	Provide general care of mammals
ACMSPE321	Provide general care of non-venomous reptiles
ACMSPE322	Provide general care of rodents or rabbits
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBESB305	Address compliance requirements for new business

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	ventures
BSBESB407	Manage finances for new business ventures
BSBFIN302	Maintain financial records
BSBINS302	Organise workplace information
BSBOPS404	Implement customer service strategies
BSBSTR301	Contribute to continuous improvement
BSBXTW301	Work in a team
HLTAID011	Provide first aid
HLTPOP032	Monitor and maintain dog health in the community

Prerequisite requirements

Unit of competency	Prerequisite requirement
ACMGRM305 Groom dogs to meet breed style and coat requirements	ACMGRM304 Perform grooms on cross breed dogs

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30121 Certificate III in Animal Care Services Release 2	ACM30121 Certificate III in Animal Care Services Release 1	Corrected unit code typographical error in packaging rules for *Certificate III in Animal Care Services (Customer Service)*	Equivalent

Links

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

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ACM30219 Certificate III in Animal Technology

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Qualification Description

This qualification is the industry qualification for persons operating at a junior or assistant level and undertaking animal technology functions within a biomedical research or production environment.

Job roles covered by this qualification include:

- Animal technician
- Technical officer
- Field technician

Regulatory compliance with the Australian Code for the Care and Use of Animals for Scientific Purposes applies to some units of competency. In addition, individual units of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory body.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 9 core units plus
  - 4 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 2 from the electives in Group A
- up to 2 units from Group B or any currently endorsed Training Package or accredited course.

Core Units

ACMATE306	Follow containment and exclusion procedures in animal facilities
ACMATE307	Work within an animal technology facility
ACMGAS202	Participate in workplace communications
ACMGAS204	Feed and water animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE312	Provide basic care of rodents and rabbits
ACMWHS301	Contribute to workplace health and safety processes

Elective units

Group A

ACMATE402	Conduct euthanasia of research animals
ACMGAS307	Identify animal anatomy and physiology for animal care work
ACMSUS201	Participate in environmentally sustainable work practices
ACMVET203	Assist with surgery preparation
HLTAID011	Provide First Aid
MSL922001	Record and present data
MSL933005	Maintain the laboratory/field workplace fit for purpose

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MSL973013	Perform basic tests
MSL973014	Prepare working solutions
MSL973016	Perform aseptic techniques
MSL973019	Perform microscopic examination

Group B

ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30219 Certificate III in Animal Technology Release 2	ACM30219 Certificate III in Animal Technology Release 1	Qualification updated to replace superseded first aid unit, as approved by the AISC in consultation with ASQA	Equivalent

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ACM30321 Certificate III in Wildlife and Exhibited Animal Care

Modification History

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

Qualification Description

This qualification reflects the skills and knowledge required for individuals undertaking a range of animal care functions in a zoo, wildlife sanctuary, aquaria or other facility where animals are cared for or exhibited. It applies to individuals who undertake activities autonomously or in teams working under broad direction. Activities may include individual animal welfare to social group management in small to large scale facilities.

Job roles covered by this qualification may include:

- Zookeeper/Animal carer
- Native wildlife carer
- Wildlife rehabilitator
- Animal technical officer
- Aquarist.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 12 core units plus
  - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- at least 2 from the electives listed below in Group A - Note: only one of the following infection control units can be selected from Group A:
  - ACMINF301 Comply with infection control policies and procedures in animal care work
  - ACMINF303 Implement infection control in the handling and care of native wildlife
- up to 2 from Group B or any currently endorsed Training Package or accredited course.

Core Units

ACMBEH302	Provide enrichment for animals
ACMEXH301	Work within a zoological facility
ACMEXH303	Prepare and maintain animal habitats
ACMEXH304	Assist with capturing, restraining and moving animals
ACMGEN301	Prepare and present information to the public
ACMGEN303	Assess the welfare status of an animal
ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces
ACMGEN311	Maintain and monitor animal health and wellbeing
ACMGEN312	Provide nutritional requirements for animals
ACMGEN315	Communicate effectively with clients and team members
ACMSUS401	Implement and monitor environmentally sustainable work practices
ACMWHS301	Contribute to workplace health and safety processes

Elective Units

Group A General electives

ACMAIM203	Assist at wildlife events
ACMAIM307	Participate in large whale disentanglement operations
ACMAIM308	Respond to marine wildlife stranding
ACMAIM309	Respond to marine wildlife welfare

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ACMAIM310	Participate in marine wildlife pollution event
ACMATE306	Follow containment and exclusion procedures in animal facilities
ACMBEH301	Identify behaviours and interact safely with animals
ACMBEH404	Condition animal behaviour
ACMEXH302	Support species population planning and management
ACMEXH305	Monitor animal reproduction
ACMEXH306	Rehabilitate native wildlife
ACMEXH307	Release native wildlife to the natural environment
ACMEXH308	Develop husbandry guidelines
ACMEXH309	Contribute to exhibit design and renovation planning
ACMGEN302	Care for young animals
ACMGEN309	Provide basic animal first aid
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMINF303	Implement infection control in the handling and care of native wildlife
AHCBIO301	Identify and report signs of unusual disease or pest
AHCECR202	Maintain wildlife habitat refuges
AHCFAU303	Respond to wildlife emergencies
AHCPCM204	Recognise plants

Group B Species-specific electives

ACMSPE313	Provide general care of amphibians
ACMSPE314	Provide general care of birds
ACMSPE315	Provide general care of common native mammals
ACMSPE318	Provide general care of fish

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ACMSPE319	Provide general care of invertebrates
ACMSPE320	Provide general care of mammals
ACMSPE321	Provide general care of non-venomous reptiles
SFICRO303	Care for crocodiles over 1.2 metres in a controlled environment

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30321 Certificate III in Wildlife and Exhibited Animal Care	ACM30317 Certificate III in Captive Animals	Updated title Changed packaging rules Changed core units Additional electives and group headings added	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

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ACM30821 Certificate III in Horse Care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Qualification Description

This qualification describes the skills and knowledge required to work safely in a range of skilled roles in industries involving horses, including stable hand, stud hand, groom, farm hand and rider. These workers may perform ridden and non-ridden horse exercise and prepare horses for events.

Individuals in these roles perform a range of horse care tasks under broad direction which involve discretion and judgement in handling, housing, feeding, routine health care and exercising horses. They take responsibility for their own work, carry out assigned tasks, coordinate processes and tasks, work to schedules, solve problems and comply with animal welfare requirements. Workplaces may include agistment centres, horse yards, stables, event venues, breeding studs, riding centres, livestock sites, equine veterinary facilities and horse education facilities.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
  - 9 core units plus
  - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 5 units must be selected from any of the units listed in Groups A and B
- the remaining 4 units may be selected from Groups A, B, C or D

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- up to 2 units may be selected from any currently endorsed Training Package or accredited course
- electives from Group D can only be selected where required as a prerequisite.

At least 5 of the 9 electives selected must be coded at indicative AQF level 3 or above or reflect AQF level 3 outcomes or above.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU212	Handle horses safely
ACMEQU217*	Load and unload horses
ACMEQU221	Manage personal health and fitness for working with horses
ACMEQU305*	Implement a horse health program
ACMEQU306*	Provide routine care for horses
ACMEQU311*	Prepare horses for presentation at an event
ACMEQU313*	Work safely in equine workplaces
ACMINF302	Follow equine biosecurity and infection control procedures
RGRPSH308	Provide first aid and emergency care for horses or other equines

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A: Horse care, exercise and riding

ACMEQU218*	Perform horse riding skills at walk, trot and canter
ACMEQU219*	Develop riding skills for exercising horses
ACMEQU220*	Lunge educated horses
ACMEQU307*	Introduce horses to lunge exercise

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ACMEQU308*	Transport horses using a road vehicle
ACMEQU309*	Carry out basic hoof care procedures
ACMEQU310*	Exercise and school horses
ACMEQU312*	Prepare and care for horses to perform at events
ACMEQU314*	Provide non-riding exercise to horses
AHCLSK218*	Ride educated horses to carry out basic stock work
AHCLSK337*	Train, care for and ride horses for stock work
RGRHBR302*	Carry out natural mare mating procedures
RGRHBR304*	Assess suitability of horses for specific uses
RGRHBR305*	Handle young horses
RGRHBR307	Carry out procedures for foaling down mares
RGRPSH203	Perform basic driving tasks
SISOEQU014	Determine nutritional requirements for sport or recreational horses

Group B: Horse tasks coordinator

ACMEQU407	Educate horses in initial handling
ACMEQU412	Interpret and address horse behaviour and welfare
ACMEQU414	Manage horses to meet sport event requirements
ACMEQU415	Relate musculoskeletal system to horse conformation and movement
ACMEQU417	Advise on horse nutritional needs
ACMEQU422	Maintain and monitor horse health
ACMEQU423	Manage selection of horse for handler, rider or driver
AHCLSK419*	Manage horses for stock work
BSBLDR414	Lead team effectiveness

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BSBOPS401	Coordinate business resources
TAEDEL301	Provide work skill instruction

Group C: General

ACMAIM201	Contribute to safety at incidents involving large animals
ACMAIM202*	Participate in an incident involving large animals
ACMAIM301*	Use manual techniques to safely move large animals
ACMAIM302*	Perform technical large animal rescue
ACMFAR317	Replace equine shoes as an emergency measure
ACMGEN303	Assess the welfare status of an animal
ACMGEN315	Communicate effectively with clients and team members
AHCBAC313	Establish pastures and crops for livestock production
AHCCHM304	Transport and store chemicals
AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases
AHCINF301	Implement property improvement, construction and repair
AHCINF302	Plan and construct an electric fence
AHCINF303	Plan and construct conventional fencing
AHCMOM202	Operate tractors
AHCMOM216	Operate side by side utility vehicles
AHCMOM217	Operate quad bikes
AHCWRK309	Apply environmentally sustainable work practices
BSBINS201	Process and maintain workplace information
BSBXTW301	Work in a team
HLTAID011	Provide First Aid

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SITXCCS006	Provide service to customers

Group D: Prerequisite Units

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU206*	Perform horse riding skills at walk, trot and canter
ACMEQU406*	Manage selection of horse for new or inexperienced handler, rider or driver

Prerequisite requirements

Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals*
ACMAIM302 Perform technical large animal rescue	ACMAIM301 Use manual techniques to safely move large animals*
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely*
ACMEQU217 Load and unload horses	ACMEQU212 Handle horses safely
ACMEQU218 Perform horse riding skills at walk, trot and canter	ACMEQU212 Handle horses safely
ACMEQU219 Develop riding	ACMEQU218 Perform horse riding skills at walk, trot and

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skills for exercising horses	canter*
ACMEQU220 Lunge educated horses	ACMEQU212 Handle horses safely
ACMEQU305 Implement a horse health program	ACMEQU212 Handle horses safely
ACMEQU306 Provide routine care for horses	ACMEQU212 Handle horses safely
ACMEQU307 Introduce horses to lunge exercise	ACMEQU220 Lunge educated horses*
ACMEQU308 Transport horses using a road vehicle	ACMEQU212 Handle horses safely
ACMEQU309 Carry out basic hoof care procedures	ACMEQU212 Handle horses safely
ACMEQU310 Exercise and school horses	ACMEQU219 Develop riding skills for exercising horses*
ACMEQU311 Prepare horses for presentation at an event	ACMEQU212 Handle horses safely
ACMEQU312 Prepare and care for horses to perform at events	ACMEQU212 Handle horses safely
ACMEQU313 Work safely in equine workplaces	ACMEQU212 Handle horses safely
ACMEQU314 Provide non-riding exercises to horse	ACMEQU212 Handle horses safely
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour
AHCLSK218 Ride educated horses to carry out basic stock work	ACMEQU202 Handle horses safely* ACMEQU206 Perform horse riding skills at walk, trot and canter*
AHCLSK337 Train, care for and ride horses for stock work	AHCLSK218 Ride educated horses to carry out basic stock work*
AHCLSK419 Manage horses	ACMEQU406 Manage selection of horse for new or

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for stock work	inexperienced handler, rider or driver*
RGRHBR302 Carry out mare mating procedures	ACMEQU202 Handle horses safely*
RGRHBR304 Assess suitability of horses for specific uses	ACMEQU202 Handle horses safely*
RGRHBR305 Handle young horses	ACMEQU202 Handle horses safely*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30821 Certificate III in Horse Care	ACM30817 Certificate III in Performance Horse	Title updated Qualification description revised Total number of units required to achieve the qualification increased from 16 to 18 Packaging rules, core and elective units changed	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

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ACM30921 Certificate III in Equine Hoof Care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Qualification Description

This qualification describes the skills and knowledge required for equine hoof care practitioners. It covers general hoof care, hoof trimming, barefoot care and other services to improve and maintain hoof health.

Individuals in these roles work in a variety of equine workplaces. They use discretion and judgment to provide hoof care services, solve routine and non routine hoof care problems, and provide advice to clients and owners.

To achieve this qualification, the individual must have completed at least 120 hours of work placement as detailed in the Assessment Requirements of *ACMFAR405 Coordinate day-to-day equine service operations*.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 17 units of competency:
  - 11 core units plus
  - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 4 from Group A electives listed below
- up to 2 from Group A or B electives listed below, or any currently endorsed Training Package or accredited course
- electives from Group B can only be selected where required as a prerequisite.

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A maximum of 2 of the 6 elective units may be selected coded with an AQF indicator above level 3 or reflect outcomes above AQF level 3.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU212	Handle horses safely
ACMEQU221	Manage personal health and fitness for working with horses
ACMEQU309*	Carry out basic hoof care procedures
ACMEQU413	Work safely in providing equine services as a contractor
ACMFAR313	Trim equine hooves
ACMFAR316	Select and fit hoof boots to meet individual equine need
ACMFAR401	Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care
ACMFAR405	Coordinate day-to-day equine service operations
ACMFAR408	Determine hoof care and hoof protection plans for equines
ACMGEN303	Assess the welfare status of an animal
ACMGEN315	Communicate effectively with clients and team members

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

ACMEQU217*	Load and unload horses
ACMEQU417	Advise on horse nutritional needs
ACMFAR315	Use and maintain hand and power tools for farriery or hoof care activities

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ACMFAR404	Use farriery techniques to meet special needs of equines
ACMINF302	Follow equine biosecurity and infection control procedures
ACMSUS201	Participate in environmentally sustainable work practices
BSBESB303	Organise finances for new business ventures
BSBESB305	Address compliance requirements for new business ventures
BSBFIN302	Maintain financial records
HLTAID011	Provide First Aid
HLTAID013	Provide First Aid in remote or isolated site
RGRHBR304*	Assess suitability of horses for specific uses

Group B**: Prerequisite Units**

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour

Prerequisite requirements

Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU217 Load and unload horses	ACMEQU212 Handle horses safely
ACMEQU309 Carry out basic hoof care procedures	ACMEQU212 Handle horses safely
RGRHBR304 Assess suitability of horses for specific uses	ACMEQU202 Handle horses safely*

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30921 Certificate III in Equine Hoof Care	ACM30918 Certificate III in Equine Hoof Care	Qualification description revised Packaging rules changed Elective Group B Prerequisite units added WHS and animal welfare units in core changed Unit added to electives Unit codes and titles updated	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

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ACM40121 Certificate IV in Animal Regulation and Management

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Qualification Description

This qualification describes the skills and knowledge for individuals undertaking animal regulatory and management functions. Animal regulation and management is a function provided by local and state/territory governments to protect the safety and amenity of communities by administering domestic animal legislation, and by community education and engagement.

Individuals are required to apply specialist knowledge and skills and may undertake roles in one or more of the following:

- animal management
- investigations
- animal holding facility/shelter
- animal management education
- rural and remote community work**.**

Some animal control functions administered by state/territory and local governments require licensing or authorisation. Legislative requirements vary across jurisdictions and users are advised to check with the relevant regulatory authority for current requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 7 core units plus
  - 9 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 7 from the electives listed below
- up to 2 from the electives listed below, or from any currently endorsed Training Package or accredited course.

At least 6 of the 9 electives must be coded with an AQF indicator above level 3 or reflect outcomes above AQF level 3.

Core Units

ACMARM401	Administer animal management and regulatory requirements
ACMARM402	Assess and impound animals
ACMARM403	Identify and respond to animal behaviour in animal management and regulation environment
ACMARM404	Manage conflict situations in an animal regulation and management environment
ACMWHS301	Contribute to workplace health and safety processes
PSPCRT007	Compile and use official notes
PSPREG008	Act on non-compliance

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A Investigations

ACMARM408	Coordinate seizure of animals
PSPINV001	Plan and initiate an investigation
PSPINV002	Conduct an investigation
PSPINV003	Finalise an investigation
PSPREG006	Produce formal record of interview
PSPREG010	Prepare a brief of evidence

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PSPREG011	Give evidence
PSPREG012	Gather information through interviews
PSPREG013	Undertake inspections and monitoring

Group B Animal holding facilities/shelters

ACMARM405	Assist with the euthanasia of animals
ACMARM406	Carry out animal holding facility procedures
ACMBEH407	Conduct animal behavioural assessments
ACMGEN303	Assess the welfare status of an animal
ACMGEN309	Provide basic animal first aid
ACMGEN311	Maintain and monitor animal health and wellbeing
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMINF401	Oversee site biosecurity and infection controls working with animals
ACMMIC401	Implant microchip in cats and dogs
ACMSPE316	Provide general care of domestic dogs
ACMSPE317	Provide general care of domestic cats

Group C Animal management education

ACMARM407	Conduct community education programs
ACMARM410	Develop and implement animal management initiatives
ACMBEH405	Provide individual advice on animal behaviour management and training
ACMGEN305	Provide advice on companion animal selection and general care
ACMVET411	Prepare, deliver and review animal care education programs

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SITXEBS001	Use social media in a business
TAEDEL401	Plan, organise and deliver group-based learning

Group D Rural and remote communities

ACMARM301	Support veterinary activities in remote communities
ACMARM407	Conduct community awareness programs
ACMARM409	Plan and monitor remote community animal management activities
ACMARM410	Develop and implement animal management initiatives
ACMINF304	Promote environmental health and safety for companion animals in remote communities
HLTPOP032	Monitor and maintain dog health in the community

Group E General electives

ACMAIM401	Coordinate large animal movement and evacuation
ACMAIM402	Develop a large animal incident response plan for an organisation
ACMBEH301	Identify behaviours and interact safely with animals
ACMEQU304	Apply horse identification techniques
ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces
ACMSUS401	Implement and monitor environmentally sustainable work practices
ACMWHS401	Maintain workplace health and safety processes
AHCPMG307	Apply animal trapping techniques
AHCPMG409	Implement a pest management plan
TLIE0007	Apply workplace statistics

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM40121 Certificate IV in Animal Regulation and Management Release 2	ACM40117 Certificate IV in Animal Control and Regulation Release 1	Elective unit added to Group E	Equivalent

Links

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

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ACM40221 Certificate IV in Animal Facility Management

Modification History

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

Qualification Description

This qualification reflects the skills and knowledge for team leaders, supervisors, and specialist technical roles within an animal care facility, including companion animal and exhibited and wildlife environments.

The qualification applies to a range of roles including coordinators/managers of boarding/day care, breeding or shelter facilities, as well as senior zookeepers, aquarists, and wildlife carers. Individuals in these roles analyse information and exercise judgement to complete a range of skilled activities and apply specialist technical skills and knowledge to solve routine and non-routine problems. They have accountability for the work of others and for meeting organisational key performance indicators.

The qualification allows for a specialisation in Companion animal or Wildlife and exhibited animal facilities.

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

Entry Requirements

Prior to commencing this qualification, individuals must have the skills and knowledge to:

- work independently and within a team in an animal care workplace
- provide husbandry care for a variety of species or breeds in an animal care workplace
- apply and communicate solutions to predictable and at times unpredictable problems relating to animals, clients and job role in an animal care workplace
- make judgements on the selection of equipment, techniques and contingency measures relating to safe work practices and animal welfare principles.

These skills and knowledge may have been acquired through completion of a Certificate III or higher qualification relating to animal care, or through industry experience in an animal care workplace.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 6 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives can be chosen to provide a general qualification or a qualification with a specialisation.

For the award of the *Certificate IV in Animal Facility Management (General)* choose:

- at least 4 units from the electives in Groups A and/or B
- up to 3 units from the electives listed in Groups A to C (not already selected) or any currently endorsed Training Package or accredited course.

For the award of the *Certificate IV in Animal Facility Management (Companion animals)*

- at least 4 units from the electives in Group A
- up to 3 units from the electives listed in Groups A to C (not already selected) or any currently endorsed Training Package or accredited course.

For the award of the *Certificate IV in Animal Facility Management (Wildlife and exhibited animals)* choose:

- at least 4 units from the electives in Group B
- up to 3 units from the electives listed in Groups A to C (not already selected) or currently endorsed Training Package or accredited course.

At least 4 of the 7 electives must be coded with an AQF indicator above level 3 or reflect outcomes above AQF level 3.

Core Units

ACMBEH402	Develop, implement and monitor enrichment strategies for animals
ACMGEN402	Advise on animal industry compliance and practices
ACMINF401	Oversee site biosecurity and infection controls working with animals
ACMSUS401	Implement and monitor environmentally sustainable work practices
ACMWHS401	Maintain workplace health and safety processes
AHCLSK404	Implement and monitor animal welfare programs

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Group A Companion animal facilities

ACMARM405	Assist with the euthanasia of animals
ACMARM406	Carry out animal holding facility procedures
ACMBEH404	Condition animal behaviour
ACMBEH407	Conduct animal behavioural assessments
ACMGEN303	Assess the welfare status of an animal
ACMGEN305	Provide advice on companion animal selection and general care
ACMGEN311	Maintain and monitor animal health and wellbeing
ACMGEN405	Manage companion animal breeding
ACMMIC401	Implant microchip in cats and dogs
TLIE4013	Apply workplace statistics

Group B - Wildlife and exhibited animal facilities

ACMAIM401	Coordinate large animal movement and evacuation
ACMAIM402	Develop a large animal incident response plan for an organisation
ACMBEH401	Develop, monitor and review behavioural husbandry strategies
ACMEXH401	Implement species population planning and management
ACMEXH402	Oversee enclosure or exhibit operations
ACMEXH403	Design and evaluate interpretive and learning programs
ACMEXH404	Assist in establishing and maintaining a zoological plantation or plant production system
ACMGEN302	Care for young animals
ACMGEN401	Develop animal diets
ACMGEN403	Manage and maintain avian housing

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ACMGEN404	Design, construct and maintain aquascapes
SITTGDE005	Prepare and present tour commentaries or activities

Group C - General electives

ACMARM407	Conduct community awareness programs
ACMBEH301	Identify behaviours and interact safely with animals
ACMGRM304	Perform grooms on cross breed dogs
ACMGRM305 *	Groom dogs to meet breed style and coat requirements
ACMGRM401 *	Carry out advanced grooming to dog breed standards
ACMGRM402 *	Groom cats of different breeds and coat types
BSBESB401	Research and develop business plans
BSBESB404	Market new business ventures
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBFIN501	Manage budgets and financial plans
BSBHRM411	Administer performance development processes
BSBHRM415	Coordinate recruitment and onboarding
BSBINS401	Analyse and present research information
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR413	Lead effective workplace relationships
BSBLDR414	Lead team effectiveness
BSBOPS404	Implement customer service strategies
BSBOPS505	Manage organisational customer service
BSBPMG428	Apply project life cycle management processes

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CPPDSM4040	Contribute to asset life cycle maintenance strategy
FBPPPL4006	Manage a work area within budget
SIRRINV002	Control stock
TAEDEL301	Provide work skill instruction
TAEDEL402	Plan, organise and facilitate learning in the workplace

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*).

Unit of competency	**Prerequisite requirement**
ACMGRM401 Carry out advanced grooming to dog breed standard	ACMGRM305* Groom dogs to meet breed style and coat requirements
ACMGRM402 Groom cats of different breeds and coat types	ACMBEH301 Identify behaviours and interact safely with animals.
ACMGRM305 Groom dogs to meet breed style and coat requirements	ACMGRM304 Perform grooms on cross breed dogs

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM40221 Certificate IV in Animal Facility Management	ACM40217 Certificate IV in Captive Animals	Redesigned qualification that includes content from two existing qualifications Entry requirements, new units and elective specialisations added	Not equivalent
ACM40221 Certificate IV in Animal Facility Management	ACM40317 Certificate IV in Companion Animal Services	Redesigned qualification that includes content from two existing qualifications Entry requirements, new	Not equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		units and elective specialisations added	

Links

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

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ACM40321 Certificate IV in Animal Behaviour and Training

Modification History

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

Qualification Description

This qualification describes the skills and knowledge required for an animal trainer and/or animal training practitioner working with a specific species or across a range of species and workplaces where they are required to work closely with animal carers or owners (clients). The qualification provides options for individuals wanting to work in animal-assisted services, animal rehoming/adoption, rehabilitation roles, exhibited animal facilities or who specialise in conditioning or training different species.

The qualification is for individuals with experience in working with and caring for animals, to develop the skills required to interpret animal behaviour, apply animal learning theory, and to evaluate best practice conditioning and training methodologies and techniques to meet the welfare needs of animals, and to provide ethical services for carers/clients.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 8 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 4 from the electives listed in Group A
- up to 4 from the electives listed in Groups A, B, C or D not already selected
- up to 3 from any currently endorsed Training Package or accredited course.

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At least 5 of the 8 electives selected must be coded at indicative AQF level 4 or above or reflect AQF level 4 outcomes or above.

ACMEQU205 Apply knowledge of horse behaviour may only be selected if required as a prerequisite for *ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver*

Core Units

ACMBEH301	Identify behaviours and interact safely with animals
ACMBEH402	Develop, implement and monitor enrichment strategies for animals
ACMBEH403	Evaluate animal conditioning methodology and program design
ACMBEH404	Condition animal behaviour
ACMGEN303	Assess the welfare status of an animal
ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces
ACMGEN402	Advise on animal industry compliance and practices
ACMWHS401	Maintain workplace health and safety processes

Elective Units

Group A General Animal

ACMARM407	Conduct community awareness programs
ACMBEH401	Develop, monitor and review behavioural husbandry strategies
ACMBEH405	Provide individual advice on animal behaviour management and training
ACMBEH406	Conduct group training classes for animal owners or carers
ACMBEH407	Conduct animal behavioural assessments
ACMBEH501	Work collaboratively to manage complex animal behaviour

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ACMGEN305	Provide advice on companion animal selection and general care
ACMGEN309	Provide basic animal first aid
ACMGEN311	Maintain and monitor animal health and wellbeing
ACMVET411	Prepare, deliver and review animal care education programs

Group B Animal-assisted services

ACMAAS401	Manage animals and facilitate human-animal interaction in animal-assisted services
ACMAAS402	Apply disability awareness to animal-assisted services
CHCDIS010	Provide person-centred services to people with disability with complex needs

Group C Species-specific

ACMEQU205	Apply knowledge of horse behaviour
ACMPHR401	Interpret equine behaviour
ACMPHR403	Evaluate equine training methodologies
ACMEQU406*	Manage selection of horse for new or inexperienced handler, rider or driver
ACMEQU407	Educate horses in initial handling
ACMEQU408	Educate horses to be ridden
ACMEQU409	Educate horses to be driven
ACMEQU410	Educate pack horses
RGRPSG402	Assess greyhounds for suitability to transition to a pet
RGRPSG404	Carry out greyhound adoptions
RGRPSG411	Interpret and manage greyhound behaviours
RGRPSH424	Re-educate horses to manage behaviours and/or

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	transition to new purposes
RGRPSH425	Advise on transitioning and rehoming horses
SISOEQU007	Instruct horse handling skills
SISOEQU010	Identify hazards, assess and control safety risks for horse handling and riding activities

Group D General

BSBOPS404	Implement customer service strategies
BSBESB305	Address compliance requirements for new business ventures
BSBESB404	Market new business ventures
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBESB407	Manage finances for new business ventures
BSBLDR414	Lead team effectiveness
CHCDIV001	Work with diverse people
HLTAID011	Provide first aid
TAEDEL301	Provide work skill instruction
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDEL404	Mentor in the workplace

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU406* Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM40321 Certificate IV in Animal Behaviour and Training	ACM40317 Certificate IV in Companion Animal Services	Redesigned qualification with a greater focus on animal training Title changed Number of units required to achieve the qualification increased from 13 to 16 Changes to packaging rules, core and elective units	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

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ACM40418 Certificate IV in Veterinary Nursing

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Qualification Description

This qualification reflects the role of a veterinary nurse who works under the supervision of a registered veterinarian to provide nursing care to animals, to support veterinarians to carry out medical and surgical procedures, and to support clients to maintain health of animals.

The Certificate IV in Veterinary Nursing requires access to patients (animals), clients, medical and surgical cases, veterinary staff, and practice policies and procedures.

To achieve this qualification, the candidate must have completed at least 240 hours of work placement as detailed in the Assessment Requirements of the relevant units of competency.

The scope of practice for veterinary nurses is determined by state and territory legislative and regulatory requirements. Users of this qualification must refer to the relevant legislation and regulations in the development of training and assessment strategies.

Entry Requirements

Entry into this qualification is open to individuals who:

- hold a Certificate II in Animal Studies

OR

- hold a relevant Certificate III or higher level qualification in an animal science discipline

OR

- can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications.

Refer to the Companion Volume Implementation Guide for details.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 21 units of competency:
  - 17 core units plus
  - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 4 units from any of the elective groups listed below
- up to 2 from any currently endorsed Training Package or accredited course.

Core Units

ACMGAS307	Identify animal anatomy and physiology for animal care work
ACMGAS308	Communicate effectively with clients and team members
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMVET202	Carry out daily practice routines
ACMVET401	Coordinate veterinary reception duties
ACMVET402	Apply imaging routines
ACMVET403	Perform clinical pathology procedures
ACMVET404	Perform practice office procedures
ACMVET405	Coordinate and perform surgical nursing routines
ACMVET406	Nurse animals
ACMVET407	Carry out medical nursing routines
ACMVET408	Provide nutritional advice and support for animals
ACMVET409	Provide specific animal care advice
ACMVET410	Carry out veterinary dental nursing procedures
ACMVET413	Prepare for anaesthesia and monitor animal anaesthesia and analgesia

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ACMVET416	Assist with the preparation of veterinary drugs and poisons
ACMWHS301	Contribute to workplace health and safety processes

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A – General electives

ACMMIC401	Implant microchip in cats and dogs
ACMSUS401	Implement and monitor environmentally sustainable work practices
ACMVET411	Prepare, deliver and review animal care education programs
ACMVET412	Coordinate practice promotional activities
ACMVET512	Develop and implement specific practice policies
HLTAID011	Provide First Aid

Group B – Small and large animal

ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE310	Provide basic care of mammals
ACMSPE312	Provide basic care of rodents and rabbits

Group C – Exotic and captive animals

ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE306	Provide basic care of marine fish

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ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE311	Provide basic care of non-venomous reptiles

Group D – Equine

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU401	Relate equine anatomical and physiological features to equine health care requirements
ACMEQU402	Determine nutritional needs in provision of horse health care
ACMEQU405	Maintain and monitor horse health and welfare
ACMHBR304*	Assist with artificial insemination of mares
ACMHBR312	Carry out procedures for foaling down mares
ACMVET414*	Nurse foals
ACMVET415*	Provide intensive foal care and nursing

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMHBR304 Assist with artificial insemination of mares	ACMEQU202 Handle horses safely*
ACMVET414 Nurse foals	ACMEQU202 Handle horses safely*

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ACMVET415 Provide intensive foal care and nursing	ACMVET414 Nurse foals*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM40418 Certificate IV in Veterinary Nursing Release 2	ACM40418 Certificate IV in Veterinary Nursing Release 1	Qualification updated to replace superseded first aid unit, as approved by the AISC in consultation with ASQA	Equivalent

Links

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

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ACM40818 Certificate IV in Farriery

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Qualification Description

This qualification provides a trade outcome in farriery. It relates to the work activities undertaken by a farrier who is engaged or employed to provide equine hoof care and shoeing services. Farriers are generally self-employed, working autonomously and taking responsibility for their own functions and outputs in a range of varied contexts that may be complex and non-routine.

Farriers require theoretical knowledge of equine anatomy, biomechanics and pathologies and the ability to apply knowledge to technical solutions for a range of predictable and unpredictable problems. The ability to interpret and accurately communicate information to owners/carers and veterinarians concerning equine hoof and shoe care and related health issues in a variety of circumstances is required.

To achieve this qualification, the candidate must have completed at least 120 hours of work placement as detailed in the Assessment Requirements of *ACMFAR405 Coordinate day to day equine service operations*.

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

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in all 21 core units of competency.

Core Units

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ACMFAR305	Perform welding tasks using a forge
ACMFAR307	Make standard shoes for a range of equines
ACMFAR313	Trim equine hooves
ACMFAR314	Perform routine welding techniques for farriery activities
ACMFAR315	Use and maintain hand and power tools for farriery or hoof care activities
ACMFAR318	Repair and manufacture hand tools used in farriery
ACMFAR319	Handle equines safely during farriery or hoof care services
ACMFAR401	Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care
ACMFAR402	Fit shoes to alleviate moderate abnormalities and defects in equines
ACMFAR403	Fit shoes to alleviate severe abnormalities and defects in equines
ACMFAR404	Use farriery techniques to meet special needs of equines
ACMFAR405	Coordinate day-to-day equine service operations
ACMFAR406	Work effectively in the farriery industry
ACMFAR407	Respond to emergencies and apply first aid to equines
ACMFAR408	Determine hoof care and hoof protection plans for equines
ACMFAR409	Select and fit shoes for normal healthy equines
BSBFIA301	Maintain financial records
BSBSMB303	Organise finances for the micro business
BSBSMB305	Comply with regulatory, taxation and insurance requirements for the micro business
BSBWHS301	Maintain workplace safety
HLTAID011	Provide First Aid

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM40818 Certificate IV in Farriery Release 2	ACM40818 Certificate IV in Farriery Release 1	Qualification updated to replace superseded first aid unit, as approved by the AISC in consultation with ASQA	Equivalent

Links

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

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ACM40921 Certificate IV in Equine Care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Qualification Description

This qualification describes the skill and knowledge for work activities undertaken by an equine service provider or skilled worker in an equine establishment who provides specialist technical skills. They may work autonomously as small business operators or as part of a management team in an equine establishment. The job roles covered in this qualification are:

- fitness and performance trainer
- horse educator
- gear fitter and checker
- horse clipper
- head groom/lead stable hand.

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

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

Entry Requirements

Prior to commencing this qualification an individual must:

- have completed the following units of competency (or equivalent):
  - ACMEQU212 Handle horses safely
  - ACMEQU213 Follow safe work practices in equine industries
  - ACMEQU306 Provide routine care for horses

OR

- have relevant equivalent skills and knowledge acquired through participation in the equine industry.

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Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 7 core units plus
  - 8 elective units.

The electives are to be chosen as follows:

- at least 1 and up to 2 units from Group A
- up to 7 units from Groups B to F
- up to 2 units from this or any other endorsed training package or accredited course.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

Any combination of electives that meets the packaging rules above can be selected for the award of the *ACM40921 Certificate IV in Equine Care.*

Where appropriate, electives may be packaged to provide a qualification with a specialisation area as follows:

- at least 3 units from Group B electives for the award of the Certificate IV in *Equine Care (Fitness and Performance Training)*
- at least 3 units from Group C electives for the award of the Certificate IV in *Equine Care (Horse Educator)*
- at least 2 units from Group D electives for the award of the *Certificate IV in Equine Care (Gear Fitter and Checker)*
- 1 elective unit from Group E in for the award of the *Certificate IV in Equine Care (Horse Clipper).*

Where two specialisations are completed, award of the qualification would read (for example), *Certificate IV in Equine Care (Fitness and Performance Training and Horse Education*).

Core Units

ACMEQU412	Interpret and address horse behaviour and welfare
ACMEQU415	Relate musculoskeletal system to horse conformation and movement
ACMEQU422	Maintain and monitor horse health
ACMINF302	Follow equine biosecurity and infection control procedures
AHCWRK509	Provide specialist advice to clients
BSBINS410	Implement records systems for small business

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RGRPSH308	Provide first aid and emergency care for horses or other equines

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A Safety involving horses

ACMEQU313*	Work safely in equine workplaces
ACMEQU413	Work safely in providing equine services as a contractor
SISOEQU010	Identify hazards, assess and control safety risks for horse handling and riding activities

Group B Fitness and performance trainer

ACMEQU414	Manage horses to meet sport event requirements
ACMEQU416	Manage presentation of horses for sale or show
ACMEQU418	Select horses based on analysis of pedigree
ACMEQU505	Manage fitness in horses

Group C Horse educator

ACMEQU407	Educate horses in initial handling
ACMEQU408	Educate horses to be ridden
ACMEQU409	Educate horses to be driven
ACMEQU410	Educate pack horses
ACMEQU411	Evaluate horse education methodologies and individual programs
RGRPSH424	Re-educate horses to manage behaviours and/or transition to new purposes
RGRPSH425	Advise on transitioning and rehoming horses

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Group D Gear fitter and checker

ACMEQU419	Evaluate saddlery and gear fit for horse and rider combination
ACMEQU420	Fit and adjust bits and bridles
ACMEQU421	Provide saddle fitting and adjustment services

Group E Horse clipper

ACMEQU425*	Provide horse clipping services

Group F General electives

ACMEQU314*	Provide non-riding exercise to horses
ACMEQU417	Advise on horse nutritional needs
ACMEQU423	Manage selection of horse for handler, rider or driver
ACMEQU424	Evaluate equine service or therapy provision
ACMFAR401	Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care
ACMINF401	Oversee site biosecurity and infection controls working with animals
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBESB404	Market new business ventures
BSBESB405	Manage compliance for small businesses
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBESB407	Manage finances for new business ventures
BSBOPS401	Coordinate business resources
BSBOPS402	Coordinate business operational plans

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BSBTEC201	Use business software applications
BSBWHS414	Contribute to WHS risk management
FSKDIG003	Use digital technology for non-routine workplace tasks
HLTAID011	Provide First Aid
HLTAID013	Provide First Aid in remote or isolated site
MSTLG3001	Make a prototype
RGRPSH304	Identify factors that affect racehorse fitness and suitability to race
SISOEQU007*	Instruct horse handling skills
TAEDEL301	Provide work skill instruction

Prerequisite requirements

Unit of competency	**Prerequisite requirement**
ACMEQU314 Provide non-riding exercise to horse	ACMEQU212 Handle horses safely
ACMEQU313 Work safely in equine workplaces	ACMEQU212 Handle horses safely
ACMEQU425 Provide horse clipping services	ACMEQU212 Handle horses safely
SISOEQU007 Instruct horse handling skills	SISOEQU001 Handle horses SISOEQU010 Identify hazards, assess and control safety risks for horse handling and riding activities

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM40921 Certificate IV in Equine Care	Not applicable	New qualification developed to address an industry need not covered	Newly created

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Code and title current version	Code and title previous version	Comments	Equivalence status
		in other qualifications	

Links

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

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ACM50119 Diploma of Animal Technology

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Qualification Description

This qualification is the industry qualification for individuals aiming to operate at a senior technician or managerial level, undertaking animal technology functions within a biomedical research, teaching or production environment.

Job roles covered by this qualification may include:

- Facility manager
- Animal technician (senior)
- Animal house supervisor.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory body.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 20 units of competency:
  - 15 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 from Group A electives listed below

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- 2 from Group A or B electives listed below and/or from any currently endorsed Training Package or accredited course.

Core Units

ACMATE307	Work within an animal technology facility
ACMATE401	Prepare for and monitor anaesthesia in animals
ACMATE402	Conduct euthanasia of research animals
ACMATE403	Conduct non-surgical procedures on animals
ACMATE501	Manage compliance in animal technology
ACMATE502	Manage and maintain the health of research animals
ACMATE505	Carry out advanced breeding procedures
ACMATE508	Monitor and maintain containment and exclusion procedures in animal facilities
ACMATE511	Carry out post-mortem examination of a research animal
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS308	Communicate effectively with clients and team members
ACMSPE312	Provide basic care of rodents and rabbits
ACMWHS501	Manage workplace health and safety processes
MSL973016	Perform aseptic techniques

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

ACMATE404	Prepare for and assist with aseptic animal surgery
ACMATE504	Administer anaesthesia and perform surgery on animals

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	for scientific purposes
ACMATE506	Assist to collect and transfer embryos of mice
ACMATE509	Perform caesarean procedures on mice or rats
ACMATE510	Review and monitor research proposals for an Animal Ethics Committee
ACMCAN404	Develop, monitor and review behavioural management strategies
ACMGAS307	Identify animal anatomy and physiology for animal care work
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBRES411	Analyse and present research information
MSL915004	Schedule laboratory work for a small team
MSL916006	Develop and maintain laboratory documentation
MSL916008	Supervise laboratory operations in work or functional area
MSL916010	Manage complex projects
MSL924003	Process and interpret data
MSL973019	Perform microscopic examination
MSL973020	Perform histological procedures
MSL974022	Undertake environmental field-based monitoring
MSL974025*	Prepare tissue and cell cultures
PSPSCI004	Undertake scientific/technological research

Group B

ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals

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ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles

Prerequisite requirements

Unit of competency	Prerequisite requirement
MSL974025 Prepare tissue and cell cultures	MSL973016 Perform aseptic techniques

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50119 Diploma of Animal Technology	ACM50117 Diploma of Animal Technology	Changes to core and elective units to better reflect activities, responsibilities and AQF level Imported unit codes updated	No equivalent qualification

Links

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

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ACM50219 Diploma of Veterinary Nursing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Qualification Description

This qualification reflects the role of a senior veterinary nurse who works under the supervision of a registered veterinarian, to provide leadership to staff and advanced nursing care for animals including applying specialist skills and in-depth knowledge to patient assessment, care and management within a veterinary workplace.

The Diploma of Veterinary Nursing requires access and regular exposure to patients (animals), clients, consults, medical and surgical cases, veterinary staff, nursing, and practice policies and procedures.

To achieve this qualification, the candidate must have completed at least 240 hours of work as detailed in the Assessment Requirements of the relevant units of competency.

The scope of practice for veterinary nurses is determined by state and territory legislative and regulatory requirements. Users of this qualification must refer to the legislation and regulations in the development of training and assessment strategies.

Entry Requirements

Entry into this qualification is open to individuals who:

- hold a Certificate IV in Veterinary Nursing or *other equivalent veterinary nursing qualification*

  AND

- have extensive experience *working at Certificate IV level or above* in a veterinary practice, *and has demonstrated the ability to*:
  - work autonomously *and within an interprofessional team*
  - independently provide nursing care for a broad range of medical and surgical conditions for a variety of species
  - communicate effectively with a variety of people within the organisation
  - supervise *and direct other staff within the workplace*
  - problem solve and support others within the working environment
  - independently support clients to maintain animal health
  - develop and review organisational administration processes

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- maintain currency of industry skills and knowledge.

Refer to the Companion Volume Implementation Guide for details.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 9 units of competency:
  - 6 core units plus
  - 3 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 2 units from Groups A, B, C or D
- up to 1 unit from any electives listed below or from any currently endorsed Training Package or accredited course.

Any combination of electives that meets the packaging rules can be selected for the award of *Diploma of Veterinary Nursing*. Where appropriate, electives may be packaged to provide a qualification with a specialisation area as follows:

- All Group A electives must be selected for award of the *Diploma of Veterinary Nursing (Surgical).*
- All Group B electives must be selected for award of the *Diploma of Veterinary Nursing (Dental).*
- All Group C electives must be selected for the award of the *Diploma of Veterinary Nursing (Emergency and Critical Care).*
- All Group D electives must be selected for the award of the *Diploma of Veterinary Nursing (General Practice).*

Core Units

ACMSUS401	Implement and monitor environmentally sustainable work practices
ACMVET508	Support veterinary practice communication and professional development
ACMWHS501	Manage workplace health and safety processes
BSBCUS501	Manage quality customer service
BSBWOR502	Lead and manage team effectiveness
TAEDEL402	Plan, organise and facilitate learning in the workplace

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Elective Units

Group A - Surgical specialisation

ACMVET501	Manage nursing requirements for specialised surgical procedures
ACMVET502	Carry out post-operative nursing routines

Group B - Dental specialisation

ACMVET503	Produce veterinary dental oral cavity images
ACMVET504	Provide veterinary dental nursing support for advanced veterinary dental surgery

Group C - Emergency and Critical Care specialisation

ACMVET505	Prepare for veterinary emergency response
ACMVET506	Perform emergency procedures to sustain life
ACMVET507	Provide nursing support for critical care surgery

Group D - General Practice specialisation

ACMVET509	Manage veterinary nursing procedures
ACMVET510	Apply veterinary nursing pathophysiology
ACMVET511	Apply principles of animal behaviour

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50219 Diploma of Veterinary Nursing	ACM50212 Diploma of Veterinary Nursing (Surgical)	Updated to meet Standards for Training Packages Added entry requirements One qualification with four optional specialisations	No equivalent qualification

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Work placement requirement included	
ACM50219 Diploma of Veterinary Nursing	ACM50312 Diploma of Veterinary Nursing (Dental)	Updated to meet Standards for Training Packages Added entry requirements One qualification with four optional specialisations Work placement requirement included	No equivalent qualification
ACM50219 Diploma of Veterinary Nursing	ACM50412 Diploma of Veterinary Nursing (Emergency and Critical Care)	Updated to meet Standards for Training Packages Added entry requirements One qualification with four optional specialisations Work placement requirement included	No equivalent qualification
ACM50219 Diploma of Veterinary Nursing	ACM50512 Diploma of Veterinary Nursing (General Practice)	Updated to meet Standards for Training Packages Added entry requirements One qualification with four optional specialisations Work placement requirement included	No equivalent qualification

Links

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

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ACM50421 Diploma of Equine Management

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Qualification Description

This qualification reflects the role of individuals who work in a management capacity in a small to medium sized equine establishment or who function as part of a management team in a larger equine establishment. Individuals in these roles have a high degree of autonomy and manage staff, horses and operations in a range of equine workplaces which may include performance horse or sport establishments, agistment centres, and coaching/riding centres or similar.

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

Entry Requirements

Prior to commencing this qualification an individual must:

- have completed the following units of competency (or equivalent):
  - ACMEQU212 Handle horses safely
  - ACMEQU306 Provide routine care for horses
  - ACMEQU313 Work safely in equine workplaces
- OR

have relevant equivalent skills and knowledge acquired through participation in the equine industry.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
  - 8 core units plus
  - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- up to 6 from electives listed below
- up to 2 from any currently endorsed Training Package or accredited course.

Core Units

ACMEQU501	Manage horse nutrition and feeding plans
ACMEQU502	Manage horse health care
ACMEQU506	Manage legal, insurance and business aspects of horse establishments
ACMEQU512	Manage safe work practices in a horse establishment
ACMINF502	Manage equine biosecurity and infection control
AHCLSK404	Implement and monitor animal welfare programs
BSBLDR523	Lead and manage effective workplace relationships
BSBFIN501	Manage budgets and financial plans

Elective Units

Group A Horse management

ACMAIM402	Develop a large animal incident response plan for an organisation
ACMEQU411	Evaluate horse education methodologies and individual programs
ACMEQU412	Interpret and address horse behaviour and welfare
ACMEQU415	Relate musculoskeletal system to horse conformation and movement
ACMEQU416	Manage presentation of horses for sale or show
ACMEQU418	Select horses based on analysis of pedigree
ACMEQU423	Manage selection of horse for handler, rider or driver
ACMEQU424	Evaluate equine service or therapy provision
ACMEQU503	Manage international opportunities for horses

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ACMEQU505	Manage fitness in horses
AHCWRK509	Provide specialist advice to clients

Group B Farm management

ACMEQU504	Manage horse pastures
ACMSUS401	Implement and monitor environmentally sustainable work practices
AHCAGB512	Plan and manage infrastructure
AHCAGB513	Develop a farm plan
AHCECR506	Develop and implement sustainable land use strategies
AHCLSK413	Design livestock handling facilities
AHCMOM402	Supervise maintenance of property, machinery and equipment
AHCMOM501	Manage machinery and equipment
AHCWRK510	Audit site operations
SISXFAC003	Implement facility maintenance programs

Group C Stud management (breeding)

AHCAIS402	Supervise artificial breeding or embryo transfer programs
AHCLSK422	Identify and select animals for breeding
RGRHBR504	Manage horse breeding operations
RGRHBR505	Oversee administration of stud records

Group D General (business)

AHCBUS516	Develop and review a business plan
AHCWRK504	Assess new industry developments

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AHCWRK512	Plan, implement and review a quality assurance program
BSBESB305	Address compliance requirements for new business ventures
BSBESB407	Manage finances for new business ventures
BSBHRM415	Coordinate recruitment and onboarding
BSBLDR521	Lead the development of diverse workforces
BSBLDR522	Manage people performance
BSBOPS502	Manage business operational plans
BSBPEF501	Manage personal and professional development
BSBTEC403	Apply digital solutions to work processes
BSBTWK401	Build and maintain business relationships
FSKLRG012	Apply strategies to plan and manage complex workplace tasks
HLTAID011	Provide First Aid
SISXEMR002	Coordinate emergency responses
SITEEVT010	Manage on-site event operations

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50421 Diploma of Equine Management	ACM50417 Diploma of Performance Horse Management	Title changed Core units updated Electives grouped Elective units added and some removed	Not equivalent

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Links

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ACM50521 Diploma of Equine Allied Health

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Qualification Description

This qualification describes the skill and knowledge for work activities undertaken by selected equine allied health providers. The job roles covered in this qualification are:

- equine dental technician
- equine massage therapist.

Equine allied health providers typically work autonomously as small business operators or may work as part of a management team.

Equine allied health providers must work within the legislative and regulatory requirements relevant to animal welfare, biosecurity, veterinary practice, and pharmacy, controlled drugs and use of prohibited substances. The scope of practice for equine service providers varies according to state/territory legislative and regulatory requirements.

Entry Requirements

Prior to commencing this qualification an individual must:

- have completed the following units of competency (or equivalent):
  - ACMEQU212 Handle horses safely
  - ACMEQU213 Follow safe work practices in equine industries
  - ACMEQU306 Provide routine care for horses

OR

have relevant equivalent skills and knowledge acquired through participation in the equine industry.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 7 core units plus
  - 6 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. Electives are to include one of the two vocational specialisation groupings outlined below.

For the award of the *Diploma of Equine Allied Health (Equine Dental Technician) select*:

- all 4 elective units in Group A
- 2 units from Group C electives or from this or any currently endorsed Training Package or accredited course.

For the award of the *Diploma of Equine Allied Health (Equine Massage Therapist)* select:

- all 4 elective units in Group B
- 2 units from Group C electives or from this or any currently endorsed Training Package or accredited course.

Core Units

ACMEQU412	Interpret and address horse behaviour and welfare
ACMEQU413	Work safely in providing equine services as a contractor
ACMEQU507	Work within an equine allied health provider framework
ACMEQU508	Relate equine anatomical and physiological features to equine health care requirements
AHCWRK509	Provide specialist advice to clients
BSBESB407	Manage finances for new business ventures
RGRPSH308	Provide first aid and emergency care for horses or other equines

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A Equine dental technician

ACMEQD501	Relate equine masticatory system to oral function, conditions and their health impacts
ACMEQD502	Conduct assessment of equine masticatory system and plan dental treatment

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ACMEQD503	Perform equine dental treatment and oral care using appropriate instrumentation
ACMEQU417	Advise on horse nutritional needs

Group B Equine massage therapist

ACMEQU415	Relate musculoskeletal system to horse conformation and movement
ACMEQU509	Conduct assessment for equine massage therapy
ACMEQU510	Provide equine massage therapy services
ACMEQU511	Develop and implement an equine rehabilitation program

Group C General

ACMEQU314*	Provide non-riding exercise to horses
ACMEQU415	Relate musculoskeletal system to horse conformation and movement
ACMEQU417	Advise on horse nutritional needs
ACMEQU419	Evaluate saddlery and gear fit for horse and rider combination
ACMEQU420	Fit and adjust bits and bridles
ACMEQU423	Manage selection of horse for handler, rider or driver
ACMEQU424	Evaluate equine service or therapy provision
ACMEQU505	Manage fitness in horses
AHCBUS516	Develop and review a business plan
AHCWRK504	Assess new industry developments
BSBESB406	Establish operational strategies and procedures for new business ventures
BSBFIN501	Manage budgets and financial plans
BSBLDR523	Lead and manage effective workplace relationships

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BSBOPS502	Manage business operational plans
BSBPEF501	Manage personal and professional development
BSBTEC403	Apply digital solutions to work processes
BSBTWK401	Build and maintain business relationships
FSKLRG012	Apply strategies to plan and manage complex workplace tasks
HLTAID011	Provide First Aid

Prerequisite requirements

Unit of competency	Prerequisite requirement
ACMEQU314 Provide non-riding exercises to horse	ACMEQU212 Handle horses safely

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50521 Diploma of Equine Allied Health	ACM40517 Certificate IV in Equine Dentistry	Title changed AQF level changed to reflect work requirements Core units updated Elective vocational specialisation groups added Elective units added and removed	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

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ACMAAS401 Manage animals and facilitate human-animal interaction in animal-assisted services

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 manage animals and facilitate human-animal interactions during animal-assisted services. It involves organising animal care, access to facilities and interactions with people including participants (clients, students, patients) and qualified practitioners (education, medical and/or health care). This unit does not cover the skills and knowledge required to train assistance animals.

This unit applies to animal-handlers working in a team situation with practitioners who use animals as part of their professional practice to support people with a range of special needs or disabilities. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal-Assisted Services (AAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish working relationship for animal-assisted service	1.1 Confirm type and requirements of the animal-assisted service with the practitioner or service provider 1.2 Identify key personnel, responsibilities and reporting requirements 1.3 Confirm the role and activities required are within scope of own training and competency 1.4 Establish compliance, and contractual or working relationship required for involvement in the animal-assisted activity
2. Establish role and purpose of animal-assisted activities	2.1 Identify the purpose of the animal-assisted service in consultation with the practitioner and/or service provider 2.2 Identify the needs of the participant/s and the goals of the planned activity 2.3 Confirm the role of the handler and the animal in the planned activity 2.4 Identify specific species behaviours that may meet the needs of participants 2.5 Confirm the animal has been assessed as suitable for the planned activities 2.6 Confirm and clarify planned activities for group or individual sessions and participant consent arrangements 2.7 Prepare documentation for recording information relevant to animal and service requirements
3. Plan involvement of animal in animal-assisted service	3.1 Obtain permissions or relevant certification documentation for animal as required 3.2 Identify, minimise and control risks associated with the animal-assisted service, using personal protective equipment and implementing infection control measures as required 3.3 Ensure animal meets health, care and hygiene requirements of service provider and/or facility 3.4 Organise animal handling or transport and facility access prior to planned activity 3.5 Ensure availability of water, retreat areas and other relevant species related equipment to meet requirements for the welfare and care of the animal 3.6 Prepare animal for interaction with people in group or individual sessions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Facilitate human-animal interaction	4.1 Assess participant capacity, knowledge and experience with animals 4.2 Explain arrangements and safety procedures for interacting with animal to all team members 4.3 Facilitate human-animal interactions between participant and animal, initiating activities as required to achieve goals 4.4 Monitor interactions to ensure safety of team members and animal 4.5 Ensure compliance with policies and procedures of the practitioner or service provider and relevant legislative requirements
5. Monitor animal during activities	5.1 Monitor and respond to animal body language, signals and emotional states during activities, applying humane, evidence based methods 5.2 Plan stress prevention and relief strategies specific to animal species 5.3 Monitor animal to prevent negative emotional welfare state and fatigue from involvement in activities
6. Review animal-assisted service	6.1 Assess the animal's suitability for involvement in animal-assisted service using appropriate assessment criteria 6.2 Document human-animal interactions according to practitioner or service provider requirements 6.3 Plan exit strategy in consultation with practitioner or service provider, as required

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.

Skill	Description
Reading	• Interpret information from a range of sources and identify relevant and key information

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Skill	Description
Writing	• Use industry terminology and workplace conventions when completing records
Oral communication	• Use questioning, active listening and reading of non-verbal cues to support effective communication with clients and stakeholders

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAAS401 Manage animals and facilitate human-animal interaction in animal-assisted services	Not applicable	Unit created to address an emerging skill required by industry	Newly created

Links

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

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Assessment Requirements for ACMAAS401 Manage animals and facilitate human-animal interaction in animal-assisted services

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- managed an animal and facilitated human-animal interaction in an animal-assisted service, in one of the following categories, on at least three occasions:
  - animal-assisted therapy (involving a qualified medical or allied health worker)
  - animal-assisted learning (involving a learning professional)
  - animal-assisted activities (involving visitation services to a range of facilities).

In doing so, the individual must have:

- worked and communicated effectively as a team member
- managed care of animal and organised access to facility
- prepared team members for safe and supportive animal-human interactions
- completed documentation and reporting requirements using industry terminology
- complied with relevant regulations, policies and procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of animal-assisted services, including:
  - animal-assisted therapy (involving a qualified medical or allied health worker)
  - animal-assisted learning (involving a learning professional/educator)
  - animal-assisted activities (visitation services to a range of facilities)
- range of disabilities and/or special needs of individuals that can be supported through animal-assisted services, including:
  - physical, visual or hearing support
  - health care support

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    - mental health support
    - learning support
    - special needs related to companionship and wellbeing
- key features of species-specific behaviour of animals commonly used in animal-assisted services
- human-animal bond, including:
    - benefits and costs to humans and animals
    - influence of cultural or religious beliefs, health issues or personal preferences
    - strategies for initiation and reciprocation
    - responsibility of the human to the animal
- key types of evidence-based modalities relevant to goals of participant treatment plans or therapies relevant to context
- range of stakeholders involved in animal-assisted services, including:
    - practitioners – medical, health/allied health professionals; teachers/learning specialists and/or case workers
    - participant – student, client, patient, vulnerable individual or individual with disability or special needs
    - support person – family member, carer
    - animal handlers/trainers
    - organisations
- role of the animal-handler in relation to:
    - participant care, support and safety
    - animal welfare and care
- key features and requirements of animals used in animal-assisted services (species-specific), including:
    - behaviour and types of activities animals can be trained to carry out
    - basic husbandry care
    - animal health and hygiene requirements
    - humane and low stress handling techniques
    - animal welfare and wellbeing requirements, including concept of one health-one welfare
- health and safety requirements when working with animals:
    - awareness of zoonoses (human to animal and animal to human) – transmission pathways, prevention and treatment
    - use of personal protective equipment
    - facility standards for safety, access/security and animal care
    - overview of One Health
- key requirements of state/territory legislative and regulatory requirements, including for:
    - animal-assisted service providers
    - assistance animal training, assessment and accreditation
- codes of conduct and ethics relevant to sector, including:

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- awareness of allied health professional codes and ethics
- current codes of conduct for animal-assisted services
- service provider/practitioner requirements relating to safety, animal welfare, reporting, client confidentiality, privacy and consent procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals assessed as suitable for intended animal-assisted service required for the performance evidence
  - equipment and resources for the handling and/or transport of animals
- specifications:
  - relevant legislation, codes of conduct and organisational procedures
  - animal welfare and wellbeing requirements, including One Health
- relationships:
  - team members specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAAS402 Apply disability awareness to animal-assisted services

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 work in the animal-assisted services sector. It includes a broad knowledge of a range of disabilities and special needs, types of animal-assisted services to support those needs, and relevant legislative and industry requirements.

This unit applies to individuals who provide information and advice about animal-assisted services. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal-Assisted Services (AAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate disabilities	1.1 Research types of animal-assisted services available to support

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and special needs supported by animal-assisted services	people with disabilities and special needs 1.2 Identify the types of disabilities and special needs that can be supported with animal-assisted services 1.3 Identify legal and compliance requirements for animal-assisted services 1.4 Maintain currency of knowledge about legislative and accreditation or certification requirements for animals relevant to jurisdiction
2. Communicate effectively about animal-assisted services	2.1 Follow organisational procedures and protocols regarding confidentiality, privacy and participant screening, consent and participation procedures 2.2 Communicate with stakeholders in a respectful and inclusive manner appropriate to the relationship and purpose of interaction 2.3 Facilitate person-centred options, identify and prioritise the needs of the person/s for activities or services and discuss with the participant and/or relevant stakeholder 2.4 Identify specific problems, issues and challenges for the person/s and provide referrals to sources of specialist information or advice on animal-assisted services that are outside own scope of ability or responsibility 2.5 Promote knowledge of animal-assisted services to broader community
3. Contribute to planning animal-assisted services	3.1 Discuss animal-assisted service requirements with relevant team members or stakeholders 3.2 Identify activities that the animal can undertake to meet requirements 3.3 Suggest ways to incorporate animals in activities or services with participants and/or practitioners 3.4 Ensure planned activities or services comply with organisational policies and procedures, including for health and safety in the workplace and animal welfare

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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.

Skill	Description
Oral communication	• Use questioning, active listening and reading of non-verbal cues to support effective communication with clients and stakeholders
Reading	• Interpret information from a range of sources related to disabilities, and identify relevant and key information
Writing	• Use industry terminology and workplace conventions when completing records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAAS402 Apply disability awareness to animal-assisted services	Not applicable	Unit created to address an emerging skill required by industry	Newly created

Links

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

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Assessment Requirements for ACMAAS402 Apply disability awareness to animal-assisted services

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched information about three specific disabilities or special needs that can be supported through animal-assisted services. Three of the following categories must be covered:
  - physical and/or sensory (visual/hearing) support
  - health care/medical support
  - mental health support
  - learning support
  - special need related to companionship and wellbeing
- contributed to planning an animal-assisted service or activity, relevant to one of the following:
  - animal-assisted therapy – involving a qualified medical or allied health worker
  - animal-assisted learning – involving a learning professional
  - animal-assisted activities – involving visitation service to a facility
  - assistance animal – involving an individual with a disability
- used effective and inclusive communication strategies appropriate to the participant or stakeholder when providing information on animal-assisted services.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key requirements of current legislation and organisational policies and procedures relevant to animal-assisted services, including:
  - Australian Disability Discrimination Act and persons covered by the Act

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  - National Disability Insurance Scheme Act and Code of Conduct, and disabilities covered by the scheme and Code
  - functions of the Australian Human Rights Commission related to disabilities
  - privacy, confidentiality and client consent requirements
  - health and safety, including hygiene and infection control
  - police and working with children and vulnerable people checks
  - first aid and mental health first aid accreditation
- key requirements of state/territory legislative and regulatory requirements, including for:
  - animal-assisted service providers
  - assistance animal training, assessment and accreditation
- codes of conduct and ethics relevant to sector, including:
  - allied health professional codes and ethics
  - current codes of conduct for animal-assisted services
- service provider/practitioner requirements relating to client engagement, safety, animal welfare, reporting, client confidentiality, privacy and consent procedures
- relevant stakeholders, including:
  - participants – individual with disability or special need
  - family members, carers
  - practitioners – medical, health/allied health professionals; teachers/learning specialists and/or case workers
  - animal handler/trainer
- range of organisations supporting people with animal-assisted services, including National Disability Insurance Agency (NDIA), Department of Veterans' Affairs, charities and not-for-profit organisations
- types of disabilities and/or special needs of individuals that can be supported through animal-assisted services, including:
  - physical, sensory (hearing/visual) support
  - health care/medical support
  - mental health support
  - learning support
  - special needs related to companionship and wellbeing
- types of animal-assisted support services, including:
  - animal-assisted therapy – involving qualified medical or allied health workers
  - animal-assisted learning – involving learning professionals
  - animal-assisted activities – involving visitation services to a range of facilities
  - assistance animals – involving individual owner-animal handlers with disabilities
- key features of species commonly used in animal-assisted services
- key features and requirements of animals used in animal-assisted services (species-specific), including:
  - behaviour and types of activities animals can be trained to carry out
  - basic husbandry care

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    - animal health and hygiene requirements
    - humane and low stress handling techniques
    - animal welfare and wellbeing requirements, including concept of One Health
- requirements for assistance animals, including:
    - legal definition – Australian Disability Discrimination Act
    - public access test and accreditation requirements for relevant state/territory jurisdiction
- fundamentals of human-animal bond, including:
    - benefits and costs to humans and animals
- influence of cultural or religious beliefs, health issues or personal preferences.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- specifications:
    - relevant legislation, codes of conduct and organisational procedures
    - animal welfare and wellbeing requirements, including One Health
- relationships:
    - individual or stakeholder communicated with as part of the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM201 Contribute to safety at incidents involving large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to contribute to safety at incidents involving large animals. It covers large land-based, domesticated animals – typically horses, cattle and sheep. The unit provides an introduction to behaviours of large prey and herd animals, safety, situational awareness, and an overview of incident management processes.

The unit applies to individuals who work or volunteer in environments where they interact with large animals and require a basic understanding of safety for self, others and animals in potential incident or emergency situations.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify safety risks relating to large animals	1.1 Investigate the types of incidents that can occur with large animals 1.2 Identify the hazards and types of incidents that are most likely to occur in own work area 1.3 Identify types of injuries that can occur to people involved in an animal incident 1.4 Identify individual responsibilities and obligations relating to work health and safety, and animal welfare regulations
2. Recognise behaviours of large animal species	2.1 Identify natural instincts, sensory perceptions and social behaviour of large domesticated prey animals and herd animals 2.2 Identify different ways large animals can react in response to perceptions of threat at an incident scene 2.3 Recognise body language and other signs that indicate the animal is agitated or under stress in its surroundings
3. Identify features of incident management approaches	3.1 Identify basic principles to follow in responding to an incident involving large animals 3.2 Outline key features of recognised incident management systems 3.3 Identify the roles and responsibilities of key personnel and agencies involved in animal incident management 3.4 Outline the sequence and steps taken to resolve an incident involving large animals
4. Identify ways to contribute to safety at incidents involving large animals	4.1 Explain the benefits and key features of an incident response plan for an organisation 4.2 Identify safe work practices needed for incidents involving large animals 4.3 Identify training options available for workers or volunteers 4.4 Identify personal protective equipment used for safety, biosecurity and hygiene in incidents involving animals

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.

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Skill	Description
Navigate the world of work	• Recognise formal procedures related to responding to incidents involving animals and own contributions and role
Interact with others	• Recognise importance of cooperation and collaboration with others to achieve joint outcomes related to safety and animal welfare at incident scenes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM201 Contribute to safety at incidents involving large animals	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM201 Contribute to safety at incidents involving large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified at least two potential animal incident safety risks relevant to own work area
- identified behavioural features and hazards relating to one large prey animal species and one large herd animal species
- identified at least three safe work practices to employ at an animal incident scene
- reviewed one large animal incident scenario to identify the key features of the incident management system.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of potential incidents involving large land-based domesticated animals
- basic safety principles relating to large animal incidents
- own responsibilities under current health and safety and animal welfare regulations, codes and organisational policies and procedures
- basic concepts of animal welfare, including the Five Domains
- basic behaviours of prey and herd large animal species, including:
  - sensory perceptions and how senses can influence behaviour and reactions
  - common signs and body language to indicate the animal is distressed or agitated
  - hazards to people from large animal behaviour and actions
- potential hazards and risks at a large animal incident scene, including:
  - weight and size of animal
  - unpredictable behaviour
  - other animals in the vicinity
  - environmental hazards and contamination

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    - actions of people
    - zoonotic disease risk
- basic features of incident management system, including:
    - roles of team members, including incident controller and veterinarian
    - chain of command and communication
    - basic sequence and steps to follow in a large animal incident
    - incident zones – hot, warm, cold
    - safe zones related to animals
    - briefing and debriefing of the incident
- safe working practices, including:
    - personal protective equipment
    - hygiene and biosecurity procedures
    - basic manual handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions – this includes the use of simulations and scenarios
- resources, equipment and materials:
    - large animal incident scenario.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM202 Participate in an incident involving large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely participate in a team responding to incidents involving a large animal. It covers identifying and monitoring common risks and hazards relating to large animal incident scenes, and working safely with others around compromised or distressed animals.

The unit applies to individuals who work or volunteer in environments or workplaces where they interact with large animals. They work with others to take responsibility for safety and respond to a range of potential incidents involving large animals in a work area.

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.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMAIM201 Contribute to safety at incidents involving large animals.

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an incident	1.1 Assess incident scene and contribute to risk assessment of the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
involving large animals	scene 1.2 Participate in team briefing about incident operation plan, objectives and own role 1.3 Confirm and clarify incident controller instructions about own role and tasks 1.4 Discuss behaviour risks and control strategies associated with animal species at the incident scene 1.5 Select and fit personal protective equipment (PPE) suitable for situation 1.6 Maintain safety requirements relating to hygiene and biosecurity according to organisational requirements 1.7 Prepare operational equipment and check condition and serviceability
2. Carry out allocated role and duties	2.1 Perform allocated tasks and role according to instructions 2.2 Monitor large animal behaviour at the scene and maintain situational awareness 2.3 Assist with controlling hazards, ensuring safety zones are maintained and escape routes identified
3. Apply basic animal handling skills	3.1 Observe and anticipate behavioural characteristics of large animal species and use appropriate handling methods 3.2 Approach large animal/s safely and in a manner that minimises stress and stimulation 3.3 Catch or contain loose animals using safe handling and basic restraint and controlling methods 3.4 Assist with animal extrication according to role and instructions
4. Assist with post-incident activities	4.1 Assist with reuniting animal/s to owners, moving animal/s to a safe holding area or handling deceased animal/s appropriately and according to instructions 4.2 Clean, decontaminate and store PPE and other equipment used at the incident scene 4.3 Report information required by relevant personnel according to incident operation and regulatory requirements 4.4 Participate in incident debriefing

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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.

Skill	Description
Oral communication	• Listen attentively and ask questions to confirm or clarify information using appropriate technical terminology
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Organise and prioritise own tasks, seeking assistance as required to achieve outcomes • Anticipate animal behavioural responses to minimise hazards and risks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM202 Participate in an incident involving large animals	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM202 Participate in an incident involving large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- participated in a team responding to two different incident scenarios involving large animals, taking on a different allocated role in each scenario
- caught or contained at least one large, live uncontained animal using safe handling and basic restraint and control methods.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of incidents involving large animals and what can go wrong
- own responsibilities under current health and safety and animal welfare regulations, codes and organisational policies and procedures
- basic concepts of animal welfare, including the Five Domains and Five Freedoms models
- potential hazards and risks at a large animal incident scene, including animals, environment and people
- behaviours of large animals relevant to incident scenes, including:
  - sensory perceptions and how senses can influence behaviour and reactions
  - common signs and body language of distressed large animals relevant to workplace or event site
- basic techniques for approaching, catching, handling and controlling large animals
- key features of incident management system, including:
  - allocated roles of team members
  - chain of command and communication
  - basic principles of working in a team at incident scene
  - basic sequence and steps to follow in a large animal incident

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  - incident zones (hot, warm and cold) and personnel allowed in each
  - safe zones related to animals, including strike, kick, head butt and flight zones
  - briefing and debriefing the incident, including operational and critical incident stress
  - post-incident activities
- team member roles, duties and responsibilities, including:
  - incident controller
  - veterinarian
  - safety officer
  - animal handler
  - haul team
  - responder, rescuer or team member, including spontaneous volunteers
  - media liaison
  - people/bystander/owner control
- safe working practices, including:
  - personal protective equipment
  - hygiene and biosecurity procedures
  - basic manual handling techniques
- basic rescue equipment, including screening materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
  - live animals or large animal mannequin, equipment and incident scene scenarios to address the performance evidence requirements
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM203 Assist at wildlife events

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 safely participate in a wildlife event response. It covers identifying and monitoring common risks and hazards, the basics of incident management systems and working safely with others around compromised or distressed wildlife.

The unit applies to individuals who work under supervision to assist with wildlife in response to events and emergency situations.

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

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for a wildlife event response	1.1 Identify hazards and risks to people and wildlife at event scene 1.2 Participate in team briefing about incident operation plan and objectives, and risks and control strategies associated with animal species 1.3 Confirm and clarify instructions about own role and tasks 1.4 Select and fit personal protective equipment (PPE) suitable for activity 1.5 Maintain safety requirements relating to hygiene and biosecurity according to organisational requirements 1.6 Prepare operational equipment and check condition and serviceability
2. Carry out allocated role and duties	2.1 Perform allocated tasks and role according to instructions 2.2 Observe and anticipate behaviour of wildlife species 2.3 Approach animals safely, in a manner that minimises stress and stimulation to the animal, and use appropriate handling techniques 2.4 Monitor animals and maintain situational awareness 2.5 Assist with controlling hazards, ensuring safety zones are maintained and escape routes identified
3. Assist with post-incident activities at wildlife event	3.1 Assist with disposal of waste and deceased animals according to instructions 3.2 Clean, decontaminate and store PPE and other equipment used at the incident scene 3.3 Record required information according to instructions and regulatory requirements 3.4 Participate in incident debriefing

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.

Skill	Description

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Skill	Description
Reading	• Interpret instructions relating to own role
Oral communication	• Listen attentively and ask questions to confirm or clarify information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM203 Assist at wildlife events	Not applicable	Developed in response to industry need	Newly created

Links

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

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Assessment Requirements for ACMAIM203 Assist at wildlife events

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assisted in one wildlife event activity, undertaking two different duties or roles as identified in team briefing
- participated in one team briefing and one debriefing session
- identified key behavioural and safe handling requirements of a minimum of one wildlif**e** species involved in the activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of events involving wildlife, and what can go wrong
- own responsibilities under current health and safety and animal welfare regulations, standards and organisational policies and procedures
- basic overview of local and state/territory regulations and jurisdictional structures relating to wildlife events
- overview of cultural protocols relating to species, operations and location relevant to context or event
- basic risk assessment process, including hazard identification, assessing risk, controlling or minimising risk, and reviewing risks
- basic concepts of animal welfare relevant to wildlife events
- potential hazards and risks at a wildlife event, including animals, environment and people
- basic overview of wildlife species relevant to event, including:
  - common behaviours
  - basic survival and care requirements
  - safe zones

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    - basic techniques for approaching, catching, handling and controlling wildlife species
- key features of incident management system, including:
    - chain of command and communication protocols
    - basic principles of working in a team
    - operating procedures and basic sequence and steps to follow
    - incident zones (hot, warm and cold) and personnel allowed in each
    - briefing and debriefing the event, including critical incident stress
- team member roles, duties and responsibilities, including:
    - incident controller
    - veterinarian, triage or first aiders
    - safety officer
    - rehabilitation carers
    - media liaison
    - public or crowd controller
- safe working practices, including:
    - preparing and checking operational equipment
    - personal protective equipment
    - hygiene, infection control and biosecurity procedures
    - basic manual handling techniques.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an environment that represents a wildlife event – this includes the use of simulations and scenarios
- resources, equipment and materials:
    - animal mannequins
    - species appropriate equipment
- relationships:
    - relevant personnel and team members to report to and work with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM301 Use manual techniques to safely move large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to use recognised manual manipulation techniques and a rescue glide to move a recumbent or compromised large animal.

The unit applies to individuals who work as team members to assist in operations moving large animals at incident scenes. They have basic training or experience in animal incident management.

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.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMAIM202 Participate in an incident involving large animals.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals

Unit Sector

Animal Incident Management (AIM)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for incident response	1.1 Assess hazards and associated risks to people and animals, and discuss with team members, including the veterinarian 1.2 Participate in team briefing about incident action plan, objectives and roles 1.3 Confirm incident controller's instructions and follow organisational procedures to meet plan objectives 1.4 Manage animal owner, unauthorised personnel and/or spectators 1.5 Establish animal containment and/or release areas 1.6 Monitor safety and maintain situational awareness at all stages 1.7 Select appropriate manual manipulation technique/s for incident and animal
2. Prepare to move a large animal	2.1 Select and fit appropriate personal protective equipment (PPE) 2.2 Prepare operational equipment required for technique, and check condition and serviceability 2.3 Maintain safety requirements relating to hygiene and biosecurity according to regulatory and organisational requirements 2.4 Monitor animal behaviour at all stages and maintain situational awareness to ensure safety of self, others and animals 2.5 Assist with set-up of incident scene, including planned release area for animal and escape routes for team members 2.6 Assist veterinarian with animal restraint and to stabilise the animal according to instructions 2.7 Discuss with veterinarian the need for sedation or anaesthetics to implement the action plan and for animal handling
3. Rig large animal	3.1 Approach animal calmly, and adopt a safe position to handle and move the animal according to technique employed 3.2 Maintain control of the animal's head 3.3 Place slings and/or straps in correct position for animal species and technique using appropriate aids and equipment
4. Use manual manipulation techniques to move a large animal	4.1 Work in haul team to pull or manoeuvre the animal towards the planned location according to instructions 4.2 Safely manoeuvre animal to agreed location using a rescue glide or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
safely	other appropriate equipment where needed 4.3 Cooperate and communicate with team members to ensure safety, and minimal stress to the animal
5. Release large animal safely	5.1 Remove the sling and ropes in reverse order, maintaining a safe system of work and avoiding unnecessary stimulation of the animal 5.2 Reposition animal to aid recovery 5.3 Ensure the animal is released in a planned location for monitoring during recovery phase 5.4 Handle deceased animal, where required, safely and with dignity

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.

Skill	Description
Oral communication	• Listen attentively and ask questions to confirm or clarify information using appropriate technical terminology
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and sequence own tasks, contributing to the efficiency and effectiveness of the team • Anticipate animal behavioural responses to minimise hazards and risks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM301 Use manual techniques to	Not applicable	New unit	No equivalent unit

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safely move large animals			

Links

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

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Assessment Requirements for ACMAIM301 Use manual techniques to safely move large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- safely moved recumbent or compromised large animal/s using two of the following manual manipulation techniques:
  - forward and/or rearward assist on a standing animal
  - forward and/or rearward slide on recumbent animal
  - Hampshire slide on a recumbent large animal
  - barrel roll on an animal in a dam, pool or embankment
  - sliding using a rescue glide, glide mat or similar equipment
- used manual techniques to move a large animal trapped in an enclosed area.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of incident scene management, including team roles
- basic safety principles of large animal rescues and safe working behaviours around large animals
- behaviours of large animals relevant to incident scenes
- types of equipment and how to use, including:
  - rescue strap/webbing, ropes and slings
  - hooked poles – crook/J hook
  - rescue glide, glide mats or similar improvised equipment
  - head/eye protection for animal
  - emergency halters

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- basic anatomy of large animals related to manual techniques, including where to place slings and straps to avoid injuries to animal
- range of manual manipulation techniques for moving large animals, including:
  - forward and/or rearward assist
  - forward and/or rearward slide
  - barrel roll
  - reposition
  - Hampshire slide
- ways to restrain or control an animal, including natural sedation
- hygiene practices working with animals
- handling deceased animals safely and with dignity.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
  - large animal mannequins
  - equipment required for manual manipulation techniques to address the performance evidence requirements
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM302 Perform technical large animal rescue

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to use a range of recognised techniques and specialised equipment to extricate a compromised large animal from an incident scene. It covers a range of techniques to recover large animals from a variety of situations.

The unit applies to individuals who work as responders in a team to assist in large animal incident operations. They have experience responding to animal incidents and in applying animal handling and manipulation techniques.

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.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMAIM301 Use manual techniques to safely move large animals

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals

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Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for incident response	1.1 Assess incident situation and risks to people and animals, and discuss risk control strategies with team members 1.2 Determine appropriate techniques and equipment for incident condition and size, weight and welfare requirements of the animal in consultation with others 1.3 Participate in team briefing about incident action plan, objectives and own role 1.4 Monitor safety and maintain situational awareness at all stages
2. Prepare for technical large animal extrication	2.1 Select and correctly fit appropriate personal protective equipment (PPE) 2.2 Organise support equipment and supplies as instructed 2.3 Locate, inspect and prepare manual and mechanical equipment required to extricate or lift the large animal 2.4 Assist with set-up of incident area, including planned release area for animal and identified escape routes 2.5 Cooperate and communicate clearly with team members to ensure safety of team and bystanders and to maintain animal welfare
3. Prepare large animal for extrication	3.1 Communicate with veterinarian regarding the need for physical restraint and sedation or anaesthetics for the animal, to allow safer access, provision of first aid and assistance with extrication 3.2 Approach the animal calmly on the safer side and adopt correct position for technique and equipment employed 3.3 Maintain control of the animal's head 3.4 Attach lifting straps, slings or harness securely to the animal according to agreed plan 3.5 Connect lifting strap, sling or harness securely to mechanical equipment, where lifting is required 3.6 Assess and respond to animal behaviour to ensure safety of self, others and animal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Extricate large animal	4.1 Assist with steering, lifting and manoeuvring the animal safely to the planned location in readiness for release 4.2 Remove the lifting sling, straps or harness in reverse order, maintaining a safe system of work and avoiding unnecessary stimulation of the animal 4.3 Release large animal in a planned location to be treated or monitored during recovery phase 4.4 Handle and make arrangements for disposal of deceased animals promptly, in a dignified and environmentally safe manner
5. Conclude operations	5.1 Recover, clean and store equipment and remove waste and debris from incident scene according to workplace procedures 5.2 Participate in incident debrief 5.3 Complete required records or reports according to workplace procedures

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.

Skill	Description
Oral communication	• Listen attentively and ask questions to confirm or clarify information using appropriate technical terminology • Use clear, precise language and tone appropriate for situation and audience
Interacts with others	• Work independently and collectively as an effective team member with a sense of responsibility and ownership of agreed plans, decisions and outcomes
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and sequence own tasks contributing to the efficiency and effectiveness of the team • Adapt plans to accommodate safety and animal welfare contingencies, making decisions based on workplace procedures

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Skill	Description
	and experience • Anticipate animal behavioural responses and use problem-solving approaches to minimise hazards and risks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM302 Perform technical large animal rescue	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM302 Perform technical large animal rescue

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared equipment and large animal for extrication, and performed a technical rescue or extrication in three different incident scenarios, including at least one vertical lift.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of incident scene management, including team roles
- incident types, incident risk factors and potential for escalation
- safe working practices around animals
- methods of animal restraint and containment
- techniques, equipment and risks associated with a range of animal incidents, including:
  - animals trapped – in water or mud, deep holes, enclosed spaces, perched on ledges or cliffs
  - animals entangled – in fences, harness, cattle grids, trees, hanging
  - transport incidents – overturned vehicle, accidents
- vertical lift techniques and types of lifting equipment
- types of equipment and how to use, including:
  - halters and ropes for head support
  - lifting straps, slings and harnesses
  - hobbles
  - spreader bars and quick release mechanisms
  - padding
  - Nikopoulos needle, jetting wand, mud lance and mud paths for extraction from mud

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    - floatation devices and suitable water craft for extraction from water
- lifting large animals, including:
    - basic anatomy and where to place straps to avoid injuries to animal
    - behaviour and reactions to being lifted
- purpose of incident briefing and debrief.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
    - large animal mannequins
    - equipment required for vertical lifting and other techniques used in incident scene scenarios involving large animals in the performance evidence
- relationships:
    - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM303 Move large animals to new locations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to catch, restrain and move large animal/s from one location to another in planned and unplanned activities relating to an animal incident, natural disaster or other emergency. It covers moving animals safely using species-appropriate techniques and establishing the animals in secure, suitable holding areas.

The unit applies to individuals who work or volunteer in environments where they interact with large animals. They have a role in assisting with activities and incidents involving large animals related to their workplace or event site.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to move large	1.1 Assess the risks involved in moving large animal/s from one

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
animals	location to another 1.2 Select and fit personal protective equipment (PPE) suitable for the situation 1.3 Confirm instructions with team leader or incident controller 1.4 Maintain safety requirements relating to hygiene and biosecurity according to organisational requirements 1.5 Prepare equipment required for the task and check for serviceability 1.6 Check that the new location and/or transport meets the safety, security and suitability requirements for the large animal/s species being moved
2. Identify animals to be moved and assess condition	2.1 Identify selected animal/s to be moved and record identification information using organisational formats 2.2 Identify injured or sick animals and potential need to isolate or group some animals 2.3 Identify animals requiring veterinary attention, and report to relevant personnel 2.4 Make alternative arrangements for animals unfit to be moved or that are deceased
3. Gather and control large animals	3.1 Approach large animal/s safely and in a manner that minimises stress and stimulation 3.2 Apply species-specific knowledge of physical features, behaviour, flight zones and point of balance to safely move animals 3.3 Catch or contain loose animals using safe handling and controlling methods 3.4 Control herds or groups of animals, and manoeuvre to a suitable area ready for moving 3.5 Modify methods of handling in response to the animal/s actions and to ensure safety to self, others and other animals
4. Move large animals to new location	4.1 Transfer the animal/s to the new location using planned route and/or transportation 4.2 Address or report safety issues relating to bystanders or spectators during the move 4.3 Monitor large animal welfare during movement with adequate

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	provision of rest, water and feeding points 4.4 Maintain effective communication throughout activities to minimise the risk to others in the vicinity
5. Complete relocation of large animals	5.1 Establish the animal/s in the new location and record identification information 5.2 Assist with processes for reuniting animals with owners, and unclaimed animals 5.3 Administer health and welfare care to animal/s according to instructions 5.4 Complete records and reports according to organisational procedures and regulatory requirements 5.5 Participate in debrief at conclusion of relocation activity

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.

Skill	Description
Oral communication	• Listen attentively and ask questions to confirm or clarify information using appropriate terminology
Interact with others	• Work as an effective member of a team as well as independently • Seek help in situations where it is difficult to handle and move animal/s single-handedly
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and prioritise tasks to move large animals • Use problem-solving techniques to accommodate contingencies that arise during the handling and moving of large animal/s

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM303 Move large animals to new locations	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM303 Move large animals to new locations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- approached, controlled and moved large animals to a new location in a planned activity, including:
  - a single large animal
  - a group of at least three large animals
- identified and addressed risks related to safety of personnel and animal welfare when moving large animals in two unplanned incident scenarios.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- risks involved in moving large animal/s from one location to another, including:
  - health status and/or injuries
  - individual animal behaviour and herd behaviour
  - route and/or transport requirements
  - reason for moving the animal/s – planned or incident/emergency response
- behaviours of large animals relevant to incident scenes, including:
  - prey species motivated by fear – 'fight or flight' reactions
  - animal flight zones and point of balance
  - herd behaviours
  - unpredictable and reactive behaviours
- methods and techniques for catching, restraining and manoeuvring common large animal species, including cattle, horses and sheep
- application of safety zones and point of balance to moving animals

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- basic health and nutritional requirements of a range of common large animal species
- types of equipment and materials required for moving large animals, and how to use
- safe work principles and practices, including:
  - types of personal protective equipment (PPE)
  - procedures for maintaining hygiene and biosecurity
  - safety zones for interacting with large animals
  - safety of others, including team, public, bystanders, spectators
- containment requirements of holding areas, temporary shelters or evacuation sites to address animal safety and security
- organisational procedures for:
  - large animal identification and recording
  - identifying injured or sick animals, and arrangements for isolation or separation of these animals from rest of herd
  - establishing animal/s in new location
  - reuniting animals with owners and unclaimed animals
  - handling and removal of deceased animals
- regulatory requirements, including:
  - stock movement along public roads
  - transporting large animals/livestock
- responsibilities under current health and safety and animal welfare regulations, codes and organisational policies and procedures relevant to moving large animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
  - large animals (live) for planned activities suitable for the skill and experience of the individual
  - incident scene scenarios involving large animals to address the performance evidence requirements
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMAIM304 Transport injured large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to load, unload and transport large animals that are injured or have specific needs.

The unit applies to individuals who are required to transport large animal casualties as a result of an incident. They have experience in animal handling and basic animal first aid.

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication. However, a current driver's licence for the relevant vehicle is required.

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transport injured large animals	1.1 Respond to call for transport promptly and clarify information about the animal/s, nature of injury, authority or permissions, and transport requirements 1.2 Select equipment and aids to assist in loading and unloading large

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	animal/s in collaboration with personnel with relevant experience 1.3 Pack gear and first aid items required to assist with injuries and welfare of animal/s 1.4 Select and correctly fit personal protective equipment (PPE) and follow hygiene and biosecurity procedures 1.5 Locate vehicle in close proximity to injured animal/s according to scene requirements and to avoid further stimulation of the animal/s 1.6 Set up privacy screens to restrict public viewing at the scene
2. Assist with injured animals	2.1 Assess hazards and risks relating to transporting injured animal/s at incident scene, and take action to control 2.2 Work with incident controller and veterinarian to plan movement and loading of injured animal/s to transport vehicle 2.3 Follow instructions regarding restraint, care and welfare of the injured animal/s, including those with specific medical needs 2.4 Assist with providing first aid to reduce impact of injury, distress and pain in animal/s 2.5 Obtain necessary documentation and equipment to accompany the injured animal/s
3. Load, unload and transport animal casualties	3.1 Use safe handling techniques and equipment to load and unload animal/s to transport in collaboration with other personnel 3.2 Make adjustments to protect animal/s from further injury and to reduce stress when loading and unloading 3.3 Ensure driving techniques are safe and appropriate for the load, road conditions and severity of injury 3.4 Monitor behaviour where practical and record observations 3.5 Handle deceased animal/s appropriately in a dignified and safe manner
4. Complete post-transport arrangements	4.1 Report on the animal/s injury and condition status prior to, during (where appropriate) and after journey 4.2 Complete required documentation according to workplace and regulatory requirements 4.3 Clean, decontaminate, maintain and secure vehicle, equipment and facilities according to workplace procedures 4.4 Participate in incident debriefing

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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.

Skill	Description
Oral communication	• Provide clear and concise information in a timely manner using accurate terminology • Listen attentively and ask questions to confirm or clarify information using appropriate terminology
Interact with others	• Work as an effective member of a team as well as independently
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and prioritise tasks to transport large animals • Anticipate animal behavioural responses and use problem-solving approaches to minimise hazards and risks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM304 Transport injured large animals	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM304 Transport injured large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- loaded, unloaded and transported at least one injured large animal using a vehicle appropriate for species
- recorded observations and reported on one animal's injuries and condition status pre-transport and post-transport.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic principles of incident management system
- basic animal welfare principles and assessment frameworks
- requirements regarding movement of injured animals, including:
  - state/territory regulations and codes of practice, including the Australian Animal Welfare Standards and Guidelines for the Land Transport of Livestock
  - situations requiring veterinarian advice or treatments
  - alternative arrangements for animals unfit to be moved
  - animal owner permission, where applicable
- features of different vehicles used to transport animals (floats, trucks, ambulances), including:
  - size, capacity and design of stalls or boxes – partitions allowing multiple positions and separation of animals
  - loading/unloading – ramps and adjustable suspension
  - forward and rear exits
  - winching systems
- equipment and materials, including:

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  - mats or bedding for recumbent or injured animals
  - blankets and protective items, including blindfolds
  - compresses, bandages, gauze
  - tack and gear
  - feed and water
  - privacy screens
  - rescue glide for recumbent or injured animals
- requirements for animals with specific medical needs, including sedated or anaesthetised animals
- risks in transporting animal casualties, including:
  - animal behaviour, including distressed, unpredictable and herd behaviours
  - people – spectators/public, owner
  - zoonotic disease risk
  - overloading/unbalanced vehicle
  - wet, slippery flooring
  - poor road/site conditions
- ways to check animals during transport, including observation, closed-circuit television (CCTV), monitors
- basic first aid requirements, including:
  - protect wounds from contamination
  - manage bleeding, swelling
  - manage temperature, hyperthermia and hypothermia
- handling techniques, including:
  - safe zones
  - manual manipulation techniques and equipment
- handling deceased animals safely and with dignity
- briefing and debriefing activities, including operational and critical incident stress.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
  - large animal mannequins, transport vehicle, equipment and incident scene scenarios to address the performance evidence requirements
- relationships:
  - team members.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMAIM305 Carry out casualty and post-rescue management of animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to carry out an initial assessment, care for animals at an incident scene and assist a veterinarian during and after an incident.

The unit applies to individuals who have experience handling large animals and have a role in supporting veterinarians in an incident involving animals. Incidents may involve individual animals or groups of animals and cover a range of incident types. Individuals have basic knowledge of animal first aid and animal incident management.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out initial	1.1 Conduct visual assessment of condition and behaviour of animal/s

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
assessment and care of animal/s	on arrival at incident scene 1.2 Participate in team briefing and provide information on the level of veterinary care and/or emergency response support required to relevant personnel 1.3 Arrange screening and animal transport, if required, in consultation with the incident controller 1.4 Monitor health and vital signs of animal/s, using safe handling techniques and safe zones, for protection of self, others and other animal/s 1.5 Provide animal care, including natural sedation techniques to reduce stress or stimulation, until veterinary support arrives
2. Assist veterinarian with care of large animal/s	2.1 Organise physical containment or restraint of animal/s for veterinarian to triage and stabilise the animal/s 2.2 Assist the veterinarian with organisation of personal protective equipment, medical supplies and equipment, and communicating biosecurity risks and requirements to others 2.3 Support identification of animal/s record keeping 2.4 Support veterinarian with triage and treatment of animal/s at the incident scene 2.5 Discuss chemical restraints with veterinarian and assist with the physical restraint of animal/s according to veterinarian instructions
3. Carry out post-rescue care	3.1 Provide post-rescue care of animal/s, including assisting with moving animal/s to a safe location or veterinary clinic for further treatment 3.2 Assist with the recovery of animal/s following sedation or anaesthesia according to veterinarian instructions 3.3 Assist veterinarian during euthanasia of animal/s, if required 3.4 Organise removal and handle deceased animal/s with dignity 3.5 Contribute to team debrief and complete records according to workplace requirements

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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.

Skill	Description
Oral communication	• Provide clear and concise information in a timely manner using accurate terminology • Listen carefully to instructions and ask questions to clarify and confirm requirements
Interact with others	• Work as an effective member of a team as well as independently
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and prioritise tasks for carrying out casualty and post-rescue management of animals • Anticipate animal behavioural responses and use problem-solving approaches to accommodate contingencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM305 Carry out casualty and post-rescue management of animals	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM305 Carry out casualty and post-rescue management of animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided a brief report on an initial assessment and care required for two animals of different species in different incidents
- provided animal care support and assistance in two animal incident scenarios.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- visual assessment and signs of animal condition and behaviour, including:
  - level of exhaustion, consciousness
  - external bleeding
  - wounds
  - swelling or inflammation
  - potential fractures
  - behaviour, body language and vocal sounds
  - loss of full control of bodily movements
  - abnormal body, head or limb presentation, including fractures
  - characteristics of discharge from any orifice
  - hypothermia or hyperthermia
- safe manual and animal handling techniques
- types and purpose of personal protective equipment for safety and hygiene
- basic principles of animal incident management and communication protocols
- types of care to provide before veterinary support arrives to reduce anxiety or stimulation, including:

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  - confinement
  - water and feed
  - noise protection
  - twitching technique
  - blindfold
  - companion animal
  - owner
- ways to restrain or control an animal, including natural, physical and chemical controls
- biosecurity risks at animal incident scenes, including:
  - zoonotic disease risk resulting from bites, scratches and contact with body fluids
  - injuries from sharps/syringes
- overview of administration of sedation and anaesthesia used by veterinarians
- overview of euthanasia methods, including chemical overdose of anaesthetic agent, gunshot and penetrating captive bolt
- handling deceased animals with dignity
- team debriefing after an incident, including operational and critical incident stress
- procedures for record keeping and identification of animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
  - large animal mannequin/s, equipment and incident scene scenarios to address the performance evidence requirements
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM306 Lead a team responding to a large animal incident

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to lead a small team to respond to a range of potential large animal incidents at a workplace or event site. It covers basic incident scene management, coordinating a team and responding to a compromised large animal using a range of recognised techniques and equipment.

The unit applies to individuals who are responsible for managing safety for a workplace or event site where interactions with large animals occur. They take the role of a team leader or incident controller at an incident involving large animals.

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.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMAIM301 Use manual techniques to safely move large animals.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals

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Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to large animal incident	1.1 Gather adequate information to assess the nature of the incident, exact location and the resources required to respond to the incident 1.2 Assess feasibility and likelihood of success of available options for managing animal/s at the incident scene 1.3 Devise an incident action plan 1.4 Organise external support, including a veterinarian and/or emergency or medical services, according to the nature of the incident and additional support required 1.5 Select and prepare personal protective equipment (PPE), rescue tool kit and equipment required for the incident
2. Establish and maintain incident scene safety	2.1 Assess human, animal and environmental hazards and risks at scene using a systematic approach 2.2 Liaise with animal owner and/or veterinarian at incident scene 2.3 Prioritise required actions promptly according to organisational large animal response plan 2.4 Establish zones to manage access to the incident scene and members of the public and/or animal owners
3. Manage response	3.1 Appoint roles and duties and brief team members according to the organisation's large animal incident plan 3.2 Ensure all team members have required equipment and appropriate PPE 3.3 Organise additional personnel and/or specialist equipment based on incident scene requirements
4. Manage and stabilise animal/s	4.1 Implement hygiene and biosecurity precautions according to organisational requirements 4.2 Conduct initial assessment of the animal, in conjunction with veterinarian if in attendance, to determine injury type, severity and potential complications related to the extrication of the animal 4.3 Discuss with veterinarian sedation or anaesthesia requirements to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	implement the incident action plan 4.4 Assist veterinarian to restrain, stabilise and/or treat animal/s according to animal needs 4.5 Protect animal/s from injury during rescue according to extrication technique employed and species-specific needs
5. Carry out incident operations	5.1 Implement plan to extricate animal/s in consultation with team, veterinarian and/or other technical specialists 5.2 Provide clear instructions to team members about the plan, including techniques, equipment, safety, and access and escape routes 5.3 Extricate animals using recognised techniques and equipment appropriate for the animal species and incident 5.4 Release animal/s in planned area and monitor recovery and welfare 5.5 Reunite animal/s to owner or appropriate personnel, or organise arrangements for deceased animals according to organisational procedures
6. Conclude incident operations	6.1 Recover, clean and store equipment according to organisational requirements 6.2 Contribute to media communications and public relations according to organisational procedures and nature of incident 6.3 Conduct incident debrief according to organisational procedures 6.4 Complete records and reports to organisational standards

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.

Skill	Description
Oral communication	• Provide clear and concise information and instruction using tone and terminology appropriate for audience
Numeracy	• Estimate the weight of large animals to assist with selecting equipment and numbers of people required to assist in the incident

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Skill	Description
Interact with others	• Work as an effective member of a team as well as independently
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and prioritise tasks to achieve work outcomes • Use problem-solving techniques to address contingencies and adapt plans to meet incident requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM306 Lead a team responding to a large animal incident	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM306 Lead a team responding to a large animal incident

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- led a team, comprising a minimum of four people, responding to two different large animal incidents, including:
  - devised a plan to respond to the incident
  - established and maintained incident scene safety
  - safely handled and managed animal behaviour
  - implemented incident management system to coordinate activities and team.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safety principles at animal incidents and safe working practices around large animals
- features of incident management systems, including team roles
- team member roles, duties and responsibilities, including:
  - incident controller
  - veterinarian
  - media liaison
  - safety officer
  - animal handler
  - responders/team members
  - spontaneous volunteers
- external agencies or individuals to assist at the incident
- hazards and risks to assess at incident scene, including:

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    - unpredictable behaviour in large animal species, including butting, biting, kicking, crushing, impaling/goring
    - biosecurity and/or zoonotic disease risks
    - managing the public/spectators
    - environmental hazards
    - managing expectations and reactions of people at the scene
- behaviours of large animals relevant to incident scenes
- application of basic large animal anatomy to rescue techniques
- use and operation of equipment used in large animal incidents
- workplace processes and procedures for:
    - reuniting animals and handling of deceased animals
    - team debriefing after an incident, including operational and critical incident stress
    - dealing with media, communications and public
    - record keeping and reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
    - large animal mannequin, equipment and incident scene scenarios to address the performance evidence requirements
- relationships:
    - at least four team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM307 Participate in large whale disentanglement operations

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 participate in a team to safely assess an entanglement scene and release a large whale from entanglement.

The unit applies to individuals trained in incident management response who participate in a response team crew aboard a vessel using appropriate specialist equipment and resources. They work under an approved incident management structure.

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

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with planning whale disentanglement operations	1.1 Identify requirements and procedures of authorising agencies for large whale disentanglement operations 1.2 Identify and adhere to cultural protocols relevant to species and operations 1.3 Respond to report of whale entanglement according to organisational procedures 1.4 Assess available information and risks involved in operation, and contribute to a risk assessment 1.5 Participate in team briefing 1.6 Select and prepare appropriate equipment, resources and required vessels based on incident information
2. Contribute to assessment of whale disentanglement operation and environment	2.1 Select and correctly fit personal protective equipment appropriate for activity 2.2 Contribute to efforts to locate whale using supplied information and visual sightings 2.3 Use a systematic approach to identify potential hazards and risks enroute and on approach to the scene 2.4 Assess the whale at the scene to determine type of entanglement, injuries, behaviour and other relevant factors 2.5 Assess sea activity and current and forecast weather conditions 2.6 Report outcomes of assessment to operations officer, providing detailed information according to organisational procedures 2.7 Recommend actions to contribute to disentanglement strategy
3. Assist with implementing disentanglement strategy	3.1 Confirm disentanglement instructions and select appropriate response equipment relevant to job role and responsibility 3.2 Clarify and ensure agreed communication signals and team roles are followed during the operation 3.3 Attach working line, and telemetry buoy where required by jurisdiction response agency, to gear entangled on the whale using appropriate equipment and careful placement to avoid injury to the whale 3.4 Apply load to the line by deploying large floats and move load forward to slow the animal and help keep it close to the surface 3.5 Approach the whale when slowed and close to surface, and cut

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	entangling gear in planned locations and sequence 3.6 Follow organisational procedures for unsuccessful disentanglement 3.7 Maintain situational awareness at all times, assessing whale behaviour and location, team members, equipment and vessels and overall operating environment
4. Conclude operations	4.1 Report outcomes of disentanglement operation and accurately complete records according to organisational procedures 4.2 Recover, clean and service equipment according to manufacturers' guidelines and organisational standards 4.3 Participate in team debriefing activities 4.4 Report signs of critical incident stress in self and others to relevant personnel

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.

Skill	Description
Reading	• Interpret guidelines and standard operating procedures relating to whale disentanglement
Oral communication	• Use active listening and clear, precise language in conversations with key personnel and team members • Confirm communication signals to be used by response team members
Numeracy	• Estimate weight (kg, t), length (m) and speed (m/s, km/h) of whales with reasonable accuracy

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
ACMAIM307 Participate in large whale disentanglement operations	Not applicable	Developed in response to industry need	Newly created

Links

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

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Assessment Requirements for ACMAIM307 Participate in large whale disentanglement operations

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- contributed to the risk assessment and disentanglement strategy for two whale entanglement scenarios
- applied procedures for at least one whale disentanglement operation on water
- worked safely during whale disentanglement operations following the approved incident management approach, including:
  - communicated and worked in a team and applied decision making criteria
  - kept a safe distance from the animal's danger zones and range of the animal’s tail flukes
  - used appropriate personal protective equipment (PPE) at all times while in close vicinity of the whale and when using knives and poles
- contributed to one team briefing and one debriefing activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of organisational incident management system, including:
  - roles and responsibilities
  - policies and procedures
  - reporting requirements
  - interagency operations
- key state/territory and Commonwealth legislative requirements and jurisdictional structures relevant to whale disentanglements
- cultural protocols relating to species, operations and location
- main operational risks, including:

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  - whale behaviour
  - weather and sea conditions
  - geography and location
  - failing light, poor visibility
  - public onlookers, interference, perceived need to act
- whale behaviour and biology, including:
  - whale types (toothed or baleen) and species
  - basic anatomy – tail, peduncle, pectoral fins, mouth, body
  - danger zones – within range of the animal's tail flukes
  - normal and abnormal behaviour, including unpredictability when distressed or harassed
  - threatening behaviour or warning signs, including head lunges, tail or pectoral slaps or trumpeting
- features of whale entanglement assessment, including:
  - size, species and company, including young
  - temperament, behaviour, condition, mobility
  - types of entanglement gear
  - environmental conditions – onshore or in deeper waters, proximity to rocks, weather and sea conditions
- types of entanglement to consider in developing a disentanglement strategy, including:
  - entangled but freely mobile
  - entangled so that swimming is inhibited
  - entangled and anchored to seabed
- personal protective equipment (PPE), including response agency requirements for:
  - wetsuit, gloves, boots
  - lifejackets, flotation device and helmet
- strategies to minimise risks to the response team, including:
  - keeping response gear (knives and poles) secure and accessible
  - using a support vessel with first-aid equipment
  - attending to changing weather and sea conditions
  - managing fatigue and hypothermia and hyperthermia
  - awareness of interference by private viewing craft and spectator vessels
  - keeping gear attached to whale out of response vessel and free from motor
  - lifting motor and walking boat along lines
  - risks associated with load-bearing line
  - never looping rope around hands, feet, legs or body
  - monitoring trailing gear near vessel propellers
- types of equipment and gear and their purpose, safe handling and storage, including:
  - photographic equipment, including underwater equipment and pole cams
  - communications equipment

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  - ropes and lines
  - grappling hooks, shackles, D bolts, long extendable poles
  - knives and cutting equipment
  - floats
- organisational procedures for unsuccessful disentanglement, including communication and reporting, and use of tracking devices
- organisational safety procedures, including:
  - person falling overboard
  - personal injury or accident involving a crew member
  - team rotations to avoid fatigue and exposure to weather in-water survival techniques.
  -

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an environment that represents a whale entanglement scene – this includes the use of simulations and scenarios
- resources, equipment and materials:
  - whale tail or similar simulation device
  - response vessel
  - disentanglement equipment, including ropes, knives, shackles, D bolts and poles
  - personal protective equipment
- specifications:
  - risk assessment documentation and response agency standard operating procedures for whale disentanglements
- relationships:
  - relevant personnel and team members to report to and work with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM308 Respond to marine wildlife stranding

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 participate in a team to safely assess a stranding scene and respond to a single or multiple stranding of marine animals, typically whales, dolphins and dugongs.

The unit applies to individuals who work in a team to assess, stabilise and release stranded live marine wildlife, and assist with the handling of deceased marine wildlife. They take responsibility for activities and work within an organisational incident management structure.

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

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to assessment of marine wildlife stranding scene	1.1 Participate in team briefing and confirm role and duties in stranding operation 1.2 Use a systematic approach to identify hazards and control risks at the scene within limit of role and responsibility 1.3 Identify stranded animals accurately and report information regarding stranding scene to relevant personnel and authorities 1.4 Identify and adhere to cultural protocols relevant to species and operations 1.5 Assist with controlling the site according to organisational procedures and relevant state/territory regulatory requirements 1.6 Select equipment and gear required to assist at stranding event
2. Assess and assist individual animals	2.1 Select and correctly fit personal protective equipment appropriate for activity 2.2 Assist with triage assessment of stranded animal, evaluate their status, level of activity and body condition 2.3 Identify or tag animal according to health category and triage assessment 2.4 Stabilise, reposition and/or apply basic first aid to animal in immediate need or distress according to safe work procedures and species requirements 2.5 Deter free swimming animal from stranding according to organisational procedures and available resources
3. Assist with release and refloating of stranded live animal/s	3.1 Treat animal/s humanely and keep the animal calm and comfortable using species-specific techniques 3.2 Apply knowledge of species danger zones to ensure personal safety 3.3 Assist with the immediate release of animal/s in shallow waters according to organisational procedures and available resources 3.4 Assist in moving beached animals to response mats or pontoons for release and refloatation 3.5 Use species-specific approaches to assist animal with refloatation and return to water 3.6 Relocate animal to assist with stabilisation or release according to organisational procedures 3.7 Mark animals prior to release for identification purposes where

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	required by response agency
4. Undertake palliative care and assist with euthanasia	4.1 Secure and cordon off stranded and/or deceased animal/s 4.2 Implement palliative care for animals based on veterinarian assessment or instructions 4.3 Assist with determining appropriate euthanasia method for species, size of animal and location 4.4 Provide support to personnel undertaking approved euthanasia of animal/s
5. Carry out carcass management	5.1 Complete basic data collection, scientific sampling and/or necropsy of carcass according to instructions and within limit of role and responsibility 5.2 Determine carcass disposal options based on site value, location and cause of death 5.3 Consider options to undertake venting of carcass for relevant species 5.4 Engage with traditional owners on options for deceased animals according to local cultural protocols where required 5.5 Dispose of carcasses and waste according to local, state/territory and other relevant jurisdictional requirements
6. Conclude operations	6.1 Report outcomes of stranding operation and accurately complete records according to organisational procedures 6.2 Recover, clean and service equipment according to manufacturer guidelines and organisational standards 6.3 Participate in team debriefing activities 6.4 Report signs of critical incident stress in self and others to relevant personnel

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.

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Skill	Description
Reading	• Interpret guidelines and standard operating procedures relating to wildlife strandings
Oral communication	• Use clear language and appropriate tone conversing with team members, supervisors and members of the public during stranding event • Use accurate industry and animal terminology in conversations with key personnel
Numeracy	• Estimate weight (kg, t) and length (cm, m) of animals with reasonable accuracy

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM308 Respond to marine wildlife stranding	Not applicable	Developed in response to industry need	Newly created

Links

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

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Assessment Requirements for ACMAIM308 Respond to marine wildlife stranding

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed hazards and risks for one single and one multiple marine wildlife stranding
- accurately identified two different stranded animals and assessed their condition
- participated in two marine wildlife stranding activities, including:
  - one involving a live animal
  - one involving a deceased animal
- followed safe manual and animal handling, and hygiene procedures in all activities
- used and correctly fitted appropriate personal protective equipment (PPE) for situation
- contributed to one team briefing and one debriefing activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of organisational incident management system applicable to stranding, including:
  - roles and responsibilities of team members
  - overview of decision-making processes
  - interagency operations and legislative obligations
- key local, state/territory and Commonwealth legislative requirements and jurisdictional structures relevant to marine wildlife strandings
- cultural protocols relating to species, operations and location
- communication protocols, including reporting and dealing with media
- role of science and data collection in wildlife management, including types of information and data to collect and record
- main hazards and risks to people, including:

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    - wildlife behaviour
    - weather, sea conditions, failing light or visibility
    - geography, location
    - public onlookers, interference, perceived need to act
    - lack of resources
- marine wildlife involved in strandings or groundings relevant to location or jurisdiction
- overview of causes of strandings or groundings
- animal identification relevant to event, including:
    - species type, approximate age and conservation status
    - basic anatomy and physiology of species, including danger zones
    - basic indicators of condition
- strategies to control site and address safety of the public and the animals, including:
    - establish an exclusion zone
    - approach and treat animals with caution
    - ensure onlookers and dogs do not enter the exclusion zone
    - ensure appropriate warning and information signs are erected
    - monitor sea, tide and weather conditions
- strategies to deter free swimming animals from stranding
- basic animal first aid appropriate for species
- personal protective equipment (PPE), including:
    - appropriate clothing, wetsuit, gloves, enclosed footwear
    - lifejackets, flotation device
- species-specific techniques for handling, lifting, moving and transporting animals
- types of equipment and gear and their purpose, including response mats and pontoons
- methods of euthanasia and factors determining selection of appropriate method, including:
    - chemical
    - firearm
    - pericranial implosion
- organisational safety procedures, including:
    - hygiene standards – infection control, zoonotic diseases, biosecurity
    - personal injury or accident involving a team member
    - team rotations to avoid fatigue and exposure to weather
    - risks associated with environmental conditions.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an environment that represents a marine wildlife stranding scene – this includes the use of simulations and scenarios

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- resources, equipment and materials:
  - animal simulation device or mannequin
  - stranding equipment, including response mats and pontoons
  - personal protective equipment
- specifications:
  - organisational forms for assessing response options
- relationships:
  - relevant personnel and team members to report to and work with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM309 Respond to marine wildlife welfare

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 participate in a team to support the welfare of wildlife species in a range of marine environment events.

The unit applies to individuals who work in a team to assess, stabilise, release and/or care for wildlife. They take responsibility for activities and work within an organisational incident management structure.

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

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Attend and assess	1.1 Identify hazards and assess risks to people and wildlife at the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
wildlife event scene	scene 1.2 Identify species and relevant state/territory regulatory requirements and cultural protocols that apply 1.3 Monitor situation and environment and gather information to contribute to the management response 1.4 Participate in team briefing contributing to decision making options for response to wildlife event 1.5 Determine safe work requirements from work information, and confirm role and duties with supervisor
2. Assist at the wildlife event scene	2.1 Select and correctly fit personal protective equipment appropriate for situation and role 2.2 Select equipment and gear required to perform duties at wildlife event 2.3 Follow procedures to ensure safety of self, other personnel, general public and wildlife 2.4 Assist with control of the site and cordon off areas to protect wildlife
3. Care for wildlife at event scene	3.1 Take species-appropriate action to assist animals to return to the sea according to instructions 3.2 Collect information on status, condition and/or injuries to individual wildlife, and report to relevant personnel 3.3 Follow instructions from veterinarian or authority in charge to stabilise and care for wildlife 3.4 Safely capture and handle wildlife assessed as requiring ex-situ care according to organisational procedures
4. Assist with management of incapacitated and deceased wildlife	4.1 Secure and cordon off seriously incapacitated and/or deceased wildlife 4.2 Assist with palliative care of wildlife as instructed 4.3 Provide support to personnel undertaking approved euthanasia of wildlife 4.4 Assist with data collection or scientific sampling of deceased wildlife according to instructions and within limit of role and responsibility 4.5 Assist with disposal of deceased wildlife and waste according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	local, state/territory or other jurisdictional requirements
5. Conclude operations	5.1 Complete records according to organisational procedures 5.2 Recover, clean and service equipment according to manufacturer guidelines and organisational standards 5.3 Participate in team debriefing activities 5.4 Report signs of critical incident stress in self and others to relevant personnel

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.

Skill	Description
Reading	• Interpret guidelines and organisational procedures relating to wildlife events
Oral communication	• Use clear language and appropriate tone conversing with team members, supervisors and members of the public during event • Use accurate industry and animal terminology in conversations with key personnel
Numeracy	• Estimate quantities and measurements, including weight (kg, t) and length (cm, m) of wildlife with reasonable accuracy

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM309 Respond to marine wildlife welfare	Not applicable	Developed in response to industry need	Newly created

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Links

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

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Assessment Requirements for ACMAIM309 Respond to marine wildlife welfare

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed hazards and risks associated with at least one species at a marine wildlife event
- assessed the status, condition and injuries of two individual animals at a marine wildlife event
- performed two of the following tasks at a marine wildlife event:
  - assisted with care of one live animal
  - assisted veterinarian or authorised personnel during euthanasia of one animal
  - collected data relevant to event in required format
  - assisted with one deceased animal at event scene
- followed safe manual and animal handling, and hygiene procedures in all activities
- contributed to one team briefing and one team debriefing activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of organisational incident management system applicable to wildlife event, including:
  - roles and responsibilities of team members
  - overview of decision-making processes
  - interagency operations and legislative obligations
- key local, state/territory legislative requirements and jurisdictional structures relevant to wildlife events
- cultural protocols relating to species, operations and location
- communication protocols, including reporting requirements and dealing with the media

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- situations where intervention with wildlife is warranted, and common marine animal species involved
- role of science and data collection in wildlife management, including types of information and data to collect and record
- main hazards and risks to people, including:
  - wildlife behaviour
  - weather, sea conditions, failing light or visibility
  - geography, location
  - public onlookers, interference, perceived need to act
  - lack of resources
- wildlife identification relevant to event, including:
  - species type, approximate age and conservation status
  - basic anatomy and physiology of species, including danger zones
  - overview of normal and abnormal behaviour
  - basic indicators of health status and body condition
- strategies to control site and address safety of the public and wildlife, including:
  - establish a cordon around animals
  - approach and treat animals with caution
  - ensure onlookers and dogs do not enter the exclusion zone
  - use of warning or information signs
  - monitor sea, tide and weather conditions
- personal protective equipment (PPE) appropriate for event and role
- types of equipment and gear and their purpose
- species-specific techniques for catching, handling, lifting or moving wildlife
- basics of palliative care and euthanasia, including types, administration, emotive responses
- organisational safety procedures, including:
  - hygiene standards – infection control, zoonotic diseases, biosecurity
  - waste and carcass disposal
  - personal injury or accident involving a team member
  - team rotations to avoid fatigue and exposure
  - sea safety and restrictions.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an environment that represents a marine wildlife event – this includes the use of simulations and scenarios
- resources, equipment and materials:

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  - animal simulation device or mannequin
  - personal protective equipment and other equipment required to address event covered in the performance evidence
- specifications:
  - organisational formats for recording or reporting information
- relationships:
  - supervisor, relevant personnel and team members to report to and work with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM310 Participate in marine wildlife pollution event

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 assess, clean and monitor wildlife impacted by a marine pollution event, including oil or chemical spills. The work may involve small to large scale response events with single or multiple species, typically sea birds.

The unit applies to individuals who may work independently or in a team to respond to impacted marine wildlife. Work is performed following defined procedures, and individuals have responsibility and accountability for their own tasks.

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

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to assessment of impacted marine wildlife	1.1 Assess hazards and control immediate risks within limit of role and responsibility 1.2 Participate in team briefing and confirm role, duties and safe work requirements 1.3 Identify and adhere to organisational procedures, relevant regulatory requirements and cultural protocols relevant to species and operations 1.4 Select and correctly fit personal protective equipment appropriate for activity 1.5 Report information to relevant personnel according to organisational procedures and relevant state/territory regulatory requirements
2. Carry out wildlife capture and assessment	2.1 Search for wildlife according to approved plans for capture 2.2 Determine and undertake safe species-specific capture technique 2.3 Assess impact of marine pollution on individual wildlife 2.4 Undertake triage assessment of impacted wildlife, assess status, degree of pollution coverage, body condition and quarantine requirements 2.5 Move or transport animals to cleaning facility according to organisational procedures
3. Wash and clean marine wildlife	3.1 Prepare supplies and equipment for individual wildlife in advance to minimise time taken for washing and animal stress 3.2 Handle and prepare wildlife for washing using species-specific techniques to minimise distress 3.3 Wash individual wildlife using appropriate techniques and resources for species 3.4 Rinse animal thoroughly to remove detergents and residual oil or chemicals using species-specific techniques 3.5 Monitor and respond to welfare of wildlife during washing process 3.6 Dispose of contaminated water and materials according to organisational waste disposal procedures
4. Dry and monitor cleaned marine wildlife	4.1 Relocate washed wildlife to suitable area for drying 4.2 Use species-specific techniques and equipment to dry animals 4.3 Monitor and respond to welfare of wildlife during drying process 4.4 Stabilise and prepare wildlife for release or rehabilitation

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to organisational procedures and relevant state/territory regulatory requirements
5. Assist with euthanasia and carcass disposal	5.1 Secure or cordon off seriously incapacitated and/or deceased wildlife 5.2 Provide support to personnel undertaking approved euthanasia of wildlife 5.3 Assist with data collection, scientific sampling and/or necropsy of deceased animals according to instructions and within limit of role and responsibility 5.4 Dispose of carcasses according to local, state/territory and other relevant jurisdictional requirements
6. Conclude marine wildlife operation	6.1 Report outcomes of event and accurately complete records according to organisational procedures 6.2 Recover, clean and service equipment according to manufacturers' guidelines and organisational standards 6.3 Participate in team debriefing activities 6.4 Report signs of critical incident stress in self and others to relevant personnel

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.

Skill	Description
Reading	• Interpret guidelines and organisational procedures relating to wildlife in marine pollution events
Oral communication	• Use clear language and appropriate tone conversing with team members, supervisors and members of the public during marine wildlife pollution events • Use accurate industry and animal terminology in conversations with key personnel
Numeracy	• Estimate quantities of resources required for number and size of impacted wildlife with reasonable accuracy

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM310 Participate in marine wildlife pollution event	Not applicable	Developed in response to industry need	Newly created

Links

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

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Assessment Requirements for ACMAIM310 Participate in marine wildlife pollution event

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified hazards and risks associated with a minimum of one species at a marine wildlife pollution event
- determined handling, cleaning and care requirements for one species from one of the following groups:
  - sea birds
  - pinnipeds and dugongs
  - marine reptiles
- safely captured, caught and handled two wildlife using species-specific techniques
- washed, rinsed, dried and monitored two individual wildlife
- worked safely during the marine wildlife pollution event, following safe animal handling and hygiene procedures
- contributed to one team briefing and one debriefing activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key local, state/territory and Commonwealth legislative requirements and jurisdictional structures relevant to marine wildlife pollution events
- cultural protocols relating to species, operations and location
- basic risk assessment process, including hazard identification, assessing risk, controlling or minimising risk and reviewing risks
- hazards and risks at marine wildlife pollution events, including:
  - wildlife behaviour
  - environment, weather and light conditions (time of day)

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    - public onlookers, interference, perceived need to act
    - lack of resources
    - zoonotic diseases and disease vectors
    - risk of physical injury
    - contaminated or toxic waste
- role of science and data collection in wildlife management, including types of information and data to collect and record
- common marine wildlife species involved in marine pollution events, including:
    - sea birds
    - pinnipeds and dugongs
    - marine reptiles
- animal species behaviour and biology relevant to event, including:
    - basic anatomy
    - danger zones and unpredictable behaviour when distressed
- suitable personal protective equipment (PPE) for the event and environment, including:
    - safety goggles, gloves, waterproof outer clothing and suitable footwear
- species-specific techniques and procedures for impacted wildlife, including:
    - capturing, handling, lifting
    - moving and transporting
    - washing, rinsing, drying
    - approved euthanasia techniques
- resources required for washing, cleaning and caring, including:
    - hot water, mild detergent, towels, cloths
    - vegetable oils or similar
    - food supplies for animals
- types of equipment and gear, including:
    - buckets, tubs, hoses, nozzles
    - species appropriate pools or drying pens
    - drying equipment – blow heaters, heat lamps
    - feeding tubes
- organisational safety procedures, including:
    - safe manual handling and handling of wildlife
    - hygiene and infection control
    - personal injury or accident involving a team member
    - shifts and team rotations to avoid fatigue and exposure to weather
    - waste disposal.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an environment that represents a marine wildlife pollution event – this includes the use of simulations and scenarios
- resources, equipment and materials:
  - animal simulations or mannequins
  - resources and equipment for washing, rinsing and drying wildlife
  - personal protective equipment
- specifications:
  - organisational forms for reporting information
- relationships:
  - relevant personnel and team members to report to and work with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM401 Coordinate large animal movement and evacuation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to plan and control the movement of animals to safe, secure and suitable sites. It covers planning, resource requirements, biosecurity and safety of people and animals.

The unit applies to individuals who have responsibility for planning and controlling the movement of large animals to temporary shelter or evacuation sites associated with a large animal incident.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan the movement and evacuation of large animals from incident	1.1 Receive a briefing from the incident controller or authorised delegate to determine incident action plan requirements 1.2 Develop and seek approval for an incident action plan, taking into

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
scene	account priorities, movement methods, site suitability, resource requirements and potential for incident escalation 1.3 Assess the condition and suitability of the animals to be moved and their preparation requirements 1.4 Communicate the incident action plan to relevant personnel, addressing team and public safety, and animal welfare requirements
2. Organise safe evacuation site and movement of animals	2.1 Ensure the availability of resources and personnel to undertake the movement 2.2 Coordinate the set-up of temporary shelter or evacuation sites to ensure safe and secure containment appropriate to the needs of the large animal species 2.3 Implement and maintain appropriate safety, hygiene and biosecurity measures
3. Oversee evacuation of animals	3.1 Establish processes for identifying and registering animals to be moved to new, safer locations or temporary evacuation sites 3.2 Control and monitor the movement of the animals, adapting plans to respond to safety and animal welfare contingencies 3.3 Ensure animals are established after moving, and arrangements for veterinary care, nutrition and welfare are implemented 3.4 Implement procedures for reuniting owners with animals, and organise arrangements for unclaimed or deceased animals
4. Conclude operations	4.1 Coordinate the retrieval of equipment and clean-up of the holding area or temporary evacuation site according to organisational procedures 4.2 Participate in team debriefing activities 4.3 Complete records accurately according to regulatory and organisational requirements 4.4 Evaluate the effectiveness of the movement of animals and evacuation sites to contribute to continuous improvement processes

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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.

Skill	Description
Oral communication	• Use clear, precise language and tone appropriate for situation and audience to convey instructions
Interact with others	• Work independently and collectively as an effective team member with a sense of responsibility and ownership of agreed plans, decisions and outcomes
Navigate the world of work	• Maintain professional conduct and ethics, and work within the limits of own authority, expertise, training, competence and experience • Recognise own responsibilities under current health and safety and animal welfare regulations, codes and organisational policies and procedures
Get the work done	• Use analytical processes to decide on a course of action, establishing criteria for deciding between options and incorporating information from others • Anticipate animal behavioural responses and use problem-solving approaches to minimise hazards and risks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM401 Coordinate large animal movement and evacuation	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM401 Coordinate large animal movement and evacuation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- responded to two different animal movement or evacuation scenarios, providing information about the method of movement, requirements of holding areas or temporary evacuation site, resources needed and risks involved for each scenario
- prepared a plan to evacuate a group of at least 30 animals to an evacuation site, specifying resources (equipment, personnel, transport), route and requirements of the site for an incident scenario with the potential to escalate.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of animal incident management system
- incident action plan for moving large animals, including:
  - assessing suitability of potential new sites and locations
  - methods, resources and transport requirements
  - contingency plans
  - incident scene risk factors
- factors affecting the movement of animals, including:
  - fitness to be moved or to travel
  - species-specific needs and behaviours
- suitable methods and equipment for moving animals, including:
  - handling and restraint methods
  - herding and mustering techniques
  - leading and walking

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    - transport vehicle types
- resources required to carry out the activity, including equipment and personnel
- factors affecting the:
    - suitability and safety of the location for the animal/s to be moved to
    - containment requirements of holding areas and temporary evacuation site, including moveable barriers, fencing, ropes, improvised equipment
    - quarantine and biosecurity requirements
    - choice of route
- methods used to identify animals, and record keeping requirements
- techniques for establishing animals in new location and relevant requirements
- briefing and debriefing the incident, including operational and critical incident stress.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
    - equipment and incident scene scenarios involving large animals to address the performance evidence requirements
- relationships:
    - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM402 Develop a large animal incident response plan for an organisation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to research an organisation's risk and capacity, and prepare and promote an organisational plan to respond to incidents involving a large animal at a workplace or event site.

The unit applies to individuals who have responsibility for safety of people and/or animal safety and welfare within a workplace or event site.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess risks associated with an organisation’s large animal activities	1.1 Assess hazards and risks and potential for animal incidents within the workplace or event site

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and facilities	1.2 Identify current training levels of staff and/or volunteers and determine needs 1.3 Assess resource requirements for dealing with human and animal casualties 1.4 Investigate the organisation's regulatory and insurance responsibilities 1.5 Evaluate the organisation’s capacity to respond to a large animal incident 1.6 Review other organisational plans to determine relationships with an incident response plan
2. Prepare an incident response plan for an organisation	2.1 Research, collate and analyse information on incident management involving humans and animals relevant to the workplace or event site and animal species 2.2 Establish incident scene management system 2.3 Establish roles, responsibilities and training needs required to implement a large animal incident response plan 2.4 Identify and document internal and external services required in animal incident situations, including veterinary and emergency services support 2.5 Identify equipment and facilities needed to implement a response plan, and reconcile with the organisation's current position 2.6 Investigate and implement options for meeting shortfalls in capacity and procurement of suitable equipment 2.7 Prepare a plan and procedures following recognised incident management processes and communication protocols
3. Maintain the organisation's large animal incident response plan	3.1 Document and promote the large animal incident response plan in a format and manner suitable for the organisation 3.2 Actively seek feedback and input from a range of personnel to the large animal response plan 3.3 Maintain up-to-date contact details in the plan 3.4 Establish monitoring guidelines and review timelines for the large animal incident response plan
4. Promote the	4.1 Conduct briefings for all relevant personnel on the content of the plan and organisational procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
organisation's large animal incident response plan	4.2 Establish a training program and refresher courses as required 4.3 Promote plan to all relevant stakeholders, and follow up on acknowledgements or permissions relevant to event or workplace

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.

Skill	Description
Reading	• Research, locate and interpret key information in written information
Oral communication	• Give clear and concise information using appropriate tone and language for audience
Interact with others	• Work independently and collaboratively as an effective member of a team
Navigate the world of work	• Recognise the purpose, main tasks, responsibilities and boundaries of own role
Get the work done	• Plan, organise and prioritise tasks to achieve work outcomes • Use workplace technologies to research, collate and present information related to the organisation's large animal incident response plan

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM402 Develop a large animal incident response plan for an organisation	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for ACMAIM402 Develop a large animal incident response plan for an organisation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared one documented large animal incident response plan suitable for the organisation's size, activities and facilities that includes:
  - an assessment of hazards, risks and organisational capacity
  - a plan or procedures following recognised incident management system, including agreed process for calling in outside help
  - a review or maintenance schedule or procedure
  - a promotion and distribution strategy.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- identification of potential incidents, hazards and risks relevant to workplace or event site, including:
  - range of sites and facilities
  - range of potential incidents
- systematic approaches for identifying hazards and risks
- basic training needs analysis for staff and/or volunteers
- resource requirements for dealing with public safety and animal casualties
- key requirements of relevant regulations, including work health and safety, animal welfare and biosecurity
- animal welfare frameworks, including the Five Domains and Five Freedoms
- workplace, event, industry association or local government requirements relating to managing large animals
- relationship of animal incident response plan to other organisational plans

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- standards or requirements relating to equipment
- insurance responsibilities for organisations
- approaches for assessing an organisation's capacity to respond to a large animal incident
- overview of animal incident management processes, including:
  - incident management system processes
  - event 'stop' and 'go' procedures
  - roles, responsibilities and training needs of personnel
  - briefing and debriefing procedures, including operational and critical incident stress
  - internal and external services required, including veterinary and emergency services support
  - resources, equipment and facilities
  - communication protocols – internal and external
  - dealing with the media and managing public relations
- formats for documenting plans suitable for a range of audiences
- formats for conducting briefings and/or training for personnel
- procedures for monitoring and reviewing the plan, and importance of maintaining up-to-date information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to organisational information required to develop a large animal incident response plan
  - workplace technology to research and present information.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMAIM403 Undertake complex operations at incidents involving large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to participate in complex operations for incidents involving single or groups of large animals. It covers incidents where a range of human, animal and environmental factors create complexities for the operation.

The unit applies to individuals who have skills, knowledge and experience to operate at a high level, provide specialist advice, and/or support an incident controller in a range of complex situations. They may work in emergency services, animal regulation, racing, recreational sport, or other animal care and management industries with responsibilities for large animal incident management.

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.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMAIM301 Use manual techniques to safely move large animals.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals

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Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with planning complex large animal incident operation	1.1 Review information relating to the large animal incident to plan the operation 1.2 Assess risks, feasibility and likelihood of success of available options for managing animal/s at the incident scene 1.3 Assess required resources to undertake animal incident operation based on available information 1.4 Contribute to an incident action plan in consultation with team members
2. Support large animal incident operation	2.1 Communicate nature of large animal incident and incident action plan to stakeholders 2.2 Contribute to team briefing on specific roles, responsibilities and operational activities 2.3 Provide advice about animal behaviour and techniques for handling, extrication and/or containment of large animals to improve effectiveness of operation 2.4 Monitor team activities and feedback and adjust plans, in collaboration with others, to deal with contingencies 2.5 Liaise with internal and external agencies or organisations to ensure effectiveness of operations
3. Manage safety at the incident scene	3.1 Maintain safe systems of work to ensure ongoing safety to self, animal/s and others 3.2 Monitor equipment and personnel required for safe operations 3.3 Support and collaborate with veterinary services to stabilise, restrain, treat and manage the welfare of animal/s 3.4 Coordinate the capture, containment and movement of loose animal/s to safe holding areas 3.5 Ensure incident zones, animal routes and escape routes are

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	monitored and maintained at all times 3.6 Monitor safety and adapt plans to address changing circumstances and incident escalation
4. Assist with extricating large animal/s	4.1 Assist with the preparation, manoeuvring and movement of animal/s to a secure location in readiness for release 4.2 Release large animal or animals in a planned location to be treated or monitored during recovery phase 4.3 Check that animals in temporary shelter or evacuation sites are monitored and managed according to workplace procedures 4.4 Ensure arrangements for deceased animals are made promptly in a dignified and safe manner
5. Conclude operation	5.1 Support team debriefing activities 5.2 Contribute to media communications and public relations as appropriate for incident and according to workplace procedures 5.3 Collate available information about the incident and operation to maintain comprehensive records 5.4 Evaluate information to develop recommendations for continuous improvement purposes

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.

Skill	Description
Oral communication	• Use clear, precise language and tone appropriate for situation and audience to convey instructions
Interact with others	• Work independently and collaborate with a range of stakeholders who require information and advice on the incident plan
Navigate the world of work	• Maintain professional conduct and ethics, and work within the limits of own role, training, competence and experience • Comply with relevant health and safety and animal welfare regulations and workplace policies and procedures at all times

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Skill	Description
Get the work done	• Use problem-solving processes to decide on a course of action, establishing criteria for evaluating options and incorporating information from others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM403 Undertake complex operations at incidents involving large animals	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM403 Undertake complex operations at incidents involving large animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- resolved two complex operations at incidents involving large animal/s, including for each operation:
  - assessed the human, animal and environmental risks
  - contributed to the incident action plan and briefing of team
  - maintained safety at incident scene using recognised incident management system approach
  - provided advice about large animal behaviour
  - assisted with or advised on methods to extricate the large animal/s
- assisted with debriefing the team, including on operations and critical incident stress.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of animal incident management systems, including:
  - overview of the principles and functional management of the Australasian Inter-Service Incident Management System (AIIMS)
  - planning operations
  - managing and monitoring scene safety
  - collaboration with team and stakeholders
  - importance of collaboration with veterinarian regarding sedation and anaesthesia of animals
  - briefing and debriefing teams, including on operations and critical incident stress
- dynamic risk assessment, including:

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    - environmental conditions
    - unpredictable behaviour in large animal species
    - biosecurity and zoonotic disease risks
    - managing the public, bystanders or spectators
- complex factors to manage relating to:
    - animals
    - humans
    - environment
- complex resourcing issues, including:
    - availability and experience of crew/team members, including veterinarian
    - involvement of multiple groups and/or agencies
    - requirement for heavy, mechanical or cutting equipment
    - advanced extrication techniques, including for mud, water or swift water
- application of a range of extrication/rescue techniques used in complex large animal incidents
- workplace processes and procedures for:
    - sourcing resources
    - establishing evacuation sites or temporary shelter
    - handling deceased animals
    - stress
    - basic media communication and public relations relating to an incident
    - dealing with incidents that are crime scenes
    - record keeping for regulatory and insurance requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
    - equipment and complex incident scene scenarios involving large animals to address the performance evidence requirements
- relationships:
    - team members and other stakeholders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMAIM404 Collaborate in planning sedation and anaesthesia of large animals in emergency field situations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to contribute to assessing and evaluating sedation and anaesthesia needs of large animals in emergency field situations as part of a team responding to an incident.

The unit applies to experienced people responding to incidents in field situations where large animals are compromised or injured. They are required to work with others to plan and discuss sedation and anaesthesia needs of animals to assist with the safety of people, and the care, recovery and welfare of animals in unpredictable and potentially dangerous situations.

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.

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

Note: The administration of sedatives and anaesthetics, including those used for euthanasia, can only be performed by a registered veterinarian or person authorised or licensed according to the relevant state/territory regulations. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

Nil

Unit Sector

Animal Incident Management (AIM)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess situation at incident scene	1.1 Identify and make contact with the incident controller, animal owner or person in charge at incident scene 1.2 Request information about the incident, the animal and proposed incident management or rescue operation 1.3 Assess human, animal and environmental risks at the scene 1.4 Discuss likely animal behaviour and physical responses with the incident controller and team members 1.5 Discuss site requirements for rescue relative to incident scene, in-situ care or transport access 1.6 Determine, in consultation with others, required equipment from recovery tool kit, including appropriate personal protective equipment (PPE) for safety, hygiene and biosecurity 1.7 Adhere to established incident management system and chain of command at the scene to ensure safety to self, others and animals
2. Assist with triage procedures	2.1 Contain or restrain the animal patient 2.2 Assess animal condition and extent of injuries in consultation with others 2.3 Discuss prognosis for life and viability of rescue or recovery with team members, taking into consideration risks to people involved 2.4 Contribute to the decision to euthanase the animal, where necessary, and the most humane method for the situation in consultation with the veterinarian and relevant personnel 2.5 Contribute to planning the method, timeframe and level of sedation or anaesthesia required to manage the animal in consultation with relevant personnel 2.6 Assess zoonotic disease risk and precautions required with incident controller, veterinarian and team members
3. Assist with emergency medical care during an incident	3.1 Discuss sedation plan specific to the animal and incident requirements, and contingency or modifications to the plan if circumstances require 3.2 Assist with stabilising the animal, and provide immediate care under veterinarian instructions 3.3 Discuss and plan with the veterinarian and relevant personnel the sedation and/or anaesthesia doses appropriate for the incident action plan and the animal's condition 3.4 Assist with monitoring the animal during the operation to ensure

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	safety of operators and welfare of animal
4. Provide post-incident care	4.1 Monitor signs of recovery of the animal following sedation or anaesthesia 4.2 Assist with further treatment or pre-hospital care according to needs of animal 4.3 Assist with organising the appropriate transport to veterinary facility if required 4.4 Assist with animal post-recovery 4.5 Participate in team debriefing and contribute to support of others involved in the incident 4.6 Complete records according to regulatory and industry requirements

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.

Skill	Description
Numeracy	• Estimate weight of large animal to assist in the formulation of the incident action plan
Interact with others	• Work independently and collectively as an effective team member with a strong sense of responsibility and ownership of agreed plans, decisions and outcomes
Navigate the world of work	• Understand relevant regulatory requirements and implications of these to own work • Recognise legal and regulatory requirements related to sedation, anaesthesia and euthanasia, and follow required processes
Get the work done	• Use analytical processes to contribute to a course of action, deciding between options and considering views of others

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMAIM404 Collaborate in planning sedation and anaesthesia of large animals in emergency field situations	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMAIM404 Collaborate in planning sedation and anaesthesia of large animals in emergency field situations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- discussed and contributed to the planning of sedation and anaesthesia requirements of a large animal in three different incident scene scenarios
- assisted with providing animal post-incident care for each of the three scenarios where sedation and anaesthesia were used.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- incident management system and communication protocols used in large animal incident scenes
- veterinarian's role and responsibilities in large animal incident scene management
- incident scene risks, including:
  - large animal behaviour – fight and flight responses
  - environmental issues
  - dealing with people and managing expectations
  - sharps disposal and biosecurity risks
- zoonotic disease risks, including transmission routes and ways to mitigate the risks
- personal protective equipment (PPE) requirements for specific situations
- sedation and anaesthesia (chemical restraints), including:
  - routes of administration for different situations – intravenous (IV), intramuscular (IM), oral
  - analgesics and drugs used for sedation and anaesthesia

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  - time to take effect and duration period
  - devices used for difficult access, including air-operated gun and pole-operated syringes
  - dose levels appropriate for animal state of heightened excitement, fear and/or pain, including impact of adrenalin and need to ensure initial dose is effective and not rely on top-ups
  - impact and limitations of sedatives and anaesthesia on different species
  - consideration of status of patient – old, exhausted, dehydrated, pain
  - sedation reversal
- level of sedation or anaesthesia recommended for:
  - allowing the animal to walk or move to assist with the extrication
  - fitting slings, lifting and sliding the animal
  - lengthy or delayed extrication requiring constant infusion
  - euthanasia
- animal behaviour and responses to sedation and recovery
- large animal anatomy and relationship to animal incident rescue techniques
- issues relating to euthanasia of animals, including:
  - considerations in making the call to euthanase an animal
  - permission/authority, regulatory and insurance requirements
  - approved and humane methods of euthanasia – chemical and physical
  - strategies to use in team and/or owner debriefing after an incident.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions or an incident scene – this includes the use of simulations and scenarios where assessment would be unsafe, impractical or unethical
- resources, equipment and materials:
  - PPE
  - field medical and/or recovery tool kit
  - incident scene scenarios involving large animals to address the performance evidence requirements
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMARM301 Support veterinary activities in remote communities

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 promote animal health and prepare for and support veterinary activities in remote Aboriginal and Torres Strait Islander (herein referred to as Indigenous) communities.

This unit applies to individuals who work in animal control or animal management roles in remote Indigenous communities using local knowledge and relationships to maximise the outcomes of veterinary visits. They perform work under broad direction and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving problems 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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Perform community animal census	1.1 Count and record numbers of cats and dogs, and where applicable other companion animal species, in the community 1.2 Identify, count and record location of animals requiring veterinary services and de-sexing 1.3 Observe and record signs of animal ill health, behaviour or welfare issues requiring action 1.4 Prioritise cases and create an action task list to assist veterinarian to maximise visit outcomes 1.5 File or send information to relevant service provider personnel or veterinarian
2. Prepare for and assist with veterinary visits	2.1 Advertise upcoming veterinary visit within the community 2.2 Promote benefits of veterinary visit and health benefits to people and animals 2.3 Source and prepare appropriate clinic and surgery site 2.4 Assist veterinary staff to set up equipment and supplies 2.5 Liaise with community prior to and during veterinary visit 2.6 Handle, capture and transport animals safely for surgery or clinic visit using low stress techniques
3. Administer basic treatments to community animals	3.1 Assist with basic first aid activities for sick or injured animals 3.2 Apply preventative treatments to animals under veterinarian supervision or using over-the-counter products 3.3 Provide advice to community members on basic animal health and preventative treatments

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.

Skill	Description
Reading	• Interpret product information about application and storage of treatments

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Skill	Description
	• Interpret instructions from veterinarian, including text, abbreviations and symbols
Oral communication	• Use culturally appropriate language and tone for audience • Ask open and closed questions to confirm or clarify instructions
Numeracy	• Calculate quantities and doses of treatments

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM301 Support veterinary activities in remote communities	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMARM301 Support veterinary activities in remote communities

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared and supported at least one veterinary visit to a remote community, including:
  - completed a census of community animals and created an action task list to assist veterinarian
  - liaised with community members prior to and during veterinary visit
  - safely handled, captured and transported animals for surgery or clinic visit using low stress techniques
- carried out two of the following activities:
  - applied two different treatments to animals under veterinarian supervision
  - applied two different over-the-counter treatments to animals
  - prepared facility for a temporary veterinary surgery site
  - applied basic first aid to two different animals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of census and benefits of record-keeping
- methods used to control and manage animal populations in communities, including sterilisation (surgical and chemical)
- benefits of veterinary visits and animal health care for community members and animals
- concept of 'one health' to improve health within remote communities:
  - collaborative, multisectoral, and transdisciplinary approach
  - interconnection between people, animals, plants, and their shared environment

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- basic site and equipment requirements for a veterinary clinic or surgery in a remote location
- basic overview of relevant local and state regulations relating to companion animals
- range of service providers involved in animal health and management relevant to the community, including:
  - veterinarians and veterinary workers
  - Aboriginal Land Councils
  - non-government organisations
  - local councils
  - state, territory and Australian government departments
- ways to communicate and promote information in remote communities, including:
  - using culturally appropriate language and communication methods
  - inclusive activities and role of elders
- common community animal infections and diseases, including:
  - skin sores and infections caused by external parasites, including mange/scabies, ringworm, fleas and ticks
  - internal parasites, including heartworm, hook worm, round worm
  - wounds and injuries
- how animals spread pathogens and disease, and prevention techniques
- awareness of possible notifiable diseases relevant to area and regulatory reporting requirements
- treatments for common animal infections and diseases, including:
  - application and use of registered, over-the-counter treatments and those administered by veterinarians
  - state/territory restrictions on the administration of specific medications
  - responsible use of antibiotics/antimicrobials
  - dressing and cleaning basic wounds and injuries
- working safely with companion animals in remote communities, including:
  - recognising animal body language and signs of emotional states
- safe, humane and low stress handling techniques for capture, moving, holding and transporting animals.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a remote or regional/rural Aboriginal and Torres Strait Islander community or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - community animals specified in the performance evidence

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- equipment and resources necessary to support veterinary activity specified in the performance evidence
- information about preventative treatments for community animals
- equipment required to capture, restrain and transport animals

- relationships:
  - veterinarian and community members specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM401 Administer animal management and regulatory requirements

Modification History

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

Application

This unit describes the skills and knowledge required to identify and apply relevant animal management legislative, regulatory and policy requirements applicable within a jurisdiction and workplace.

This unit applies to authorised officers who access, interpret and enforce regulatory requirements according to workplace procedures. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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.

Some animal control functions administered by state/territory and local governments require licensing or authorisation. Legislative requirements vary across jurisdictions and users are advised to check with the relevant regulatory authority for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Obtain and use industry information	1.1 Access and maintain current information about the industry and workplace, and apply within daily activities 1.2 Document roles, needs and expectations of key internal and external stakeholders 1.3 Identify sources of assistance in undertaking own work role 1.4 Follow workplace policies and procedures to carry out work tasks effectively
2. Review and implement relevant animal management legislative and regulatory requirements	2.1 Identify legislation and regulations relevant to the organisation and workplace activities 2.2 Identify and document key principles contained in legislation and regulations 2.3 Confirm statutory powers provided under legislation and the boundaries of those powers 2.4 Enforce legislation as required within day-to-day work activities 2.5 Work within the boundaries and powers contained in animal management legislation and workplace requirements
3. Maintain records	3.1 Access a workplace information management system 3.2 Enter new or amend existing records accurately in a workplace management system 3.3 Complete and store records according to workplace policies and procedures and legislative requirements

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.

Skill	Description
Reading	• Interpret information in legislative and workplace documentation
Oral communication	• Use appropriate language and tone to communicate with internal and external stakeholders to seek or provide information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM401 Administer animal management and regulatory requirements	ACMACR401 Comply with animal control and regulation requirements	Title changed Minor changes to terminology for clarity and consistency Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMARM401 Administer animal management and regulatory requirements

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- summarised the key principles and statutory powers contained within legislation and regulations relevant to work undertaken in the animal management and regulation workplace
- applied relevant legislation and workplace information to complete at least three day-to-day work activities, including at least one serious breach of compliance involving an animal
- used workplace information management system to access existing records, accurately create or update records, and store according to workplace and legislative requirements on at least three occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- enabling Commonwealth, state/territory and local government legislation, regulations, standards and codes of practice relevant to an animal regulation and management environment
- workplace policies and procedures relevant to animal management and regulation
- workplace organisational and reporting structure for animal management and regulation
- key internal and external stakeholders
- features of workplace management system, including operations and record-keeping requirements.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment and/or resources necessary to complete tasks in an animal management and regulatory environment
  - workplace information management or record-keeping system
- specifications:
  - access to relevant animal management legislation, regulations and workplace documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM402 Assess and impound animals

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 seize, handle, and transport animals in routine animal management regulatory situations. It does not include the use of firearms, chemicals or drugs in the process of seizing an animal.

This unit applies to authorised officers who are required to assess and safely and humanely impound animals as part of their animal management regulatory role. They analyse information and exercise judgement to complete a range of skilled activities and demonstrate in-depth legislative knowledge; and develop and communicate solutions for a range of commonly encountered problems.

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.

Some animal control functions administered by state/territory and local governments require licensing or authorisation. Legislative requirements vary across jurisdictions and users are advised to check with the relevant regulatory authority for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation	1.1 Assess situation to determine risk to self, the public and target and other animals 1.2 Identify animal behaviours indicating increased risk of an adverse reaction to capture and handling 1.3 Identify legislative and workplace requirements relevant to the animal regulation and management activity 1.4 Identify strategies to minimise risks and maintain the safety of self, bystanders, the public and target and other animals 1.5 Determine appropriate low stress methods, equipment and containment options for seizing target animal 1.6 Select the appropriate mode of transport and destination suitable to the animal's requirements
2. Seize animal	2.1 Select and fit appropriate personal protective equipment, for the seizure of the animal 2.2 Select appropriate equipment and use safely to restrain the animal 2.3 Take appropriate action to reduce hazards and risks in seizing the animal 2.4 Use safe, species-specific handling techniques to minimise stress when seizing the animal 2.5 Follow safe work practices and legislative and workplace requirements when seizing the animal 2.6 Assess animal for injuries and health issues, and apply basic first aid to animal as required 2.7 Apply basic changes to containment or behavioural husbandry to address behavioural signs of distress 2.8 Check animal for ownership identification features
3. Transport animal	3.1 Ensure vehicle and transport arrangements comply with hygiene and infectious disease control and safe transportation requirements according to regulatory guidelines 3.2 Prepare and maintain equipment to secure or restrain animal 3.3 Load and secure/restrain animal safely using techniques to minimise stress 3.4 Follow work health and safety and animal welfare requirements when transporting animal to destination

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Remove animal from transport restraints and unload safely and correctly at destination 3.6 House animal appropriately at destination according to workplace procedures 3.7 Enter and store information about animal into relevant management system according to legislative and workplace procedures

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.

Skill	Description
Reading	• Interpret legislative and workplace documentation
Writing	• Record information accurately using appropriate media and industry terminology
Oral communication	• Use appropriate language and tone to communicate with stakeholders to seek or provide information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM402 Assess and impound animals	ACMACR402 Assess and impound animals	Performance criteria and assessment requirements updated for clarity	Equivalent

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Links

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

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Assessment Requirements for ACMARM402 Assess and impound animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has seized and impounded at least two animals of different species, including:

- assessed the situation and minimised the risk to the animals, bystanders and self
- accurately identified animal behaviours indicating potential increased risk of an adverse reaction to capture and handling
- demonstrated use of species-specific low-stress and defensive handling and restraint techniques
- selected and applied personal protective equipment
- checked the animal for ownership identification
- conducted a basic physical and behavioural health check, and recorded information
- loaded and transported each animal safely
- housed each animal at the agreed destination
- maintained accurate records for each animal, including sex and approximate age of animal, in workplace management system.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal behaviour and body language for at least two companion animal species and two livestock species, including indicators of stress and fear
- low-stress handling techniques and defensive handling of aggressive or distressed animals of various species
- species-specific methods, strategies and equipment to seize, secure/restrain and transport companion animals and common livestock safely
- common indicators of disease and injury in animal species to facilitate health check, including zoonotic disease and infection control

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- environmental conditions, including weather and temperature, that impact on animal welfare during transportation
- types of animal ownership identification, including:
  - microchips and scanning process
  - registration tags
  - tattoos or branding
- strategies for communicating with animal owners/carers and bystanders
- workplace record-keeping requirements and overview of types of data collected
- methods of assessing welfare of animal species during containment and transportation
- state/territory and local government animal management and regulatory requirements relevant to seizing, impounding and transporting animals.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - equipment and resources for handling, seizing, restraining and transporting animals specified in the performance evidence, including personal protective equipment
  - workplace record-keeping/information management systems
- specifications:
  - relevant legislation and workplace documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM403 Identify and respond to animal behaviour in animal management and regulation environment

Modification History

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

Application

This unit describes the skills and knowledge required to identify and interpret animal behaviour and take appropriate action to address unwanted, unusual and/or maladaptive animal behaviour.

This unit applies to individuals who assess and respond to animal behaviour in order to carry out regulatory or other animal management duties and identify appropriate people to refer animal owners/caretakers to for help. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify factors that	1.1 Identify animal by species, breed group, age, physical condition,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
contribute to animal behaviour	health and individual behavioural characteristics 1.2 Identify contextual factors in physical and social environment that may affect observable behaviours
2. Identify animal behaviour	2.1 Observe animal and interpret body language and other signs indicating likely emotional state and level of arousal 2.2 Identify and document behaviour, health and wellbeing of animal using workplace formats 2.3 Identify indicators of species-specific normal and unwanted, unusual and/or maladaptive animal behaviour related to the situation 2.4 Identify probable causation of unwanted, unusual and/or maladaptive behaviour 2.5 Seek assistance or advice from supervisors, team members or experts according to workplace procedures
3. Address unwanted, unusual or maladaptive behaviour	3.1 Determine the most effective actions to address safety and risks associated with the animal and its behaviour 3.2 Action response to animal behaviour to address compliance requirements, safety, welfare and other risks according to workplace procedures 3.3 Provide advice and discuss constructive and effective options for treating or managing unwanted, unusual or maladaptive behaviour with owners or carers 3.4 Offer referral to specialists if required, according to workplace procedures 3.5 Enter new or amend existing records of the response in workplace information management system

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.

Skill	Description
Reading	• Interpret and comprehend information in legislative and workplace

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Skill	Description
	documentation relevant to responding to animal behaviour
Writing	• Use accurate animal industry and regulatory terminology to describe animal behaviour
Oral communication	• Discuss animal behaviour with others using current, best practice terminology, and language and tone appropriate to audience • Use questioning and active listening to clarify and confirm understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM403 Identify and respond to animal behaviour in animal management and regulation environment	ACMACR403 Identify and respond to animal behaviour	Title changed Performance criteria reordered and updated for industry currency and clarity Assessment requirements updated	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

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Assessment Requirements for ACMARM403 Identify and respond to animal behaviour in animal management and regulation environment

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- accurately identified the physical characteristics of at least ten different animals by species, breed, type and group
- interpreted species-specific body language and signs of likely emotional state and arousal for three individual animals
- identified at least three species-specific behaviours and the decision making criteria and process for determining when intervention is required, including:
  - a statutory response
  - a referral to a suitably qualified person
- discussed animal behaviour options or advice with at least two different animal owners/carer using accurate animal industry and regulatory language
- maintained accurate records, using industry terminology for animal behaviour and correct regulatory terminology, where appropriate for context.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- physical characteristics used to identify a range of animals by species and/or breed, including any special classes or groups of animals (restricted, regulated, retired or decommissioned)
- species-specific behaviour for species commonly encountered in animal management regulatory work or workplace context, including:
  - body language, signs of emotional states and psychological arousal, and coping strategies

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    - signs of common behavioural issues of companion species
    - the owner/carer–animal relationship and its effect on animal behaviour
    - common species-specific behaviours linked to nuisance complaints
- risks associated with responding to animal behaviour, including:
    - welfare and health of animals, owners, public
    - duty of care and legal risks
- signs of unwanted, unusual or maladaptive behaviour
- species-specific techniques for minimising stress and fear
- basic principles of behaviour modification and animal training
- overview of animal health, hygiene and disease, including transmission routes for zoonotic diseases
- what to look for in the environment, including where the animal lives, how it is managed by its owner/carer and how that impacts on animal behaviour
- overview of the key principles of animal welfare and relevant approaches to assessing welfare and wellbeing
- key requirements of relevant legislation, regulations, standards and codes of practice relevant to work undertaken in an animal management environment
- the range of offences and statutory responses available under relevant legislation to deal with animal behaviour issues, where applicable to context.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals and/or videos of real animals specified in the performance evidence
    - equipment and resources, including personal protective equipment
    - workplace information management system
    - access to educational materials for animal owners or caregivers
- specifications:
    - workplace policies and procedures, legislation and codes of practice relevant to work undertaken in animal management and/or regulation
    - workplace record-keeping/information management system
- relationships:
    - animal caregivers/owners specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMARM404 Manage conflict situations in an animal regulation and management environment

Modification History

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

Application

This unit describes the skills and knowledge required to manage disputes and conflict situations that may arise when working in animal management regulatory work roles.

This unit applies to individuals who are required to manage conflict and seek resolution in their day-to-day work in the animal management and regulation sector. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the conflict	1.1 Identify parties involved, signs and causes of a dispute or conflict

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
situation	according to workplace procedures 1.2 Anticipate consequences, and implement appropriate responses to prevent escalation 1.3 Identify and analyse the issues of the conflict 1.4 Assess potential risks and take appropriate actions to de-escalate the conflict 1.5 Identify situations requiring assistance, and request support promptly 1.6 Recognise social and cultural differences, and take into account when choosing a negotiation approach
2. Implement techniques for dealing with conflict	2.1 Use effective verbal and non-verbal communication and negotiation techniques to maintain positive interaction and to divert and minimise aggressive behaviour 2.2 Use effective communication techniques to ensure third parties understand the information received 2.3 Request assistance, as required, for situations where support is needed to manage, de-escalate or resolve 2.4 Create and maintain detailed records of incident according to legal and workplace requirements
3. Evaluate response	3.1 Review response to a conflict and evaluate for continuous improvement 3.2 Use appropriate systems, records and reporting procedures to document the evaluation according to workplace procedures

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.

Skill	Description
Reading	• Interpret critical information accurately from regulatory and workplace documentation related to unwanted animal behaviour issues resolution

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Skill	Description
Oral communication	• Use open and closed questions to confirm understanding • Use active and attentive listening techniques to determine key information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM404 Manage conflict situations in an animal regulation and management environment	ACMACR404 Manage conflict situations in an animal control and regulation environment	Title changed Minor changes to performance criteria for clarity and industry currency Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMARM404 Manage conflict situations in an animal regulation and management environment

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed two different dispute or conflict situations relating to animal management regulation, including one situation where assistance from a team member is required. For each situation, the individual must have:

- identified the cause and the parties involved
- assessed the situation, and selected and implemented conflict management techniques consistent with de-escalation and culturally aware practice
- used verbal and non-verbal techniques to communicate effectively with parties involved in the dispute or conflict
- reflected on and evaluated the effectiveness of conflict management actions and outcomes
- documented the situation and resolution according to regulatory and workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common areas of conflict and offences in animal management and regulation work
- key social issues surrounding pet ownership and caretaking
- potential risks associated with exercising regulatory powers in work role
- principles of procedural fairness and natural justice
- conflict or dispute resolution techniques, including:
  - consultation strategies
  - negotiation and/or mediation techniques
  - impact of personal communication style, including verbal and non-verbal techniques
- ethical work practices and relevant codes of conduct related to conflict resolution

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- overview of types of human behavioural responses to conflict, including emotional states, communication styles and body language
- identification of relevant support services
- strategies for relating to people from:
  - a range of social, cultural and ethnic backgrounds
  - varying physical and mental abilities
- evaluation techniques to assess:
  - responses to conflict or disputes
  - effectiveness of resolution processes
- key requirements of relevant animal management legislation, regulations, standards and codes of practice relevant to conflict and dispute resolution.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects workplace conditions
- resources, equipment and materials:
  - workplace record-keeping/information management system
- specifications:
  - workplace policies and procedures, legislation, regulations, standards and codes of practice related to conflict and dispute resolution
- relationships:
  - two different stakeholders and one team member specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM405 Assist with the euthanasia of animals

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 assist with the euthanasia of animals in a safe and humane manner that complies with animal welfare, ethical and legislative requirements.

This unit applies to individuals who assist with the euthanasia of animals under the supervision of a registered veterinarian as part of their work in an animal holding facility. They may also assist a veterinarian or authorised/licensed person who performs the euthanasia of animals in field situations. They apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant state or territory regulatory authority for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to euthanise an animal under supervision	1.1 Identify animal intended for euthanasia according to legislation, workplace policies and procedures and veterinarian or authorised persons' instructions 1.2 Confirm animal ownership and relevant authorisations, licences, permits and delegation required to conduct euthanasia, including checking appeals 1.3 Confirm method of euthanasia that is consistent with workplace policies and procedures and legislative requirements 1.4 Prepare equipment and materials required for euthanasia and for chemical restraint, as required 1.5 Determine required human assistance for the procedure, and organise 1.6 Identify hazards associated with the procedure according to workplace health and safety and biosecurity procedures
2. Assist with euthanasia of an animal under supervision	2.1 Use personal protective and safety equipment according to workplace health and safety standards and statutory requirements 2.2 Handle, restrain and transport animal safely to minimise animal pain and distress during euthanasia 2.3 Monitor euthanasia procedure to ensure that the animal's death is rapid and without complication or undue suffering 2.4 Confirm death of animal with veterinarian or supervisor according to workplace procedures
3. Carry out post-euthanasia tasks	3.1 Handle and move carcass if required for research or post-mortem examination according to workplace and legislative requirements 3.2 Dispose of animal carcass and biological waste according to workplace and legislative requirements 3.3 Dispose of single-use items and sanitise, clean and store equipment and materials 3.4 Update records relating to euthanised animal according to workplace procedures

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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.

Skill	Description
Reading	• Interpret information within animal identity records
Writing	• Update euthanasia records using correct terminology
Oral communication	• Listen actively to instructions from veterinarian and ask clarifying questions
Numeracy	• Measure and calculate weight, ratio and time related to euthanasia tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM405 Assist with the euthanasia of animals	ACMACR405 Assist with the euthanasia of sick, injured or unwanted pound animals	Title changed Minor changes to and reordering of some performance criteria Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMARM405 Assist with the euthanasia of animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assisted with the euthanasia of at least 3 live animals (in species commonly encountered), under the direct supervision of a veterinarian or authorised/licensed person, including:

- applied correct animal identification, handling and restraint techniques
- confirmed suitable method of euthanasia according to the size and number of animals and legislative constraints
- selected and correctly used equipment used for euthanasia, including personal protective equipment
- maintained high standards of hygiene, biosecurity and infection control, on each occasion, to reduce the risk of infection and cross-infection
- disposed of biological waste and deceased animal (not required for research or post-mortem purposes) according to workplace procedures and legislative requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- requirements of legislation, regulations, standards and codes of practice relevant to euthanasia in animal management and regulatory environments
- meaning of euthanasia and humane killing
- suitability of different methods of euthanasia for a range of species
- equipment and drugs commonly used for euthanasia, including:
  - personal protective equipment
  - restraint equipment for different species
- injection methods and techniques used in chemical euthanasia

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- methods and types of equipment and materials used in euthanasia, including captive bolt, firearms and lethal injections
- basic anatomy and physiology of animals commonly euthanised, including:
  - location and routes of administration for lethal injections
  - aiming points for firearms and captive bolts
  - life signs and indicators of death
- handling deceased animals with dignity
- workplace procedures and legislative requirements relating to disposal of biological waste, biosecurity, infection control and hygiene standards
- psychological health and safety hazards relating to euthanasia, and coping strategies for dealing with distress and grief in the workplace
- principles of animal welfare and ethics related to euthanasia.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals identified according to workplace procedures as requiring euthanasia as specified in the performance evidence
  - personal protective and safety equipment
  - workplace record-keeping/information management system
- specifications:
  - relevant state or territory legislation
  - animal welfare codes of practice relating to euthanasia of animals
- relationships:
  - a veterinarian or authorised/licensed person to supervise euthanasia as specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM406 Carry out animal holding facility procedures

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 receive and care for animals in a holding facility and discharge animals as appropriate. Holding facilities may include shelters, pounds, quarantine or transport holding facilities.

This unit applies to individuals who have responsibility for the care of impounded and surrendered animals. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive animals	1.1 Conduct animal identification, ownership and health checks, and record according to workplace procedures 1.2 Enter and store relevant information about animal into information

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	management system according to legislative and workplace procedures 1.3 Contact owners where possible and make efforts to reunite animal with owner according to workplace procedures
2. Maintain animal holding facility hygiene	2.1 Select appropriate chemicals used for disinfection and cleaning to achieve standard of sanitation required 2.2 Remove animals safely and return to housing after cleaning according to procedures 2.3 Clean and disinfect animal housing and facility structures, floors and surfaces, according to workplace health, safety and hygiene procedures 2.4 Implement isolation and containment procedures according to workplace procedures 2.5 Dispose of waste using safe handling and disposal procedures according to environmental legislative requirements 2.6 Maintain adequate levels of supplies
3. Provide appropriate care for animals	3.1 Provide appropriate housing, bedding, food, water and veterinary care according to legislative requirements and veterinarian's instructions 3.2 Observe and record behavioural indications of compromised welfare, behavioural deterioration, pain and illness 3.3 Implement interventions to treat, manage or minimise signs of distress, compromised welfare or disease according to workplace procedures 3.4 Provide daily enrichment to maintain behavioural health during holding according to workplace procedures and legislative requirements 3.5 Handle and interact with animals in a safe, humane and low stress manner 3.6 Maintain accurate records of care provision and animals' response to handling, environment and caretakers according to workplace procedures
4. Discharge animals	4.1 Prepare animals for discharge according to workplace procedures and legislative requirements 4.2 Prepare documentation for animals to be discharged for adoption,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	transfer or to owners according to legal requirements 4.3 Provide information about responsible pet ownership and care of the animal to the owner/caretaker and discharge animals 4.4 Follow procedures for animals that are not able to be discharged for adoption, transfer or return to owners within workplace requirements and timeframes for euthanasia 4.5 Complete all required documentation according to workplace procedures

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.

Skill	Description
Writing	• Complete workplace documentation accurately using industry and regulatory terminology
Oral communication	• Gather information from stakeholders through open-ended questioning, active listening, paraphrasing and summarising • Use appropriate language and tone to communicate with internal and external stakeholders
Numeracy	• Calculate volume, weight, area, ratio, time and application rates • Interpret numerical information on product labels to determine food portions and quantities of other supplies for animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM406 Carry out animal holding facility procedures	ACMACR406 Carry out pound procedures	Title changed Minor changes to performance criteria for clarity	Equivalent

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Links

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

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Assessment Requirements for ACMARM406 Carry out animal holding facility procedures

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed procedures and documentation for one animal received into the holding facility for two of the following intake routes for facility:
  - stray animal via animal management officer (AMO)
  - stray via community drop-off
  - owner relinquishment
- completed procedures and documentation for two of the following:
  - one animal discharged and returned to its owner
  - one animal discharged and adopted/rehomed
  - one animal discharged and transferred to an outside agency
  - one animal to be euthanised
- provided care for at least two impounded animals of different commonly held species
- provided care for an animal displaying two of the following:
  - signs of compromised welfare due to fear
  - signs of compromised physical health
  - behavioural signs of aggression towards humans and/or other animals
- maintained high standards of hygiene within the holding facility relevant to job role responsibilities
- handled or interacted with each animal in a safe and low stress manner.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- animal identification techniques, including use of microchip scanners and registration databases
- species-specific and best practice health and care requirements for animals in holding facility, including:
  - feed, water and housing requirements
  - security arrangements
  - social requirements and species compatibility
  - health and hygiene requirements
  - species-specific animal body language and signals of emotional states
- signs and methods of prevention and control of common domestic animal diseases and infections, including zoonoses
- species-specific and best practice enrichment and basic behavioural modification, including common techniques for modifying housing or husbandry to improve welfare or address specific physical or mental requirements of animals
- behaviour indicators of and common causes of unwanted, maladaptive or atypical behaviour for two different species of domestic animals
- methods of assessing welfare of animal species in care, when kept in holding facility/shelter environment
- safe, humane, and low-stress safe handling techniques
- workplace policies, procedures and requirements, including:
  - safety and biosecurity procedures
  - hygiene and infection control
  - safe use of disinfectants and cleaning agents
  - waste disposal, including biological waste
  - animal welfare
- methods to research and contact animal owners, including digital media where appropriate
- common cleaning and disinfectant chemicals, including the limitations and appropriate use of different active ingredients for different levels of sanitation
- correct cleaning techniques, equipment and materials used in animal holding facility workplace for quarantine, isolation, routine cleaning and spot cleaning
- requirements of relevant record-keeping system
- key requirements of relevant legislation, regulations, standards and codes of practice for carrying out animal holding facility procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal holding facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals specified in the performance evidence

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- cleaning equipment and products
- workplace record-keeping/information management system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM407 Conduct community awareness programs

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, deliver and evaluate programs to engage, educate and increase community awareness on matters relating to animal care, management and/or regulation.

The unit applies to workers employed by government agencies, welfare organisations, exhibited/wildlife animal facilities and other organisations in roles delivering community awareness and education programs on a range of issues relating to animals. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research community	1.1 Explore and identify social issues surrounding animal care,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
education requirements	management and ownership 1.2 Identify data and information needs and expectations of the community, and culturally effective and inclusive communication methods 1.3 Discuss changes and improvements to community awareness programs with the community to ensure the programs meet their needs 1.4 Include appropriate contributions in the production of new and improved program materials and methods 1.5 Publicise reports on progress of community awareness programs, and encourage community feedback
2. Plan community awareness programs	2.1 Determine objectives of programs in consultation with relevant personnel 2.2 Conduct research to gather information for program 2.3 Structure draft programs and incorporate feedback as required 2.4 Finalise programs and ensure compliance with workplace procedures 2.5 Identify, source and organise relevant media, equipment, aids and materials to be used in the program
3. Deliver community awareness programs	3.1 Present information in a clear and logical sequence 3.2 Conduct programs using effective communication techniques, audience-appropriate information and recognised principles of group learning appropriate to the community 3.3 Operate relevant equipment and use marketing aids and materials to assist the community in understanding the programs 3.4 Provide opportunities for the community to seek clarification on points 3.5 Answer questions and supplement with relevant information where possible 3.6 Refer queries outside the area of responsibility or expertise to relevant personnel
4. Evaluate the delivery of community awareness programs	4.1 Assess community understanding and responses to the programs 4.2 Analyse feedback from the community and observers 4.3 Review impact of program on department operations 4.4 Make recommendations for changes and improvement to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	community awareness programs

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.

Skill	Description
Reading	• Interpret critical information accurately from a range of sources and documentation relevant to program
Oral communication	• Use open-ended questioning, active listening, paraphrasing and summarising to interact with community groups • Use appropriate public speaking techniques to address audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM407 Conduct community awareness programs	ACMACR407Conduct community awareness programs	Changes to performance criteria for clarity and industry currency Assessment requirements updated	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

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Assessment Requirements for ACMARM407 Conduct community awareness programs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conducted at least two community awareness or education programs. The programs must cover different topics and be delivered to a different audience. One program must be conducted to an audience face-to-face.

For each program, the individual must have:

- consulted with the community to determine needs, expectations and potential barriers
- conducted research and gathered information to develop the program
- used relevant media, equipment, materials and/or aids
- presented program to the community using effective communication techniques
- gathered community feedback and evaluated the delivery of program.
-

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how data collection and consultation methods support the development of programs
- communication techniques to improve accessibility and inclusiveness
- potential barriers to:
  - effective communication, including cultural and language barriers
  - program effectiveness, including legal and environmental barriers
- legislation relevant to the subject matter of the program or presentation
- workplace policies and procedures relating to presenting information to the public
- presentation techniques, including:
  - their suitability for different audiences, including children and adults
  - group delivery techniques

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    - aids and materials to support presentations
- effectiveness, costs and risks related to online/digital technologies for community awareness programs, including:
    - social media
    - webinars
- existing community awareness programs relevant to animal management regulation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - presentation equipment, materials and/or online digital platform/software
- relationships:
    - two different audiences for presentation of community awareness program specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM408 Coordinate seizure of animals

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 coordinate and implement a plan for the seizure of animals, including animals that may be aggressive, dangerous, injured, fragile, small or large.

The unit applies to authorised officers who are required to seize animals as part of their role. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Some animal control functions administered by state/territory and local governments require licensing or authorisation. Legislative requirements vary across jurisdictions and users are advised to check with the relevant regulatory authority for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation	1.1 Record grounds and details of the seizure situation according to workplace procedures and legislative requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Assess situation to determine risks to self, other people and target animal 1.3 Determine requirements to maintain the safety of self, other people and target animal at all times 1.4 Determine seizure plan in consultation with colleagues and other relevant personnel
2. Coordinate the seizure plan	2.1 Request backup or professional assistance and advice from appropriate personnel if required 2.2 Quarantine and cordon the area, if required, to minimise risk to self, other people, and target animals 2.3 Notify emergency services personnel and involve them if necessary 2.4 Implement workplace health and safety and emergency procedures relating to the seizure 2.5 Select, prepare and use appropriate personal protective equipment and equipment required for seizure, according to manufacturer requirements 2.6 Assist veterinarian or authorised personnel with chemical restraints if requested and if required for the situation
3. Capture animals according to workplace requirements	3.1 Give appropriate instructions to personnel assisting in the seizure 3.2 Use equipment legally, correctly and safely to capture animals in an ethical, low stress and humane manner 3.3 Secure, restrain and contain animal humanely according to workplace requirements 3.4 Gather and record evidence relating to the incident according to workplace requirements 3.5 Load and relocate animals humanely according to workplace requirements 3.6 Unload and secure animals at holding destination 3.7 Handle animals appropriately, examine for health and welfare problems, and monitor sedated animals during recovery where required 3.8 Dispose of deceased animals appropriately, if required, according to workplace policies and procedures, owner's request and legislative requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Complete post-seizure procedures	4.1 Clean, maintain and store equipment 4.2 Notify owners of animals, if relevant, and take any further action required 4.3 Document and report the incident, and health and safety matters, according to workplace management systems and protocols 4.4 Review seizure and capture plan to ensure improved performance in the future

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.

Skill	Description
Oral communication	• Give clear and succinct instructions using appropriate tone and terminology for situation and audience
Numeracy	• Estimate animal body weight to calculate capture and restraint requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM408 Coordinate seizure of animals	ACMACR408 Coordinate seizure of animals	Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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

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Assessment Requirements for ACMARM408 Coordinate seizure of animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- coordinated, planned and implemented the seizure of two different animals, selected from:
  - one dangerous or aggressive animal
  - one large animal
  - one injured or small or fragile animal
- completed the following for each of the two animal seizure incidents:
  - assessment of risks associated with the situation
  - the seizure plan, including animal capture method
  - post-seizure procedures.

One of the animal seizures must involve assistance from at least one other worker.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common signs and body language of relaxed and distressed animals
- animal sensory perceptions and how senses can influence behaviour and reactions
- hazards related to animal behaviour, including butting, biting, kicking, crushing, impaling/goring
- methods, strategies and equipment to seize, restrain and transport animals safely, including low stress and defensive handling techniques
- handling methods for large animals, including livestock and recumbent animals
- handling techniques for injured, small and fragile animals
- principles of animal welfare and ethics, including animal welfare frameworks
- principles of animal health, hygiene, diseases and zoonoses, and biosecurity

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- importance of maintaining equipment
- requirements of relevant state or territory legislation covering the use of therapeutic and controlled substances
- awareness of relevant regulatory requirements for use of firearms, capture guns and chemical agents used for sedation or anaesthesia
- the requirements of legislation, regulations, standards and codes of practice relevant to seizure of animals.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals specified in the performance evidence. Note – evidence to meet the performance criteria related to the capture, handling and transporting of animals may be covered by a simulation where there are safety and/or animal welfare concerns
  - workplace procedures, facilities and equipment required to plan, capture and handle the animals specified in the performance evidence, including personal protective equipment
  - workplace record-keeping/information management system related to the seizure of animals.
- relationships:
  - other worker/s specified in the performance evidence

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM409 Plan and monitor remote community animal management activities

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 oversee and organise animal health services provided in remote Aboriginal and Torres Strait Islander (herein referred to as Indigenous) communities.

This unit applies to individuals who have responsibilities for planning, implementing and monitoring animal health services in remote Indigenous communities. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan animal health	1.1 Identify key animal, human and/or environmental health personnel

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
services for remote communities	within the community and contact arrangements 1.2 Identify need for initial and/or refresher training for relevant personnel located in community 1.3 Review available animal health information for community and animal census data 1.4 Identify the range of animal services required in the community in consultation with veterinary service provider and community leaders to ensure evidence of appropriate community consultation 1.5 Devise a work plan with animal, human and/or environmental health worker in community 1.6 Liaise with animal, human and/or environmental health worker, to plan the schedule for veterinary or other support visits 1.7 Establish contracts and arrangements for services required in remote communities according to workplace procurement procedures
2. Implement animal health activities in remote communities	2.1 Liaise with and assist veterinary and animal, human and/or environmental health workers with access to appropriate facilities to perform animal treatments 2.2 Provide record-keeping information or documentation for animal, human and/or environmental health workers to complete 2.3 Procure or ensure availability and accessibility of required over-the-counter animal treatment and/or preventative care products 2.4 Oversee and ensure appropriate consent processes are undertaken for all procedures and treatments 2.5 Provide support for animal, human and/or environmental health worker and/or veterinarians via appropriate and available communication channels
3. Monitor animal health activities in remote communities	3.1 Review data and documented information provided by animal, human and/or environmental health worker and veterinary services post scheduled visit 3.2 Discuss implementation of activities with animal, human and/or environmental health worker and veterinary personnel to gain information to improve practices in future 3.3 Document recommendations for improvements to services, and present to workplace personnel

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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.

Skill	Description
Reading	• Review reports and documentation to determine community animal management requirements • Interpret medical/veterinary terminology relevant to animal management in remote communities
Numeracy	• Interpret trends in statistical data related to remote community animal management

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM409 Plan and monitor remote community animal management activities	Not applicable	This unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMARM409 Plan and monitor remote community animal management activities

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- organised animal health related services for one remote or regional/rural Aboriginal and Torres Strait Islander (Indigenous) community
- discussed the implementation and outcomes of the animal health plan with at least two animal, human and/or environmental health workers or veterinary personnel
- monitored and reviewed the services provided and recommended at least two activities to improve future services.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- concept of 'one health' to improve health within remote communities:
  - collaborative, multisectoral and transdisciplinary approach
  - interconnection between people, animals, plants and their shared environment
  - medical/veterinary terminology and literacy relevant to animal management and population and environmental health
  - overview of infection control and zoonotic diseases
- range of veterinary treatments to be provided in remote communities depending on need, including:
  - de-sexing and/or chemical contraception
  - parasite control (internal and external)
  - injury/disease management
  - euthanasia of abandoned, sick or injured animals
- equipment and supplies needed to implement animal health care programs in remote communities

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- basic workplace contract and procurement management procedures
- use of statistics and data in measuring and evaluating animal health program outcomes
- use of anecdotal information in evaluating animal health program outcomes
- ways to communicate information in remote communities, including:
  - using culturally appropriate language and communication methods
  - inclusive activities and role of elders
  - community liaison for promotion of existing education programs on animal welfare/health
- cultural significance and attitude to companion animals (particularly dogs) in Indigenous communities
- relevant domestic animal regulations and associated legislation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - relevant animal management information for an Indigenous community
  - existing domestic animal management plan/s
  - format/template for documenting an action plan
- relationships:
  - animal, human and/or environmental health workers and veterinary personnel specified in the performance evidence
  - access to the remote or regional/rural Aboriginal and Torres Strait Islander community specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMARM410 Develop and implement animal management initiatives

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 plan, develop and implement project initiatives aimed at promoting community engagement and improving outcomes relating to animal management and compliance.

This unit applies to individuals who have responsibilities for delivering animal management operational programs and initiatives. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Animal Regulation and Management (ARM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess levels of compliance and	1.1 Confirm organisational strategic goals and plans

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
community engagement	1.2 Obtain information to identify areas of improvement or compliance issues related to domestic animal management 1.3 Explore and identify social issues surrounding pet ownership and caretaking 1.4 Assess community awareness and/or engagement, identifying behaviours that need to change and target audience 1.5 Identify the potential benefits and barriers to community engagement for improving compliance
2. Identify strategies for implementing initiatives	2.1 Explore a range of strategies to increase community engagement and effect behaviour change relevant to animal management in the community 2.2 Investigate community resources currently available and explore opportunities for collaboration with other organisations to assist with better engagement 2.3 Identify potential strategies to address identified compliance issues or areas needing improvement 2.4 Engage team members to review and decide on strategies 2.5 Confirm the proposed initiative and selected strategies align with organisational goals and plans
3. Document a project action plan	3.1 Document strategies in a project action plan 3.2 Set targets and develop key performance indicators for compliance issues or areas of need 3.3 Seek input and feedback from team members for improvements and feasibility of campaign, and make required adjustments 3.4 Present documented project action plan to relevant personnel
4. Implement and review the project action plan	4.1 Implement actions in the project plan 4.2 Collect data and information to review the impact of the plan over specified timeframe 4.3 Analyse collated information and data to determine the key performance indicators achieved 4.4 Evaluate the outcomes of the plan and make recommendations for future plans

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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.

Skill	Description
Reading	• Interpret information accurately in community engagement and compliance documents to identify potential areas of improvement
Numeracy	• Calculate percentage, average and ratio • Interpret trends in statistical data related to domestic animal management compliance

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMARM410 Develop and implement animal management initiatives	Not applicable	This unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMARM410 Develop and implement animal management initiatives

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- reviewed available information to identify areas requiring improvement or compliance issues related to animal management
- prepared and implemented a project action plan aligned to the organisation or community's goals for an identified issue
- provided a verbal and written presentation summarising the project action plan to at least two stakeholders
- reviewed collated information over a defined period, evaluated outcomes of the plan and made at least two recommendations for future action.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant local bylaws and state/territory domestic animal regulations and associated legislation or community agreements in remote communities
- range of strategic and operational plans available in the workplace
- approaches to monitoring and collating information on compliance, including:
  - reviewing information on complaints – reports (formal/informal) and/or data
  - checks for registration compliance, microchip registries, breed registries
  - checking media/social media for advertisements
- use of statistical data in monitoring compliance and measuring performance outcomes
- overview of common areas of coverage of domestic animal management, including:
  - responsible pet ownership
  - compliance with regulations and related legislation

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    - specific issues or incidents – roaming/nuisance animals, dog attacks, and dangerous, menacing and restricted breed dogs
    - reasons for euthanasia rates for dogs and cats
    - registration and identification of dogs and cats
- potential benefits of community engagement, including:
    - increase in public perceptions of safety
    - tendency towards a reduction in non-compliance
    - increased reclaim rates by owners
    - increase in community perceptions and confidence in local council activities and/or officers
    - improvement in animal management officers' attitudes and job satisfaction
    - improved animal welfare outcomes
    - increased human-animal bond
- types of strategies used for community engagement to effect behaviour change, including:
    - increased presence and random patrols (proactive)
    - acting on complaints (reactive)
    - advertising, marketing, social media and/or signage
    - community education, targeted training and/or resources
    - amnesty periods, price incentives and/or free products
    - collaboration with other organisations and/or use of intermediaries, including veterinarians, schools, shops and/or welfare agencies
- target audiences, including:
    - animal owners
    - owners of different demographic/socio-economic groups
    - users of specific locations (parks and/or beaches)
- formats for documenting an action plan.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - animal management compliance information
    - format/template for documenting an action plan
- relationships:
    - stakeholders specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMATE306 Follow containment and exclusion procedures in animal facilities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to follow organisational containment and exclusion procedures that are designed to exclude pathogenic organisms from entering an aseptic site and to contain organisms in a particular site.

The unit applies to individuals who work in entry level roles as junior or assistant level animal technicians, working under direct supervision of a senior or more experienced staff member.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to carry out containment and exclusion procedures	1.1 Treat items requiring decontamination according to organisational policies and procedures 1.2 Carry out decontamination procedures for self and/or required equipment before entering a containment or exclusion site 1.3 Report contact with potential contaminants according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	organisational requirements 1.4 Wash hands and change gloves before handling animals, feed or other products 1.5 Dress in appropriate clothing, footwear and personal protective equipment before commencing work, and store street clothing securely away from animals, feed or other products
2. Follow site containment and exclusion procedures	2.1 Identify any health and safety hazards and report to supervisor 2.2 Identify and report any cases of pest infestation 2.3 Dispose of all waste products according to organisational policies and procedures
3. Carry out animal care in a containment and exclusion area	3.1 Carry out husbandry activities in containment and exclusion area according to organisational procedures and schedules 3.2 Maintain animal isolation housing areas in accordance with containment and exclusion requirements 3.3 Maintain containment practices between cages and/or facilities
4. Assist in maintaining site containment and exclusion procedures	4.1 Decontaminate incoming and outgoing goods according to organisational policies and procedures 4.2 Note and report any observed breaches of containment and exclusion procedures, including those relating to deliveries of goods 4.3 Keep gates, doors and containment equipment secure according to procedures 4.4 Maintain accurate records for compliance and traceability 4.5 Check personnel entry to facility areas according to organisational procedures

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.

Skill	**Description**

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Skill	Description
Reading	• Check information in organisational documents to ensure correct procedures for containment and exclusion are followed
Writing	• Complete workplace forms and report information about containment breaches in a clear and accurate manner
Oral communication	• Ask questions to clarify and confirm instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE306 Follow containment and exclusion procedures in animal facilities	ACMATE302 Carry out institution containment and exclusion procedures	Code and title changed Changes throughout unit for clarity and to reflect level of tasks and responsibility Element 5 removed	Equivalent unit

Links

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

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Assessment Requirements for ACMATE306 Follow containment and exclusion procedures in animal facilities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- followed directions and organisational containment and exclusion procedures to carry out activities in three of the following areas:
  - security requirements
  - animal isolation and monitoring
  - husbandry of animals housed in containment and exclusion areas
  - cleaning, disinfecting and decontaminating items as required before entering a site
  - delivery of goods
- responded or assisted in responding to at least three containment and exclusion breaches.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles of animal technology codes and regulations relating to containment and exclusion
- organisational containment and exclusion policies and procedures
- common types of barriers and classification levels of containment
- industry standards and organisational policies and safe work procedures, including emergency procedures
- biohazards in the workplace of significance to animals and humans
- key principles of animal welfare and ethics requirements as they apply to containment and exclusion procedures
- communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities
- personal protective clothing and equipment and when and how it should be used

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- reporting procedures for alleged breaches of containment and exclusion procedures
- workplace hygiene standards, disinfectants, and cleaning agents, techniques, equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a fully equipped animal facility/laboratory.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMATE307 Work within an animal technology facility

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to work in an animal technology facility.

The unit applies to individuals who work under strict supervision as junior or assistant level animal technicians, working with and caring for animals used within an animal technology environment for scientific purposes.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Work effectively within an animal technology facility	1.1 Identify role of the animal technology facility within the context of relevant legislative requirements 1.2 Determine roles and relationships between departments or individuals 1.3 Identify relationships with other bodies and agencies 1.4 Use industry terminology related to work procedures, equipment

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and animal management 1.5 Complete daily routines according to organisational health and safety and environmental requirements and work practices
2. Work ethically with animals	2.1 Perform personal work practices to comply with organisational policies, procedures and guidelines 2.2 Interpret and comply with relevant codes, regulations and legislation related to the ethical treatment of animals in workplaces requiring animal technicians 2.3 Comply with biosecurity protocols and organisational procedures to ensure the health and safety of animals and staff
3. Identify animals	3.1 Use common and scientific names to identify animals 3.2 Use distinguishing characteristics to identify specific animals 3.3 Use appropriate methods to identify specific animals within a group 3.4 Accurately record animal identification details in the organisational management system according to organisational procedures
4. Identify and observe approved euthanasia or humane killing practice in an animal technology facility	4.1 Identify the reasons for implementing euthanasia and humane killing in an animal laboratory and research context 4.2 Identify appropriate process and species-specific approved methods for euthanasia or humane killing used in the facility 4.3 Observe or assist with approved animal euthanasia or humane killing
5. Recognise and respond to issues related to working in an animal technology facility	5.1 Identify situations or incidents related to animal technology work that may contribute to mental health and wellbeing, including compassion fatigue 5.2 Anticipate, recognise and respond to signs indicating mental health issues, including compassion fatigue, in self and others 5.3 Identify coping strategies and tools to maintain mental health issues 5.4 Contribute to team strategies to address challenges relating to animal technology work
6. Comply with industry-specific health	6.1 Perform job-specific work practices according to organisational and regulatory health and safety and environmental requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and safety requirements	6.2 Comply with workplace security procedures 6.3 Communicate clearly and seek assistance from the appropriate person to improve performance and provide guidance 6.4 Identify and report unusual activity and breaches in compliance

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.

Skill	Description
Reading	• Read and interpret texts, including illustrations and diagrams, to identify common and scientific names for commonly used animals
Writing	• Complete workplace forms accurately and completely to document observations, measurements, treatments and decisions on animal care
Interact with others	• Work collaboratively with own team and researchers within the animal technology facility
Get the work done	• Plan and organise routine daily tasks, identifying possible safety and animal welfare risks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE307 Work within an animal technology facility	ACMATE301 Work within an animal technology facility	Updated unit code Minor changes to performance criteria and knowledge evidence for clarity New element 4 on euthanasia or humane killing; revised element 5 to address mental health issues	No equivalent unit

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		Revised performance evidence to reduce duplication with performance criteria	

Links

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Assessment Requirements for ACMATE307 Work within an animal technology facility

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed work tasks within an animal technology facility safely and ethically, according to organisational procedures, on at least three occasions
- assisted with or observed animal euthanasia or humane killing on at least one occasion, explaining appropriate approved species-specific method and process
- maintained accurate records for each task using relevant organisational management systems
- contributed to a team meeting to discuss challenges relating to animal technology work.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common and scientific names and distinguishing characteristics of animals relevant to the workplace
- principles and practices of animal technology work
- structure of the major animal technology sectors and associated external bodies and agencies
- workplace departments and sections, staffing structures and protocols
- organisational policies and safe work procedures, including:
  - health and safety and emergency procedures
  - biohazards in the workplace of significance to animals and humans
  - reasons for workplace security procedures
  - communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities

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    - organisational expectations of conduct, presentation and work performance, including quality and productivity
- animal euthanasia/humane killing in a laboratory or research context, including:
    - definitions of euthanasia and humane killing
    - reasons for conducting euthanasia and humane killing
    - role of the Animal Ethics Committee
    - process for checking that an animal is dead
    - species-specific approved euthanasia/humane killing methods and process
- key features of codes and legislative frameworks governing work in an animal research facility, including:
    - protocols, legal and ethical considerations in documenting observations, measurements, treatments and decisions on animal care
    - relevant animal technology regulations and codes, including the Australian Code for the Care and Use of Animals for Scientific Purposes
    - relevant state or territory regulations relating to work with animals for scientific purposes
    - standards, guidelines and approaches to biosecurity, environmental impacts and sustainability relevant to the animal care industry
    - animal welfare and ethics relevant to animal technology facilities, including the 3Rs (Replacement, Reduction and Refinement) and 5 Domains
    - organisational policies for privacy and confidentiality of information, and intellectual property
- factors related to animal technology work that can impact on an individual's mental wellbeing and health, including:
    - community attitudes and expectations regarding animal research
    - media and social media
    - common animal technology work activities that can impact personal wellbeing
    - dealing with difficult people or issues within the workplace
- indicators of mental health in people, including compassion fatigue, related to animal care work
- basic coping strategies and tools for work in animal technology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMATE401 Prepare for and monitor anaesthesia in animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to prepare for and monitor anaesthesia in animals.

The unit applies to animal technicians who work under broad supervision performing work according to instructions or directed by a supervisor.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes, the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for anaesthesia	1.1 Prepare facility and personnel for animal anaesthesia, including confirming facility ethics approvals and suitable space to perform surgeries 1.2 Select suitable anaesthetic options and equipment for animal anaesthesia

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Prepare equipment according to manufacturer specifications, organisational procedures and/or job requirements 1.4 Prepare anaesthetic and monitoring equipment, including routine sterilisation and disinfection of equipment
2. Prepare animals for anaesthesia procedures	2.1 Assess animal health and condition according to species-specific standards 2.2 Handle and restrain animals safely and humanely according to workplace policies and procedures, ethics protocols and legislative requirements 2.3 Perform pre-anaesthetic evaluations on animals, including the use of checklists and scoresheets, according to ethics protocols 2.4 Prepare animals for anaesthesia, including animal site preparation, provision of heat sources and monitoring equipment, according to species-specific requirements 2.5 Identify and locate species-specific animal structures, tissues and organs relevant to administration and monitoring of induction of anaesthesia 2.6 Follow safe work practices, including health and safety, according to organisational policies and procedures
3. Assist in administering anaesthesia and monitoring animals	3.1 Perform induction of anaesthesia 3.2 Monitor and detect species-specific signs of pain and/or distress while anaesthetised 3.3 Record variations in the physiological parameters and signs of anaesthesia in animals using appropriate organisational checklist or score sheet 3.4 Comply with organisational protocols for anaesthetic procedures on animals 3.5 Provide anaesthetic emergency assistance according to organisational policies and procedures and supervisor instructions
4. Provide post-anaesthetic care for animals	4.1 Use analgesics and other supportive therapies to manage animals post-anaesthesia according to ethics protocols and supervisor instructions 4.2 Apply fluid therapy and oxygen supplementation to animals according to ethics protocols, supervisor directions and/or procedures 4.3 Recognise and respond, according to supervisor instructions, to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	post-anaesthetic emergencies immediately 4.4 Monitor animals post-anaesthesia by evaluating behaviour and vital clinical signs using appropriate organisational checklist or score sheet 4.5 Maintain post-anaesthetic monitoring records accurately and completely according to legislative requirements and ethics protocols
5. Maintain anaesthetic facilities and equipment	5.1 Clean facilities, sterilise instrumentation and linen, and store equipment according to organisational policies and procedures 5.2 Carry out routine maintenance on anaesthetic equipment according to manufacturer specifications or job requirements 5.3 Validate sterilisation of instrumentation and linen according to organisational procedures

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.

Skill	Description
Writing	• Complete organisational documentation in relation to monitoring animals pre-anaesthesia and post-anaesthesia
Numeracy	• Correctly calibrate equipment used for anaesthesia • Calculate and confirm dose rates of anaesthetics and medications with supervisor
Oral communication	• Listen to clear sequenced instructions by supervisor and ask clarifying questions as required in order to assist with administering anaesthesia

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMATE401 Prepare for and monitor anaesthesia in animals	ACMATE303 Prepare for and monitor anaesthesia in animals	Code changed to reflect indicative AQF level Minor changes to performance criteria and knowledge evidence for clarity Revised performance evidence to reduce duplication with performance criteria	Equivalent unit

Links

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

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Assessment Requirements for ACMATE401 Prepare for and monitor anaesthesia in animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared, administered and monitored anaesthesia of at least three animals
- maintained hygiene and infection control standards for each anaesthetic procedure
- prepared, used and maintained equipment and materials correctly and according to manufacturers' specifications and organisational procedures for each anaesthetic procedure.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices of anaesthesia monitoring in animals
- anatomical terminology, structures, tissues and organs relevant to the induction and monitoring of animals under anaesthetic
- indicators of normal and undesirable responses to anaesthetic and related medications
- animal anaesthetic emergencies and responses, including animal first aid techniques
- biohazards in the workplace of significance to animals and humans
- characteristics of healthy, sick or distressed animals
- communication procedures and systems and technology relevant to the organisation and the individual's work responsibilities
- information that should be documented for the administration of anaesthetic and related substances
- methods and equipment used to:
  - measure, interpret and record objective measure of animal health
  - anaesthetise animals in animal technology workplaces
  - monitor animals during anaesthesia

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- organisational policies and safe work procedures, including WHS and emergency procedures
- preparation of animals for gaseous and/or injectable anaesthetic, including:
  - shaving injection site
  - heat sources
  - eye gel
- physiological features of animals related to the application of anaesthesia and related medications
- relevant current codes, including the Australian Code for the Care and Use of Animals for Scientific Purposes
- safe animal handling techniques and procedures
- types of non-surgical or tissue collection procedures used in animal technology facilities that require the use of anaesthetics and related medications
- organisational hygiene standards and cleaning requirements:
  - disinfectants and cleaning agents, cleaning techniques, equipment and materials
  - sterilisation, packing and validation processes for instrumentation and linen.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal technology laboratory or an environment which accurately represents workplace conditions.
- resources, equipment and materials:
  - a range of live animals to be anaesthetised.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE402 Conduct euthanasia of research animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to conduct euthanasia or humane killing of research animals using approved methods.

The unit applies to individuals who are required to work with and care for animals used within scientific establishments for scientific purposes and teaching.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct euthanasia or humane killing of research animal	1.1 Identify, justify and report need for euthanasia or humane killing 1.2 Identify and use AEC approved method appropriate for species and research outcomes 1.3 Prepare equipment and materials for euthanasia or humane killing

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Select location for the euthanasia or humane killing 1.5 Identify hazards associated with euthanasia or humane killing according to health and safety procedures and guidelines
2. Carry out the euthanasia or humane killing of animals	2.1 Use personal protective and safety equipment according to health and safety policies and statutory requirements 2.2 Handle and transport equipment according to statutory requirements and industry practices 2.3 Handle and restrain animals to minimise pain, distress and risk of injury to the animals or personnel according to animal welfare, ethical and legal requirements 2.4 Apply approved euthanasia or humane killing method according to the requirements of the task
3. Complete the euthanasia or humane killing of animals	3.1 Confirm animal deaths according to approved indicators of death 3.2 Handle and move carcasses that are required for research or post-mortem examination according to organisational experimental and health and safety requirements 3.3 Store or dispose of samples, waste and animal carcasses according to health and safety organisational procedures and legislative requirements 3.4 Decontaminate or clean, and store or dispose of, equipment, materials and drugs 3.5 Update records relating to animals that have been euthanased or humanely killed according to workplace policies and procedures

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.

Skill	Description
Numeracy	• Calculate solutions, dilutions, body weights and dose rates
Oral communication	• Listen carefully to instructions from supervisor and ask clarifying questions as required

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE402 Conduct euthanasia of research animals	ACMATE305 Conduct euthanasia of research animals	Unit recoded to better reflect level of activity and responsibility Minor changes to performance criteria and knowledge evidence for clarity and use of correct terminology PC 1.6 removed Revised performance evidence to reduce duplication with performance criteria	Equivalent unit

Links

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

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Assessment Requirements for ACMATE402 Conduct euthanasia of research animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out euthanasia or humane killing of at least one live research animal and demonstrated three simulations using a humane, rapid and appropriate manner for the approved endpoint
- prepared and maintained required materials, equipment and drugs
- stored and/or disposed of animal carcasses and biological waste according to organisational policies, procedures and legislative requirements
- decontaminated, cleaned and stored equipment and materials or disposed of them according to organisational procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices of research animal euthanasia and humane killing
- definition of humane endpoint, euthanasia and humane killing
- anatomical terminology, structures and basic physiological features of animals in research facilities
- anatomy and physiology of animals commonly held in the facility, especially the neck and head, and respiration and heart rates
- physical conditions and vital signs of animals, as well as signs of pain and distress in commonly held species
- indicators of death in animals
- biohazards in the workplace of significance to animals and humans
- equipment and drugs commonly used for euthanasia or humane killing
- firearm legislation, regulations and techniques related to the humane destruction of animals if required

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- safe animal handling techniques and procedures,
- approved species-specific methods of euthanasia or humane killing, including:
  - routes of administration or techniques used
  - impact on research
- strategies to minimise mental health and wellbeing issues associated with animal death and techniques used for euthanasia and humane killing
- organisational policies and safe work procedures, including accident requirements
- animal welfare and ethics related to euthanasia and humane killing of animals used for scientific research
- protocols, legal and ethical considerations in animal euthanasia/humane killing for research purposes
- key requirements of legislation, regulations, guidelines and the Code relevant to work undertaken in an animal technology environment in relation to the euthanasia and humane killing of research animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal technology laboratory or an environment which accurately represents workplace conditions.
- resources, equipment and materials:
  - research animals
  - species-appropriate equipment and materials needed for euthanasia or humane killing.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE403 Conduct non-surgical procedures on animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to administer substances and take tissue and fluid samples for clinical trial project research purposes.

This unit applies to animal technicians who work under broad supervision performing work according to instructions or directed by a supervisor.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for non-surgical procedures	1.1 Verify procedures and sample requirements according to legislative and ethical requirements 1.2 Confirm sample methods 1.3 Calculate dose rates for species and individual animals

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Prepare and position required equipment 1.5 Plan procedures to ensure appropriate hygiene or asepsis is achieved and prevent cross-contamination of animals and equipment
2. Prepare animals for procedure	2.1 Select animals to meet project requirements 2.2 Handle and restrain animals according to organisational procedures 2.3 Move animals to testing area and prepare for procedure using techniques to minimise stress and discomfort 2.4 Manage work practices to ensure animals are kept in preparation and procedure areas for minimal time
3. Administer substances to animals	3.1 Confirm approved substances and dose rates are appropriate for species and individual animals 3.2 Confirm method of administration of substances 3.3 Identify and evaluate risks associated with preparation and administration of substances; practise emergency procedures and implement as required 3.4 Administer substances to animals according to organisational procedures 3.5 Monitor animals for adverse reactions
4. Collect samples from animals	4.1 Confirm sampling techniques and sample collection volumes are appropriate for individual animals 4.2 Identify and evaluate hazards in collection process, and practise emergency procedures and respond to emergencies as required 4.3 Collect, process, package and store body fluid and tissue samples using appropriate techniques 4.4 Check samples for suitability and prepare and package according to laboratory and project protocols
5. Complete post-procedure duties	5.1 Return animals to housing, and monitor and respond according to organisational procedures, laboratory schedule and project protocol 5.2 Update and store animal and project records in the organisational management system 5.3 Clean procedures area and equipment and dispose of waste according to laboratory protocols and industry standards

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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.

Skill	Description
Writing	• Complete organisational documentation in relation to non-surgical procedures
Oral communication	• Engage in discussions and/or provide information using appropriate tone, terminology and non-verbal features • Use active listening and questioning techniques to confirm understanding and to interact with team members
Get the work done	• Plan and sequence non-surgical procedures, taking into account contingencies, to ensure efficiencies in meeting timelines and work schedules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE403 Conduct non-surgical procedures on animals	ACMATE304 Conduct non-surgical procedures on animals	Code change to reflect level of tasks and responsibilities Minor changes to performance criteria and knowledge evidence for clarity New PC 1.5 and 2.2, and merged PC 4.3 and 4.4 Revised performance evidence to reduce duplication with performance criteria	Equivalent unit

Links

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

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Assessment Requirements for ACMATE403 Conduct non-surgical procedures on animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared and conducted non-surgical procedures for the administration of substances and the appropriate collection of samples on at least three animals according to organisational procedures
- prepared, used and cleaned the procedures area, materials, tools and equipment correctly according to organisational procedures and manufacturers' specifications
- documented procedures used in the administration of substances and collection of samples.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical terminology, structures and physiological features of animals relevant to the administration of substances and collection of samples
- basic animal first aid techniques
- biohazards in the workplace of significance to animals and humans
- ethical practices, protocols and procedures in relation to the administration of substances and collection of samples of animals in animal technology workplaces
- indicators of stress and wellbeing in animals, and methods used to measure, interpret and record objective measures of animal health
- information that should be documented related to the administration of substances, and collection of samples
- methods used to prepare, store and transport samples
- organisational policies and safe work procedures, including WHS and accident requirements
- personal protective clothing and equipment, and when and how it should be used

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- key requirements of the Australian Code for the Care and Use of Animals for Scientific Purposes relevant to non-surgical procedures
- key requirements of relevant state or territory legislation and regulations relating to:
  - the practice of veterinary science
  - work health and safety
  - animal welfare and research ethics
  - use of therapeutic and controlled substances for role and work undertaken
- safe and humane animal handling techniques, including approved handling methods during the administration of substances and collection of samples
- adverse events and situations where the administration of substances or collection of samples should be stopped and reported
- tissue and fluid sample types and methods of collection
- organisational hygiene standards; disinfectants and cleaning agents, techniques, equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal technology laboratory or an environment which accurately represents workplace conditions.
- resources, equipment and materials:
  - a range of animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE404 Prepare for and assist with aseptic animal surgery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to assist with **recovery** surgery of animals performed under aseptic conditions. It involves applying strict procedures to prevent contamination from pathogens and minimise the risk of infection to the animal.

The unit applies to individuals who assist with animal surgery, using practices and procedures to ensure effective surgery outcomes for animals.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare surgical operating area for procedure	1.1 Disinfect and sterilise operating work surface 1.2 Sterilise instruments and supplies using appropriate equipment and sterilising solutions 1.3 Transfer surgical packs, gowns and equipment required for surgery to the operating area, ensuring sterility is maintained 1.4 Perform gloving and gowning procedures according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	organisational procedures and aseptic techniques
2. Prepare animal for surgery	2.1 Use safe handling techniques to prepare animals for anaesthesia and surgery, disposing of contaminated materials appropriately 2.2 Place animal on operating area and position and/or restrain appropriately 2.3 Prepare, clean and disinfect the surgical site on the animal according to surgery requirements and organisational procedures 2.4 Apply drapes, lubricants or other products to protect the animal according to species and operational procedures
3. Provide aseptic surgery support	3.1 Open surgical packs and equipment using aseptic techniques and organise for easy access during surgery 3.2 Provide sterile assistance during aseptic surgery 3.3 Prepare additional equipment and supplies, including for surgeries on multiple animals 3.4 Monitor surgery conditions for breaches of asepsis and report to appropriate personnel
4. Complete post-surgery duties	4.1 Clean animal post-surgery and transfer to warm recovery area providing immediate care as instructed 4.2 Dispose of all chemical and biological waste according to organisational and regulatory requirements 4.3 Clean and disinfect operating area and equipment and send gowns and linen for laundering 4.4 Clean, maintain and sterilise surgical instruments 4.5 Store equipment, surgical instruments and gowns for future use according to organisational procedures

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.

Skill	Description

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Skill	Description
Reading	• Interpret requirements and medical terminology in written surgical instructions and procedures
Writing	• Complete workplace forms accurately and completely to document activities related to animal surgery
Numeracy	• Calculate ratios and measure sterilising solutions for disinfecting equipment and operating area
Get the work done	• Plan, sequence and organise tasks, identifying possible risks and breaches to asepsis and responding according to organisational requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE404 Prepare for and assist with aseptic animal surgery	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMATE404 Prepare for and assist with aseptic animal surgery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out the preparation of the surgical operating area, prepared the animal for surgery and assisted with aseptic surgery on at least three occasions
- completed post-surgery duties for each occasion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- aseptic surgery procedures, including:
  - roles and protocols in operating area
  - equipment and sterile instruments
  - personal hygiene and scrubbing, and fitting of gloves, masks, goggles, gowns
  - aseptic techniques
  - pre-operative medications, including analgesics and antibiotics
- potential sources of contamination:
  - human and animal hair and tissue
  - dust and environmental pollutants
- range of equipment and surgical packs required for surgery procedure, including:
  - anaesthetic equipment
  - bandages
  - disposables
  - drapes
  - surgical instruments
  - sutures

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    - instrument processing and sterilisation
    - autoclave operation
- techniques for sterilising equipment and instruments
- safe handling and species-specific techniques used to prepare animals for surgical procedures
- outcome of breaches in asepsis:
    - wound infection
    - animal pain and distress
    - animal illness, death
    - changes to the animal's physiology
- organisational procedures for:
    - storage, use and disposal of chemicals and biological waste from surgical procedures
    - post-surgical equipment cleaning, sterilising and storage
- protocols, and legal and ethical considerations in documenting observations, measurements, treatments and decisions relating to animal surgery
- relevant aspects of state or territory legislation and regulations, including:
    - health and safety
    - biosecurity
    - animal welfare
    - Australian Code for the Care and Use of Animals for Scientific Purposes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals or appropriate simulations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE501 Manage compliance in animal technology

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to practise and promote animal welfare and ethical standards to others in animal technology workplaces and liaise with and report to the organisation's Animal Ethics Committee (AEC) according to requirements.

This unit applies to individuals who ensure that work practices, documentation and attitudes meet legislative, regulatory and workplace standards.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage animals in	1.1 Justify the use of animals in a research program and apply for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
accordance with relevant codes and legislative and organisational requirements	written approval from the AEC 1.2 Apply principles of replacement, reduction and refinement (3Rs) to a research program 1.3 Identify animal care responsibilities of the organisation and investigator 1.4 Apply requirements outlined in relevant, current Code, legislation and other regulatory bodies to daily animal care 1.5 Interpret and follow reporting requirements to the AEC 1.6 Follow the care and containment of experimental animals to comply with AEC requirements and institutional biosecurity committee or equivalent
2. Manage the euthanasia or humane killing of research animals	2.1 Identify reasons for the decision to euthanase an animal, ensuring they comply with organisational policies and procedures, program approvals or protocols and legislative requirements 2.2 Identify types of and processes for obtaining licences and permits required to conduct the euthanasia of an animal 2.3 Supervise and monitor euthanasia or humane killing procedures, and provide assistance or support to staff 2.4 Review the organisation's standard operating procedures relating to euthanasia or humane killing, and discuss and implement suggestions for improvement with senior personnel 2.5 Communicate the organisation's standard operating procedures relating to euthanasia and humane killing
3. Manage the operation of and compliance with containment and exclusion procedures	3.1 Interpret health status reports 3.2 Act on breaches of containment or exclusion reported by staff or others according to the monitoring program and the organisation's standard operating procedures 3.3 Review the organisation's standard operating procedures relating to containment and exclusion and discuss suggestions for improvement with relevant personnel 3.4 Communicate to others the organisation's standard operating procedures relating to containment and exclusion
4. Manage protocols and procedures for monitoring animals	4.1 Assess risks to animals associated with specific projects 4.2 Develop indicators for assessing, minimising and monitoring risks

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to animals 4.3 Identify adverse events, mitigate and report according to organisational procedures and job role
5. Maintain records	5.1 Maintain records relating to the management of animals in animal technology facility according to organisational procedures and job role 5.2 Maintain record keeping system relating to containment and exclusion

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.

Skill	Description
Reading	• Analyse and interpret relevant information about the Australian Code for the Care and Use of Animals for Scientific Purposes and the organisation's standard operating procedures
Writing	• Prepare written reports and workplace documentation that communicate complex information clearly and effectively to staff, researchers and others about the organisation's standard operating procedures relating to euthanasia and humane killing, and containment and exclusion
Oral communication	• Use listening and questioning techniques to confirm understanding and to engage team members • Use interpersonal skills to gain trust and confidence of team, and provide feedback to others in forms that they can understand and use • Adapt personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others
Numeracy	• Recognise safety parameters and interpret numerical information regarding quantities of sedatives, tranquilisers and anaesthetics used in euthanasia

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE501 Manage compliance in animal technology Release 2	ACMATE501 Manage compliance in animal technology Release 1	Changes to performance criteria and reordering of two elements for clarity Revised performance evidence to reduce duplication with performance criteria	Equivalent unit

Links

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

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Assessment Requirements for ACMATE501 Manage compliance in animal technology

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- managed the use, care and containment of animals to be used in research programs
- managed the euthanasia or humane killing of research animals and monitored others performing these procedures
- prepared and presented an application for approval for a project
- provided advice and monitored others on a range of procedural work functions relating to animal technology workplace compliance requirements
- maintained accurate records using relevant organisational electronic and/or manual systems
- reviewed, improved and implemented the organisation's policies and procedures to ensure compliance.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles of responsible research and responsibilities of organisations and researchers working in animal technology
- applicable industry or organisational quality assurance requirements and required documentation
- biohazards in the workplace of significance to animals and humans
- classification system used to categorise animal care and treatment by Animal Ethics Committees (AECs)

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- containment and exclusion policies, procedures and requirements under the Federal Gene Technology Act or its successor
- organisation's standard operating procedures relating to:
  - restraining, handling, euthanasing or humane killing and disposing of animals
  - use, storage and transport of equipment and drugs used when conducting euthanasia or humane killing of animals
  - health and safety, and emergency procedures
- concepts of sentinel and monitoring programs, including current technologies
- types of expected and unexpected adverse events
- protocols, legal and ethical considerations in establishing animal care procedures and policies and gaining AEC approval
- key compliance requirements of:
  - the Australian Code for the Care and Use of Animals for Scientific Purposes
  - Australian Standard: Safety in laboratories – Microbiological aspects and containment facilities, or its successor
  - relevant state or territory legislation and regulations relating to the practice of veterinary science, work health and safety, and animal welfare
  - federal quarantine, including the Office of the Gene Technology Regulator or its successor
  - relevant state or territory legislation covering the use of therapeutic and controlled substances
- reporting procedures for alleged breaches of containment and exclusion procedures, and the consequences of any breaches
- high impact projects and humane endpoints, humane killing and/or euthanasia.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment and resources – including personal protective equipment – used when working in animal technology environments
  - record keeping and storage systems and programs
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice relevant to work undertaken in animal research and technology.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMATE502 Manage and maintain the health of research animals

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage the health of animals in a research environment.

It applies to individuals who work as part of a team with other staff, researchers and veterinarians to manage the health of research animals.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

In addition to complying with legal and ethical responsibilities, individuals are required to minimise stress and discomfort for animals through gentle and calm handling and appropriate care.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor the health status of research animals	1.1 Develop standard operating procedures to monitor the health of research animals for signs of disease 1.2 Follow the organisation's standard operating procedures, including health and safety requirements, when monitoring the health of research animals
2. Investigate and recognise disease processes in research animals	2.1 Contribute to the development of standard operating procedures to investigate and recognise diseases in research animals 2.2 Follow the organisation's standard operating procedures to investigate and recognise diseases in research animals 2.3 Recognise and report signs of ill health, sickness behaviours and pain to appropriate staff 2.4 Recognise abnormalities in research animals, including during post-mortem examinations, and record against health status of animals 2.5 Recognise post-mortem changes due to deterioration in tissues and organs.
3. Prevent, treat and control disease in research animals	3.1 Contribute to the development of standard operating procedures to prevent, treat and control disease in research animals 3.2 Follow the organisation's standard operating procedures when preventing, treating and controlling a range of diseases in research animals 3.3 Contribute to development and implementation strategies to investigate, prevent, treat, control and monitor disease
4. Record effects on research animals	4.1 Recognise and document effects of disease processes in research animals on the research program 4.2 Recognise and document effects on research animals of experimental techniques

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.

Skill	**Description**
Writing	• Prepare written reports and workplace documentation that communicate complex information clearly and effectively about

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Skill	Description
	the effects of disease processes in research animals and the impacts on research animals of experimental techniques
Numeracy	• Recognise safety parameters and interpret numerical information regarding quantities of feed, water, food supplements and medication • Calculate changes to dosages due to animal health and disease issues
Interact with others	• Work independently and as part of a team to monitor indicators of animal health

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE502 Manage and maintain the health of research animals Release 2	ACMATE502 Manage and maintain the health of research animals Release 1	Minor changes to performance criteria and assessment requirements for clarity	Equivalent unit

Links

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

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Assessment Requirements for ACMATE502 Manage and maintain the health of research animals

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assisted in the investigation of disease processes and acted to prevent, treat, control and monitor disease on at least one occasion
- contributed to the development of two standard operating procedures to manage and maintain the health of research animals
- recognised and documented the impact of at least one disease process in a research program.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices in managing health of research animals
- anatomical and physiological structures and functions related to:
  - health and wellbeing of animals commonly held in facility
  - ante-mortem and post-mortem changes in animals
- industry terminology, including for:
  - administration of substances
  - sampling techniques
  - animal technology workplace practices
  - identifying animals and describing their behaviour
  - diseases
- overview of animal diseases, including:

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    - microbiology of common diseases in research animals
    - types of disease vectors
    - types of infectious and non-infectious diseases relevant to commonly held research animals
    - causes of infectious diseases and non-infectious diseases in commonly held research animals
- tissue and fluid sample types and methods of collection
- biohazards in the workplace of significance to animals and humans
- common disorders found in research animals
- parameters of normal and abnormal behaviour in animals, including signs of a healthy animal, and signs of an animal in pain or distress in commonly held species
- differences between ill health and phenotypes of genetically modified animals
- protocols, legal and ethical considerations in establishing animal care procedures and policies and gaining ethics committee approval
- current, relevant codes of practice, including the Australian Code for the Care and Use of Animals for Scientific Purposes
- relevant aspects of state or territory legislation and regulations relating to health of research animals
- organisational policies and safe work procedures relating to health of research animals
- workplace hygiene standards, including commonly used disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials
- sources of relevant scientific and technical literature.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - personal protective equipment – used when working with research animals
    - animals and animal housing used in research
- specifications:
    - organisational policies and procedures, legislation, regulations, industry standards and codes of practice relevant to work undertaken in animal research.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare personnel, equipment, animals and the facility for anaesthesia and surgical procedures, and to carry out those surgical procedures for scientific purposes.

The unit applies to individuals who are required to work with and care for animals used within scientific establishments for scientific purposes and teaching.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare facilities, equipment and personnel	1.1 Prepare anaesthetic and surgical facilities 1.2 Select and prepare anaesthetic agents, equipment and supplies 1.3 Identify, select and prepare surgical instruments and equipment 1.4 Maintain aseptic environment at all times 1.5 Follow and comply with safe work practices and work health and safety organisational protocols, policies and procedures and legislative requirements
2. Prepare animals for anaesthesia and surgery for scientific purposes	2.1 Handle and restrain animals according to organisational policies and procedures 2.2 Prepare animals according to species-specific requirements and organisational procedures 2.3 Perform pre-anaesthetic and pre-operative evaluations of animals, including indications for the use of relevant anaesthetic agents
3. Induce, maintain and monitor anaesthesia in animals	3.1 Use appropriate technique to administer pre-anaesthetic and pre-operative medication according to organisational policies and procedures 3.2 Induce anaesthesia in animals using appropriate technique 3.3 Monitor and maintain animals during anaesthetic and surgical procedures 3.4 Record and interpret variations in the physiological parameters and signs of anaesthesia 3.5 Comply with organisational protocols for anaesthetic procedures 3.6 Follow anaesthetic emergency procedures according to organisational policies and procedures
4. Perform basic surgery on animals	4.1 Locate, identify and handle anatomical and physiological structures relevant to surgical procedures conducted in the facility 4.2 Use surgical equipment and instruments accurately and safely 4.3 Apply surgical materials and medications to animals 4.4 Perform basic surgical procedures according to research, organisation and AEC protocols and relevant legislative requirements 4.5 Suture surgical wounds according to the surgical procedure 4.6 Follow agreed policies to complete post-operative anaesthesia procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Provide post-anaesthetic and post-operative care for animals	5.1 Use analgesics and other supportive therapies according to directions to manage animals post-operatively 5.2 Apply fluid therapy, medication, dressings, bandages and oxygen supplementation to animals according to animal needs and organisational procedures 5.3 Monitor surgical wounds for signs of healing, inflammation or infection 5.4 Monitor animals post-operatively and respond to abnormalities 5.5 Recognise and respond to emergencies immediately, seeking advice or assistance according to organisational practices 5.6 Accurately write and maintain monitoring records, including anaesthetic monitoring sheets, in line with research requirements and the organisation's AEC
6. Maintain facilities and equipment	6.1 Clean facilities and equipment and store according to organisational policies and procedures 6.2 Carry out routine maintenance on equipment according to manufacturer requirements 6.3 Maintain anaesthetic and surgical facilities according to organisational policies and procedures

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.

Skill	Description
Oral communication	• Engage in discussions or provide information using appropriate vocabulary and non-verbal features • Use listening and questioning techniques to confirm understanding and to engage team members
Numeracy	• Recognise safety parameters and interpret numerical information regarding quantities and doses of anaesthetic agents accordingly • Interpret changes to timelines and surgery schedules, and calculate and adjust work requirements accordingly

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes Release 2	ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes Release 1	Minor changes to performance criteria and knowledge evidence for clarity Revised performance evidence to reduce duplication with performance criteria	Equivalent unit

Links

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

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Assessment Requirements for ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- administered anaesthesia and performed basic surgery for scientific purposes on animals on at least two occasions according to all organisational policies and procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic animal anatomy and physiology, including:
  - terminology and nomenclature related to the species being examined, anaesthetic processes, equipment and materials
  - anatomical structures, tissues and organs relevant to basic surgical procedures and the induction and monitoring of animals under anaesthetic
  - physiological features of animals related to the application of anaesthesia and related medications and the response to surgical procedures
- location and features of anatomical and physiological structures, including:
  - integument and facial structures
  - musculoskeletal structures
  - digestive system structures and organs
  - reproductive system, organs and structures
- principles and practices for administering anaesthesia:

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    - basic types of anaesthetic and analgesic agents and drugs, and effects on animal physiology, including side effects and complications
    - techniques for administering anaesthetic agents, including intramuscular (IM), subcutaneous (SC), intravenous (IV), mask and intubation
    - methods and equipment used to monitor animals during anaesthesia and surgical procedures
    - procedures for managing an anaesthetic overdose
    - terminology used to describe anaesthetic processes, equipment, materials and physiological responses
- safe animal handling techniques, including approved handling methods during the administration of substances and surgical procedures
- surgical procedures and techniques used in animal technology facilities, including:
    - aseptic techniques
    - biosecurity issues for animals and humans
- characteristics of healthy, sick or distressed animals, including indicators of normal and undesirable responses to anaesthetic and related medications
- communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities
- information that should be documented regarding the administration of anaesthetic and related substances and application of surgical procedures
- methods used to measure, interpret and record objective measures of animal health
- types of information to be reported and recorded in relation to anaesthesia and surgical procedures
- key features of the Australian Code for the Care and Use of Animals for Scientific Purposes
- workplace procedures and key requirements of relevant state or territory legislation and regulations relating to administering anaesthesia and performing surgery, including:
    - the practice of veterinary science
    - health and safety
    - waste disposal
    - animal welfare and research
    - the use of therapeutic and controlled substances
- workplace hygiene standards, including commonly used disinfectants and cleaning agents, techniques, equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace, or a simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - animals for administering anaesthesia and performing surgery on

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- equipment and resources used when administering anaesthesia and performing surgery, including personal protective equipment
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice relevant to work undertaken in animal research and technology.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE505 Carry out advanced breeding procedures

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to establish breeding programs for multiple generation production lines, select and prepare animals for breeding, and implement breeding and post-mating procedures.

The unit applies to individuals who work as animal technicians in research and teaching facilities that are required to breed animals for scientific purposes. Work is performed according to the organisation's breeding program and standard operating procedures and requires a sound, effective working knowledge of genetics.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish breeding programs for production	1.1 Comply with organisational policies, procedures and protocols set by the Animal Ethics Committee (AEC) and relevant legislation,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
lines	including health and safety, at all times 1.2 Relate genetic principles to breeding program requirements 1.3 Design and establish breeding programs for animal production lines 1.4 Confirm design, and develop or evaluate established data collection record systems for relevant breeding program 1.5 Review and modify organisational standard operating procedures for breeding programs
2. Select animals and prepare for breeding	2.1 Identify and confirm breeding program for specific production line requirements and production schedules 2.2 Review and monitor animals for mating to determine the current stage of their reproductive cycle 2.3 Monitor females for stages of oestrus cycle and identify those that are ready for mating 2.4 Identify and allocate animals selected for mating or cohort production in an appropriate environment
3. Implement breeding procedures	3.1 Select and review appropriate mating systems and methods according to the breeding program 3.2 Monitor animals during and after the mating period to determine whether mating has been successful
4. Perform post-mating procedures	4.1 Monitor animals for signs of parturition and/or eggs for signs of hatching 4.2 Prepare a plan for fostering arrangements or caesarean re-derivations 4.3 Assess quality of offspring according to the required quality parameters of the breeding program and experimental needs 4.4 Identify, sex and wean offspring according to the breeding program 4.5 Carry out post-weaning management according to the breeding program 4.6 Maintain breeding records according to the breeding program and organisational policies and procedures 4.7 Review and suggest modifications to breeding program outcomes for future production runs

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Name and record animals	5.1 Identify and record strains or breeds of animals 5.2 Record and interpret breeding records, including details of number of litters born, stillbirths or neonatal deaths, weaning sex ratios and reasons for poor test performance

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.

Skill	Description
Reading	• Analyse documentation to review breeding program outcomes • Analyse information to assist in the identification of animals
Get the work done	• Plan and organise complex tasks, identifying possible risks and accessing assistance where required • Identify problems, apply animal breeding research problem-solving approaches, and review outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE505 Carry out advanced breeding procedures Release 2	ACMATE505 Carry out advanced breeding procedures Release 1	Minor changes to performance criteria and knowledge evidence for clarity Revised performance evidence to reduce duplication with performance criteria	Equivalent unit

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Links

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Assessment Requirements for ACMATE505 Carry out advanced breeding procedures

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned, prepared and carried out advanced breeding procedures on at least two occasions
- reviewed, revised, maintained and updated records according to regulatory and project documentation requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles of genetics:
  - Mendelian genetics, including punnet squares
  - differences between inbred/outbred; backcross/intercross; knock-in, knock-out; transgenic
  - genetic drift
  - maintenance of integrity of genetic lines
  - common pedigrees
  - differences between background strains
  - basics of Cre-lox recombination
- mediated genome editing – mosaicism in Clustered Regularly Interspaced Short Palindromic Repeats (CRISPR)
- hemizygote, sex (x) linked breeding
- principles and practices of advanced breeding procedures, including:

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    - anatomical and physiological structures and functions related to reproductive health and wellbeing of commonly held animals
    - artificial insemination procedures relevant to different scenarios, including cryopreservation and in vitro fertilisation (IVF) techniques
    - types of genetic modifications
    - functions and requirements of a breeding colony
    - oestrus cycles of a range of species, including representative poly-oestrus, mono-oestrus and induced ovulation species
    - range of mating systems, behaviour and methods appropriate to the species
    - reproductive cycles
    - emergency techniques for birthing difficulties, including caesareans
    - post-weaning management
- terminology and nomenclature related to animal reproductive anatomy and physiology, and genetics
- animal welfare and ethics related to breeding, covering:
    - 3Rs – replacement, reduction and refinement
- organisational policies and operating procedures, including:
    - emergency procedures for birthing difficulties
    - safe animal handling techniques during mating and in breeding programs
    - record keeping requirements, including types of information that need to be kept on birthing and fostering processes
    - workplace hygiene methods, disinfection, sterilisation and aseptic techniques
- key requirements of the Australian Code for the Care and Use of Animals for Scientific Purposes relating to breeding
- relevant state or territory legislation and regulations relating to the practice of veterinary science, workplace health and safety and animal welfare and research, including:
    - Office of the Gene Technology Regulator
    - National Health and Medical Research Council (NHMRC)
    - Department of Agriculture.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an animal technology laboratory or an environment which accurately represents workplace conditions.
- resources, equipment and materials:
    - breeding animals
    - animal breeding records.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMATE506 Assist to collect and transfer embryos of mice

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assist in the collection, handling, storage and transfer of mouse embryos.

The unit applies to individuals who work as animal technicians in research and teaching facilities that require laboratory/research mice to be re-derived by embryo transfer for scientific purposes.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for procedures and maintain	1.1 Comply with organisational protocols, policies and procedures as set down by the AEC and relevant legislative requirements, including

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
documentation	work health and safety, at all times 1.2 Identify regulatory and project documentation requirements 1.3 Verify project reproductive and breeding program objectives against instructions 1.4 Maintain and update records according to organisational policies and procedures
2. Assist to vasectomise males	2.1 Prepare equipment and work areas 2.2 Select male mice of appropriate age for vasectomy and assess for health status and suitability for surgery 2.3 Prepare and verify contingency plans to respond to potential emergencies during and after surgery 2.4 Prepare anaesthetics, analgesics and equipment according to instructions or project specifications 2.5 Anaesthetise animal under supervision and monitor to ensure surgical anaesthesia is achieved and maintained 2.6 Prepare animal for aseptic surgery 2.7 Conduct vasectomy and close wounds under supervision 2.8 Monitor animal during recovery 2.9 Confirm success of vasectomy
3. Assist to collect embryos	3.1 Monitor females of appropriate age for stages of oestrus cycle 3.2 Identify suitable females and assess health status 3.3 Prepare female for super-ovulation according to organisational procedure 3.4 Mate female with an entire male 3.5 Confirm presence or absence of vaginal plugs 3.6 Collect embryos under supervision from the reproductive tract of super-ovulated and mated donor females
4. Manage and manipulate embryos	4.1 Hold embryos in a suitable receptacle under optimal temperature and atmospheric conditions to ensure viability 4.2 Grade and manipulate embryos 4.3 Wash embryos in an aseptic manner for the purpose of re-derivation transfer

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Store embryos before transfer 4.5 Monitor procedures, materials, equipment and techniques for quality
5. Assist to transfer embryos	5.1 Mate females with vasectomised males and check for the presence of vaginal plugs 5.2 Prepare embryos for transfer 5.3 Under supervision, anaesthetise females for embryo transfer and monitor to ensure surgical anaesthesia is achieved and maintained 5.4 Transfer embryos under supervision
6. Monitor success of embryo transfer	6.1 Monitor females for pregnancy using appropriate technique 6.2 Monitor and record number of pups born to embryos transferred per recipient to determine success of program 6.3 Assess health status of pups and recipient after birth and weaning

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.

Skill	Description
Reading	• Synthesise relevant ideas from several sources, including identifying work requirements from regulatory and project documentation
Writing	• Note observations during monitoring of animals, including health status of pups and recipient
Oral communication	• Clarify and discuss instructions about work procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMATE506 Assist to collect and transfer embryos of mice Release 2	ACMATE506 Assist to collect and transfer embryos of mice Release 1	Minor changes to performance criteria, foundation skills and knowledge evidence for clarity	Equivalent unit

Links

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

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Assessment Requirements for ACMATE506 Assist to collect and transfer embryos of mice

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assisted to collect and transfer embryos of mice on at least two occasions, including:
  - complied with organisational protocols, policies and procedures, including Animal Ethics Committee (AEC), legislative and health and safety requirements, at all times
  - monitored the health and welfare of animals during and after procedures and provided appropriate care.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for mouse embryo transfer collection, including:
  - anatomical and physiological features of mice related to vasectomy, embryo collection and transfer
  - reproductive cycles relating to mouse embryo technology
  - mouse oogenesis, ovulation, conception and embryonic development
  - constitution, storage and use of proprietary embryo flushing, holding and culture media
  - super-ovulation regimens for mice
  - safe mouse handling techniques, including approved handling methods during the administration of substances and surgical procedures
  - euthanasia or humane killing techniques for culling mice for embryo collection or if suffering during or after surgery

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- relevant common diseases, injuries and other impacts on mouse health and wellbeing, and characteristics of healthy, sick or distressed mice
- key requirements of the Australian Code for the Care and Use of Animals for Scientific Purposes relating to the collection and transfer of embryos of mice
- relevant state or territory legislation and regulations relating to:
  - practice of veterinary science
  - workplace health and safety
  - animal welfare and research, including the Office of the Gene Technology Regulator and its impact on the work in assisting to collect and transfer embryos of mice
  - use of therapeutic and controlled substances
- organisational policies and safe work procedures, including:
  - emergency procedures
  - hygiene standards – disinfectants and cleaning agents, techniques, equipment and materials
  - infection control protocols
- relevant laboratory techniques and procedures, including:
  - methods used to collect, store and manipulate embryos from mice for re-derivation purposes
  - methods used to perform embryo transfer procedures in mice
  - surgery relevant to vasectomy, embryo collection and transfer
  - cryo preservation and recovery
  - aseptic techniques
  - relevant anaesthetics, analgesics and other medications used, and methods of administration for mouse surgery
- applicable industry quality assurance requirements and required documentation
- biosecurity issues relating to the collection of samples from animals
- relevant principles of animal welfare and ethics, including the 3Rs (replacement, reduction and refinement) and the 5 Domains.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an animal research or production facility, or an environment that accurately represents workplace conditions that has a scientific establishment licence and access to an approved AEC
- resources, equipment and materials:
  - mice used in research.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMATE508 Monitor and maintain containment and exclusion procedures in animal facilities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to carry out organisation containment and exclusion procedures that are designed to exclude pathogenic organisms from entering an aseptic site and to contain organisms in a particular site.

The unit applies to animal technicians who work under broad supervision performing work according to instructions or directed by a supervisor.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out containment and exclusion procedures	1.1 Select and wear appropriate personal protective equipment for activity 1.2 Decontaminate self, equipment and other relevant items according to organisational procedures before entering a containment or exclusion site

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Test to confirm decontamination has occurred 1.4 Report contact with potential contaminants according to organisational requirements 1.5 Maintain hygiene procedures for all work, including handling animals, feed or other products
2. Carry out site containment and exclusion procedures	2.1 Handle and store chemicals and medications according to regulatory requirements and organisational procedures 2.2 Maintain separation of different feed mixes and other products and label appropriately 2.3 Monitor, identify and report site hazards, including cases of pest infestation 2.4 Ensure waste products are disposed of according to environmental requirements and organisational procedures 2.5 Record information relating to work in containment and exclusion sites
3. Monitor and maintain animal care in a containment and exclusion area	3.1 Provide for animal health and wellbeing requirements according to industry standards 3.2 Monitor and maintain animal isolation housing areas in accordance with containment and exclusion requirements 3.3 Monitor and record physical health, welfare and behaviour of animals according to organisational procedures 3.4 Carry out regular hygiene, feeding and enrichment procedures according to organisational procedures 3.5 Provide disease or illness treatments
4. Maintain site containment and exclusion procedures	4.1 Explain procedures and protocols for restricted access to visitors and/or others 4.2 Decontaminate incoming and outgoing goods according to organisational procedures 4.3 Report breaches of containment and exclusion procedures 4.4 Ensure facility security and access procedures are maintained 4.5 Monitor and check deliveries to site to ensure that organisational procedures are followed and any breaches in containment are identified and reported

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Respond to site containment or exclusion breach or problem	5.1 Identify and report the specific problem and its location 5.2 Secure the problem area 5.3 Clean and disinfect containment and exclusion site and location of breach 5.4 Isolate and monitor animals suspected of being exposed to contaminants for evidence of contamination 5.5 Treat or dispose of all contaminated stock and materials according to organisational procedures 5.6 Follow organisational procedures for decontaminating self and/or assisting others 5.7 Accurately record information about the breach or problem according to organisational procedures 5.8 Report on or provide input to identified gaps in levels or areas of containment and exclusion to improve procedures

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.

Skill	Description
Reading	• Extract information about storage requirements from labels and other information sources to ensure safe and contained storage • Interpret information in organisational documentation to ensure correct procedures for containment and exclusion are followed
Writing	• Complete workplace forms and report information about containment breaches in a clear and accurate manner
Oral communication	• Confirm and clarify instructions with others using accurate industry terminology
Navigate the world of work	• Recognise significance of procedures and impact of non-compliance on work within the organisation • Accept responsibility for adherence to protocols within work role

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE508 Monitor and maintain containment and exclusion procedures in animal facilities	ACMATE302 Carry out institution containment and exclusion procedures	Code and title changed Changes throughout unit for clarity and to reflect higher level of tasks and responsibility Revised performance evidence to reduce duplication with performance criteria	No equivalent unit

Links

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

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Assessment Requirements for ACMATE508 Monitor and maintain containment and exclusion procedures in animal facilities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed three containment and exclusion preventative measures according to organisational procedures
- responded to at least three containment and exclusion breaches and/or incidents according to organisational procedures
- maintained accurate records related to prevention, breaches and incidents encountered for each occasion

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- application of relevant governing codes and regulations for an animal technology facility
- key concepts of containment and exclusion, including:
  - levels and areas of biosecurity/quarantine classifications
  - range of types of barriers and classifications of containment
- industry standards and organisational policies and procedures, including:
  - health, safety and emergency procedures
  - containment and exclusion
- applicable industry quality assurance requirements and required documentation
- biohazards in the workplace of significance to animals and humans, including:
  - genetically modified organisms (GMO)
  - cytotoxins
  - infectious diseases

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    - radiation
- animal welfare and ethics requirements as they apply to containment and exclusion procedures
- communication procedures and systems, and technology relevant to the organisation and the individual and team's work responsibilities
- features of personal protective clothing and equipment for a range of scenarios
- relevant equipment, including:
    - caging types
    - racks and hardware
    - hoods
    - environmental factors
- methods of decontamination, including personal decontamination practices
- reporting procedures for alleged breaches of containment and exclusion procedures
- workplace hygiene standards, disinfectants and cleaning agents, techniques, equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a fully equipped animal technology laboratory.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE509 Perform caesarean procedures on mice or rats

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to perform caesareans on mice or rats and manage pups.

The unit applies to individuals who work as animal technicians in research and teaching facilities where research animals are bred for scientific purposes.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for procedures and maintain documentation	1.1 Comply with organisation protocols, policies and procedures according to the Australian Code and relevant legislative requirements, including health and safety 1.2 Identify regulatory and project documentation requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Verify project reproductive and breeding program objectives 1.4 Revise, review, maintain and update records according to organisation policies and procedures
2. Perform caesarean procedures	2.1 Justify need for caesarean section and confirm AEC approval 2.2 Prepare equipment, including personal protective equipment and medications, according to organisational procedures 2.3 Humanely kill female by cervical dislocation, or sedate and euthanase 2.4 Conduct caesarean procedure 2.5 Collect, identify, check and monitor pups 2.6 Dispose of carcass according to legislative requirements
3. Foster pups onto clean mother	3.1 Verify clean or dirty status of the mother, and separate handling and treatment areas of each group according to biosecurity requirements 3.2 Select and prepare foster mother prior to caesarean surgery of birth mother 3.3 Select and prepare area for fostering to ensure minimal stress to foster mother and pups 3.4 Allocate pups to foster mother, and monitor bonding

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.

Skill	Description
Numeracy	• Keep accurate records of animal birth weight and other measurements
Get the work done	• Make decisions and solve problems as they arise during caesarean procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE509 Perform caesarean procedures on mice or rats	ACMATE507 Manage the parturition of transgenic mice or rats	Title of unit changed to reflect intent of unit Unit code updated Minor changes to performance criteria for clarity Element 2 on natural births removed	Equivalent unit

Links

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

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Assessment Requirements for ACMATE509 Perform caesarean procedures on mice or rats

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned and carried out caesarean procedures on at least two full-term pregnant mice or rats.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices of caesarean procedures on mice and rats, including:
  - methods used to perform caesareans
  - mouse and rat breeding procedures and their species-specific requirements
  - anatomical and physiological terminology and glossary of terms
  - anatomical structures and physiological features of mice and rats related to the reproductive system
  - reproductive cycles
  - techniques used to start the breathing process in pups
  - techniques used to foster pups onto foster mothers
- biosecurity requirements for clean and dirty status handling and treatment areas
- key requirements of relevant, current codes, including the Australian Code for the Care and Use of Animals for Scientific Purposes
- animal welfare and ethics, including the 3Rs (replacement, reduction, refinement) and 5 Domains
- relevant state or territory legislation and regulations relating to performing caesareans
- relevant organisational policies and safe work procedures.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an animal research or production facility, or an environment that reflects work conditions that has a scientific establishment licence and access to an approved Animal Ethics Committee.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMATE510 Review and monitor research proposals for an Animal Ethics Committee

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to analyse and assess the ethical components of a research proposal against the requirements of the organisation's Animal Ethics Committee (AEC), relevant legislation and the Australian Code for the Care and Use of Animals for Scientific Purposes (the Code).

The unit applies to individuals who contribute perspectives to the optimal and ethical design of experiments and research via inputs and feedback to the AEC.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access and review animal research proposal	1.1 Access research proposal using organisational systems and/or committee structures 1.2 Clarify own role and requirements relating to contributing feedback on the research proposal within the organisation

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Apply knowledge of relevant industry codes, regulations and requirements of the organisation's AEC 1.4 Review the ethical use and treatment of animals in a research proposal using organisational procedures or tools
2. Interpret proposal justification and proposed operations	2.1 Assess potential benefit of proposal against the expected impact on the animals 2.2 Review proposal and identify how the replacement, reduction and refinement (3Rs) have been addressed, and make suggestions for improvements 2.3 Review timelines, staff roles and expertise, and other operational procedures 2.4 Examine experimental and humane endpoints against current animal welfare regulations and organisational expectations
3. Evaluate risk to animals and organisation	3.1 Review the welfare impact of the proposed research on the animals 3.2 Assess organisational and operational risk in the research proposal
4. Report on findings	4.1 Consolidate information and make recommendations on key aspects of the research proposal against industry standard ethics criteria 4.2 Present a summary of findings to relevant personnel in the required organisational format
5. Monitor approved animal research	5.1 Review amendments to research protocol against original aims 5.2 Review records or reports relating to adverse events 5.3 Analyse the annual report against original approved protocol 5.4 Inspect the animal holding and experimental areas used for the approved research 5.5 Report non-compliance, research misconduct or concerns relating to record keeping and animal welfare according to organisational and AEC procedures 5.6 Contribute feedback on ethics and animal welfare to improve processes according to organisational and AEC procedures

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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.

Skill	Description
Reading	• Identify and analyse text with complex requirements and scientific terminology in research project documentation
Interact with others	• Work as an effective member of a team as well as independently
Navigate the world of work	• Maintain an understanding of organisational procedures so they are followed according to relevant legislation and industry standards
Get the work done	• Plan, organise and prioritise tasks to achieve work outcomes • Use problem-solving processes to analyse issues and make recommendations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE510 Review and monitor research proposals for an Animal Ethics Committee	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMATE510 Review and monitor research proposals for an Animal Ethics Committee

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit.

There must be evidence that the individual has:

- reviewed, assessed and monitored two animal research proposals, including one high impact project proposal
- contributed written and/or verbal feedback on ethics and animal welfare for each animal research proposal reviewed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- role, structure and membership of the organisation's Animal Ethics Committee (AEC)
- AEC operating procedures, including:
  - process for submitting, providing feedback and approving research proposals
  - grievance procedures
- ethical considerations in animal research proposals, including:
  - application of the 3Rs (replacement, reduction and refinement)
  - harm-benefit analysis of adverse effects to animals against potential benefits of research project
  - monitoring animal welfare
- factors to consider in animal research proposals, including:
  - purpose of research – scientific or educational aims
  - role of statistical components in research proposals, including to support research justification
  - extent of wastage and potential for animal suffering
  - potential for animal pain or distress and the proposed anaesthetic/analgesic regimen

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    - animal husbandry holding and experimental space requirements for the intended purpose, considering species-specific needs
    - methods of animal handling, restraint and transport
    - humane endpoints and approved methods of euthanasia or humane killing
    - special health, safety or biosecurity risks, including mental health and physical risks
    - resources/infrastructure necessary to support the proposed work
    - experience and technical expertise of the scientific and technical staff involved
    - training requirements for staff
    - duration of project and monitoring, review and renewal mechanisms
    - protocols, legal and ethical considerations in documenting observations, measurements, treatments and decisions relating to animal research
- site visits or inspections of animal holding and experimental space relevant to research, including temperature, alarms, humidity, physical space, separation of species/procedures
- working knowledge of current regulations and codes governing animal research for scientific purposes, including:
    - National Health and Medical Research Council (NHMRC) guidelines
    - Australian Code for the Care and Use of Animals for Scientific Purposes (or its successor)
    - relevant state or territory legislation and regulations
- organisation and AEC reporting procedures
- potential areas of improvement in ethical animal research, including:
    - animal welfare, care and husbandry
    - environmental enrichment
    - health and safety
    - hygiene/cleanliness
    - procedural efficiencies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - research proposals
    - organisation's AEC guidelines or procedures
    - Australian Code for the Care and Use of Animals for Scientific Purposes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMATE511 Carry out post-mortem examination of a research animal

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to conduct a post-mortem examination of a research animal for scientific purposes. Post-mortem examinations may be subject to biosecurity and quarantine regulatory and organisational requirements.

This unit applies to individuals who are required to work with and care for animals used within scientific establishments for scientific purposes and teaching.

All work practices must be undertaken in accordance with legislative requirements, the current Australian Code for the Care and Use of Animals for Scientific Purposes (the Code), the organisation's standard operating procedures, and protocols, policies and procedures approved by the organisation's Animal Ethics Committee (AEC). Users are advised to check legislative requirements for their jurisdiction.

Pre-requisite Unit

Nil

Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct the post-mortem examination	1.1 Identify, select and prepare appropriate site for the post-mortem according to facility and containment classification 1.2 Identify containment issues and health and safety risks and take or

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	recommend appropriate action to protect self and others 1.3 Obtain and prepare correct clothing, equipment and resources to be used in the post-mortem examination 1.4 Use appropriate manual lifting techniques to move the animal to be examined to the post-mortem area 1.5 Confirm indicators of death in animals 1.6 Confirm identity and obtain and collate all relevant preliminary information about the animal to be examined 1.7 Identify abnormal characteristics that may indicate the presence of notifiable and potentially hazardous conditions or diseases, and take or recommend appropriate action 1.8 Identify industry expert assistance, and access as appropriate
2. Carry out the post-mortem examination	2.1 Carry out external assessment of the animal and record outward signs of abnormalities or injury 2.2 Dissect animal using appropriate techniques and equipment to avoid cutting into organs or stomach cavity 2.3 Examine nominated organs, tissues and structures 2.4 Take and prepare samples of organs, other tissues and fluid samples where appropriate without causing damage to tissues
3. Identify and handle a range of body parts in research animals	3.1 Locate, identify and handle integument and facial structures 3.2 Locate, identify and handle musculoskeletal structures 3.3 Locate, identify and handle digestive system structures and organs 3.4 Locate, identify and handle reproductive system, organs and structures 3.5 Locate, identify and handle other structures and organs relevant to post-mortem procedures conducted in the facility
4. Complete the post-mortem examination	4.1 Dispose of carcass using appropriate equipment according to animal research practices and waste disposal legislation and regulations 4.2 Correctly label and package samples for analysis according to organisational procedures 4.3 Collate records of observations and information about the animal examined for relevant persons to analyse and diagnose 4.4 Clean and disinfect post-mortem area and equipment according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	organisational procedures and biosecurity requirements where applicable

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.

Skill	Description
Reading	• Read and interpret relevant codes of practice and organisational procedures
Get the work done	• Perform a post-mortem examination to ensure effectiveness in meeting timelines and work schedules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE511 Carry out post-mortem examination of a research animal	ACMATE503 Carry out post-mortem examination of a research animal	New element added Minor changes to performance criteria and knowledge evidence for clarity Revised performance evidence to reduce duplication with performance criteria	No equivalent unit

Links

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

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Assessment Requirements for ACMATE511 Carry out post-mortem examination of a research animal

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared for and carried out at least two post-mortem examinations of research animals
- collated records and data and prepared a brief or report of normal and abnormal findings for relevant persons for each post-mortem examination.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for carrying out post-mortem examination of research animals
- animal biology, anatomy and basic physiology of the range of species in the organisation's research program, including the position, features and appearance of major organs in healthy animals of the species being examined
- basic anatomical and physiological features for the species being examined
- terminology and formats to document findings in post-mortem examinations
- sequence of actions in conducting a post-mortem
- relevance of background or phenotype and how these impact on post-mortem findings
- biosecurity and biohazard issues (for animals and humans), including:
  - definitions of biosecurity, biohazard, quarantine and isolation
  - post-mortem examination and the collection and disposal of samples from animals
  - facility classification and biocontainment levels
- methods and equipment used to collect and prepare tissue and fluid samples for transport to testing area

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- organisational policies and safe work procedures, including work health and safety (WHS) and emergency procedures
- key features of the Australian Code for the Care and Use of Animals for Scientific Purposes relevant to carrying out post-mortems
- key requirements of relevant state or territory legislation and regulations, relating to conducting post-mortem examinations
- requirements for the correct preparation, labelling, packaging and disposal of biological and potentially hazardous samples
- specific post-mortem and biosecurity clean-up and disposal techniques, equipment and materials
- workplace hygiene standards, disinfectants, and cleaning agents, techniques and equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - equipment and resources used when conducting a post-mortem examination, including personal protective equipment
  - research animals for post-mortem examination
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice relevant to work undertaken in animal research.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMBEH301 Identify behaviours and interact safely with animals

Modification History

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

Application

This unit describes the skills and knowledge required to identify and interpret behaviour and safely handle, interact and respond to animals in a range of animal care facilities and environments. It can be applied to a range of animal species.

This unit applies to individuals who are required to handle and interact with animals in close proximity in an animal care workplace. They work independently and take responsibility for the quality of their own work, including carrying out assigned tasks, solving routine problems and working to required timeframes.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for interaction	1.1 Assess environment and establish a safe and secure environment

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
with animal	for interacting with animals according to workplace policies and procedures 1.2 Obtain information about the animal from relevant sources to inform approach to animal 1.3 Identify hazards and infection control procedures, and minimise risks to self, other people and animals 1.4 Select and correctly fit personal protective equipment appropriate for animal interaction 1.5 Prepare equipment for securing the animal if required
2. Identify and interpret animal behaviour	2.1 Identify animal by species or breed group, physical characteristics and visible identification 2.2 Recognise common behavioural traits for the species or breed group 2.3 Observe animal body language and other signs to interpret the animal's likely emotional state, arousal level, and likely motivations for the behaviour observed 2.4 Identify individual animal triggers, stressors or species-specific behaviours that may impact on behaviour and pose potential safety risks 2.5 Choose appropriate low stress handling techniques based on observation of the animal's behaviour
3. Move animal safely and securely	3.1 Check other animals are safe and secure prior to moving the animal 3.2 Approach and move around animal in a calm and non-threatening manner 3.3 Move animal or remove from enclosure using low stress handling techniques 3.4 Secure animal safely in suitable environment using humane restraints, if required, according to workplace requirements 3.5 Prepare and load animal for transport, where required, ensuring safe restraints or housing according to species and workplace requirements
4. Handle animals for intended activity	4.1 Use species-appropriate low stress techniques and equipment to safely secure, position and manage animal 4.2 Adjust handling based on situation, individual animal and its

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	responses to being handled 4.3 Undertake intended activity ensuring personal and animal safety, and minimising animal stress 4.4 Follow workplace procedures for hygiene and sanitation after handling the animal 4.5 Provide feedback, using objective descriptions of animal behaviour, to relevant team members according to workplace procedures 4.6 Update animal records in workplace record-keeping system

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.

Skill	Description
Reading	• Interpret information accurately from documents related to species and/or breed and physical characteristics and behaviour
Writing	• Use industry terminology when completing records
Oral communication	• Use questioning and active listening to confirm and clarify understanding
Numeracy	• Estimate and calculate volume, weight, area, ratio and time

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH301 Identify behaviours and interact safely with animals	Not applicable	Unit created to address an emerging skill required by industry	Newly created

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Links

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Assessment Requirements for ACMBEH301 Identify behaviours and interact safely with animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified and interpreted common animal behaviour, including body language for two different species or breed groups
- described the behaviour, using objective behavioural terminology, and the approach to handling or interacting with three animals experiencing different emotional states, including:
  - an animal showing defensive and fearful behaviour
  - an animal that is calm
- used safe and low stress handling techniques and equipment, including personal protective equipment (PPE) to interact with, restrain, move and/or handle at least two different animals to carry out an activity, selected from two of the following:
  - one animal requiring two people to manually lift or move
  - one animal to be handled, lifted and/or moved independently
  - one small and/or fragile animal to be handled or moved
  - one animal to be handled or moved in an activity undertaken in close proximity with the handler
  - one animal to be moved into or out of an enclosure.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- how to identify animals by:
  - species and breed
  - physical characteristics, including colour and sex
  - common forms of visual identification

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- common species-specific behaviour traits and factors that influence behaviour, including genetics, health, environment, current situation/context and previous learning
- core emotional states in animals, including positive, neutral and negative states
- concept of anthropomorphism
- species-specific body language and signs, including:
  - gross and fine movements and vocalisation (where relevant to species)
  - coping behaviours
- how to recognise and respond to behaviours that are potentially unsafe
- carer-animal relationship and its effect on the animal's behaviour
- basic concepts for influencing or directing animal movement, including:
  - body positioning
  - clear instruction or cues
  - species-specific holding or restraint techniques
  - use of positive reinforcers
  - flight zone, pressure zone and point of balance
- safe, low stress and humane species-specific handling techniques and equipment
- hazards and risks associated with handling and interacting with animals, including:
  - injuries, including bites, scratches and manual handling
  - infectious diseases and zoonoses
  - compatibility of different animals
- purpose of PPE items, including footwear, gloves and protective clothing
- common activities undertaken in animal care sectors, including for:
  - health, hygiene and sanitation/infection control
  - grooming
  - medical procedures
  - manual lifting/moving of animals
- key principles of animal welfare and ethics relevant to handling and interacting with animals
- key requirements of health and safety legislation for work undertaken in animal care environments.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals as specified in the performance evidence

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  - videos of animal behaviour where relevant aspects of behaviour cannot be observed with live animals
  - equipment and resources appropriate to work being undertaken in an animal care environment, including PPE
- specifications:
  - workplace policies and procedures related to safety and low stress handling/interaction with animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMBEH302 Provide enrichment for animals

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 provide enrichment to stimulate, replenish and maintain appropriate behavioural patterns of all animals, including those housed short-term or long-term in an animal care facility.

The unit applies to individuals working in the animal care industry where it is necessary to provide enrichment programs for animals. They work under broad direction, typically in a team environment, and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Observe and record	1.1 Observe and record behaviour of individual animals and groups of

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
animal behaviour	animals according to workplace policies and procedures 1.2 Compare observed behaviour with known normal behavioural patterns for a range of species 1.3 Identify and encourage natural behaviour 1.4 Recognise and record signs of stress and determine possible stressors 1.5 Report maladaptive or undesirable behaviour indicating less than optimum physical and mental wellbeing to supervisor
2. Prepare an enrichment program	2.1 Participate in the development and implementation of a long-term environmental and behavioural enrichment strategy for animals in care 2.2 Conduct short-term environmental and behavioural enrichment for animals, considering those with behaviours requiring attention 2.3 Comply with animal welfare and health and safety requirements in preparing and implementing enrichment programs
3. Implement enrichment programs	3.1 Determine and assess types of species-appropriate environmental and behavioural enrichment strategies 3.2 Identify and assess potentially adverse consequences of an enrichment strategy, considering safety and welfare risks 3.3 Clean, decontaminate and dispose of or replace used enrichment items appropriately 3.4 Implement enrichment strategy appropriate to the species and individual animal according to workplace procedures 3.5 Document and record responses to enrichment strategy 3.6 Review enrichment program and suggest modifications where appropriate in consultation with supervisor and document 3.7 Implement any agreed modifications, and document the outcomes

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.

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Skill	Description
Reading	• Interpret behaviour and environmental enrichment terminology in workplace policies and procedures
Writing	• Use industry terminology when completing records
Oral communication	• Use open-ended questioning, active listening, paraphrasing and summarising to seek feedback on enrichment programs
Numeracy	• Calculate volume, weight, area, ratio and time relevant to enrichment program

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH302 Provide enrichment for animals	ACMGAS302 Provide enrichment for animals	Minor changes to element and performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMBEH302 Provide enrichment for animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- observed, recorded and reported behaviour patterns for one of the following combinations:
  - two animals of different species
  - two animals at different life-cycle stages
  - two animals with different individual behavioural requirements
- documented and provided one short-term (daily or weekly) and one longer-term (monthly or annual) enrichment program, for one of the following combinations:
  - two animals of different species
  - two animals at different life-cycle stages
  - two animals with different individual behavioural requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of behavioural and environmental enrichment
- types of behavioural and environmental enrichment strategies, including:
  - infrastructure and manipulative enrichment (positive interactions with the environment)
  - olfactory and gustatory enrichment (smells and taste)
  - exploratory enrichment (changes within the environment)
- strategies to encourage natural behaviour, including activities and equipment for:
  - foraging or hunting for food appropriate for species
  - exercise and physical fitness and proprioception relevant to animal species
  - opportunities to socialise

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    - rest, hiding or shelter in appropriate housing
    - positive reinforcement training or conditioning
    - reinforcing the role of owner or handler in an appropriate context for the nominated species
- factors to consider in developing enrichment programs, including:
    - cognitive ability of animal species
    - age-appropriate and individual animal needs
    - social groupings and hierarchy
    - novel food and potential dietary consequences, including toxicity and parasitic infection
    - safety of objects and infrastructure
    - introducing new enrichments – observing animal reactions
- formats for documenting short-term and longer-term enrichment schedules
- species-specific behaviours requiring attention, including:
    - exaggerated forms of a normal behaviour
    - stereotypies or repetitive actions
    - stress, avoidance, displacement, aggression
- safe and humane, low stress animal handling techniques
- species-specific milestones in developmental progress from newborn to mature animal
- workplace policies and procedures relevant to providing enrichment to animals, including health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals specified in the performance evidence
    - animal care equipment and resources appropriate to enrichment tasks specified in the performance evidence
- specifications:
    - workplace policies and procedures relevant to providing enrichment to animals, including health and safety and animal welfare
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMBEH401 Develop, monitor and review behavioural husbandry strategies

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 develop, monitor and review behavioural management strategies, including animal training and enrichment activities. It incorporates implementing short-term and long-term objectives requiring the involvement and cooperation of a range of staff within the facility.

This unit applies to senior team members with zoo keeping, wildlife care, aquarium or related animal care experience who generally supervise others and provide and communicate solutions to a range of predictable and unpredictable problems. Tasks may vary in scale from individual animal welfare to social group management, working across a range of programs and/or animal groups in the facility.

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 are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse animal data profiles	1.1 Analyse and collate animal behaviour data 1.2 Create individual animal profiles and compare against known normal behaviour patterns in captivity and in the wild
2. Develop behavioural husbandry strategies	2.1 Conduct research and consult others to determine appropriate strategies for particular animals 2.2 Identify and develop strategies for behavioural husbandry incorporating animal welfare and safety considerations 2.3 Finalise strategies and seek approval according to facility policies and procedures
3. Monitor and review strategies	3.1 Disseminate strategies to relevant staff, and implement action plans 3.2 Review short-term and long-term objectives on a regular basis according to facility policies and procedures
4. Communicate effectively with others on behavioural husbandry strategies	4.1 Contribute to animal behavioural husbandry policy 4.2 Assist with keeper or carer training in behavioural husbandry, animal training and enrichment programs 4.3 Maintain coordination of projects and communication with internal and external personnel 4.4 Prepare and present reports to supervisor according to facility policies and procedures 4.5 Update animal husbandry manuals according to facility policies and procedures

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.

Skill	**Description**
Writing	• Plan and develop reports using industry accepted terminology to describe animal behavioural signs and symptoms
Oral communication	• Communicate information clearly, and interact effectively with colleagues

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH401 Develop, monitor and review behavioural husbandry strategies	ACMCAN404 Develop, monitor and review behavioural management strategies	Changed title Minor changes to performance criteria for clarity Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMBEH401 Develop, monitor and review behavioural husbandry strategies

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched, created and analysed a behaviour profile for one animal or one species
- developed, monitored and reviewed one training and one enrichment program, including short-term and long-term objectives for one animal or species
- maintained records for each animal or species
- provided support and advice to two staff members on behavioural husbandry, including animal training and enrichment programs
- contributed one recommendation to the facility's animal behavioural husbandry policy.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- specific behavioural needs of an animal or species, including:
  - how to collect information via detailed observation, research and discussions with others
  - natural habitat – environment and diet
  - normal and abnormal behaviour and behavioural patterns
  - housing, nutrition and feeding, enclosure or exhibit and breeding requirements
  - socialisation and conspecific interactions
  - anatomy and physiology, including reproductive behaviour
- features of behavioural husbandry, including:
  - behavioural training
  - enrichment programs
- key purpose, features and techniques used in training, including:

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    - assisting with husbandry activities
    - accessing animals for health and veterinary checks
    - interpretative programs
- key purpose, features and strategies used in enrichment programs, including:
    - goal-based enrichment
    - encouraging natural behaviours
    - promoting wellbeing and animal welfare
- animal welfare principles and ethics related to behaviour management, including:
    - Australian Animal Welfare Standards and Guidelines for Exhibited Animals
    - animal welfare assessment frameworks – Five Domains, Quality of Life, Five Freedoms
    - state/territory regulations
- relevant facility policies and procedures, including:
    - managing animal behaviour
    - health and safety and emergency procedures
    - animal handling
- facility record-keeping requirements relevant to behaviour management, including:
    - information management software
    - animal husbandry manuals
    - observation and monitoring records.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects a real workplace
- resources, equipment and materials:
    - live animals as specified in the performance evidence
    - equipment and resources appropriate to work undertaken in an animal care facility
- specifications:
    - facility policies and procedures relating to behavioural management
- relationships:
    - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMBEH402 Develop, implement and monitor enrichment strategies for animals

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 develop, implement, monitor and review enrichment strategies for animals, and to communicate the strategies to carers (team members/owners).

This unit applies to individuals with responsibility for developing and providing enrichment activities for animals in various facilities, including animal training, pet shops, boarding, day care or breeding facilities, veterinary clinics, stables and wildlife/exhibited animal establishments. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop enrichment strategies	1.1 Conduct research and consultation to profile the animal in care and determine appropriate environmental and behavioural enrichment strategies for species or breed, age and individual needs 1.2 Develop enrichment strategies with reference to known species-specific behaviour, environments and needs 1.3 Incorporate animal welfare and health and safety requirements into strategies as appropriate 1.4 Develop organisational procedures for enrichment according to the profile of animals 1.5 Align enrichment strategy budget allocation to short-term and longer-term strategies
2. Implement enrichment programs	2.1 Communicate enrichment strategies and procedures to carers, and provide required training 2.2 Adjust animal husbandry regimes to incorporate enrichment strategies 2.3 Provide assistance to carers in implementing physical, social and food-related enrichment programs appropriate to the species 2.4 Supervise carers providing enrichment to animals according to workplace policies and procedures 2.5 Assess behaviours requiring attention and propose strategies in relation to possible causes of the behaviour and welfare of the animal 2.6 Assess short-term and longer-term management of animals and implement appropriate environmental and behavioural enrichment programs
3. Monitor and review enrichment strategies	3.1 Monitor and document animal behaviour, signs of stress and responses to implementation of enrichment strategy to determine their effects on animals 3.2 Investigate and evaluate any adverse consequences to an enrichment strategy 3.3 Collate enrichment program modification suggestions in consultation with carers, and implement where appropriate 3.4 Update and document short-term and longer-term enrichment strategies in line with review findings 3.5 Align organisation budget allocation to reviewed and updated enrichment strategies

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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.

Skill	Description
Reading	• Interpret industry and scientific terminology in animal behaviour and training documents
Writing	• Use industry and scientific terminology when completing records
Oral communication	• Use open-ended questions, active listening and paraphrasing to gather information • Provide accurate advice using language appropriate to the audience
Numeracy	• Calculate time and costs relevant to enrichment activities • Interpret numerical information provided with animal enrichment products and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH402 Develop, implement and monitor enrichment strategies for animals	ACMCAS404 Development enrichment strategies for companion animals	Title and code updated Changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMBEH402 Develop, implement and monitor enrichment strategies for animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- developed and documented a short-term (daily or weekly) and a longer-term (monthly, seasonally or yearly) behavioural and environmental enrichment program, for two of the following categories:
  - two different species or breed groups
  - two individual animals with behaviour requiring attention
  - two individual animals with special requirements relating to life cycle stage
- prepared a costing for each of the enrichment programs above
- implemented, monitored, reviewed and documented one short-term and one longer-term enrichment program
- communicated enrichment strategies and provided training and supervision for at least two carers.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- natural animal behaviour relating to the characteristics of the species and/or breed group, age, health status and social needs
- normal and atypical behaviour patterns and traits of commonly held animals, including behavioural signs and development measures in young animals
- types and purpose of behavioural and environmental enrichment strategies, including:
  - infrastructure and manipulative enrichment – positive interactions with the environment
  - olfactory (smell) enrichment
  - gustatory (taste) enrichment

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    - exploratory enrichment – changes within the environment
- species-specific behaviours requiring attention, including:
    - exaggerated forms of a normal behaviour
    - repetitive actions or stereotypies
    - indicators of wellbeing and stress in animals
    - indicators of avoidance, displacement, aggression
    - species compatibility
    - common indicators of compromised health, disease, injury or distress
- housing, exercise, social and activity needs of animals
- animal husbandry regimes and relationship to enrichment programs
- features of low stress environments relevant to species
- animal safety issues relating to objects and/or structures used for enrichment purposes
- costs of items and infrastructure used in enrichment program
- organisational procedures and systems relevant to own work responsibilities, including workplace health and safety practices
- principles of animal welfare and ethics, and relevant animal welfare legislative requirements, including safe, low stress and humane animal handling techniques.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals as specified in the performance evidence
    - housing for animals
    - resources to implement enrichment strategies
- relationships:
    - carers (team members or animal owners).

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMBEH403 Evaluate animal conditioning methodology and program design

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 research, evaluate and select animal conditioning methodologies to design and implement a training or behaviour management and/or modification program. It involves in-depth knowledge of animal behaviour, learning theory and the application of scientifically validated, ethical conditioning methodologies and techniques.

This unit applies to individuals who are required to train or modify the behaviour of animals in a range of contexts and workplaces. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate current information on animal behaviour	1.1 Research and analyse general principles of animal behaviour and species-specific communication 1.2 Investigate animal behavioural indicators of different emotional states, psychological arousal, and coping strategies, and apply to relevant species 1.3 Identify behavioural indicators of compromised physical health and welfare 1.4 Investigate species-specific animal cognition and developmental stages 1.5 Explore behaviour assessment theory and relevance to animal training or behaviour management and/or modification
2. Research and evaluate animal conditioning methodologies	2.1 Research current, scientifically validated approaches to conditioning animals 2.2 Evaluate the impact of different levels of intrusiveness used in animal training and behaviour management and/or modification methodologies against the principles of animal welfare and ethics, and effectiveness 2.3 Compare and contrast current decision making guidelines for animal trainers in selecting the least intrusive and most effective conditioning methodologies 2.4 Evaluate the benefits, limitations and risks associated with resources and equipment used for conditioning and training
3. Design a conditioning program for behaviour management and/or modification	3.1 Observe and record objective information about behaviour of an animal 3.2 Determine a conditioning program for behaviour management or modification need in the context of the owner/caretaker requirements 3.3 Determine goals and develop indicators of success for individual animal 3.4 Design a conditioning program for behaviour management and/or modification, based on current, scientifically validated training methodology, to meet identified goals 3.5 Seek and incorporate feedback on the conditioning program for behaviour management and/or modification from a mentor or more experienced trainer
4. Implement and review	4.1 Conduct training or behaviour management and/or modification

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
the conditioning program for behaviour management and/or modification	program according to prepared program 4.2 Record observations of animal behaviour and progress against established goals 4.3 Assess changes in animal behaviour against success indicators developed for the program 4.4 Evaluate the effectiveness of the program and make changes to the program and/or goals as required

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.

Skill	Description
Reading	• Interpret complex information in technical/scientific texts
Writing	• Document plans using sequenced structure and industry terminology
Oral communication	• Convey and clarify technical/scientific information to others using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH403 Evaluate animal conditioning methodology and program design	Not applicable	Unit created to address an emerging skill required by industry	Newly created

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Links

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

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Assessment Requirements for ACMBEH403 Evaluate animal conditioning methodology and program design

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared an ethogram for two animal species
- evaluated two approaches to animal conditioning for behaviour management and/or modification, involving different levels of intrusiveness, against the principles of animal welfare and ethics, and effectiveness
- designed and documented a conditioning program for behaviour management and/or modification for one animal, including:
  - decision making process for selecting the training methodology and level of intrusiveness
  - program goals
  - indicators of success
  - equipment or tools
  - annotations and responses to feedback provided by a mentor or more experienced trainer
- implemented and evaluated the conditioning program for behaviour management and/or modification.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- species-specific animal behaviour, including:
  - key concepts of ethology and features of ethograms
  - body language and communication, including vocalisations and gross and fine body movements
  - personality and common coping strategies, including proactive and reactive behaviours

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  - information about senses and perception
  - core emotional states and motivations for behaviour
- objective behavioural observation, recording and interpretation, and anthropomorphism
- features of current, scientifically validated animal conditioning methodologies, including:
- impact of physical health conditions, pain and compromised welfare on animal behaviour
- features of current, scientifically validated animal conditioning methodologies, including:
  - positive reinforcement conditioning
  - alignment with learning theory and animal welfare
  - levels of intrusiveness in conditioning for behaviour management and/or modification approaches
- features of outdated approaches to animal conditioning, and possible consequences
- key features, benefits and limitations of guidelines for animal trainers, including:
  - Least Intrusive Effective Behaviour Intervention (LIEBI model)
  - Least Intrusive, Minimally Aversive (LIMA) training
  - Hierarchy of Procedures for Humane and Effective Practice
- key concepts of animal learning and conditioning, including:
  - associative learning – operant and classical conditioning, including extinction, desensitisation and counter-conditioning and differential reinforcement
  - non-associative learning – habituation and sensitisation
  - primary and secondary reinforcers
- schedules of reinforcement, including continuous, intermittent, variable ratio, variable interval
- positive reinforcement conditioning and training techniques, including:
  - luring
  - targeting
  - capturing and shaping (prompted and free)
- safe, low stress handling techniques and humane equipment/restraints
- use of personal protective equipment for safety and infection control.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animal as specified in the performance evidence
  - access to resources on animal behaviour, learning theory and current, scientifically validated training methodologies
- relationships:
  - mentor or experienced trainer.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMBEH404 Condition animal behaviour

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 condition animals using positive conditioning techniques. It applies to a range of species and includes the individual demonstrating skills and knowledge required for conditioning animals to others.

This unit applies to individuals with responsibility for formulating and implementing an animal conditioning plan that may include operant and classical conditioning processes. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems, and may have accountability for the work of others.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a conditioning plan	1.1 Identify a range of desirable and undesirable behaviours for a variety of animals

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify behaviours that require conditioning for a specific species 1.3 Identify appropriate positive reinforcers specific to the species being trained 1.4 Identify and establish a conditioned reinforcer appropriate for the species and behaviour to be conditioned 1.5 Develop a written plan for each behaviour to be conditioned according to current, best practice positive reinforcement information
2. Condition a desirable behaviour using low stress handling techniques	2.1 Assess risks and ensure required safety and infection control procedures are followed, and personal protective equipment is used where required 2.2 Identify signs of stress prior to and during the conditioning process 2.3 Implement the approximations required to condition an animal for a specific behaviour 2.4 Modify approximations when signs of stress are identified during the conditioning process 2.5 Confirm that the behaviour is under stimulus control in different environments or housing locations 2.6 Confirm that the conditioning process meets animal welfare principles and ethics requirements
3. Monitor and review a conditioning plan	3.1 Review the short-term and longer-term objectives of the conditioning plan in consultation with relevant personnel, where required 3.2 Update the conditioning plan incorporating reasonable expectations of the animal's abilities 3.3 Maintain records of behaviour being conditioned according to workplace procedures
4. Demonstrate positive reinforcement techniques to others	4.1 Prepare information on positive reinforcement conditioning and explain to relevant stakeholders 4.2 Prepare information on signs of animal stress and how to minimise in conditioning programs, and explain to relevant stakeholders 4.3 Demonstrate the process for conditioning a secondary reinforcer and how it is applied in the conditioning process 4.4 Respond to queries from stakeholders on the conditioning process

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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.

Skill	Description
Reading	• Interpret industry terminology about approaches to positive reinforcement conditioning
Oral communication	• Use open-ended questions and active listening to gather and clarify information • Discuss animal behaviour with others using current, best practice terminology, and language and tone appropriate to audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH404 Condition animal behaviour	ACMGAS306 Assist with conditioning animals	Code and title changed to reflect AQF alignment Performance criteria and assessment requirements updated to reflect work function	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

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Assessment Requirements for ACMBEH404 Condition animal behaviour

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has conditioned at least two animals of different life stages using behavioural conditioning techniques, including the following for each animal:

- prepared and implemented an individual conditioning plan for a desirable behaviour, incorporating:
  - the application of animal learning principles in relation to conditioning techniques
  - industry best practice positive reinforcement techniques and tools to condition/shape behaviour
- maintained accurate records of behaviour being conditioned
- prepared information and demonstrated the process for a conditioned reinforcer, to a minimum of two stakeholders, by training two different simple behaviours.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- normal and maladaptive animal behaviour and behaviour patterns relevant to species and the individual animal to be conditioned
- appropriate behaviours that can be trained, relevant to species
- signs of stress in animals to be conditioned
- purposes of conditioning or training animals
- key concepts of animal learning, conditioning and training, including:
  - associative learning – operant and classical conditioning, including extinction
  - non-associative learning – habituation and sensitisation
  - primary and secondary reinforcers
  - schedules of reinforcement

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- positive reinforcement conditioning techniques and tools, including:
  - luring
  - targeting
  - capturing and shaping (prompting and free)
- overview of key features, benefits and limitations of guidelines for animal trainers, including:
  - Least Intrusive Effective Behaviour Intervention (LIEBI model)
  - Least Intrusive, Minimally Aversive (LIMA) training
  - Hierarchy of Procedures for Humane and Effective Practice
- key principles of animal welfare and ethics
- safe, low stress techniques and equipment used in conditioning
- workplace policies and procedures, including health and safety and animal welfare relevant to conditioning animals.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals as required for the performance evidence
  - tools for reinforcing desirable behaviours in the animals
- specifications:
  - workplace policies and procedures relevant to conditioning animals, including safety and infection control
- relationships:
  - stakeholders specified in the performance evidence (carer, owner, team member, supervisor or animal health worker).

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMBEH405 Provide individual advice on animal behaviour management and training

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 develop, conduct and review behaviour management and training plans/programs for individual animals and for their owners or carers. Consultations may be conducted in one-on-one sessions with animals and their owners or carers (clients) in a variety of contexts and in suitable venues/environments.

This unit applies to individuals working in the animal industry sector where management and training is required to establish appropriate behaviour, modify undesired behaviour and provide clients with skills and knowledge to enable the client to contribute to the animal's training program. They analyse information and exercise judgement to complete a range of skilled activities and demonstrate in-depth knowledge in a specific technical area. They develop and communicate solutions for a range of commonly encountered training or behaviour problems and jointly agreed goals.

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

Behaviour and Training (BEH)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine client's needs	1.1 Obtain information from the client about the animal's history and the client's goals and expectations 1.2 Assess information provided and determine personal competency to begin and continue working with the client 1.3 Offer referral to an appropriate professional colleague with more specialised skills if the case is beyond personal expertise 1.4 Discuss options and determine management and training needs with client, considering the behavioural impact on other affected people and animals 1.5 Conduct an assessment of the animal, client and animal relationship and environment in which the behaviour occurs 1.6 Discuss with client proposed training and behaviour program 1.7 Prioritise short-term and medium-term goals in conjunction with client
2. Develop management and training plans	2.1 Select appropriate management and training strategies to achieve behaviours appropriate for species and where relevant, the breed 2.2 Develop a management and training plan, in consultation with the client or carer, to achieve outcomes for individual animal 2.3 Consult with appropriate professional colleagues to obtain specialised advice, including referral to a veterinarian for medical issues, if required 2.4 Discuss options and implement agreed plan that addresses the client's goals and individual animal's needs 2.5 Provide advice to client on management strategies, behavioural conditioning, enrichment and maintenance 2.6 Maintain record of client communications
3. Conduct training session with animal and client	3.1 Select, prepare and use appropriate training equipment, and personal protective equipment if required, according to management and training plan, and animal welfare and ethics 3.2 Conduct initial training according to current scientifically validated training methodology, animal welfare and ethics requirements 3.3 Set appropriate activities for client to implement with animal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Assist client with strategies to implement management changes 3.5 Provide client with individualised and general information about the session using appropriate media, in a timely manner 3.6 Maintain, clean and store training equipment according to workplace procedures and manufacturer guidelines
4. Review management and training plan and conduct ongoing training and assessments	4.1 Review progress of client and animal according to management and training plan, and discuss with client 4.2 Update management and training plan in consultation with client as required 4.3 Provide training in further approximations of exercises outlined in the plan 4.4 Discuss strategies with the client to achieve and maintain longer-term management and training objectives 4.5 Maintain training and client records according to workplace practices

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.

Skill	Description
Reading	• Interpret information relating to animal behaviour and training
Writing	• Write clearly sequenced training plans that can be followed by clients
Oral communication	• Use terminology appropriate to audience when explaining animal behaviour • Use open-ended questioning, active listening, paraphrasing and summarising to determine client requirements • Sequence information logically for ease of understanding

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH405 Provide individual advice on animal behaviour management and training	ACMCAS409 Provide training advice to companion animal owners	Title changed Elements 4 and 5 merged Changes to performance criteria for clarity New performance criteria added Assessment requirements updated	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

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Assessment Requirements for ACMBEH405 Provide individual advice on animal behaviour management and training

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided animal management and training advice and a documented plan to three different clients, incorporating:
  - current, scientifically validated behaviour management and training techniques
  - positive reinforcement strategies to achieve desirable behaviours
- prepared resources and equipment required to undertake consultations
- communicated effectively with each client to determine animal and client needs and to provide advice and assistance
- supervised the management and training of each animal according to agreed plan
- used safe and humane, low stress animal handling techniques and equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- strategies for obtaining information about the client and the animal, including:
  - verbal questioning and interview techniques
  - written surveys/questionnaires
- range of qualified professionals with specialised skills, including:
  - behaviour veterinarian, including a veterinarian with an interest in animal behaviour or a veterinarian with Membership to Australian and New Zealand College of Veterinary Scientists (MANZCVS)
  - registered Specialist in Veterinary Behavioural Medicine (SVBM)
  - animal physiotherapist
- range of common animal species or breed groups relevant to role or workplace
- species and/or breed specific behaviour for animals the trainer is working with, including:

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  - indicators of normal, healthy behaviour
  - characteristics impacting on behaviour, including age, health status and social needs
  - how to recognise body language and likely emotional state for species
  - signs of stress and the effect on behaviour and management
  - signs of undesirable or maladaptive behaviours
- key features of species-specific animal anatomy, physiology and exercise requirements relevant to animal training and behaviour management
- key concepts of animal learning theory, conditioning and training, including:
  - associative learning – operant and classical conditioning
  - non-associative learning – habituation and sensitisation
  - primary and secondary reinforcers
  - schedules of reinforcement
  - desensitisation and counter conditioning
- positive reinforcement training techniques and items, including for luring, targeting and shaping
- key features, benefits and limitation of guidelines for animal trainers, including:
  - Least Intrusive Effective Behaviour Intervention (LIEBI model)
  - Least Intrusive, Minimally Aversive (LIMA) training
  - Hierarchy of Procedures for Humane and Effective Practice
- formats for behaviour management and training plans
- safe, low stress animal handling and humane restraint techniques and procedures, including:
  - personal protective equipment
  - common species-specific reinforcers, shaping items, targeting items, bridging items (clicker/whistle)
- key principles of animal welfare and ethics.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals as specified in the performance evidence
  - species-specific reinforcers, shaping items, targeting items, bridging items (clicker/whistle)
  - formats for behaviour management and training plans
- relationships:
  - clients (owners/carers) as specified in the performance evidence.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMBEH406 Conduct group training classes for animal owners or carers

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 develop, conduct and review training classes for animals and their owners or carers. Training is generally conducted in group sessions in suitable venues/environments.

This unit applies to individuals who conduct group classes to assist and teach owners/carers with the training of desirable behaviours commonly required in domestic and community environments. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate in-depth knowledge in a specific technical area. They develop and communicate solutions for a range of commonly encountered training and behaviour problems and goals.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop group training program	1.1 Research community and legislative requirements for conducting animal training classes 1.2 Research normal behaviour and common training issues owners experience for relevant breed groups and species 1.3 Determine appropriate training strategies for species based on current scientifically validated animal learning theory and methodology 1.4 Develop a training program to meet the needs of the client group 1.5 Prepare and sequence class training plans to achieve measurable goals 1.6 Select suitable venue to conduct classes based on safety, group size, and availability 1.7 Assess the health and safety risks and take appropriate actions
2. Promote and organise group training program	2.1 Determine costings for classes and prepare information on prices to be charged 2.2 Prepare promotional materials and distribute according to workplace requirements 2.3 Take bookings for classes and respond to enquiries professionally 2.4 Gather background information about animals, address behaviour suitability or training concerns, and finalise class arrangements
3. Conduct group training classes	3.1 Set up venue and select and use appropriate training equipment according to training plans 3.2 Conduct classes according to training plans, industry standards, and workplace health and safety and animal welfare and ethics requirements 3.3 Provide clear instructions and respond to queries using appropriate terminology and tone for the group and individuals 3.4 Monitor and manage behaviour and interactions between animals and people 3.5 Provide individual assistance and feedback, and discuss progress with class participants 3.6 Adjust training plans to address identified behaviour or training needs and set out-of-class follow-up activities 3.7 Restore physical environment at conclusion of the classes, and collect, store, clean and sanitise training equipment according to workplace requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.8 Maintain class and client records according to workplace requirements
4. Provide follow-up advice to clients	4.1 Advise clients on suitable training or enrichment activities for their animal 4.2 Advise clients on longer-term management strategies suitable for their animal 4.3 Advise on a range of relevant companion animal activities available in the area, including clubs, shows and sports
5. Review and update group training plans	5.1 Gather feedback from class participants according to workplace requirements 5.2 Review group feedback and incorporate personal observations to make modifications or improvements to the training plans

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.

Skill	**Description**
Reading	• Interpret current scientifically validated information to maintain knowledge of animal behaviour and training techniques
Writing	• Structure and document training plans logically using workplace formats and terminology
Oral communication	• Determine client requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Calculate and sequence timing of activities when planning sessions • Perform calculations related to costs, including percentage, average and ratio

Unit Mapping Information

Code and title	**Code and title**	**Comments**	**Equivalence status**

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current version	**previous version**		
ACMBEH406 Conduct group training classes for animal owners or carers	ACMCAS410 Conduct companion animal training classes	Title changed Changes to elements and performance criteria to reflect current industry practice and for clarity Assessment requirements updated	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

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Assessment Requirements for ACMBEH406 Conduct group training classes for animal owners or carers

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched training strategies to achieve at least four desirable behaviours or specific training outcomes
- documented a training program, comprising at least four classes of 30–60-minute duration, to address client group needs
- conducted at least two group training programs with animals of different life stages or different species – each program must have at least four classes (with at least four animals in each class), covering:
  - training new exercises
  - revising previously trained exercises
- provided clear instructions to clients and responded to queries or requests for assistance
- monitored and interpreted the behaviour and interactions of animals and owners to ensure a safe training environment
- provided feedback on progress and individual assistance to participants and animals using effective communication techniques
- reviewed and updated at least one training program based on participant feedback and personal observations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of common breeds or species relevant to workplace, and characteristics of their stages of development, health requirements and social needs
- types of species and activities covered in group training classes
- breed or species-specific behaviour, including:

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    - normal, healthy behaviour
    - how to recognise body language and determine the likely emotional state
    - how to recognise signs of stress and its effect on behaviour and management
    - signs of undesirable or maladaptive behaviours
    - animal enrichment requirements
- basic animal anatomy, physiology and exercise requirements related to animal's life-stage and physical ability
- key concepts of animal learning theory, training and conditioning, including**:**
    - associative learning – operant and classical conditioning
    - non-associative learning – habituation and sensitisation
    - primary and secondary reinforcers
    - schedules of reinforcement
    - desensitisation and counter conditioning
- positive reinforcement conditioning techniques and tools, including:
    - luring
    - targeting
    - capturing and shaping (prompted and free)
- key features, benefits and limitation of guidelines for animal trainers, including:
    - Least Intrusive Effective Behaviour Intervention (LIEBI model)
    - Least Intrusive, Minimally Aversive (LIMA) training
    - Hierarchy of Procedures for Humane and Effective Practice
- strategies to promote or advertise classes
- criteria for suitable and safe physical training environments and/or venues
- methods for obtaining client and animal information
- formats for training programs and class or lesson plans
- techniques for delivering information to groups
- types, purpose and safe use of species-specific reinforcers
- safe, low stress animal handling and humane restraint techniques and procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal training workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals as specified in the performance evidence
    - species-specific equipment and resources that reflect the animal training classes specified in the performance evidence
- relationships:

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- clients.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMBEH407 Conduct animal behavioural assessments

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 assess animal behaviour for suitability for a range of purposes, which may include adoption/rehoming, rehabilitation, training or suitability for specific purposes or activities, including assistance animals. It typically applies to dogs and cats but may be applied to other species.

This unit applies to individuals who work with animals and conduct behavioural assessments using tools and criteria relevant to the workplace. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for animal	1.1 Identify animal and investigate and collate available existing

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
behavioural assessment	information about the animal 1.2 Review collated information and identify factors that may impact the quality of the behavioural assessment 1.3 Plan approach to the behavioural assessment, including type and method for gathering information 1.4 Organise environment, correctly fit personal protective equipment (PPE), and liaise with relevant personnel, as required 1.5 Check assessment environment for potential hazards, and minimise or control risks, as required, to people and animal 1.6 Conduct a pre-assessment of current state of animal health, physical and mental welfare, and background information to determine if appropriate to conduct assessment at this time 1.7 Refer animal with health issues to veterinarian for advice
2. Conduct animal behavioural assessment	2.1 Prepare animal according to workplace procedures 2.2 Observe animal behaviour in a range of appropriate contexts, noting context-appropriate and undesirable species or breed-specific behaviour 2.3 Record objective descriptions of animal behaviour using workplace criteria, tools and formats
3. Review behavioural information for animal	3.1 Collate and review all available information about individual animal 3.2 Identify and review factors that may have compromised the quality of the behavioural information collected 3.3 Identify behaviours likely to affect the suitability of the animal for the intended purpose or activity 3.4 Check and confirm the behavioural assessment outcomes 3.5 Refer to suitable personnel for confirmation of findings, where required according to workplace procedures
4. Finalise animal behavioural assessment	4.1 Use workplace tools and decision making criteria to determine behavioural needs of the animal 4.2 Determine and process follow up actions needed for individual animal according to behavioural assessment and workplace procedures 4.3 Complete all documentation accurately and file according to workplace procedures

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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.

Skill	Description
Reading	• Interpret relevant regulations, workplace procedures, criteria and tools for conducting animal behavioural assessments
Writing	• Use industry terminology accurately to complete records for internal and external purposes
Oral communication	• Use open-ended questioning and active listening in discussions with owners/caretakers

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH407 Conduct animal behavioural assessments	Not applicable	Unit created to address an emerging skill required by industry	Newly created

Links

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

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Assessment Requirements for ACMBEH407 Conduct animal behavioural assessments

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified and reviewed at least two different assessment tools relevant to the workplace or species, identifying strengths and limitations of each
- conducted a behavioural assessment for four individual animals, documenting objective descriptions of each animal's behaviour and the decision making process, for:
  - two animals that require minimal further action or behaviour management
  - one animal that requires a structured program on a specific area identified from the assessment outcome
  - one animal that requires a more rigorous program on a specific area that necessitates referral to other suitable personnel
- handled or interacted with each animal in a safe, low stress manner, using appropriate equipment and personal protective equipment (PPE) where required
- completed all required workplace documentation for each assessment conducted.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- species-specific behavioural characteristics of animals relevant to workplace, including:
  - recognising body language and signs of likely emotional states
  - context-appropriate versus maladaptive or undesirable behaviour
- general signs of animal condition, welfare and health status
- identification of animals, including physical features, microchipping or relevant documentation
- types of and reasons for conducting behavioural assessments, including:
  - rehoming or adoption

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    - activity-specific or work roles
- potential sources of behavioural information on individual animals, including:
    - owners/carers, including those who may be surrendering animals
    - finders (of stray animals)
    - staff/volunteers
    - veterinarians
    - observations from play groups/socialisation and husbandry activities
- methods for collecting behavioural information, including observations, interviews and surveys
- factors to consider that can impact behavioural assessments, including:
    - physical and social context
    - animal's health and wellbeing
    - current emotional state
    - presence or absence of individual with existing social bond with animal
- animal behaviour and assessment theory, including:
    - principles of animal behaviour and communication
    - animal personality and coping behaviours
    - objective observation of context and behaviours
    - features of best practice behavioural assessments
    - limitations of common assessment tools
- behaviours that may indicate an increased likelihood that the assessment conditions are compromised, or the animal is not in a fit welfare state to undertake the assessment, including:
    - fearful responses to people, other animals and/or specific stimuli
    - reactivity, including to assessment environment
    - signs of stress
    - signs of pain or ill health
- safety working with animals, including:
    - hazard identification
    - risk assessments – environmental and behaviour
    - safe environments for individual and/or groups of animals
    - species-specific equipment – muzzles, collars, leads, towel wraps or crates
    - correct fit and use of PPE
    - infection control and zoonoses
    - strategies for personal psychological health and safety
- workplace procedures for:
    - conducting assessments, including for individual and/or groups of animals, single and/or multi-stage processes and types of information to be gathered
    - species-specific low stress and defensive handling techniques
- key principles of animal welfare

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- key features of current state and local government regulations or requirements relating to:
  - specific species or breeds
  - registration, microchipping and containment
  - health and welfare requirements
- requirements of relevant record-keeping system.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals to be assessed as specified in the performance evidence
  - equipment for conducting the animal behaviour assessments, including PPE, as required
- specifications:
  - workplace tools/format for conducting the animal behaviour assessments.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMBEH501 Work collaboratively to manage complex animal behaviour

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 understand, interpret and assess animal behaviour and work collaboratively with clients and professional stakeholders to develop conditioning, training and management programs to address animal behaviour issues.

This unit applies to experienced individuals working as behaviour or training practitioners who provide advanced animal training and behaviour management services for individual stakeholders (personal clients) and professional stakeholders (behaviour veterinarians or other qualified professionals). They analyse, design and implement behaviour change programs requiring the application of current best practice animal learning theory, methodologies and concepts with particular attention to animal welfare.

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

Behaviour and Training (BEH)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research and maintain current information on animal behaviour and training	1.1 Identify common behavioural issues, and context-specific, undesirable and maladaptive behaviours, in relevant species 1.2 Recognise behavioural indicators of different emotional states in animals, and their potential consequences 1.3 Research and analyse information on current ethical, scientifically validated approaches to training and behaviour management 1.4 Evaluate consequences of different approaches and methodologies, and equipment used for training and behaviour management
2. Assess animal and individual client requirements	2.1 Obtain a general profile of client and animal and specific information about the behaviours of concern, taking into consideration environmental set-up, antecedents, regularity, and history of consequences 2.2 Obtain further history of the animal's behaviour and living situation as indicated by reported history 2.3 Conduct an assessment of the animal, client and animal relationship and environment, considering the behavioural impact on other affected people and animals 2.4 Analyse findings and determine personal competency to undertake work with client 2.5 Discuss and confirm potential training and behaviour management approaches, methodology and techniques with client, if the case is within scope of personal competency 2.6 Refer client to another animal professional if the case is beyond personal competency
3. Collaborate with behaviour veterinarian or other qualified professional to determine program requirements	3.1 Accept referrals from behaviour veterinarian or another qualified professional 3.2 Review background information and animal history, and desired goals 3.3 Discuss behaviour management methodology, techniques and proposed program with behaviour veterinarian or qualified professional 3.4 Establish arrangements for reporting progress and issues
4. Implement constructive management and training techniques	4.1 Implement the agreed training and behaviour management program establishing measurable goals and outcomes for client and animal 4.2 Provide clear instruction and support to client on animal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	management and training program 4.3 Use humane techniques to reinforce behaviours and manage successive approximations for animal to achieve goals 4.4 Provide constructive feedback to client and stakeholders on progress throughout program 4.5 Educate client on reasonableness of expectations and agreed goals throughout program 4.6 Discuss reasons for any required changes to the training and behaviour management program or to any equipment used in the program
5. Evaluate outcomes of training and behaviour management program	5.1 Compare program outcomes with intended goals and measures 5.2 Seek further advice from behaviour veterinarian or other qualified professional to address unresolved issues, if required 5.3 Discuss concepts and strategies to maintain longer-term management and training goals 5.4 Provide advice and instruction in ongoing training and behaviour management 5.5 Maintain training and client records according to workplace requirements

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.

Skill	Description
Reading	• Interpret critical information accurately from scientific documentation related to animal training and behaviour management
Writing	• Use industry terminology and accepted formats when completing professional reports
Oral communication	• Use open-ended questions, active listening, paraphrasing and summarising to obtain information • Use appropriate language to explain animal training and behaviour

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Skill	Description
	concepts to professionals and non-professionals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMBEH501 Work collaboratively to manage complex animal behaviour	Not applicable	Unit created to address an emerging skill required by industry	Newly created

Links

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

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Assessment Requirements for ACMBEH501 Work collaboratively to manage complex animal behaviour

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched strategies to address at least three different animal behavioural issues, selected from:
  - fear
  - anxiety
  - aggression towards humans or other animals
  - predation
  - behaviour problem with another medical basis
  - repetitive behaviours (stereotypies)
  - reactivity
- developed, implemented and evaluated a training and behaviour change plan to address the three different behavioural issues selected above, including:
  - one working collaboratively with a behaviour veterinarian or other qualified professional
  - one working directly with an individual client.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- professional ethics for work in animal training and behaviour sector, including:
  - personal competency – knowledge and expertise
  - business ethics, informed consent and confidentiality
  - protocols for working with other qualified professionals
  - use of humane, ethical, scientifically validated methodologies and techniques

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    - professional networks and mentoring options
- range of qualified professionals with specialised skills, including:
    - behaviour veterinarian, including a veterinarian with an interest in animal behaviour or a veterinarian with Membership to Australian and New Zealand College of Veterinary Scientists (MANZCVS)
    - registered Specialist in Veterinary Behavioural Medicine (SVBM)
    - animal physiotherapist
- key concepts of species-specific ethology, animal social behaviour
- species-specific animal body language and behavioural signs, including:
    - signs of stress
    - gross and fine body movement and vocalisation (where relevant)
    - patterns of behaviour, including frequency, duration and intensity
    - general overview of triggers, motivating factors and reinforcers
- signs of emotional states/arousal and their social and environmental triggers, including:
    - concept of anthropomorphism
    - social behavioural signs with animals and people
    - signs indicating an animal is presenting an unreasonable risk to itself or people, and what to do in these cases
- basic physiology, including stress physiology; threat perception and coping behaviours; impulsivity and other aspects of animal personality
- key concepts of animal learning, conditioning and training:
    - associative learning – operant and classical conditioning, including extinction, desensitisation and counter-conditioning and differential reinforcement
    - non-associative – habituation and sensitisation
    - primary and secondary reinforcers
    - schedules of reinforcement
- species or breed specific training requirements and considerations
- positive reinforcement conditioning techniques, including luring, targeting, and shaping (prompted and free)
- importance of management of the animal's environment, health and behaviour, including**:**
    - awareness of the effect of domesticated/captive/urbanised lifestyles on natural behaviour needs
    - providing species-specific basic needs in domesticated/captive/urbanised environments
    - impact of medical problems and chronic pain on animal behaviour
    - awareness of use of medication in behaviour management
- overview of key features of guidelines for animal trainers, including:
    - Least Intrusive Effective Behaviour Intervention (LIEBI model)
    - Least Intrusive, Minimally Aversive (LIMA) training
    - Hierarchy of Procedures for Humane and Effective Practice
- how to format, conduct and analyse assessments on the animal, the client/animal relationship and the environment in which the behaviour occurs

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- formats for documenting training and behaviour management plans
- application of the principles of animal welfare and ethics, including:
  - safe, low stress and defensive animal handling and humane restraint techniques and procedures
  - commonly used animal training equipment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace
- resources, equipment and materials:
  - live animals as required in the performance evidence
- relationships:
  - behaviour veterinarian or other qualified professional, and individual client specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMCAN404 Develop, monitor and review behavioural management strategies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to develop, monitor and review behavioural management strategies for animals, which incorporate short-term and long-term objectives and require the involvement and cooperation of a range of staff within the facility or institution.

This unit applies to senior or more experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Captive Animals (CAN)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	*Performance criteria describe the performance needed to*

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Element	Performance criteria
essential outcomes.	*demonstrate achievement of the element.*
1. Analyse animal data profiles	1.1 Analyse and collate animal behaviour data 1.2 Create individual animal profiles and compare against known normal behaviour patterns in captivity and in the wild
2. Develop behavioural management strategies	2.1 Conduct research and consult others to determine appropriate strategies for particular animals 2.2 Develop strategies incorporating animal welfare and WHS considerations 2.3 Finalise strategies and seek approval
3. Monitor and review strategies	3.1 Disseminate strategies to relevant staff, and implement action plans 3.2 Review short-term and long-term objectives on a regular basis according to workplace policies and procedures
4. Communicate effectively with others on behavioural management strategies	4.1 Contribute to animal behavioural management policy 4.2 Assist with training for keepers in animal behaviour strategies and enrichment programs 4.3 Maintain coordination of projects and communication with internal and external personnel 4.4 Prepare and present reports to supervisor according to workplace policies and procedures 4.5 Update animal husbandry manuals according to workplace policies and procedures

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.

Skill	Description
Writing	• Plan and develop reports using industry accepted terminology to describe health and behavioural signs and symptoms
Oral communication	• Use industry terminology to describe behavioural signs and symptoms, including desirable and undesirable features

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN404 Develop, monitor and review behavioural management strategies	ACMCAN404A Develop, monitor and review behavioural management strategies	Updated to meet Standards for Training Packages	Equivalent unit

Links

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

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Assessment Requirements for ACMCAN404 Develop, monitor and review behavioural management strategies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed, monitored and reviewed behavioural strategies for a minimum of three different animals with varying behaviour, including:

- created and analysed animal profiles
- developed behavioural management strategies in accordance with WHS and animal welfare requirements
- communicated and worked effectively over a period of time with a wide range of people in respect to the strategies
- provided support and advice to others on behavioural management issues
- maintained records and prepared reports as required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for developing, monitoring and reviewing behavioural management strategies
- animal care and management strategies
- anatomy and physiology of animals
- animal husbandry manuals and other recordkeeping requirements
- behavioural needs such as housing, nutrition and feeding, enclosure maintenance and breeding
- animal management software, such as Animal Records Keeping System (ARKS) and Single Population Analysis and Records Keeping System (SPARKS)
- institution master plan

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- normal and abnormal animal behaviour and behaviour patterns
- principles of animal welfare and ethics
- relevant institutional policies and procedures, including WHS, animal welfare, ethics, hygiene standards and other industry guidelines
- relevant Commonwealth and state or territory legislation and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQD501 Relate equine masticatory system to oral function, conditions and their health impacts

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess the equine masticatory system, and evaluate efficiency and impact of oral conditions on equine health. It includes knowledge of the anatomy and physiology of the equine head, oral structures and dentition, and their relationship to general health.

The unit applies to individuals working as equine dental technicians who use practical skills and knowledge to perform equine dental treatments and oral care across a range of industry sectors involving equines. They work autonomously and apply in-depth, technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

State/territory veterinary practice legislation, restricted acts of veterinary science, and pharmacy, controlled drugs and prohibited substance legislation apply to the scope of work of equine dental technicians. These vary according to jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and locate equine oral cavity structures	1.1 Locate structures of the equine head and oral cavity, and identify their functions 1.2 Identify and record location and structure of equine teeth and related supporting anatomy using appropriate notation system 1.3 Identify developmental stages and eruption of teeth in equine life stages from birth to maturity in equine 1.4 Identify genetic, congenital and developmental dental abnormalities relating to the eruption, development and wear of teeth
2. Relate prehensile and masticatory function to teeth types	2.1 Relate the process of prehension and mastication of food to normal oral function, including influence of different food types 2.2 Identify functions of equine teeth and associated supportive and connective structures 2.3 Identify stages of development and eruption of equine teeth 2.4 Identify abnormalities of development and eruption
3. Age equine by interpreting tooth eruption, dental wear patterns and tooth angles	3.1 Identify stages of tooth eruption and presence or absence of deciduous and permanent teeth 3.2 Assess incisor shape and angles in relation to age, and identify variables that affect assessment 3.3 Identify occlusal wear and shape of teeth relevant to equine life stage 3.4 Estimate equine age based on presence or absence of deciduous and permanent teeth, wear patterns, tooth form and tooth angles 3.5 Document tooth status and oral conditions using accepted industry notation methods
4. Evaluate the impact of dental and oral health on muscular structure, digestion and nutrient absorption	4.1 Assess anatomical structure and function of head, and relationship between muscular structure and masticatory function 4.2 Determine changes in head and oral cavity due to age, disease and injury 4.3 Evaluate other factors affecting oral function and digestive processes 4.4 Identify effects of poor oral health on equine physiology and nutrient absorption
5. Identify and evaluate the impact of dental and oral conditions on equine	5.1 Identify normal and abnormal dental and oral conditions and possible causes of abnormalities 5.2 Evaluate potential health impacts of dental injuries, diseases and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
health	abnormalities
6. Evaluate the impact of absent or inappropriate dental care on equine health	6.1 Evaluate potential consequences of absence of dental care on health of equines 6.2 Identify indicators and consequences of inappropriate dental techniques and treatments

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.

Skill	Description
Reading	• Interpret information in equine dental records and charts and veterinary advice • Analyse complex anatomical texts, diagrams and other resources from a variety of sources, and consolidate information
Writing	• Record equine dental information in English, using industry accepted nomenclature and coding systems in print-based or electronic formats

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD501 Relate equine masticatory system to oral function, conditions and their health impacts	ACMEQD402 Determine equine oral functional efficiency	Redesigned unit merging content from two units *ACMEQD402 Determine equine oral functional efficiency,* and *ACMEQD403 Identify potential impacts of oral conditions* Unit code changed to	Not equivalent

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		reflect work requirements	
ACMEQD501 Relate equine masticatory system to oral function, conditions and their health impacts	ACMEQD403 Identify potential impacts of oral conditions	Redesigned unit merging content from two units *ACMEQD402 Determine equine oral functional efficiency,* and *ACMEQD403 Identify potential impacts of oral conditions* Unit code changed to reflect work requirements	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

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Assessment Requirements for ACMEQD501 Relate equine masticatory system to oral function, conditions and their health impacts

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has examined oral condition of at least twelve equines, including:

- at least two equines in each of the following life stages:
  - young (less than 6 years)
  - mature
  - senior/aged
- at least two equines on each of the following diets:
  - pasture/paddock
  - stable feed
  - high performance feed.

For each twelve equine oral examinations, the individual must have carried out the following:

- located and described oral cavity features by name, location and function
- identified lateral excursion, rostro-caudal movement and occlusal functionality
- estimated equine age based on tooth eruption, development, wear, shape and incisor angulation
- assessed basic general health and health of teeth and dental structures for each equine
- identified evidence of pathology, health issues and appropriate or inappropriate dental care for each equine
- completed accurate dental charts for each equine examined
- used appropriate dental codes, language and terminology to document functionality of the masticatory system and all observations.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- functionality of the equine masticatory system
- structures and features of the anatomically correct and healthy equine head and dentition, and well-maintained oral cavity, including:
  - bone structures of the head
  - soft tissues, including lips, tongue, gums and cheeks
  - hard palate and palatine artery
  - periodontal and related structures
  - equine teeth
  - innervation and blood supply to various structures of the head
- key functions of oral structures, including:
  - those used for prehension, mastication, swallowing, digestion
  - normal and abnormal functions, including physiology and effect of diet
- equine tooth types, including:
  - incisors
  - canines
  - cheek teeth – premolars (including wolf teeth) and molars
  - supernumerary teeth
- stages of tooth development, including:
  - bud stage, cap stage, bell stage
  - embryonic sac
  - deciduous, permanent
  - mineralisation, attrition and ageing
- nomenclature and classification of equine tooth types, including:
  - Triadan numbering system
  - anatomical nomenclature of teeth
  - deciduous and permanent teeth, and timing and stage of eruption
- structures of equine teeth and associated structures, including:
  - apical foramen
  - alveolus (socket)
  - periodontal ligament
  - Sharpey's fibres
  - cementum, dentine and enamel
  - root, reserve crown and clinical crown, infundibulum
  - pulp canals (or chamber) nerves, vessels and associated structures
- stages of development and eruption of teeth, including:
  - bud, cap, bell and mineralisation stages

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  - deciduous and permanent tooth eruption
  - structure of enamel, cementum and dentine
  - attrition/wear of the different dental structures
- abnormalities of development and eruption, including:
  - absence of teeth (oligodontia)
  - supernumerary teeth
  - developmental defects of the teeth
  - dentigerous cysts
  - impaction (failure of tooth to erupt normally)
  - lack of wear
  - parrot mouth, overbite, overjet (mandibular brachygnathism/maxillary prognathia)
  - sow mouth, monkey mouth (maxillary brachygnathism/mandibular prognathia)
  - wry mouth (campylorrhinus lateralis)
- stages of equine dental eruption and age indicators, including:
  - presence or absence of deciduous teeth, permanent teeth and infundibulae
  - observation of teeth in wear
- masticatory processes, including:
  - biomechanics of masticatory system
  - feed manipulation and formation of food bolus and transit through oral cavity
  - masticatory muscles, the tongue and salivary glands
  - palate rugae
  - teeth and their normal occlusal angles and surface ridges
- process of prehension, mastication and role of normal oral function, including physiology and effect of diet
- nutritional requirements and digestive processes of equines
- potential consequences of the absence of dental care on equine health, including:
  - untreated pathology, including malocclusions, periodontal disease, developmental defects, fractures, decay
  - inability or reluctance to prehend or to masticate effectively
  - poor acceptance of a bit, bridle or head collar or other behavioural problems related to dental issues
  - gastrointestinal tract impaction and/or colic
- potential outcomes of inappropriate dental techniques and treatments, including:
  - damage to or severing of nerves or blood vessels, such as palatine artery, including haemorrhage
  - lacerated oral tissues, fracture of teeth or of the bones of the maxilla and mandible
  - pulpitis or pulp necrosis (tooth death) due to pulp exposure, or near exposure, or thermal or mechanical damage
  - compromised integrity and functional anatomy of the teeth
  - need to refer to a colleague, including veterinarians, when appropriate
- safe work practices, including safe horse handling techniques

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- key requirements of hygiene and biosecurity procedures, relevant to:
  - personal hygiene and personal protective equipment (PPE)
  - cleaning, disinfection or sterilisation of equipment and materials
  - safe biological and general waste disposal
  - equine infectious disease, notifiable diseases and quarantine procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or a simulated environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live equines of different ages on different diets, assessed for suitability for skill level being assessed and safety of handler and equine
  - PPE correctly fitted for the individual
  - appropriate gear and restraints for live equine examination, as required.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine dental technicians, and detailed guidelines relating to anatomical requirements and industry expectations
- Companion Volume: *User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQD502 Conduct assessment of equine masticatory system and plan dental treatment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to assess the equine masticatory system and plan dental and/or oral care procedures; or initiate referral procedures to a suitable practitioner where dental and/or oral care is outside the technician's scope of practice.

The unit applies to individuals, working as equine dental technicians, who use practical skills and knowledge to identify a range of equine dental conditions and plan equine dental treatment. They work autonomously and apply in-depth, technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

State/territory veterinary practice legislation, restricted acts of veterinary science, and pharmacy, controlled drugs and prohibited substance legislation apply to the scope of work of equine dental technicians. These vary according to jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct pre-examination procedures	1.1 Assess potential risks and safety considerations for equine and handlers in performing an oral inspection, and apply safety procedures and risk controls 1.2 Assess and evaluate equine behaviour and response to general handling 1.3 Carry out hygiene and infection controls in preparation for examination 1.4 Evaluate equine health, injury and use, and assess any previous history records 1.5 Conduct and document a basic assessment of equine condition 1.6 Identify features of head and neck anatomy and assess general condition, heart rate, temperature, capillary refill times and mucosa colour
2. Prepare to carry out oral and dental examination	2.1 Determine need for sedation to carry out a thorough and complete examination of oral cavity, considering health and safety and animal welfare, safety and comfort 2.2 Follow required protocols within relevant state/territory legislation relating to sedation, and advise client to contact their registered veterinarian regarding the administration of sedation, if sedation is assessed as necessary 2.3 Position, secure and support equine as required 2.4 Assist attending veterinarian or other ancillary staff as required
3. Conduct oral and dental examination	3.1 Inspect equine head for symmetry, swellings or other abnormalities using safe handling techniques 3.2 Rinse oral cavity using appropriate product to remove food and debris 3.3 Assess the rostro-caudal and lateral excursion range of motion of mandible and determine masticatory function 3.4 Inspect and assess incisors for evidence of pathology and occlusion that may impact on use of speculum 3.5 Determine appropriate type of oral speculum required, and fit and remove speculum according to health and safety and animal welfare considerations 3.6 Examine oral structures by palpation and visual inspection using bright light source with appropriate instrumentation 3.7 Inspect and assess all teeth for normal and abnormal features related to position, alignment, regular and irregular dentition

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	development, wear, and angulations
4. Record post-inspection assessment and advice	4.1 Explain examination findings clearly to owner or agent 4.2 Document results of inspection using established terminology and appropriate dental charting system 4.3 Document dental conditions using imagery, if appropriate
5. Prioritise dental issues	5.1 Consider dental examination findings in conjunction with use, wellbeing and history of equine 5.2 Prioritise dental conditions found during examination based on animal welfare considerations, health impact and equine comfort, taking into consideration time required to perform treatment, and level of expertise of dental technician 5.3 Identify conditions requiring referral to a dental veterinarian or appropriate service provider
6. Select dental treatment strategy	6.1 Plan and document treatment stages and timing for services to be provided with dental health and equine welfare as a priority 6.2 Explain treatment plan and post-treatment care and monitoring of equine to owner or agent 6.3 Confirm consent for treatment strategy with owner or agent

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.

Skill	Description
Reading	• Interpret and consolidate key information in charts and records
Writing	• Enter data and observations into print-based or electronic record-keeping systems accurately using current industry terminology and dental encoded systems in English
Numeracy	• Calculate ratios and volumes relevant to mixing liquids and chemicals used for oral rinsing and for cleaning and sterilising equipment

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Skill	Description
Oral communication	• Use listening and questioning techniques to convey and confirm information in English • Use terminology and concepts appropriate for the audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD502 Conduct assessment of equine masticatory system and plan dental treatment	ACMEQD404 Conduct equine oral inspection and assessment and plan equine dental treatment	Title and code updated to reflect work requirements Prerequisite removed and horse safety embedded in unit Elements and Performance Criteria updated for clarity and industry currency Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQD502 Conduct assessment of equine masticatory system and plan dental treatment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- conducted oral examinations of at least twelve different equines, including for each:
  - obtained history, assessed and documented current general condition and behaviour
  - checked and complied with infection control and hygiene protocols
  - determined need for sedation, and if required, advised client to contact their registered veterinarian for administration of sedation according to relevant state/territory legislation
  - fitted a speculum and inspected oral cavity and dentition
  - used industry recognised charts to record oral condition and dentition
- planned and documented dental treatment, oral care and post-care treatment for twelve equines
- interacted effectively with at least three different owners or agents, including:
  - reported assessments and impact of findings to owner or agent of each equine
  - identified an issue outside scope of practice, and referred owner or agent to a registered veterinarian or other appropriate service provider on at least one occasion
  - explained treatment plan, post-treatment care and monitoring requirements to owner or agent.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomy and physiology of equine head and oral structures including:
  - features of correctly formed, healthy and well-maintained equine dental and oral structures
  - normal and abnormal features and functions of masticatory system

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- key requirements of relevant state/territory legislation, regulations and codes of practice for:
  - veterinary practice legislation
  - restricted acts of veterinary science
  - poisons legislation and supply, possession and use of restricted and controlled substances
  - scope of practice relevant to jurisdiction
  - types of treatments referred to a registered veterinarian or other appropriate service provider
- recording oral and dental conditions and treatment procedures, including:
  - use of industry recognised terminology to describe dental conditions, position/direction, treatments, and oral features
  - charting systems for documenting equine dental information
  - equine health condition, including evidence of abnormal pathology
  - imagery, including photographs and/or video
- common equine dental conditions and diseases, including:
  - abnormalities in mandible or maxilla
  - soft and hard tissue swellings/formations
  - incisor malocclusions; diagonal, ventral curve, dorsal curve incisors, sharp enamel points, ramps, hooks, waves, steps, excessive transverse ridge, inconsistent occlusal table angles
  - tartar/calculus
  - developmental defects, including defects in cementum, enamel, dentine, tooth formation
  - misaligned or displaced teeth, missing teeth, supernumerary teeth
  - trauma; damaged bars, buccal or lingual soft tissue lesions, damage to tongue, abnormal tissue formation
  - gingivitis, periodontal disease
  - occlusal surface openings, seen as a developmental defect in the secondary dentine
  - caries, including infundibular caries, peripheral cemental decay
  - fractured teeth
  - equine odontoclastic tooth resorption and hypercementosis (EOTRH) syndrome
  - age-related infundibular wear, cupping out, senile wear to root dentine
- indicators of general equine health and signs of dental conditions, including:
  - common illness or injuries that may impact on dental health
  - equine behavioural signs that may indicate dental problems
  - signs of equine and zoonotic infectious disease
- hygiene and biosecurity procedures, including:
  - personal hygiene and personal protective equipment (PPE)
  - cleaning, disinfection and sterilisation of equipment and materials
  - safe biological and general waste disposal

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  - equine infectious disease, notifiable diseases and quarantine procedures
  - zoonotic disease and notification procedures
- techniques and instruments used for conducting equine oral examinations, including:
  - suspension/support system
  - irrigation systems
  - speculums
  - mirrors, head lamps, explorers, probes, picks, scalers
  - cameras and associated equipment
  - palpation techniques, including for temporomandibular joint (TMJ), temporalis, masseter and medial pterygoid muscles
- techniques used to safely and humanely restrain equines for dental examination, including:
  - safe horse facilities or crush
  - chemical restraints/sedatives
- equine sedation (chemical restraint), including:
  - state/territory legislative requirements relating to acquiring sedatives and administering sedation to equines
  - role and responsibilities of registered veterinarians, owners or agents, and equine dental technicians relating to sedation of equines
  - general principles, indications, advantages and disadvantages, and side effects of sedation in equines for dental examination and treatment
  - clinical signs, lag phase and duration of effects relative to route of administration; side-effects of sedative drugs
  - consideration of equine patient status – health, breed, age, condition, pain, pregnancy, stallions
  - impact of adrenalin on sedation, and contraindication to use of sedation when elevated significantly
  - time for sedatives to take effect and duration period
  - equine behaviour and responses to sedation and recovery
  - sedation reversal and risks to equine and handlers
  - identification where referral to a veterinarian is required for sedation and analgesia; continuous rate infusion; local anaesthetic and/or regional nerve blocks
- post-dental treatment monitoring and care procedures
- key requirements of health and safety, including:
  - risk assessment and control
  - safe handling techniques for catching, handling, controlling and restraining equines
  - safe work practices, including manual handling and use of PPE
  - storage of drugs and chemicals
- key requirements of animal welfare relevant to safe, humane and ethical care of equines.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live equines with a range of oral care needs specified in the performance evidence, and assessed for suitability for skill level being assessed and safety of handler and equine – noting that where equines need to be sedated, sedation must be administered according to state/territory legislation by, or under the sponsorship of, a registered veterinarian
  - appropriate gear and restraints
  - dental instruments, materials and equipment for carrying out oral inspections
  - PPE correctly fitted and applicable to tasks
- relationships:
  - owners or agents as specified in the performance evidence
  - registered veterinarian for sedation of equine, if assessed as necessary, according to the requirements of relevant state/territory legislation.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine dental technicians, and detailed guidelines relating to anatomical requirements and industry expectations
- Companion Volume: *User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQD503 Perform equine dental treatment and oral care using appropriate instrumentation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to perform planned dental treatment and oral care using manual and motorised instrumentation.

The unit applies to individuals working as equine dental technicians, who use practical skills and knowledge to perform equine dental treatment and oral care across a range of industry sectors involving equines. They work autonomously and apply in-depth, technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

State/territory veterinary practice legislation, restricted acts of veterinary science, and pharmacy, controlled drugs and prohibited substance legislation apply to the scope of work of equine dental technicians. These vary according to jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and appraise	1.1 Assess manual and motorised dental instruments to determine

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Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
instruments used in equine dentistry	whether appropriate for intended use and requirements for cleaning and disinfecting 1.2 Assess speculum types and demonstrate fitting techniques according to health and safety and animal welfare considerations 1.3 Assess safety features and horse welfare issues associated with use of manual and motorised instruments 1.4 Use manual and motorised dental instruments safely and effectively
2. Prepare for use of equine dental instruments	2.1 Assess potential risks and safety considerations for equines and handlers in performing dental treatment and apply safety procedures and risk controls 2.2 Refer to treatment plan and oral inspection reports before commencing dental treatment 2.3 Implement appropriate infection control procedures 2.4 Select appropriate dental instruments for nominated task 2.5 Position or restrain equine using safe handling techniques, and instruct handler on their role in controlling equine
3. Prepare to perform dental treatment in line with treatment plan	3.1 Reassess potential risks and safety considerations for equine, handler and technician 3.2 Carry out hygiene and infection controls in preparation for treatment 3.3 Determine need for sedation to carry out a thorough and complete dental treatment, considering health and safety requirements and equine welfare and comfort 3.4 Follow required protocols and relevant state/territory legislation relating to sedation, and advise client to contact their registered veterinarian regarding the administration of sedation, if sedation is assessed as necessary 3.5 Position, secure and support equine as necessary 3.6 Provide assistance to attending veterinarian or other ancillary staff, where necessary 3.7 Carry out initial rinse of mouth
4. Perform planned dental treatment	4.1 Use appropriate technique and instruments for treatment, minimising generation of heat from motorised handpieces, if used

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Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	4.2 Address incisor malocclusions to prevent interference with lateral excursion or rostral-caudal movement of mandible, conserving physiological integrity and functional anatomy of teeth 4.3 Address canine teeth and minimally buff or round as required, conserving physiological integrity and functional anatomy of teeth 4.4 Remove supragingival calculus (tartar) from teeth as necessary 4.5 Fit and remove a speculum according to health, safety and animal welfare considerations and treatment plan 4.6 Rinse the oral cavity with water to conduct visual and manual examination using appropriate instruments 4.7 Treat digitally loose teeth according to treatment plan 4.8 Assess dentition for presence of wolf teeth (first premolars) and remove digitally loose wolf teeth or refer to veterinarian according to agreed treatment plan 4.9 Address cheek teeth malocclusions and remove sharp points protuberant to soft tissue without compromising functional occlusal surface while conserving the physiological integrity and functional anatomy of teeth 4.10 Profile rostral aspect of #6 cheek teeth (second premolars), removing minimal occlusal surface and conserving physiological integrity and functional anatomy of teeth
5. Reassess equine masticatory and oral function	5.1 Inspect oral cavity for evidence of injury caused during treatment, and if present, evaluate, document and refer for treatment if necessary 5.2 Evaluate dental treatment to confirm comfort and masticatory function by identifying rostral-caudal and lateral movement of mandible and function of dental arcades
6. Provide post-dental-treatment care	6.1 Clean and disinfect work area, instruments and other equipment according to infection control procedures 6.2 Check instruments and equipment for wear and damage, and implement workplace maintenance or repair procedures, as necessary 6.3 Update records, including dental charts and photographs, according to workplace requirements 6.4 Inform owner or agent about scope of treatment provided and provide advice about immediate post-treatment care, need for follow-up treatment, or referral to a registered veterinarian or other appropriate service provider

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Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	6.5 Monitor equine behaviour and immediate environment for safe post-procedure recovery

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.

Skill	Description
Reading	• Interpret and consolidate key information in equine charts, reports and records
Writing	• Enter data and observations into print-based or electronic record-keeping systems accurately using industry terminology and dental encoded systems in English
Numeracy	• Calculate ratios and volumes relevant to mixing liquids and chemicals • Estimate, calculate and record routine measures relating to equine oral care and dental treatments
Oral communication	• Use listening and questioning techniques to convey and confirm information in English • Use terminology and concepts appropriate for the audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD503 Perform equine dental treatment and oral care using appropriate instrumentation	ACMEQD405 Perform routine dental correction and oral care using manual instruments	Title and code updated to reflect work requirements Prerequisite removed and horse safety embedded in unit Elements and Performance Criteria updated for clarity	Not equivalent

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		and industry currency Foundation Skills table and Assessment Requirements updated	

Links

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

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Assessment Requirements for ACMEQD503 Perform equine dental treatment and oral care using appropriate instrumentation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- performed the following dental treatments and oral care on at least two occasions each, using appropriate (manual and motorised) instrumentation, over a total of at least 12 different equines:
  - addressed incisor malocclusions
  - removed supragingival calculus (tartar) from teeth
  - buffed or rounded canine teeth
  - removed digitally loose retained deciduous or senile teeth
  - removed digitally loose wolf teeth (first premolars) or referred to a registered veterinarian
  - addressed malocclusions in cheek teeth arcades and removed sharp points protuberant to soft tissue
  - profiled rostral aspect of #6 cheek teeth (second premolars)
- assessed functionality of masticatory system post-treatment, and has:
  - conserved the physiological integrity, anatomy and functionality of teeth, ensuring vital tooth tissues have not been exposed in corrections
  - achieved functional equilibration by distributing pressure and wear of mastication onto as many viable teeth as possible in order to maximise longevity and integrity of equine dentition
  - checked that severe single tooth primary strikes are not present
  - reassessed secondary tooth strikes have
  - re-established, if possible, and/or maintained functional occlusal table angles
  - blended transitions between protuberant and compromised teeth to allow for rostral/caudal movement of mandible during mastication.

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In completing dental treatments and oral care above, the individual must have (for each equine):

- assessed risks and prepared a safe environment for dental treatment
- implemented infection control and hygiene procedures
- determined the need for sedation, and if required, advised owner to contact their registered veterinarian for administration of sedation according to relevant state/territory legislation
- safely handled, positioned and supported equine, particularly if it is sedated
- used appropriate techniques with manual and motorised instrumentation to maintain and/or restore function to the dental arcades to an acceptable condition, considering masticatory function
- explained treatment and post-treatment management to at least three owners or agents
- updated dental and relevant records for each equine and client.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for performing dental treatment and oral care, including:
  - use of manual and motorised instrumentation
  - current industry terminology used to describe dental conditions, treatment, and oral features
  - charting systems used to record equine dental information
  - recording and reporting equine health condition, including evidence of abnormal pathology
- anatomy and physiology of equine head and oral structures, including:
  - function and structures of equine mouth
  - normal and abnormal features
- anatomical guidelines and requirements for equine dental treatments
- key requirements of relevant state/territory legislation, regulations and codes of practice for:
  - veterinary practice and restricted dental practices
  - treatments requiring referral to a registered veterinarian or other appropriate service provider
  - supply, possession and use of restricted and controlled substances – Poisons Acts
  - administration of sedatives to animals
- indicators of general equine health and signs of dental conditions, including:
  - common illness or injuries that may impact dental health
  - equine behavioural signs that may indicate dental problems
  - signs of infectious disease
- techniques used to restrain equines for dental treatment, including:
  - physical restrains
  - chemical restraints

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- equine sedation (chemical restraint), including:
  - state/territory legislative requirements relating to acquiring sedatives and administering sedation to equines
  - role and responsibilities of registered veterinarians, owners or agents and equine dental technicians relating to sedation of equines
  - general principles, indications, advantages and disadvantages, and side effects of sedation in equines for dental examination and treatment
  - clinical signs, lag phase and duration of effects relative to route of administration; side-effects of sedative drugs
  - consideration of equine patient status – health, breed, age, condition, pain, pregnancy, stallions
  - impact of adrenalin on sedation, and contraindication to use of sedation when elevated significantly
  - time for sedatives to take effect, and duration period
  - equine behaviour and responses to sedation and recovery
  - sedation reversal and risks to equine and handlers
  - identification where referral to a veterinarian is required for sedation and analgesia; continuous rate infusion; local anaesthetic and/or regional nerve blocks
  - use and indications relating to local anaesthetic and nerve blocks
- techniques to safely assist attending veterinarians and others during sedation administration, dental diagnostic imaging or dental surgeries
- manual and motorised equine dental instrumentation, including:
  - purpose, operation, quality, longevity and cost
  - usefulness, life span, maintenance and indicators of wear or redundancy
  - importance of adherence to instrument manufacturer instructions and maintenance specifications
  - techniques for safe use
- techniques to mitigate and minimise heat generation from use of motorised instruments, including frequent cooling of the teeth
- range of manual and motorised instrumentation and materials used in equine dentistry, including:
  - suspension/supporting systems
  - flushing and irrigation systems
  - speculums
  - mirrors, head lamps, cameras and associated equipment
  - manual instruments, including files, explores, probes, picks, scalers, elevators, forceps, spreaders, extractors, floats and float inserts
  - motorised instruments, including GFI (ground fault interrupters) motors (240v and battery), drive shafts and sheaths, clutches, handpieces, burrs, discs, drills, adaptors, water-cooled instrumentation, vacuum systems
  - dental restoration and emergency materials, oral washes, impression materials, packing materials

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- post-dental treatment monitoring, management and care
- potential complications due to iatrogenic effects, including:
  - unskilled assessment, techniques and treatments
  - trauma, including soft tissue trauma and thermal trauma to dentition
- techniques used to:
  - rinse oral cavity to remove feed
  - examine oral cavity visually and manually
  - address incisors
  - address canines if present
  - remove supragingival calculus (tartar) from teeth as necessary
  - fit and remove dental speculum
  - assess and treat digitally loose or retained teeth
  - assess wolf teeth (first premolars)
  - address cheek teeth
  - profile the rostral aspect of the #6 cheek teeth (second premolars)
  - inspect oral cavity for evidence of injury caused during treatment
  - determine rostral-caudal movement, lateral excursion and occlusion in relation to masticatory function
- key requirements of health and safety regulations and guidelines relating to:
  - risk assessment and control
  - safe handling techniques for catching, handling, controlling and restraining equines
  - safe work practices, including manual handling and use of personal protective equipment (PPE)
  - storage of chemicals and medicines
- key requirements of hygiene and biosecurity procedures, relevant to:
  - personal hygiene and PPE
  - cleaning, disinfection or sterilisation of instruments, equipment and materials
  - safe biological and general waste disposal
  - equine infectious disease, notifiable diseases and quarantine procedures
  - zoonotic diseases, including Hendra
- key animal welfare requirements relevant to safe, humane and ethical care of horses or other equines.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - various live equines with a range of dental conditions and oral care needs specified in the performance evidence and assessed for suitability for skill level being assessed and safety of handler and equine – noting that where equines need to be sedated, sedation must be administered according to state/territory legislation by, or under the sponsorship of, a registered veterinarian
  - manual and motorised dental instruments required to perform treatment and oral care
  - PPE correctly fitted and applicable for tasks
- relationships:
  - owners or agents of equines
  - registered veterinarians for sedation of equines, if assessed as necessary, according to requirements of relevant state/territory legislation.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine dental technicians, and detailed guidelines relating to anatomical requirements and industry expectations
- Companion Volume: *User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU202 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify, safely catch, control and handle calm, consistent and obedient horses educated for the relevant activity. It covers knowledge of potential risks working with and around horses and following industry guidelines and procedures to ensure the welfare and safety of the individual, other workers and the horse.

The unit applies to individuals who have no experience, limited experience or no recent experience working in the relevant horse industry sector. They undertake defined routine activities under supervision and have limited responsibility for their own work. Working environments may include stables, paddocks, yards, tracks, exercise arenas and public areas.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify features of horses	1.1 Distinguish horses by their features, and describe using industry terminology 1.2 Identify common horse behaviour and social traits
2. Safely approach, catch, control and lead horses	2.1 Check and clarify supervisor instructions for tasks requiring involving approaching, catching and leading horse 2.2 Select and correctly fit personal protective equipment (PPE) 2.3 Identify, select and prepare appropriate gear for handling horses safely 2.4 Identify and report to supervisor potential safety risks prior to approaching horse 2.5 Identify horse according to instructions and observe horse body language and behaviour before approaching 2.6 Prepare halter and lead in hand prior to approaching the horse 2.7 Approach calmly and catch horse using safe handling techniques under supervision 2.8 Apply safe control when leading and tying up horse and use safe handling practices around tied-up horses 2.9 Use safe handling procedures around other handlers and horses
3. Load and unload horses under supervision	3.1 Check and clarify supervisor instructions for tasks requiring the loading and unloading of horses 3.2 Identify potential safety risks to handler and horse when loading and unloading horses, and discuss with supervisor 3.3 Select and correctly fit PPE for safe loading and/or unloading of horses 3.4 Select gear and equipment for loading horse and check gear for safety 3.5 Fit gear to horse correctly prior to loading under supervision 3.6 Load horses safely according to instructions under supervision

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Position horse according to transport configuration 3.8 Unload horse safely according to instructions under supervision
4. Control horses in exercise environments	4.1 Check and clarify supervisor instructions for tasks requiring the handling of horses in public areas 4.2 Identify potential safety risks to handler and horse when handling horses in public areas, and discuss with supervisor 4.3 Select and correctly fit PPE for safe handling of horses 4.4 Select gear and equipment, including safety check of gear 4.5 Observe and identify horse body language and behaviour prior to handling in exercise environments 4.6 Use safe control when leading and standing with a horse in a public area under supervision 4.7 Use safe control when leading and standing with a horse confined in a stable or yard

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.

Skill	Description
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry terminology to describe horses, gear and equipment used for handling horses
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble resources and follow clear, sequenced instructions for handling horses under supervision

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU202 Handle horses safely	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMEQU202 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual safely handled at least three different calm, consistent and obedient horses educated for the activity being performed including:

- carrying out a basic risk assessment prior to each activity, including observing and identifying horse body language
- communicating clearly with supervisor, including raising safety risks or concerns
- approaching, catching, controlling, leading, standing and tying up horses safely in at least one public space and one confined space, under supervision, including:
  - following work health and safety (WHS) procedures in the context of own work
  - applying safe horse handling techniques according to animal welfare requirements
  - fitting and correctly using horse handling gear and personal protective equipment (PPE)
- loading and unloading horses to a horse transport vehicle under supervision in a calm and humane manner.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common features of a horse, including points, colour, markings, gender, and common breeds
- basic characteristics of common horse behaviour and social traits
- features of horse body language
- communication protocols with supervisor, and procedures within the work environment
- potential hazards and risks when dealing with horses in open and confined spaces
- common types of injuries sustained by horses, handlers and others during handling activities
- safe horse handling zones

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- purpose and use of PPE and gear for handling horses
- features of defective equipment and the implications to safety
- quick release knots and methods of securing horses
- types of horse transport and common loading configurations
- difficult situations that may occur when loading and unloading horses and procedures for dealing with difficulties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including open and confined spaces in suitable environments
- resources, equipment and materials:
  - various calm, consistent and obedient horses educated for the activity and assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and activity
  - horse transport vehicle
  - PPE that is appropriate for activity and correctly fitted for individual
  - other people and horses in the vicinity of the assessment activity
- specifications:
  - work instructions
- relationships with others:
  - supervisor.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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ACMEQU205 Apply knowledge of horse behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to develop basic knowledge of horse behaviour, read horse body language and minimise risk to self and others when interacting with horses.

The unit applies to individuals who are new or inexperienced in handling, working with and/or riding horses. Individuals at this level work under supervision.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. As requirements vary between industry sectors and state/territory jurisdictions, users must check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify basic horse behaviour	1.1 Outline the natural instincts, sensory perceptions and social behaviour of horses 1.2 Recognise how horse senses can influence their behaviour and reactions 1.3 Identify environmental conditions that can unsettle horses 1.4 Distinguish ways horses can respond to different people and different situations
2. Observe and interpret basic body language of horses in different situations	2.1 Distinguish a range of horse body language 2.2 Recognise body language, including posture, facial features and vocalisation, indicating a horse is relaxed in its surroundings 2.3 Recognise body language, including vocalisation, posture and facial features, indicating a horse is unsettled or in a state of agitation in its surroundings
3. Examine how horses learn and respond to different handling cues	3.1 Recognise how pressure-release training works, including how horses learn to ‘go’, ‘slow’, ‘turn’ and ‘stop’ 3.2 Distinguish different ways to reward a horse 3.3 Identify a range of common cues used when handling horses 3.4 Observe how new cues are learned by the horse
4. Identify areas of personal risk around horses	4.1 Identify situations and behaviour that lead to common accidents and injuries when interacting with horses 4.2 Recognise human body language and behaviour to avoid around horses 4.3 Identify positive actions and behaviour that handlers or riders can take to minimise risks interacting with horses
5. Minimise risk to self and others around horses	5.1 Listen carefully to supervisor instructions and ask questions or raise concerns with the supervisor about the suitability of the horse selected for handling or riding 5.2 Select personal protective equipment (PPE) appropriate for tasks, fit correctly and wear during activities with horses 5.3 Assess hazards and potential risks to self, others and the horse, and take steps to minimise risks 5.4 Interpret and respond appropriately to horse body language prior to approaching, and maintain awareness of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	horses at all times 5.5 Use body language and behaviour to achieve safe and positive responses from horses

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.

Skill	Description
Oral communication	• Use industry terminology to describe horse behaviour, body language and cues
Navigate the world of work	• Know own responsibilities and obligations when working with horses • Demonstrate a duty of care to self and others when working with horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU205 Apply knowledge of horse behaviour	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMEQU205 Apply knowledge of horse behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has:

- observed and interpreted horse behaviour and body language of at least three different horses on separate occasions
- identified hazards and determined how to minimise risk to self and others when interacting with horses in at least three different workplace areas, environments or scenarios.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of horse instinct and behaviour, including:
  - social organisation, need for space and companions
  - attachment, separation anxiety
  - flight and fear responses, arousal
- features of horse senses, including vision, touch, smell, hearing and vocalisation
- how to read horse body language, including posture and body position, facial features, ears, legs and tail
- how to read horse body language to identify:
  - flight response
  - threatened or defensive behaviour
  - stress, agitation or unsettled behaviour
- situations where horse behaviour may cause harm to handlers or other horses, including:
  - approaching from a horse’s blind spot
  - around other horses

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    - leading through gateways or restricted spaces
- safe handling zones when interacting with horses
- basic features of how horses learn:
    - cues
    - repetition and reward
    - exposure to new situations and activities
- basic handling and/or riding cues that assist in the control of horses
- types of rewards used for horses, including pressure release, food, scratch and rub, and rest
- potential hazards and risks associated with interacting with horses
- strategies to minimise and control common risks associated with interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a safe workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - opportunities to observe and interpret live horses displaying different behavioural states and body language in different environments.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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ACMEQU206 Perform horse riding skills at walk, trot and canter

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to control a horse under saddle that is suitably educated for a beginner rider. It focuses on walking, trotting and cantering calm, obedient and consistent horses that are suitable for the level of rider experience, during controlled, supervised horse riding activities.

It covers knowledge of potential risks when working with and around horses, and the application of industry guidelines and procedures to ensure the welfare and safety of the individual, other participants and horses.

The unit applies to individuals who have limited or no horse riding experience, and who are developing skills needed to ride horses for work tasks. They undertake defined routine activities under supervision with limited responsibility for their own work. Working environments may include exercise yards and fenced horse riding areas or arenas.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where licensing or registration varies between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite units of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for horse riding activity	1.1 Discuss current skill level, riding skill development goals and horse suitability with riding instructor 1.2 Identify potential hazards and risks associated with the specific location, environment and horse riding activity, and apply control measures as directed 1.3 Select and correctly fit personal protective equipment (PPE) required for preparing and riding the horse according to WHS requirements 1.4 Catch, groom and tack-up assigned horse as directed using tack appropriate for rider, horse and discipline 1.5 Present horse to instructor appropriately tacked up for riding for gear check prior to mounting
2. Demonstrate controlled riding skills	2.1 Mount horse in a safe and balanced manner as instructed 2.2 Ride horse through gaits in a balanced and controlled manner 2.3 Use recognised aids including legs, weight, hands and voice to control movement, speed and direction of horse at halt, walk, trot and canter 2.4 Cue horse through a range of movements and direction, maintaining control of horse 2.5 Control horse under saddle among other horse and rider combinations, maintaining safe group riding practices while performing a variety of required movements 2.6 Negotiate potential hazards appropriately to minimise risks 2.7 Dismount safely and lead horse in a controlled manner

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Complete and report post-riding activities	3.1 Perform post-riding cool down of horse as directed 3.2 Remove tack safely and check condition 3.3 Report to riding instructor on condition of gear and horse post-exercise 3.4 Discuss with riding instructor, using objective and positive language, personal performance and goals for future riding skill development

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.

Skill	Description
Oral communication	• Active listening and questioning to clarify and confirm supervisor instructions • Use industry standard terminology to describe horse riding-related activities
Learning	• Seek, reflect and respond to feedback from supervisor to improve own performance
Navigate the world of work	• Follow workplace procedures, including WHS and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble resources and follow clear, sequenced instructions to ride horses at walk, trot and canter

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU206 Perform horse riding	Not applicable	New unit	No equivalent

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skills at walk, trot and canter			unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMEQU206 Perform horse riding skills at walk, trot and canter

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual performed horse riding skills at walk, trot and canter, on at least two different horses assessed as suitable for rider skills and experience. The individual must have ridden each horse on at least three different occasions, with and without other horses and riders in the immediate vicinity, during which the individual has:

- discussed with instructor current skill level and suitability of chosen horse prior to riding
- used and correctly fitted personal protective equipment (PPE)
- fitted gear and equipment for nominated horses, including:
  - saddle
  - saddle cloth
  - bridle
  - accessory gear
- mounted horse using a stirrup mount, mounting block, leg-up assisted mount
- controlled horse under saddle at all times in the following tasks:
  - demonstrating an effective riding position at walk, trot (or jog) and canter (or lope) according to chosen discipline
  - using hand, seat and leg aids according to discipline
  - using transitions or increasing and decreasing speed within a gait according to chosen discipline
  - following arena figures of circles, straight and diagonal lines and changes of direction
  - cantering for a continuous distance of a minimum of 200 metres
- dismounted using a stirrup dismount and a vault dismount
- dealt with risks associated with riding horses around others
- accepted and applied feedback from riding instructor
- reported progress and discussed future personal riding skills needs with riding instructor.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic process for assessing horse suitability and matching to own skills
- purpose and use of different items of gear, including accessory tack and equipment and personal protective equipment (PPE)
- purpose of appropriate aids to communicate with a horse
- safe group riding techniques
- safe horse handling techniques
- key animal welfare principles and practices for handling horses
- basic work health and safety (WHS) risk assessment and control principles relating to interacting with horses, riding in an arena and with others
- how to address common undesirable horse behaviours including:
  - travelling too fast
  - reefing and pulling
  - jogging sideways
  - running backwards
- risk factors that influence riding horse behaviour, including:
  - other horses
  - vehicles, fences and equipment
  - other people or animals
  - wind, noise and environmental hazards
  - riding with others
- factors that influence horse ability to respond to rider position and application of the natural and artificial aids.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - confined arena in a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
  - other riders
  - appropriate tack for walk, trot and canter riding activities suitable for horse, rider and discipline
  - correctly fitted PPE for the individual, including riding boots, safety vest and Australian standard or equivalent compliant helmet.

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Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must:

- hold a current, recognised qualification for instructing or coaching horse riding and handling skills (refer to *User Guide* for details), and
- have three years of experience organising groups and responding to different types of riders and horses in order to prevent incidents that could lead to injury of rider or horse.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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ACMEQU212 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to identify, safely catch, control, handle and release calm, consistent and obedient horses educated for the relevant activity. It covers knowledge of potential risks when handling horses to support the welfare and safety of the individual, other workers and the horse.

This unit applies to workers who undertake routine work under supervision and apply knowledge and judgement to solve predictable issues when handling horses. Work environments may include stables, paddocks, yards, tracks, work arenas and other exercise areas.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify horses and their typical behaviour	1.1 Distinguish horses by their features 1.2 Identify horse behaviour related to the natural instincts, sensory perceptions and social behaviour of horses 1.3 Identify and interpret common horse body language 1.4 Identify how horse behaviour is affected by human behaviour 1.5 Identify environmental factors that may affect horse behaviour
2. Identify and control personal risks when handling horses	2.1 Identify horse and known temperament, behaviour and level of education of horse prior to handling 2.2 Check and confirm suitability of horse against own handling ability, and required activities 2.3 Identify hazards, and assess and control and/or report risks related to handling horse 2.4 Use appropriate personal behaviour and body language when handling horse
3. Safely catch, lead, secure and release horse	3.1 Select and fit personal protective equipment (PPE) according to workplace procedures 3.2 Locate horse and observe horse body language and behaviour before approaching 3.3 Select appropriate horse gear for handling horse safely 3.4 Catch horse using halter, and lead, tie up and release horse using safe and low stress handling techniques 3.5 Lead horse through gateways and narrow openings, and among other horses and people 3.6 Catch, lead and release a horse within a group of horses 3.7 Apply suitable horse restraint techniques and/or equipment to secure and control horse for proposed activity 3.8 Lift fore and hind limbs and check horse's hooves
4. Respond to immediate safety risks	4.1 Monitor horse behaviour during all handling activities, and respond to situations and hazards that arise to avoid injury to self, others and horse 4.2 Use safe and low stress handling techniques to control or minimise risks to horse and handler 4.3 Report and seek assistance from supervisor on incidents and/or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	risks beyond level of own responsibility

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.

Skill	Description
Numeracy	• Estimate and measure distance, area, weight, temperature and time
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry terminology to describe horses, gear and equipment used for handling horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU212 Handle horses safely	ACMEQU202 Handle horses safely	Unit redesigned to include greater knowledge and application of horse behaviour and safe horse handling skills for a broader range of tasks and contexts Includes content from *ACMEQU202 Handle horses safely*, and *ACMEQU205 Apply knowledge of horse behaviour* Prerequisite unit removed Major changes to all	Not equivalent

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		sections of the unit	
ACMEQU212 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour	Redesigned unit that includes content from *ACMEQU202 Handle horses safely*, and *ACMEQU205 Apply knowledge of horse behaviour*	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

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Assessment Requirements for ACMEQU212 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely handled at least three different calm, consistent and obedient horses. The individual must have safely approached, caught, controlled, led and restrained each horse, including:

- identified at least three horse handling hazards and assessed associated risks
- controlled safety risks when handling horses, including:
  - communicated clearly with supervisor and/or others near the horse being handled
  - selected and correctly fitted personal protective equipment (PPE)
  - applied safe and low stress horse handling techniques and practices
  - fitted and correctly used horse handling gear, including prepared halter and lead in hand prior to approaching the horse
  - identified safety zones, confirmed horse is aware of handler, avoided danger zones, untied and led horse
  - positioned self to reduce risk of harm to self and others
- led horse safely:
  - using handling cues to achieve the desired horse response, including ‘go’, ‘slow’, ‘turn’ and ‘stop’
  - on its own through gates, narrow openings and confined spaces
  - in single file with other horses and handlers
  - through a group of at least 2 horses
  - under control past others leading a horse
- secured horse to tie-up point using safe knot.

In addition to the above, the individual must have, for at least one horse:

- safely and effectively applied a restraint to horse, using at least one of the following:
  - hobble
  - nose twitch
  - skin twitch

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  - horse crush
  - fitted an anti-rearing bit
  - fitted a bit and bridle
  - fitted and used appropriately a nose chain to headcollar
- correctly lifted and checked fore and hind hooves
- removed halter and lead while assuming safe body position in relation to horse
- reported one incident to supervisor.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of a horse, including height, points, colour, markings, gender
- basic characteristics of common horse behaviour, natural instincts and social traits
- features of horse body language, including:
  - posture and facial features that indicate horses are relaxed
  - posture and facial features that indicate horses are threatened or defensive
  - posture and facial features that indicate horses are distressed
- typical horse responses to people, clothing and common human body language, including:
  - aggressive
  - relaxed and approachable
  - self-confident
- typical horse responses to environmental factors, including:
  - weather
  - natural environment
  - physical environment, including infrastructure
- basic horse behaviours, including fight and flight responses, body language, herd, small group and adverse behaviours
- common hazards and/or risks that occur when handling horses, including:
  - horse bites, kicks, strikes, stomping, crushing and being knocked
  - zoonoses, including Hendra and ringworm
  - weather, including wind and rain
- common controls to eliminate or minimise risks when handling horses, including:
  - current assessment of horse suitability
  - use of safe and low stress horse handling practices
  - movement within horse safety zones
  - horse restraints, including horse gear, twitch and crush
  - fences and other barriers
  - infection control, including personal hygiene
  - pre-activity checks, including gear and equipment, horse behaviour and suitability in readiness for work tasks

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- purpose, use, maintenance and storage of PPE for handling horses, including:
  - clothing and footwear
  - face and eye protection
  - hand protection
  - head protection
- common equine workplace written and verbal communication procedures and protocols
- common types of injuries sustained by horses, handlers and others during handling activities
- how horses learn through cues, pressure-release and repetition and reward
- safe body position in relation to horses, and use of cues to start, slow down, stop and turn horse
- quick release knots and safe methods of securing horses
- features, purpose, effects, reactions and animal welfare considerations of common horse restraints, including:
  - nose twitch and skin twitch and ear twitch
  - hobbles
  - crush
  - chains, bits and bridles
  - chemical restraints.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - structures, tools and equipment required for the tasks specified in the performance evidence, including correctly fitted gear for the horses and correctly fitted PPE for the handler
  - other horse handler and horses required for the tasks specified in the performance evidence
  - the incident scenario in the performance evidence may be simulated
- specifications:
  - workplace procedures for handling horses
- relationships:
  - supervisor and other workers.

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The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU213 Follow safe work practices in equine industries

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to follow workplace health and safety policies and procedures in industries that use horses.

This unit applies to workers who handle horses and who undertake routine work under supervision. They apply documented policies, procedures and practices to reduce health and safety risks in their own work, and support the health and safety of the team members and horses. Work environments may include stables, paddocks, yards, tracks, exercise arenas and public areas.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where licensing or registration varies between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm workplace health and safety requirements	1.1 Confirm key workplace health and safety roles and responsibilities in the workplace 1.2 Interpret and confirm key workplace health and safety policies and procedures, and responsibilities for own role 1.3 Confirm key common hazards and risks related to routine horse work, including zoonotic diseases 1.4 Identify and interpret risk control procedures and practices established by the workplace to control or minimise key common risks for horse workers
2. Prepare to work safely	2.1 Confirm work task, environmental conditions, resources, timeframes and team members and horses involved and affected according to workplace requirements 2.2 Identify hazards, assess risks and control and/or report risks prior to commencing task 2.3 Communicate with supervisor and other team members about risk control measures and backup safety plans, and confirm actions and responsibilities 2.4 Select and fit personal protective equipment (PPE) appropriate for task 2.5 Select, check and fit horse gear required to handle horse to ensure safety of horse, self and others 2.6 Select tools, equipment, and materials required for task, and undertake pre-start operational and safety checks according to manufacturer instructions
3. Complete work task safely	3.1 Confirm all health and safety risk control measures have been taken in readiness to commence the task 3.2 Undertake task using safe horse handling, materials handling and infection control practices according to workplace requirements 3.3 Maintain situational awareness and adapt own behaviour and activities to changes in work environment 3.4 Monitor hazards and risks that arise during the task, and implement backup safety plan if required, to minimise risks to horse, self and others 3.5 Respond to unforeseen risks and/or seek assistance from others if required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Report effectiveness of risk controls according to workplace requirements 3.7 Clean and tidy work area, and report new hazards according to health and safety requirements 3.8 Check, clean and store equipment, and report equipment that needs repair or replacement 3.9 Document incidents, accidents or near misses as required according to workplace health and safety and animal welfare requirements
4. Implement worker and horse emergency response procedures	4.1 Confirm existing workplace emergency response procedures and requirements 4.2 Confirm likely emergency situation or event with supervisor and agree plan of action for areas of own responsibility 4.3 Follow workplace plan and procedures for responding to emergencies 4.4 Report outcomes of emergency response action, and suggest areas for improvement
5. Participate in ongoing work health and safety activities	5.1 Contribute to workplace meetings, inspections and other workplace health and safety consultative activities 5.2 Identify existing and potential health and safety hazards, and report them according to workplace procedures 5.3 Participate in actions to minimise or eliminate health and safety risks in the workplace according to level of own responsibility

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.

Skill	Description
Reading	• Interpret safety information provided on product labels and manufacturer instructions
Writing	• Complete safety records using industry terminology

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Skill	Description
Numeracy	• Estimate and calculate quantity, area, weight, volume, temperature, time and ratio
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry terminology accurately in communications with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU213 Follow safe work practices in equine industries	ACMEQU201 Work safely in industries with horses	Unit redesigned to include general workplace health and safety roles and responsibilities, emergency response and participative processes Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU213 Follow safe work practices in equine industries

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence the individual has followed workplace instructions to safely carry out a minimum of three different work tasks that involve horse handling. The tasks are to be performed using at least two different quiet, consistent and obedient horses. For each task, the individual must have:

- confirmed with supervisor horse identification and horse suitability for the task
- identified and confirmed at least three hazards, and assessed, controlled and/or reported their risk
- confirmed and followed risk control procedures, including safe positioning and movement around horse and others
- provided feedback to supervisor on the effectiveness of risk controls
- checked and correctly fitted appropriate horse gear and personal protective equipment (PPE)
- responded appropriately to reactive horse behaviour prior to and during the task
- used safe and low stress horse handling practices
- used safe manual and materials handling practices.

In addition to the above, the individual must have:

- implemented at least one backup plan to reduce safety risks to self and horse caused by an unforeseen event
- followed workplace procedures in response to an emergency for fire and one of the following scenarios:
  - uncontrolled fire or flood
  - unexpected extreme weather change or event
  - medical emergency requiring human and/or horse first aid
  - outbreak of zoonotic disease
  - a cast horse
- accurately completed workplace documentation for:

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  - hazard identification and risk assessment
  - reporting an incident or accident or emergency response action
- participated constructively in a minimum of two organised ongoing workplace health and safety activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic horse behaviours, including fight and flight responses, body language, herd and adverse behaviours
- fundamental workplace health and safety responsibilities of employees, supervisors and managers in an equine workplace
- role of workplace health and safety representatives and health and safety committees
- responsibility for reporting and controlling health and safety risks for own job role
- methods to evaluate the effectiveness of risk control measures
- equine workplace emergency policies and/or procedures for responding to:
  - uncontrolled loose horse
  - cast horse
  - uncontrolled fire, including fire affecting horse facilities and bush fires
  - uncontrolled flood
  - outbreak of endemic and zoonotic disease
  - unexpected change in weather
  - medical emergencies that require human and horse first aid response
  - hazardous substance and chemical spills
  - events requiring evacuation
- common hazards and/or risks that occur in an equine environment, including:
  - horse bites, kicks, strike and crushing
  - zoonoses, including Hendra and ringworm
  - hazardous chemicals, medications and substances
  - sharps
  - manual and material handling tasks
  - disturbances, noise and other animals that startle horses
  - machinery and equipment
  - extreme temperatures
  - slips, trips and falls
  - dust
- common controls to eliminate or minimise risks in an equine workplace, including:
  - current assessment of horse suitability
  - use of safe and low stress horse handling practices
  - movement within horse safety zones, including standing and recumbent horses

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  - horse restraints, including horse gear and crush
  - fences and other barriers
  - safety signs
  - PPE
  - personal immunisation against infectious diseases
  - personal hygiene
  - cleaning and sanitising of work areas
- purpose, use, maintenance and storage of PPE, including:
  - clothing and footwear
  - face and eye protection
  - hand protection
  - head protection
  - hearing protection
  - respiratory protection
- common safety and traffic control signs found in an equine workplace
- personal stress and fatigue, and potential to affect safe work
- purpose and storage of safety data sheets
- purpose and procedures for inspection, tag-out and lock-out of gear, equipment and machinery
- manual and materials handling solutions for common activities in the horse industry
- pre-operational work checks, including horse behaviour in readiness for work tasks.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses educated for the tasks specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - tools and equipment required for the tasks specified in the performance evidence, including correctly fitted and adjusted gear for the horses and PPE for the handler
  - the emergency scenarios in the performance evidence may be simulated
- specifications:
  - equine workplace health and safety policies and procedures
  - equine workplace emergency response procedures for fire and one of the emergency scenarios selected in the performance evidence
  - workplace procedures and/or instructions related to the work tasks specified in the performance evidence

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- relationships:
  - supervisor and team members.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU214 Prepare to work safely around horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge to understand and interpret horse behaviour and body language in order to minimise risks to self, others and horses when working around horses.

This unit applies to workers who work around horses, but do not directly handle horses. These roles may include administration, finance, marketing, customer service, catering, facility management and equipment repair.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify basic horse behaviour	1.1 Identify basic horse characteristics and identification features 1.2 Identify the natural instincts, sensory perceptions and social

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	behaviour of horses 1.3 Recognise how horse senses can influence their behaviour and reactions 1.4 Identify environmental conditions and other stimuli that can unsettle horses 1.5 Identify ways horses can respond to different people and in different situations 1.6 Identify body language, vocalisation, posture and facial features, indicating a horse is unsettled, agitated, in pain or relaxed in its surroundings
2. Identify areas of personal risk around horses	2.1 Identify situations, work activities and behaviours that lead to common incidents, accidents and injuries when working around horses 2.2 Recognise human body language and behaviour that should be avoided around horses 2.3 Identify positive actions and behaviours that minimise risks when around horses
3. Undertake site induction	3.1 Report to site supervisor, and complete required site registration and safety requirements to access site for own work 3.2 Confirm and explain workplace roles, responsibilities and procedures for responding to worker and horse health and safety incidents, accidents and emergencies 3.3 Confirm work tasks, location, timeframes, support workers and resources required with site supervisor 3.4 Identify hazards associated with own tasks, assess risks and confirm risk controls for proposed tasks with site supervisor
4. Minimise risks when working around horses	4.1 Select and fit personal protective equipment, identification and other equipment as required 4.2 Interpret and respond appropriately to horse body language during work tasks 4.3 Maintain situational awareness of horses while undertaking tasks, and respond to and report new hazards that arise to site supervisor 4.4 Complete tasks, report outcomes to site supervisor and undertake exit procedures according to workplace requirements

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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.

Skill	Description
Reading	• Interpret equine workplace safety induction documentation
Oral communication	• Use equine industry terminology to describe horse behaviour and body language • Use open and closed questions to seek and confirm information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU214 Prepare to work safely around horses	ACMEQU205 Apply knowledge of horse behaviour	Unit redesigned to include new outcomes to prepare individuals to work safely around horses Major changes to all sections of the 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

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Assessment Requirements for ACMEQU214 Prepare to work safely around horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified horse identification features, including gender, colour and brand
- explained the typical behaviour of the following types of horse toward other horses and handlers:
  - educated, calm and obedient horses
  - uneducated horses
  - excited and less responsive to commands
  - stallions and colts
- observed and interpreted horse behaviour and body language of at least three different horses displaying different behavioural states and body language in different environments on separate occasions
- identified at least three different hazards arising from their own work activities undertaken around horses that may create health and safety risks to themselves, others and horses
- assessed and explained how to minimise the risk created by at least three different hazards arising from their own work when undertaken around horses
- completed a visitor or worker safety induction for at least one equine workplace
- reported any concerns regarding horse behaviour and outcomes for own work to site supervisor in a timely manner.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common features of a horse, including colour, gender, basic points of horse and brands
- features of horse natural instincts and behaviour, including:
  - normal flight and fight responses, including protective behaviour

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    - normal and abnormal behaviours
    - herd, social organisation, need for space and companions
    - attachment and separation anxiety
    - alertness, fear and arousal
- features of horse senses, including vision, touch, smell, hearing and taste
- observation and interpretation of horse vocalisation and body language, including posture and body position, facial features, ears, legs and tail to identify:
    - flight response
    - fight response
    - threatened or defensive behaviour
    - stress, agitation or unsettled behaviour
    - pain
    - relaxed behaviour
- human body language, voice and behaviour that should be avoided around horses
- positive actions and behaviours that minimise risks when around horses
- situations, work activities and behaviours that lead to common incidents, accidents and injuries when working around horses, including:
    - loose uncontrolled horses
    - start-up and operation of loud equipment, machinery and vehicles
    - sudden or unexpected movements and sounds, including those create by people
    - uncontrolled dogs
    - approaching from a horse's blind spot
    - introduction of other horses
    - gates and restraints not used correctly that result in loose horses
    - weather conditions and sudden changes in weather
- key features and benefits of situational awareness when working around horses
- common hazards and risks associated with visitors when working around horses, including zoonotic diseases and basic biosecurity
- basic principles of hazard identification and risk assessment in an equine workplace
- typical strategies to minimise and control common risks associated with working around horses
- key features of safety inductions for an equine worksite, including roles and responsibilities for reporting hazards and risks.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - live horses and/or videos/images of horse behaviour where relevant aspects of behaviour specified in the performance evidence cannot be observed with live horses
  - equine workplace safety induction materials as specified in the performance evidence
- relationships:
  - site supervisor.

If live horses are used during the assessment of skills, the *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU215 Provide daily care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to provide daily care for horses, including cleaning stables, feeding and grooming.

This unit applies to workers who undertake routine horse care tasks under supervision. Work environments may include stables, small enclosed areas, paddocks and yards.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with horses	1.1 Confirm work program with supervisor 1.2 Identify hazards, assess risks, and control and/or report risks prior to commencing tasks 1.3 Select, check and maintain work tools and equipment required for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the tasks 1.4 Select and fit personal protective equipment (PPE) appropriate for tasks
2. Clean stables or small horse enclosure and surrounding areas	2.1 Select cleaning and disinfecting products suitable for use around horses and people, according to workplace health and hygiene procedures 2.2 Remove horse from stable or small horse enclosure and secure at a suitable location using safe and low stress handling techniques 2.3 Clean stable or small horse enclosure and replace bedding or flooring materials if required 2.4 Dispose of stale feed, soiled bedding or flooring materials, manure and other waste products according to workplace procedures 2.5 Clean other horse holding areas, and report maintenance requirements 2.6 Clean, maintain and store tools and equipment and horse gear
3. Provide feed and water to horses	3.1 Clean feed and watering equipment and containers 3.2 Check feed and water supplies, and identify, remove and report contaminated feed and water as required 3.3 Prepare and distribute feed and water to horses according to horse requirements and workplace safety, quality and pest control procedures 3.4 Identify, record and report irregularities in individual horse eating and drinking patterns to supervisor
4. Groom a horse	4.1 Confirm grooming and rugging requirements for selected horse according to workplace procedures 4.2 Position, tie up and groom horse using safe and low stress techniques 4.3 Clean and check horse hooves 4.4 Identify signs of swelling, cuts and unusual horse behaviour that may indicate an illness or injury during grooming, and report these according to workplace requirements 4.5 Fit rug and other protective gear if required and according to environmental conditions and individual horse requirements 4.6 Clean, store and maintain grooming tools, equipment and PPE, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	report maintenance issues

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.

Skill	Description
Reading	• Accurately interpret food product labels and chemical safety data sheets
Writing	• Enter data and information accurately into workplace records
Numeracy	• Estimate and calculate quantity, area, weight, temperature and volume
Oral communication	• Use active listening and questioning to clarify supervisor instructions • Use industry terminology to describe horses, equipment and the work environment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU215 Provide daily care for horses	ACMEQU203 Provide basic care of horses	Redesigned unit that includes content from *ACMHBR203 Provide daily care for horses*, *ACMEQU203 Provide basic care of horses*, and *ACMEQU204 Perform daily tasks in the horse industry*	Not equivalent
ACMEQU215 Provide daily care for	ACMEQU204 Perform daily tasks in	Redesigned unit that includes content from	Not equivalent

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horses	the horse industry	*ACMHBR203 Provide daily care for horses*, *ACMEQU203 Provide basic care of horses*, and *ACMEQU204 Perform daily tasks in the horse industry*	
ACMEQU215 Provide daily care for horses	ACMHBR203 Provide daily care for horses	Redesigned unit that includes content from *ACMHBR203 Provide daily care for horses*, *ACMEQU203 Provide basic care of horses*, and *ACMEQU204 Perform daily tasks in the horse industry* Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU215 Provide daily care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out daily care tasks for at least one calm, consistent and obedient horse over a period of seven days. Each day, the individual must have completed the following according to the individual horse and workplace requirements:

- identified at least three hazards, and assessed and controlled and/or reported associated risks
- selected, checked and correctly fitted appropriate personal protective equipment (PPE)
- selected and checked tools, equipment and materials required for each task, including:
  - checked and/or cleaned grooming equipment
  - checked and/or cleaned feeding equipment, including bins, hay nets and water troughs
- demonstrated safe and low stress horse handling techniques
- measured and distributed required feed
- groomed horse, and fitted rug or other protective gear if required
- identified and reported to supervisor signs of illness, injury or abnormal behaviour.

In addition to the above, the individual must have completed at least one of the following:

- completely stripped out a stable, including removed bedding materials, disinfected walls and floor, and added clean bedding
- cleaned and disinfected a small horse enclosure
- cleaned and disinfected a crush or horse transport vehicle.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- hazard identification, risk assessment and controls to minimise risks when checking and treating horses

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- responsibility for reporting and controlling health and safety risks for own job role
- type, purpose and use of PPE for cleaning horse areas, horse feeding and grooming tasks
- type, purpose and use of horse bedding and floor coverings, including depth of bedding required for safety and comfort of the horse
- typical daily feed and water requirements for horses based on size and activity levels
- common horse feeds, including:
  - hay
  - chaff
  - grain/pellets or other forms of concentrated feed
  - supplements
  - bran
  - feed appetisers
- consequences of providing unsuitable feed and additives to horses, including impact on horse health, behaviour, performance and eligibility for competitions
- fundamentals of horse feed and water quality requirements, including:
  - temperature and humidity
  - contamination control
  - vermin control
- reporting requirements for stock control of feed and bedding supplies
- use and fit of common horse protective equipment, including rugs, fly veil, bell boots, paddock boots, and tail bag
- signs of good health and basic signs of injury and illnesses in horses, including common ailments that need to be reported immediately
- tools, equipment and procedures for:
  - preparing, storing and distributing horse feeds
  - moving and securing horses
  - cleaning and disinfecting equipment and work areas
  - cleaning and disinfecting stables or small horse enclosures, and for laying stable bedding or flooring materials
- health and safety requirements related to horse care tasks, including:
  - safe horse handling when grooming horses
  - contact with horse urine, excrement and nasal discharges
  - allergens related to work environment
  - manual handling, including repetitive strain injuries
  - operating materials handling equipment
  - handling chemicals
- zoonoses transferred by horses to humans, including Hendra, ringworm and leptospirosis.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment or materials:
  - live horse specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - stable or small horse enclosure, equipment and tools required for the tasks specified in the performance evidence, including PPE and load carrying equipment
  - food, water, horse bedding materials and appropriate gear for individual horses and tasks specified in the performance evidence
  - workplace recording or reporting formats
- specifications:
  - workplace procedures and instructions for horse care, including the individual bedding and food requirements for the horse specified in the performance evidence
- relationships:
  - supervisor.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU216 Check and treat horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to carry out routine checks on horses, provide treatments under direction, and assist others to provide medical treatment when required.

This unit applies to workers in industries involving horses, and who undertake routine horse care tasks under supervision.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out routine horse checks	1.1 Confirm horse identification and supervisor instructions for horse health activities 1.2 Identify hazards, assess risks and control and/or report risks prior

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to commencing tasks 1.3 Select and fit personal protective equipment (PPE) required for the task 1.4 Identify signs of good health and condition in horses 1.5 Check horse for signs of lameness, soreness, heat or swelling in legs, cuts and other signs of injury, illness and distress 1.6 Clean and examine hooves and note signs of hoof general condition, damage or injury 1.7 Check shoes, if fitted to horse, for wear and damage and report missing or loose shoes 1.8 Report signs of horse health, illness or injury to supervisor according to workplace procedures
2. Carry out horse treatments	2.1 Confirm horse identification and treatment requirements with supervisor 2.2 Identify hazards, assess risks and control and/or report risks prior to commencing tasks 2.3 Select and fit PPE required for the task 2.4 Select, check and apply appropriate restraints to secure horse in preparation for treatment 2.5 Provide routine medications and treatments using safe and low stress techniques, and record according to workplace requirements 2.6 Assist others as directed to treat horses 2.7 Store or dispose of medications and treatments according to workplace health, safety and biosecurity requirements

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.

Skill	Description
Reading	• Interpret key information in horse treatment product labels

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Skill	Description
Writing	• Record data and information about checking and treating horses accurately
Numeracy	• Estimate and calculate quantity, weight, temperature, volume and ratio
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU216 Check and treat horses	ACMEQU203 Provide basic care of horses	Redesigned unit that includes content from *ACMHBR201 Check and treat horses, and ACMEQU203 Provide basic care of horses*	Not equivalent
ACMEQU216 Check and treat horses	ACMHBR201 Check and treat horses	Redesigned unit that includes content from *ACMHBR201 Check and treat horses, and ACMEQU203 Provide basic care of horses* Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU216 Check and treat horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has checked and treated at least two suitably educated, calm, consistent and obedient horses. Each horse must be checked on three separate occasions. For each horse, the individual must have:

- identified at least three different hazards, and assessed and controlled and/or reported associated risks
- selected, checked and correctly fitted appropriate personal protective equipment (PPE)
- demonstrated safe and low stress horse handling techniques
- checked horse vital signs, including temperature, respiratory rate, capillary refill, hydration status and heart rate
- checked horse for signs of discharge, including nasal, eye and genitalia
- monitored and reported basic horse health and identified signs of:
  - ill health, injury or lameness
  - abnormal or depressed appetite
  - non-routine behaviour
- cleaned, checked and applied a hoof dressing
- checked for loose or damaged shoes if shoes are fitted to horse.

In addition to the above, the individual must have treated two horses as directed, including:

- administered topical and oral medications
- bandaged a minor cut
- bandaged a minor injury or applied a poultice to a limb
- assisted as directed with the provision of first aid and/or other treatments, including:
  - demonstrated safe handling and positioning of self to reduce risks to self and others
  - restrained horse by use of head collar and lead, holding a leg up, positioning of horse and/or twitch (skin or nose)

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- safely disposed of materials used for treatments according to workplace health, safety and biosecurity requirements
- documented at least two different treatments provided to horses according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal welfare requirements, including ethical and humane treatment
- industry terminology for points of horses
- horse vital sign checks, including temperature, respiratory rate, capillary refill, hydration status and heart rate
- signs of good health
- signs of common horse illness and injuries, including:
  - lameness or soreness
  - hoof cracks and hoof capsule damage
  - heat or swelling in legs
  - distress in horses
  - elevated body temperature
- techniques for detecting signs of good health, illness or injury
- low stress and safe techniques for handling, leading and restraining injured and ill horses
- safe and low stress horse handling techniques and zones when treating horses
- routine horse health checks
- first aid for minor injuries in horses
- workplace reporting processes related to horse health
- tools and equipment used when treating common horse injuries and diseases, including personal protective equipment (PPE)
- features, purpose, effects, reactions and animal welfare considerations of common horse restraints used when treating horses, including:
  - holding a leg up
  - nose twitch and skin twitch
  - crush
  - bits and bridles
  - chemical restraints
- record-keeping systems
- hazard identification, risk assessment and controls to minimise risks when checking and treating horses
- responsibility for reporting and controlling health and safety risks for own job role
- key features of biosecurity and infection control when checking and treating horses.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - tools, equipment and medications required to perform the tasks specified in the performance evidence, including PPE
  - appropriate gear for horses and tasks specified in the performance evidence
  - workplace recording and reporting formats
- specifications:
  - workplace procedures and instruction for checking and treating horses specified in the performance evidence
- relationships:
  - supervisor.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU217 Load and unload horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to safely load and unload horses onto and from horse transport vehicles.

The unit applies to workers who undertake routine work under supervision and apply knowledge and judgement to solve predictable issues when loading and unloading horses. Work environments may include stables, paddocks, yards, tracks, event venues and public areas.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to load horse	1.1 Confirm horse to be loaded, transport vehicle, horse gear and other

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	individual horse requirements with supervisor 1.2 Check transport vehicle in readiness for loading horse 1.3 Identify hazards, and assess and control and/or report risks prior to loading horse 1.4 Select and fit personal protective equipment (PPE) for loading and unloading horse 1.5 Select and check gear and equipment required for loading and transporting, and fit gear to horse
2. Load horse	2.1 Load horse safely onto transport vehicle using safe and low stress handling techniques 2.2 Position horse in vehicle according to horse requirements and transport configuration 2.3 Confirm horse is safely secured in vehicle
3. Unload horse	3.1 Prepare location to secure horse after unloading 3.2 Fit gear to horse if required, unload horse from vehicle and lead to secure location using safe and low stress handling techniques 3.3 Remove horse travel gear if required 3.4 Inspect horse for signs of injury, illness or distress, and report horse condition to supervisor 3.5 Clean horse gear, equipment and transport vehicle, and report maintenance issues as required

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.

Skill	Description
Numeracy	• Estimate and measure distance, area, weight, temperature and time
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry terminology to describe horses, gear, equipment and

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Skill	Description
	vehicles used for horse transport

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU217 Load and unload horses	ACMEQU202 Handle horses safely	Redesigned unit that includes content from Element 3 of previous 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

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Assessment Requirements for ACMEQU217 Load and unload horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely loaded and unloaded at least three different calm, consistent and obedient horses onto and from a horse transport vehicle. Each horse must be loaded and unloaded separately on a vehicle or trailer specifically designed for horse transport.

For each horse loading and unloading process, the individual must have:

- confirmed the loading and unloading requirements with a supervisor
- identified at least two hazards, and assessed and controlled and/or reported the risks
- applied safe and low stress horse handling techniques and practices
- selected and correctly fitted personal protective equipment (PPE)
- checked, prepared and fitted horse gear and equipment, including halter and lead
- checked the horse transport vehicle, including horse restraints and ventilation
- positioned and secured horse in vehicle according to transport configuration
- unloaded, led and restrained horse in a secure location
- inspected the horse after unloading, and provided a report to a supervisor on horse condition
- cleaned and tidied horse section of transport vehicle.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common hazards, risk assessment and risk controls related to loading and unloading horses
- purpose, use, maintenance and storage of PPE for handling, loading and unloading horses
- safe and low stress horse loading and unloading techniques
- key animal welfare requirements when transporting horses

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- different types of horse transport vehicles, including:
  - basic safety checks, including flooring and air vents
  - safe operation of doors, gates and other restraints
  - use of ramps and/or mechanical lifts
  - transport configuration
  - horse position and securing
- purpose, benefits and risks of common horse gear and equipment used to load and unload horses, including:
  - tail ropes
  - bits or bridles
  - ramp panels
  - appropriate use of whips
- protective horse gear and equipment that may be required during transport, including rugs, poll guards, leg and tail protection
- workplace procedures for loading and unloading horses, including:
  - checking horse condition and preparing horses
  - checking, fitting and maintaining horse gear and equipment
  - vehicle cleaning and sanitisation before and after loading
  - seeking assistance with difficult or unexpected situations
- key considerations when loading and/or unloading horses onto transport vehicles, including:
  - phenomena that can spook a horse
  - safe positioning and handling practices
  - common injuries to horses and handlers, and their causes
  - common adverse reactions by horse to loading, unloading and travelling.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - gear and equipment required for the tasks specified in the performance evidence, including correctly fitted gear for the horses and correctly fitted PPE for the handler
  - horse transport vehicle specified in the performance evidence
- specifications:
  - workplace procedures for loading and unloading horses

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- relationship:
  - supervisor.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU218 Perform horse riding skills at walk, trot and canter

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to control a horse under saddle that is suitably educated for a beginner rider. It focuses on walking, trotting and cantering calm, obedient and consistent horses that are suitable for the level of rider experience, during controlled, supervised horse riding activities.

The unit includes the foundational skills and knowledge required for entry level riding tasks in an equine workplace, including knowledge of potential risks when working with and around horses, to ensure the welfare and safety of the individual, other participants and horses.

The unit applies to individuals who have limited or no horse riding experience, and who are developing skills needed to ride horses. Riding environments may include exercise yards and fenced horse riding areas or arenas.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for horse riding activity	1.1 Explain own current skill level, riding skill development goals and horse preferences to assist with assignment of a suitable horse 1.2 Identify and confirm with supervisor potential hazards and risks associated with specific location, environment and horse riding activity, and apply control measures as directed 1.3 Identify, confirm and fit personal protective equipment (PPE) required for preparing and riding horse 1.4 Catch, secure, groom and check assigned horse for general health, injuries, hoof damage and loose shoes using safe and low stress horse handling techniques 1.5 Select, check and fit gear allocated to horse 1.6 Present horse and self to supervisor for gear check, stirrup length adjustment and girth tightening prior to mounting
2. Demonstrate controlled riding skills in an enclosed environment	2.1 Mount horse in a safe and balanced manner 2.2 Ride horse through gaits in a balanced and controlled manner 2.3 Use recognised aids, including legs, weight, hands and voice, to control movement, speed and direction of horse at halt, walk, trot and canter 2.4 Cue horse through a range of movements and direction, maintaining control of horse 2.5 Control horse under saddle among other horse and rider combinations, maintaining safe riding practices while performing a variety of basic school movements 2.6 Negotiate potential hazards appropriately to minimise risks 2.7 Undertake emergency stop using a safe technique 2.8 Dismount safely and lead horse in a safe and controlled manner
3. Complete post-riding activities	3.1 Perform post-riding cool down of horse as required 3.2 Remove gear safely, clean it and check its condition, and report to supervisor on condition of gear and horse post-exercise

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.

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Skill	Description
Numeracy	• Estimate and measure distance
Oral communication	• Use active listening and open and closed questions to clarify instructions • Use industry terminology to describe horse riding related activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU218 Perform horse riding skills at walk, trot and canter	ACMEQU206 Perform horse riding skills at walk, trot and canter	Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU218 Perform horse riding skills at walk, trot and canter

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely performed horse riding skills at walk, trot and canter, in an enclosed environment on at least two different horses assessed as suitable for rider skills and experience. The individual must have ridden each horse on at least three different occasions, with and without other horse/s and rider/s in the immediate vicinity, during which the individual has:

- identified, assessed and controlled within level of responsibility at least three different risks associated with riding horses around others
- used correctly fitted personal protective equipment (PPE), including compliant riding helmet, long pants, and flat soled shoes or boots with a heel
- checked and fitted gear and equipment for nominated horses, including:
  - saddle
  - saddle cloth
  - bridle
- mounted horse safely
- controlled horse under saddle at all times in the following tasks:
  - demonstrating an effective and balanced riding position at walk, trot and canter
  - using hand, seat and leg aids to safely ride the three gaits and negotiate around obstacles
  - using transitions between gaits
  - following arena figures of circles, straight and diagonal lines and changes of direction
  - rising on the correct diagonal at trot on both reins
  - cantering for a distance of a minimum of 100 metres
  - cantering on correct lead on both reins
  - maintaining appropriate spacing and following 'right of way' rules when riding in a group
  - demonstrating safe emergency stop

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- dismounted horse safely
- cleaned, checked and stored gear and equipment according to stable procedures
- reflected on horse performance and reported to supervisor.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key consideration for assessing horse suitability and matching to own skills
- common horse body language, behaviour and social traits that may affect riding activities
- purpose and use of horse gear that may be used for beginner riders on suitable horses
- purpose, use, correct fit, maintenance and storage of PPE for riding, including:
  - clothing and footwear, including flat soled shoes with a heel
  - riding helmets that comply with current Australian Standards
- purpose of appropriate aids to communicate with a horse
- safe group riding techniques, including:
  - spacing
  - right of way in relation horse pace
  - right of way in relation to direction
- safe horse handling techniques and zones
- key animal welfare principles and practices for interaction with horses and riding, including:
  - low stress techniques related to riding
  - benefits of rider's core balance and fitness
- basic workplace health and safety risk assessment and control principles relating to interacting with horses, riding in an arena and with others
- risk factors that influence riding horse behaviour, including:
  - other horses
  - vehicles, fences and equipment
  - other people or animals
  - wind, noise and environmental hazards
  - riding with others
  - unexpected horse behaviour
- workplace safety and emergency response procedures for horse riding activities, including zones relevant to preparing to ride, riding and returning horse to paddock or yard
- basic indicators of horse health and injury
- reasons for grooming horses prior to fitting gear
- purpose and features of personal protective equipment for riders, to include:
  - clothing
  - footwear
  - helmets, including when to replace.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - enclosed riding environment
- resources, equipment and materials:
  - live calm, consistent and obedient horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - other horses with riders
  - appropriate gear for walk, trot and canter riding activities suitable for horse, rider and discipline
  - correctly fitted PPE for the individual, as specified in the performance evidence, including a riding helmet that complies with Australian Standard or equivalent
  - workplace procedures and instructions for riding horses at walk, trot and canter
- relationships:
  - supervisor.

Risk assessments and appropriate risk controls must be undertaken to ensure the safety of all involved in the assessment of this unit.

Horse matching prior to all assessments involving horse interaction is essential. Registered Training Organisations (RTOs) and/or assessors must:

- complete, participate in or validate a risk assessment of both the individual being assessed and other participant riders' characteristics and level of horse handling and riding skills
- match, or validate the matching of, horses of suitable history, size and temperament to both the individual being assessed and other participants to ensure that rider and horse combination is safe.

Note – If an employee is being assessed in their workplace, the horse matching above can be replaced with advice from a workplace supervisor that the employee has previously ridden the horse to be used for the assessment, and the horse and rider are suitably matched for the assessment tasks.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist RTOs, trainers and assessors with risk assessments and related risk controls, including horse and rider matching, that should be undertaken to ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must have at least one of the following:

- achieved a recognised horse riding coaching/instruction accreditation (refer to the User Guide)
- experience training and/or assessing beginner level horse riders (refer to the User Guide).

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Links

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ACMEQU219 Develop riding skills for exercising horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required for riding educated horses on the flat and in negotiating set obstacles in controlled and open areas. It includes knowledge of assessing risks to protect the welfare of people and horses.

This unit applies to riders who work under supervision, and who exercise calm, consistent and obedient horses that are ridden in areas that may include paddocks, stock or exercise yards, arenas, trails, and open areas at training and competition venues.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU218 Perform horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMEQU218 Perform horse riding skills at walk, trot and canter	ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to ride	1.1 Confirm horse identification, riding location, program and riding etiquette according to workplace requirements 1.2 Confirm safe horse handling practices, health and safety procedures, and riding etiquette associated with workplace, location and activity 1.3 Identify hazards, assess risks and control and/or report risks prior to handling horses and starting exercise 1.4 Select and fit personal protective equipment (PPE) required for preparing and riding the horse 1.5 Select and fit horse gear as directed according to purpose, features of fit and workplace requirements 1.6 Walk and stretch horse, and adjust gear and girth prior to mounting
2. Ride and control horse safely while exercising	2.1 Mount horse in a safe and balanced manner 2.2 Warm up and ride horse in enclosed and/or open areas according to exercise program and supervisor instructions 2.3 Identify footfalls, appropriate trot diagonal and canter leads both on ground and whilst riding 2.4 Demonstrate rising trot, sitting trot, three and two point canter seat in a balanced and controlled manner 2.5 Establish and maintain suitable speed within each gait to ensure control at all times 2.6 Control horse under saddle among other horse and rider combinations while maintaining safe riding practices 2.7 Complete exercise and warm down horse according to horse and program requirements
3. Complete post-riding activities	3.1 Cool down, hose and groom horse after riding according to horse requirements and workplace procedures 3.2 Remove, clean and check gear before storage, and report maintenance issues to supervisor 3.3 Report horse performance and condition to supervisor

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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.

Skill	Description
Numeracy	• Estimate and measure distance
Oral communication	• Use active listening and open and closed questions to clarify instructions • Use industry terminology to describe horse riding related activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU219 Develop riding skills for exercising horses	ACMEQU207 Develop riding skills for exercising horses	Redesigned unit that incudes content from *ACMEQU207 Develop riding skills for exercising horses*, and *ACMPHR201 Ride performance horses for exercise in an arena* Prerequisite requirements changed Major changes to all sections of the unit	Not equivalent
ACMEQU219 Develop riding skills for exercising horses	ACMPHR201 Ride performance horses for exercise in an arena	Redesigned unit that includes content from *ACMEQU207 Develop riding skills for exercising horses*, and *ACMPHR201 Ride performance horses for exercise in an arena*	Not equivalent

Links

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Assessment Requirements for ACMEQU219 Develop riding skills for exercising horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has demonstrated riding skills for exercising at least two different educated, compliant and manageable horses in a safe environment. The individual must have ridden each horse on at least three different occasions, with and without other horses and riders in the immediate vicinity, during which the individual has:

- confirmed horse identification, riding location, program and riding etiquette according to workplace or organisational requirements
- identified at least three different hazards, assessed risks, and controlled and/or reported risks prior to handling horses and starting exercise
- selected, correctly fitted and adjusted a range of gear for a specified purpose or activity, including:
  - saddles
  - stirrup irons and safety devices
  - bridle with bit
  - saddle cloth
  - boots or bandages
- selected and correctly fitted personal protective equipment (PPE)
- controlled the horse under saddle at all times while undertaking the following:
  - applying aids to establish and control gait, speed and direction of a horse at walk, trot and canter
  - holding reins for two independent hands, one hand and bridging techniques
  - increasing and decreasing speed at trot and canter over a minimum distance of 500 metres
  - exercising horse with others at walk, trot and canter whilst maintaining safe riding distance
  - rising on the correct diagonal at trot
  - transitioning correct lead to canter on both legs

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    - riding on at least two different open area terrains or trails
- ridden horse singly and in company, maintaining safe riding distances
- used appropriate aids to adjust horse speed and position to maintain horse balance, including riding through narrow openings
- completed horse exercise program requirements and reported on horse performance
- identified the footfalls of each gait when on the ground and mounted.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, features of fit and use of horse gear used for riding in at least two different horse work sectors, including:
    - types and styles of saddles
    - bits and bridles
    - accessory tack for relevant sector or discipline
- checking, cleaning and general maintenance of horse gear used for riding
- purpose and correct fit of PPE, including:
    - safety vests
    - riding helmets, including current Australian Standards and regulatory requirements
- types of horse gaits and variations within gaits for ridden horses
- types of aids and rider position techniques to:
    - control gait, speed and direction of a horse
    - maintain rider position during rising and sitting trot
    - maintain rider position when riding on different surfaces, slopes and ground conditions
- hazard identification, risk assessment, risk control and reporting prior to, during and after horse riding activities
- key health and safety procedures and practices for riding horses, including:
    - safe horse handling techniques and zones relevant to preparing to ride, riding and returning horse to paddock or yard
    - low stress horse riding techniques
    - horse and rider fatigue and stress monitoring
- potential hazards in the horse riding environment, and risks to horse or rider, including:
    - riding surface and conditions, including slopes
    - safe distances for riding in the vicinity of other horses
    - right of way when riding in the vicinity of other horses
- key features of safe riding etiquette and protocols for horse riding environments in equine workplaces.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a safe horse riding environment
- resources, equipment and materials:
  - live well-educated, compliant and manageable horses, assessed as suitable to allow the rider to demonstrate the level and skills of riding specified in the performance evidence
  - appropriate gear for individual, horse and activity
  - correctly fitted PPE for the individual, including suitable riding footwear and a riding helmet that complies with Australian Standard or equivalent
- specifications:
  - workplace procedures for horse riding and horse exercise programs specified in the performance evidence
- relationships:
  - supervisor and other riders.

Risk assessments and appropriate risk controls must be undertaken to ensure the safety of all involved in the assessment of this unit.

Horse matching prior to all assessments involving horse interaction is essential. Registered Training Organisations (RTOs) and/or assessors must:

- complete, participate in or validate a risk assessment of both the individual being assessed and other participant riders' characteristics and level of horse handling and riding skills
- match, or validate the matching of, horses of suitable history, size and temperament to both the individual being assessed and other participants to ensure that rider and horse combination is safe.

Note – If an employee is being assessed in their workplace, the horse matching risk assessment above can be replaced with advice from a workplace supervisor that the employee has previously ridden the horse to be used for the assessment, and the horse and rider are suitably matched for the assessment tasks.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist RTOs, trainers and assessors with risk assessments and related risk controls, including horse and rider matching, that should be undertaken to ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must have at least one of the following:

- recognised horse riding coaching/instruction accreditation (refer to the User Guide)
- experience training and/or assessing other riders on skills for exercising horses (refer to the User Guide).

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Links

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

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ACMEQU220 Lunge educated horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to perform basic ground exercising techniques involving lungeing a calm and suitably educated horse. It covers the correct fitting of lungeing equipment, caring for horses during and after exercise, and knowledge of potential safety risks when lungeing horses.

This unit applies to workers who undertake routine non-ridden horse exercise tasks under supervision. The exercise may be undertaken in yards, exercise arenas and event areas.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lunge horse	1.1 Confirm with supervisor horse to be lunged, exercise schedule and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	suitable lungeing area 1.2 Identify hazards, assess risks and control and/or report risks prior to handling horses and starting exercise 1.3 Select and fit personal protective equipment (PPE) 1.4 Select, check and fit lunge gear and equipment according to individual horse requirements
2. Lunge a horse	2.1 Check environment, horse body language and behaviour, and confirm horse is ready to lunge 2.2 Assume correct lungeing position and progress horse safely in walk, trot and canter in both directions according to exercise program 2.3 Monitor horse and reduce intensity or stop lungeing exercise if horse displays signs of distress or injury
3. Perform post-exercise procedures	3.1 Remove gear from horse and check horse for signs of injury 3.2 Cool down, hose and groom horse after exercise according to horse requirements and workplace procedures 3.3 Record and report on horse performance and irregular horse behaviour, signs of distress or injury during and after exercise to supervisor 3.4 Check and maintain gear before storage, and report gear quality and maintenance issues to supervisor

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.

Skill	Description
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry terminology to describe and report horse lungeing activities
Numeracy	• Measure and calculate time, temperature, distance and speed

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU220 Lunge educated horses	ACMEQU210 Lunge educated horses	Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU220 Lunge educated horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has lunged at least three different calm, consistent and obedient horses that have been educated to lunge. Each lungeing session must be at least ten minutes (at least five minutes to the right and at least five minutes to the left) and must be undertaken in a safe lungeing area.

For each horse exercise activity, the individual must have:

- identified at least three hazards, assessed risks and controlled and/or reported risks prior to handling horses and starting exercise
- selected, correctly fitted and used horse gear and equipment for lungeing, according to horse and exercise program requirements
- selected, checked and correctly fitted personal protective equipment (PPE)
- monitored horse health and behaviour before, during and after lunge exercise, and reported signs of distress or injury to supervisor
- used safe horse lungeing techniques and equipment and gear, including:
  - single lunge rein
  - lunge whip
  - lunge roller or saddle
  - bridle or lunge cavesson
- controlled horse during walk, trot and canter in both directions
- carried out post-exercise care of horses, including cooling down using at least one of the following:
  - hand walking
  - hosing
  - grooming techniques
- cleaned horse gear and equipment according to workplace instructions and manufacturer instructions

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- updated exercise program records, and reported horse performance and condition to supervisor.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace procedures for lungeing exercise of horses, including before, during and after lungeing
- workplace communication procedures for conducting horse lungeing exercise programs
- common horse behaviour and management related to lungeing exercise routines and fitness
- correct techniques for lungeing horses that have been educated in lungeing
- types, purpose, correct fit and safe use of horse lungeing gear and equipment, including:
  - single lunge rein
  - lunge whip
  - lunge roller or saddle
  - bridle or lunge cavesson
- use and risks associated with advanced lungeing equipment
- requirements for checking and maintaining horse lungeing working gear and equipment
- likely injuries that may be sustained by horses and handlers during lungeing exercise
- signs of horse injury, fatigue and distress related to lungeing exercise
- safe horse handling techniques and zones when lungeing horses
- safe lungeing environments and surfaces
- key features of lungeing exercise programs for horses at various stages of fitness
- common workplace health and safety requirements and practices relating to lungeing exercise, including:
  - hazard identification, risk assessment, risk control and reporting
  - types and purpose of PPE
  - handling, restraining and lungeing horses
  - safe storage handling and disposal of cleaning agents
- responsibility for reporting and controlling health and safety risks for own job role
- horse welfare considerations for lungeing exercise, including:
  - weather, including wind and temperature
  - fatigue and stress
  - health status, including current injuries
- workplace horse exercise and condition reporting systems and practices.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a safe horse lungeing environment
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - safe horse gear, tools and equipment suitable for the tasks specified in the performance evidence, including PPE
  - workplace reporting and recording formats
- specifications:
  - workplace procedures and instructions or program for lungeing horses
- relationships:
  - supervisor.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU221 Manage personal health and fitness for working with horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to manage personal health and fitness in roles working with horses. It includes knowledge of common health and nutritional principles, and stress and workplace fatigue management strategies.

The unit applies to individuals working under supervision in an equine workplace that are required to manage their personal health and fitness to perform effectively in their own job role.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify impacts of personal fitness and health on workplace performance	1.1 Identify hazards and risks to personal fitness and physical and mental health arising from own role in the horse industry 1.2 Recognise general signs in self and team members that indicate fitness and physical and mental health concerns

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify how poor personal fitness and physical and mental health can impact own and others' work performance, health and safety in the horse industry 1.4 Identify impact of drug and alcohol use to physical and mental health and ability to perform job functions 1.5 Recognise work-related and non-work-related causes of poor personal fitness and physical and mental health 1.6 Identify personal nutrition, hydration, exercise, social and rest requirements to develop and maintain fitness and physical and mental health to perform effectively and safely in an equine workplace
2. Develop an action plan to manage personal fitness and health	2.1 Undertake assessment of personal fitness and physical and mental health in consultation with supervisor and/or qualified health and/or fitness practitioner 2.2 Identify strategies used in the workplace for promoting own fitness and physical and mental health, and discuss these with supervisor and/or qualified health and/or fitness practitioner 2.3 Consult with supervisor and/or qualified health and/or fitness practitioner to develop and document a plan to address causes of ill health, and to promote personal fitness and physical and mental health 2.4 Identify available workplace and/or community and/or industry supports and resources to assist with implementation of plan
3. Implement action plan for personal fitness and health	3.1 Measure and record personal fitness and physical and mental health indicators before commencing plan 3.2 Undertake health care improvement actions at work and/or out of work according to documented plan 3.3 Measure and document personal fitness and physical and mental health indicators according to plan requirements, and discuss results with supervisor and/or qualified health and/or fitness practitioner 3.4 Review and adjust plan in consultation with supervisor and/or qualified health and/or fitness practitioner to achieve and/or maintain desired fitness and health goals
4. Support team members to manage personal fitness and health at work	4.1 Recognise signs that team member may be experiencing personal fitness and/or health concerns 4.2 Communicate to team member support services available inside and/or outside the workplace that may help them address fitness and/or health concerns

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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.

Skill	Description
Reading	• Interpret key information in publications related to management of personal health and fitness
Numeracy	• Estimate and measure quantity, weight, time, percentage and ratio
Oral communication	• Use active listening and questioning techniques to seek and clarify information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU221 Manage personal health and fitness for working with horses	ACMEQU208 Manage personal health and fitness for working with horses	Mental health made more explicit in unit outcomes Major changes to Performance Criteria New Element 4 added Foundation Skills updated Assessment Requirements updated	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

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Assessment Requirements for ACMEQU221 Manage personal health and fitness for working with horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed personal health and fitness tailored to at least one job role involving working with horses, including:

- assessed own capacity for specific physical fitness requirements for job role
- sought advice from supervisor and/or qualified health and/or fitness practitioner for an assessment of own fitness and health
- developed and documented an action plan to improve health and fitness with advice from supervisor and/or qualified health and/or fitness practitioner
- undertaken at least two fitness and/or health improvement actions according to documented plan
- reviewed and adjusted documented action plan to improve health and fitness in consultation with supervisor and/or qualified health and/or fitness practitioner to achieve and/or maintain desired fitness and health goals
- implemented an exercise program for core strength and flexibility relevant to own job role working with horses
- developed and implemented short-term and long-term strategies for weight and fitness management
- implemented strategies to manage:
  - fatigue caused by work role
  - stress caused by work role and/or personal life.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- valid sources of advice on personal fitness and physical and mental health requirements for workers in horse industries

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- work health and safety risks arising from interacting with horses, including physical risks and zoonotic diseases
- key features of confidentiality requirements when seeking and/or providing advice related to personal fitness and physical and mental health, including between:
- employer and team members
- service provider and client
- the health and safety benefits of:
- using well maintained personal protective equipment and infection control practices when working with horses
- practising personal hygiene to protect self and others from diseases at work and in the community
- physical fitness levels required for own role working with horses
- for own job role, key methods for measuring, improving and maintaining:
- fitness levels
- general health
- mental health
- common signs and symptoms of poor fitness and physical and mental health, including:
- lack of energy, difficulty concentrating and increased errors
- performance changes, absenteeism, and spending too little or too much time at work
- insomnia
- substance abuse
- stress and fatigue
- common signs and symptoms of drug and alcohol dependency and misuse
- typical effects of drug and alcohol misuse on self and others in the workplace
- prescribed medications and recreational drugs that may contain banned substances in own work area of the horse industry
- signs and symptoms of common injuries that occur among horse handlers and riders
- benefits of following professionally managed rehabilitation regimes following injury or poor health, including time away from work for rest
- common injury prevention strategies and programs for horse handlers and riders relevant to own job role
- exercise routines relevant to own job role working with horses
- nutritional requirements related to age, body type, and current health status relevant to own job role
- appropriate methods of controlling own weight relevant to job role
- sources of advice and assistance in managing stress, anxiety and depression
- techniques for managing stress, including stress related to work and personal life
- self-care strategies and techniques, including:
- recognising own emotions and responses
- physical health, exercise, diet and nutrition
- work-life balance strategies
- work planning, prioritisation techniques, time management strategies
- fostering positive social relationships

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- counselling, personal therapy and/or debriefing
- medical and mental health support services available, including:
- within the organisation and/or contracted employee assistance program
- industry associations
- government and community organisations
- emergency support services.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information on managing personal fitness and physical and mental health in the workplace
  - assessment tools for measuring personal fitness and physical and mental health
- relationships:
  - supervisor or qualified health and/or fitness practitioner.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU304 Apply horse identification techniques

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to accurately identify horses using a range of methods. It covers knowledge of horse physical features, permanent and temporary forms of identification, and industry sources of information on horse identification. It has application in a range of equine sectors and can be customised to identify other large animals or livestock.

The unit applies to individuals who have responsibility for identifying horses as part of their work duties, including rangers and animal rescue responders, and those working on horse properties, transport, equine veterinary facilities, sale yards and racing facilities.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret horse	1.1 Identify reasons for and uses of horse identification information

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
identification information	1.2 Identify key features, characteristics and terminology for identifying horses 1.3 Source industry registers and systems to access horse information for relevant equine sector 1.4 Identify purposes, advantages and limitations of temporary and permanent methods used for horse identification
2. Identify horses accurately	2.1 Search horse for any permanent identifiers, including scanning for microchip, to identify the horse accurately 2.2 Interpret information in temporary forms of identification to assist with horse identification 2.3 Ascertain proof of ownership by matching horse identification and ownership information
3. Record horse identity information	3.1 Record details of horses, including person presenting the horse and point of origin 3.2 Check identification and record movement and destination details of outgoing horses 3.3 Maintain accurate and current horse identification records according to organisational requirements

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.

Skill	Description
Reading	• Interpret textual information from sources to identify relevant and key information for horse identification recognition
Writing	• Use correct and industry-specific terminology to record information and observations
Navigate the world of work	• Comply with explicit workplace procedures and animal welfare principles and codes of practice • Use workplace technology to access information relevant to horse identification

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU304 Apply horse identification techniques	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMEQU304 Apply horse identification techniques

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- accurately identified four different horses using information accessed from a range of sources
- completed a horse identification form for each of the four horses according to industry and organisational requirements
- maintained a record of incoming and outgoing movement of horses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- reasons for identifying horses, including:
  - verification of ownership
  - breeding programs
  - movement of horses between venues
  - biosecurity, vaccination, and disease identification and treatment
  - sale of horses – including quality assurance and disease control/traceability
  - identifying specific animals in a group or herd of the same species or breed
  - avoiding unnecessary confusion between horses of similar appearance
  - horse assessment and selection
  - reuniting loose, lost, stolen or rescued horses with owners
  - monitoring performance
  - integrity related to equine sporting activities
- key features, characteristics and terminology for identifying horses, including by colour, markings, hair whorls, gender, age and brands

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- range of sources of identification information for horses
- permanent identification methods, including: branding, tattooing, microchipping, DNA (deoxyribonucleic acid)
- temporary identification methods, including: photos, stock markers, number tagging
- advantages and limitations of temporary and permanent methods used for horse identification
- animal welfare regulations and humane methods for permanent identification of animals
- organisation procedures, formats, register and/or systems for record keeping.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a variety of horses
  - access to organisational records and systems to locate information required for performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU305 Implement a horse health program

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to implement existing health programs for horses. It involves prevention and treatment of illness and injury by implementing program health management strategies, including vaccination, parasite control and hoof and teeth care. The unit also covers treatment of horse illnesses and injuries with advice from professionals if required.

This unit applies to workers who apply technical knowledge and skills with discretion and judgement to care for horses in a range of environments. They work under broad direction, coordinate activities, solve predictable and unpredictable problems and may have responsibility for highly valuable animals.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to implement a health program	1.1 Review equine facility program and records and determine the procedures and treatments required 1.2 Review individual horse care program and records and determine horse procedures and treatments required 1.3 Schedule resources and horse procedures and treatments required according to workplace program and procedures 1.4 Carry out risk assessment prior to handling horses and implementing health procedures and/or treatments 1.5 Implement personal hygiene and biosecurity practices applicable to administering horse health procedures and/or treatments
2. Implement a vaccination program	2.1 Identify hazards, and assess and control risks related to storing, accessing and administering vaccines for horses 2.2 Select and fit personal protective equipment (PPE) according to workplace safety and biosecurity requirements 2.3 Confirm horse identification and vaccination dose required 2.4 Restrain horse appropriately, and administer vaccine to horse using safe and low stress handling techniques 2.5 Store unused vaccines and dispose of waste products according to manufacturer instructions and workplace procedures 2.6 Update horse vaccination records
3. Implement a parasite control program	3.1 Identify hazards, and assess and control risks related to implementing horse parasite control activities 3.2 Select and fit PPE according to workplace safety and biosecurity requirements 3.3 Examine horse and recognise signs and extent of external and internal parasites 3.4 Select correct treatments for specified parasites, restrain horse appropriately and apply to horse according to manufacturer instructions 3.5 Apply programs to minimise or eliminate parasites in horse environment 3.6 Store leftover products and dispose of waste according to workplace, environmental and biosecurity requirements
4. Implement a hoof care	4.1 Restrain horse appropriately, and provide routine hoof care for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
program	individual horse 4.2 Identify and report common hoof diseases and injuries, and provide or arrange treatment according to workplace procedures 4.3 Identify and report common gait and hoof abnormalities, and provide or arrange treatment according to workplace procedures 4.4 Update hoof care records
5. Implement a dental program	5.1 Identify signs of common dental diseases and abnormalities, and report according to workplace procedure 5.2 Arrange dental treatment according to workplace procedures 5.3 Update dental care records
6. Treat horse illness or injury	6.1 Select and fit PPE required for horse handling and treatment 6.2 Confirm horse identification and restrain horse securely using safe and low stress practices 6.3 Restrain horse appropriately, assess illness or injury status and determine action required, including professional advice and/or treatment 6.4 Consult with owner and/or manager in relation to action or treatment required 6.5 Restrain horse appropriately, and apply poultices, dressings and other prescribed treatment to horse using appropriate application tools, methods and safe and low stress practices 6.6 Store unused treatment and dispose of waste products according to manufacturer instructions and environmental requirements 6.7 Clean, disinfect and store equipment used in treating horses according to infection control and workplace requirements 6.8 Monitor horse recovery and update treatment records

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.

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Skill	Description
Reading	• Interpret information available from horse medical product labels and horse health programs
Writing	• Use accurate industry and medical terminology when creating records and reports
Numeracy	• Calculate and measure quantity, area, temperature, volume, ratio and percentage

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU305 Implement a horse health program	ACMHBR308 Maintain horses in a healthy state	Redesigned unit that includes content from *ACMPHR302 Maintain health and welfare of performance horses, ACMHBR310 Prevent and treat equine injury and disease, and ACMHBR308 Maintain horses in a healthy state*	Not equivalent
ACMEQU305 Implement a horse health program	ACMHBR310 Prevent and treat equine injury and disease	Redesigned unit that includes content from *ACMPHR302 Maintain health and welfare of performance horses, ACMHBR310 Prevent and treat equine injury and disease,* and *ACMHBR308 Maintain horses in a healthy state*	Not equivalent
ACMEQU305 Implement a horse health program	ACMPHR302 Maintain health and welfare of performance horses	Redesigned unit that includes content from *ACMPHR302 Maintain health and welfare of performance horses, ACMHBR310 Prevent and treat equine injury and disease,* and *ACMHBR308 Maintain horses in a*	Not equivalent

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		healthy state Prerequisite requirements changed Unit sector changed to EQU Major changes to all sections of the unit	

Links

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Assessment Requirements for ACMEQU305 Implement a horse health program

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has implemented a horse health program, including vaccination, parasite control, hoof care, dental check, and illness or injury treatment, across at least three compliant and manageable horses. All health care contact and activities with horses must be carried out using safe and low stress horse handling practices. For each horse, the individual must have:

- conducted a pre-activity hazard identification, and assessed and controlled risks
- selected, checked and correctly fitted appropriate personal protective equipment (PPE)
- applied personal hygiene, biosecurity and infection control practices
- identified restraint method appropriate for horse health treatment
- selected, fitted and applied suitable horse gear to restrain horses during treatments
- checked horse vital signs, including temperature, respiratory rate, capillary refill, hydration status and heart rate
- recognised normal physical and behavioural signs in horses:
  - temperature, pulse and respiration
  - condition score
  - lameness
- accurately updated workplace horse health records.

In addition to the above, the individual must have, for at least one horse:

- safely and effectively applied a restraint to horse
- checked for signs of internal and external parasites
- administered oral drench using appropriate equipment and technique
- used appropriate technique and location to administer an injection according to veterinary instructions (NOTE: This may be performed on a horse replica)
- applied prescribed oral and topical treatments

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- externally checked horse teeth and reported health status
- applied treatment bandages to the leg, fetlock and hoof
- checked for common illnesses, injuries and communicable diseases.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- industry terminology for points of horses and basic horse anatomy and physiology
- horse vital sign checks, including temperature, respiratory rate, capillary refill, hydration status and heart rate
- workplace requirements for controlling common horse medications and vaccinations, including:
  - identification, traceability and record-keeping
  - transport, storage and disposal of medicines and vaccines
  - application procedures and practices
- identification of prohibited substances in medications that may affect participation in competitions or breeding
- effects of medications on horses, including:
  - antibiotic resistance
  - contraindications
  - different classes of horse, including stallions and pregnant mares
- features, purpose, effects, reactions and animal welfare considerations of common horse restraints used for when checking and treating horses
- general vaccination requirements for horses, and individual requirements based on exposures
- horse injections, including locations on horses, subcutaneous, in muscle mass and intravenous
- state/territory restrictions on the administration of intravenous injections to horses by a proper responsible agent
- common horse parasites, including:
  - detection, including faecal sampling
  - options for prevention
  - symptoms and life cycles of parasites
  - resistance to treatments
- safe and low stress horse handling and medical treatment practices
- normal dentition and patterns of eruption
- dental disease, mouth conformation and abnormalities
- hoof structure and function
- considerations for routine hoof care checks and treatment, including:
  - seasonal or environmental factors
  - horse workload

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- typical gait abnormalities
- indicators of horse lameness
- horse shoes, fit and common problems
- identification and use of basic farriery equipment
- application techniques for medical bandages
- causes, signs and treatment of common horse illnesses, injuries and communicable diseases
- key features of horse quarantine requirements and biosecurity procedures for infection control
- contents and use of items in horse first aid kit
- zoonoses transferred by horses to humans, including Hendra, ringworm and leptospirosis
- when owner or management consent is required prior to treating horses, including consideration of treatment cost, insurance cover and animal welfare
- workplace procedures for recording, storing and reporting information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - administration of injection as specified in the performance evidence may be carried out on a live horse or simulated with a horse replica
  - medications, gear, products, tools and equipment, including PPE required for the tasks specified in the performance evidence
  - reporting and recording forms
- specifications:
  - workplace horse health programs and procedures for the tasks specified in the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU306 Provide routine care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to provide routine care for horses. It involves grooming, basic trimming, rugging, feeding, basic turnout and monitoring horse welfare.

This unit applies to individuals who apply technical knowledge and skills with discretion and judgement to care for horses. They work under broad direction, coordinate activities and solve problems related to horse welfare. Work environments may include stables, small horse enclosures, paddocks and yards.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain horse environment	1.1 Determine individual needs of horse and arrange housing to meet needs

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify hazards, carry out a risk assessment and take steps to minimise risk to ensure safety of self, horse and others 1.3 Clean stables or small horse enclosures and yards, ensuring bedding or flooring material is replaced and equipment is checked, maintained and stored according to workplace procedures 1.4 Maintain a safe environment and housing for horses according to animal welfare and workplace requirements 1.5 Document and report property and equipment maintenance issues according to workplace requirements
2. Groom a horse	2.1 Identify hazards, and assess and control their risk 2.2 Select and fit personal protective equipment (PPE) required for the task 2.3 Select and prepare required grooming equipment and products according to horse and workplace requirements 2.4 Position, tie up and groom horse using safe and low stress techniques 2.5 Trim horse mane, tail and bridle path according to instructions 2.6 Identify signs of horse illness, injury or abnormal behaviour during grooming, and action as required 2.7 Check horse's hooves and shoes if fitted to horse, clean and dress hooves, and report irregularities 2.8 Select and fit rugs, flyveil and any other protective equipment to horse as required 2.9 Clean, store and maintain grooming tools and PPE
3. Prepare horse for exercise	3.1 Select and prepare horse for exercise according to workplace requirements 3.2 Select correct working gear and check for serviceability and suitability 3.3 Fit working gear to horse safely and adjust where required
4. Complete post-exercise activities	4.1 Cool down, hose, wash and groom horse after exercise according to horse requirements and workplace procedures 4.2 Check horse for signs of lameness, soreness, heat or swelling in legs, cuts and other signs of injury, illness and distress, and report according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Remove, clean and check gear before storage, or report maintenance issues
5. Monitor and maintain a horse feeding program	5.1 Maintain and clean food storage areas and water supply, and keep free of contaminants 5.2 Prepare feed and feed supplements according to individual horse feeding plan 5.3 Distribute feed and water, observe horse condition and feeding patterns and report variations 5.4 Seek dietary advice and adjust diet and feeding practices as required 5.5 Monitor feed stock and water and replenish according to workplace procedures 5.6 Monitor feed and water quality, and action or report contamination and other quality issues according to workplace procedures

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.

Skill	Description
Reading	• Interpret textual information in workplace procedures, forms and work health and safety standards • Interpret key information available from horse food supplement suppliers and horse dietary plans
Writing	• Record information accurately using industry terminology
Numeracy	• Estimate and calculate quantity, area, volume, temperature, ratio and percentage

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
ACMEQU306 Provide routine care for horses	ACMHBR308 Maintain horses in a healthy state	Redesigned unit including content from *ACMPHR301 Care for performance horses,* and *ACMHBR308 Maintain horses in a healthy state*	Not equivalent
ACMEQU306 Provide routine care for horses	ACMPHR301 Care for performance horses	Redesigned unit including content from *ACMPHR301 Care* for *performance horses,* and *ACMHBR308 Maintain horses in a healthy state* Prerequisite requirements changed Unit sector changed to EQU Major changes to all sections of the 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

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Assessment Requirements for ACMEQU306 Provide routine care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and efficiently cared for at least three different compliant and manageable horses that have individual needs, over a period of seven days. For each horse, the individual must have:

- identified at least three hazards, and assessed and controlled associated risks
- selected, checked and correctly fitted personal protective equipment (PPE)
- used safe and low stress horse handling techniques
- maintained feed and water quantity and quality, including:
  - inventoried and replenished feed supplies and supplements
  - identified and isolated contaminated feed
  - identified, reported and/or removed sources of contamination
- fed according to individual horse requirements, including:
  - prepared hard feed, mixed feeds and provided supplements
  - ensured feeding bins are suitable and clean
  - monitored feeding and drinking patterns and horse condition, and adjusted feeding plan based on dietary advice
- maintained horse environments, including:
  - cleaned stable or small horse enclosure
  - cleaned feed and water vessels and food handling tools and equipment
- groomed and rugged horse according to horse requirements
- trimmed and tidied horse mane, tail and bridle path according to instructions
- prepared horse for work according to workplace routine, including:
  - selected, fitted and adjusted working gear
  - fitted exercise boots or bandages
  - removed, checked, cleaned and stored working gear
- provided post-exercise care to horse, including:

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- cooled down, hosed, washed and groomed
- checked horse condition and responded to any signs of injury, illness and distress
- completed horse feeding and condition records according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of workplace health and safety and animal welfare legislation
- risk identification, assessment and minimisation processes
- purpose and types of PPE for horse handling and care tasks
- horse identification processes
- horse housing requirements, including environmental, security, physical, social, emotional and mental
- key features of stable or small horse enclosure and yard design and layout, including regulatory requirements for waste management and disposal
- current horse industry practices for hygiene and basic biosecurity requirements
- workplace routines and scheduling of duties
- type, purpose and maintenance requirements of horse bedding and floor coverings
- procedures for dealing with cast horses
- procedures for cleaning and disinfecting stables or small horse enclosures, and for adding stable bedding or flooring materials
- procedures for cleaning and disinfecting areas and equipment shared by horses, including crushes, floats and vehicles
- typical food and water requirements for horses based on their age, condition, activity levels and weather conditions
- common horse feeds, including:
  - hay
  - chaff
  - grain/pellets or other forms of concentrated feed
  - supplements
  - bran
  - feed appetisers
- horse feed and water storage requirements, including:
  - temperature and humidity
  - contamination control
  - vermin control
  - shelf life and expiration dates
- common horse feeds, additives and medications (natural and manufactured) that may contain substances that prohibit participation in events
- processes for identification, isolation and removal of:
  - contaminated feed

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    - feed that does not meet quality requirements
- effects of contaminated and poor quality feed on horse health, performance and welfare
- equipment and techniques for:
    - washing horses
    - trimming horse mane, tail and bridle path
    - grooming
- types, fitting and application of horse rugs, rug accessories, flyveils and other protective equipment
- using, fitting, checking, maintaining and storing working gear for horses
- post-exercise horse care
- application and monitoring of horse feeding plans, including:
    - feed types and supplements
    - normal and abnormal eating and drinking behaviours and patterns
    - behaviour during group and individual feeding
    - safe practices for feeding horses in groups
- workplace record-keeping procedures and practices
- zoonoses transferred by horses to humans, including Hendra, ringworm and leptospirosis.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
    - equipment, tools, materials and supplies required for the tasks specified in the performance evidence, including cleaning stables or small horse enclosures, and feeding, grooming, washing and trimming horses
    - PPE and load carrying equipment
    - feed and supplements for selected performance horses
    - appropriate horse gear for the tasks specified in the performance evidence
    - workplace recording and reporting formats
- specifications:
    - workplace procedures, schedules and specifications for the tasks specified in the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMEQU307 Introduce horses to lunge exercise

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to introduce a horse, that is inexperienced on the lunge, to lungeing exercises by using techniques, routines and gear to control and direct a horse to lunge calmly.

This unit applies to individuals who work under broad direction in industries involving horses. They apply knowledge of horse behaviour and technical skills with discretion and judgement to educate horses to lunge calmly in environments that may include round yards and fenced exercise arenas.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU220 Lunge educated horses.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMEQU220 Lunge educated horses	ACMEQU212 Handle horses safely

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Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to introduce a horse to lunge	1.1 Select horse to be introduced to lungeing, and develop a suitable program, in consultation with client or supervisor, if required 1.2 Select suitable lungeing area, identify hazards, and assess and control risks related to educating horse to lunge and lungeing environment 1.3 Select methods and techniques for introducing inexperienced horses to lungeing 1.4 Select and fit personal protective equipment (PPE) 1.5 Select and check lungeing equipment and fit lungeing gear to horse according to individual horse and training requirements
2. Introduce a horse to lunge	2.1 Apply knowledge of horse behaviour to introduce lungeing to inexperienced horse using clear and appropriate cues with horse 2.2 Introduce horse to lungeing exercise using safe and low stress techniques, using appropriate lunge rein techniques 2.3 Use safe lungeing progression in walk, trot and canter in both directions 2.4 Lunge horse to develop horse suppleness, balance, rhythm and confidence according to lungeing program 2.5 Respond appropriately to horse drifting and falling in or out 2.6 Maintain safe and appropriate position of self in relation to horse throughout lunge session 2.7 Monitor horse behaviour and performance during lungeing, and respond to signs of injury or distress according to workplace procedures
3. Perform post-exercise procedures	3.1 Remove gear from horse and check horse for signs of injury 3.2 Cool down, hose and groom horse after exercise according to horse requirements and workplace procedures 3.3 Record and report on horse performance and irregular horse behaviour, signs of distress or injury during and after exercise

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Check and maintain gear before storage, and report gear quality and maintenance issues according to workplace requirements

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.

Skill	Description
Oral communication	• Use industry terminology to describe and report horse lungeing activities
Numeracy	• Measure and calculate time, temperature, distance, ratio and speed

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU307 Introduce horses to lunge exercise	ACMEQU301 Introduce horses to lunge exercise	Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU307 Introduce horses to lunge exercise

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has introduced and trained at least two horses that are inexperienced on the lunge, to lunge calmly and consistently on a lunge rein across the three gaits (walk, trot and canter) in a round yard or another suitable enclosed area.

For each horse and lungeing activity, the individual must have:

- identified at least three hazards, and assessed and controlled associated risks, including those occurring in the lungeing environment
- used safe and low stress horse handling techniques
- selected, checked and correctly fitted personal protective equipment (PPE)
- selected, correctly fitted and introduced appropriate lungeing gear and equipment to horses, including:
  - single lunge rein
  - lunge whip
  - lunge roller or saddle
  - bridle or lunge cavesson
- controlled and positioned the horse during walk, trot and canter:
  - in both directions whilst safely adjusting own position, lunge rein and whip position
  - using voice, handler body position, lunge rein and lunge whip to encourage inexperienced horses to start, stop and follow the track during lunge exercise
- selected and applied lungeing techniques that encourage inexperienced horses to maintain speed, tempo, gait and position on the track
- monitored basic horse health and behaviour during lunge exercise, and responded to signs of distress or injury according to workplace procedures
- carried out post-exercise care of horses, including warm down or cool down using at least one of the following:
  - hand walking
  - hosing

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    - grooming techniques
- cleaned horse gear and equipment according to workplace instructions and manufacturer instructions
- updated exercise program records and reported horse performance and condition.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe and low stress horse handling techniques, safe zones and positioning techniques of handler to encourage inexperienced horses to lunge
- types and purpose of PPE suitable for lunge exercise
- features of a safe environment to lunge horses
- horse learning theory that can be applied to lungeing activities
- purpose and reasons for lungeing horses
- techniques for introducing inexperienced horses to lungeing
- types, purpose, correct fit and use of appropriate horse lungeing gear and equipment, including:
    - single lunge rein
    - lunge whip
- common horse behaviour, social traits, vices and responses related to lungeing horses
- potential hazards and risks associated with lungeing horses, including:
    - horse behaviour
    - other horses in vicinity
    - handler skills and techniques
    - distractions and phenomena that may unsettle horses
- considerations for selection of lungeing environments, including:
    - suitable size
    - suitable fence and gate, and fencing hazards
    - surface, including type and depth, level and footing
- types of injury that may be sustained during lunge exercise
- signs of distress and injury that may arise during and after lungeing
- styles of lunge exercise and exercise routines
- horse welfare considerations related to exercise, including:
    - weather, including wind and temperature
    - fatigue and stress
    - health status, including current injuries
- workplace horse exercise and condition reporting systems and practices.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a round yard or other enclosed area suitable for lungeing
- resources, equipment and materials:
  - live horses specified in the performance evidence (that are inexperienced in lungeing prior to the assessment of the individual), that have also been assessed as suitable for the assessment of this unit and the individual being assessed
  - appropriate horse gear, and equipment suitable for lungeing tasks specified in the performance evidence, including PPE
  - workplace reporting and recording formats
- specifications:
  - workplace procedures and instructions or program for educating horses to lunge.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU308 Transport horses using a road vehicle

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to safely transport horses in a vehicle or float to a destination, including loading, unloading and monitoring horses.

This unit applies to workers who apply technical knowledge and skills with discretion and judgement to care for horses in a range of environments that require horses to be transported. They work under broad direction, coordinate resources and activities, and solve predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

The transport, cross-border movement and siting of livestock including horses must comply with state and territory transport, quarantine and biosecurity legislation, regulations and codes of practice.

No vehicle licensing is required for individuals undertaking the work described in this unit. Where an individual is the nominated transport vehicle owner or driver, state and territory legislation, regulations, licencing and registration apply.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to transport horses	1.1 Confirm horse identification, destination, travel duration and individual horse requirements with client 1.2 Determine transport requirements, including vehicle configuration 1.3 Check vehicle meets safety and horse welfare requirements, and report issues if required 1.4 Select and fit personal protective equipment for safe loading and/or unloading of horses 1.5 Select horse loading gear and equipment, and check condition, safety and functionality 1.6 Identify hazards associated with all stages of transporting horses, and assess and control risks 1.7 Obtain permits and/or complete documentation according to workplace and/or regulatory, border and biosecurity requirements
2. Load horses	2.1 Perform final checks and/or adjustments to transport vehicle to meet horse ventilation, temperature and other welfare requirements 2.2 Identify horses, and assess and control risks to horses and handlers when loading and unloading horses 2.3 Assess horses to confirm suitable condition for transporting 2.4 Fit gear correctly and prepare horses for loading on transport vehicle according to workplace procedures 2.5 Load and position horses according to transport configuration and classes, using safe and low stress horse handling techniques 2.6 Secure horses in vehicle with suitable restraints
3. Transport and monitor horses	3.1 Ensure horses are transported with minimal stress and discomfort 3.2 Check horses regularly throughout the journey, and unload for feeding and watering according to animal welfare requirements 3.3 Unload horses at final destination using safe and low stress handling techniques, taking into account unpredictable horse behaviour 3.4 Lead horse to secure enclosure or restrain in a suitable location 3.5 Monitor horse condition and welfare in new environment and provide appropriate feed and water 3.6 Confirm with client or owner that horses have been delivered and are now in their care
4. Complete	4.1 Clean, maintain and secure vehicle, equipment and facilities

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
transportation operations	according to workplace and biosecurity requirements 4.2 Complete transport records according to regulatory requirements and workplace procedures

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.

Skill	Description
Reading	• Interpret key information in written instructions and carrier specifications
Writing	• Record information accurately using industry terminology
Numeracy	• Measure and calculate quantity, weight, area, distance, time, speed and temperature related to transporting horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU308 Transport horses using a road vehicle	ACMHBR301 Transport horses	Prerequisite requirements changed Unit sector changed to EQU Major changes to all sections of the 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

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Assessment Requirements for ACMEQU308 Transport horses using a road vehicle

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has completed two separate horse transports, moving compliant and manageable horses by road from one location to another. One transport is for one horse and the other is for a group of at least two horses. In doing so, the individual must have completed at least one straight loading and at least one angle loading onto a transport vehicle.

For at least one horse transport, the individual must have:

- prepared regulatory documentation for transporting a horse across a border, including relevant biosecurity requirements
- ensured horse and vehicle comply with cross-border biosecurity requirements
- provided a rest break in which the horse is safely unloaded, watered, walked and reloaded.

For each horse transport, the individual must have:

- planned route and obtained any transport permits or documents required
- identified at least three health and safety hazards to horses and workers, and assessed and controlled associated risks
- selected, checked and correctly fitted personal protective equipment (PPE)
- organised the horse transport vehicle, equipment and gear
- used safe and low stress horse handling techniques
- prepared and confirmed horse/s readiness for transport, including:
  - checked horse for signs of injury or illness
  - fitted required horse travel gear
- selected, checked and correctly applied horse restraints
- monitored the horse health and condition during and immediately after the journey
- documented and reported the condition of the horse/s before, during and after transport to the client or owner

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- safely unloaded and secured horse/s at the destination and safely secured them in an environment that is unfamiliar to the horses being transported.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of legislative and regulatory requirements that relate to horse transport, including:
  - use of roads and public spaces
  - animal welfare
  - biosecurity and infection control
  - permits required, including application procedures and documentation
- requirements for preparing horse transport vehicles for loading different classes of horses, including:
  - pregnant mares
  - mares and foals
  - weanlings
  - yearlings
  - colts
  - well educated horse
  - unpredictable horse
  - stallions
- strategies and techniques for preparing different classes of horses for transport
- suitability of transport vehicles for different horses, including:
  - load capacity, taking into account legal load limits for vehicles and floats
  - design, configuration and layout
  - thermal insulation
  - ventilation
  - monitoring technology
  - vehicle condition, including tyres, brake lights and floor
- welfare considerations relevant to transporting horses, including:
  - distance to be travelled and required rest breaks
  - weather (temperature and humidity)
  - air quality and flow of air
  - restraints
  - feed and water
  - signs of travel sickness or distress
  - horse type or size specific requirements
  - low stress handling techniques
- workplace policies for use of horse transport vehicles and equipment

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- common workplace health and safety requirements and practices relating to transporting horses, including:
  - hazard identification, and risk assessment and risk control and reporting
  - types and purpose of PPE
  - safe methods of handling, loading and restraining horses in vehicles
- workplace horse health monitoring and reporting systems and practices.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - horse transport vehicles required for the tasks specified in the performance evidence
  - horse gear, equipment, tools and materials required for the tasks specified in the performance evidence, including PPE
- specifications:
  - workplace procedures and documentation for horse transport
  - biosecurity requirements related to transporting horses, including across borders
- relationships:
  - client or owner.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU309 Carry out basic hoof care procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to check horse hooves and shoes and identify issues that affect hoof health and function. It includes the application of simple hoof treatments and removal of loose or damaged horse shoes. This unit does not replace hoof care advice, services and/or treatments that require a farrier and/or veterinarian.

This unit applies to workers who apply technical knowledge and skills with discretion and judgment to care for horses in a range of environments. They work under broad direction, coordinate activities, solve problems and provide information about the health status of horse hooves to farriers and/or veterinarians.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Examine horse hooves	1.1 Confirm horse identification and location, and identify hazards and

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	assess and control their risks 1.2 Select and fit personal protective equipment (PPE) for hoof examination 1.3 Restrain horse using techniques to prevent injury to horse and worker 1.4 Lift horse's feet and check condition of hooves and shoes, using safe and low stress horse handling techniques 1.5 Assess hoof health, injury status and shoe condition, and determine action required, including the need for farrier and veterinary advice and/or treatment
2. Provide hoof care to horse	2.1 Select and prepare basic farriery and hoof care tools, equipment, hoof treatments, bandages and other medications required 2.2 Restrain horse and clean hoof using safe and low stress practices 2.3 Apply hoof care treatment, dressing and medication using appropriate application methods and tools 2.4 Store unused treatment and disposed of waste products according to manufacturer instructions and workplace procedures 2.5 Clean and store equipment used in treating horse hoof 2.6 Monitor horse, maintain treatment records and consult with veterinary if required
3. Perform shoe removal	3.1 Confirm shoe is loose or sprung and needs to be removed to prevent hoof capsule damage, injury or further injury to horse, and it is within scope of responsibility to remove shoe without damaging the hoof 3.2 Prepare basic farriery tools and equipment required 3.3 Check horse restraints and remove loose or sprung shoe, taking care not to damage the hoof, and if required perform trim 3.4 Communicate with owner, farrier and/or veterinarian to arrange shoe replacement and/or treatment required 3.5 Monitor horse and update records according to workplace requirements

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.

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Skill	Description
Reading	• Interpret information available in hoof care programs and hoof care products
Writing	• Use industry terminology to complete hoof care records
Numeracy	• Calculate and measure quantity, area, volume, weight, temperature, ratio and percentage
Oral communication	• Use industry terminology to describe hoof ailments and injuries

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU309 Carry out basic hoof care procedures	ACMHBR302 Carry out basic hoof care procedures	Prerequisite requirements changed Unit sector changed to EQU Major changes to all sections of the 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

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Assessment Requirements for ACMEQU309 Carry out basic hoof care procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out basic hoof care procedures on at least three different live, compliant and manageable horses. For each horse, the individual must have picked up a front and hind leg and demonstrated use of nippers and rasp to perform a light trim of the hooves.

For at least one live horse, the individual must have:

- applied a poultice to a hoof
- detected a digital pulse.

In addition to the above, the individual must have:

- used a live horse to indicate the location and signs of, and verbally explained first aid treatment for, the following hoof conditions/ailments:
  - laminitis (founder)
  - bruised heel
  - bruised sole and corn
  - hoof abscess
  - hoof crack (toe crack, quarter crack, heel crack)
  - thrush
  - seedy toe bacteria (white line disease)
- observed movement and behaviour of a live horse (or video of a live horse), and identified lameness and its likely location.

All hoof care contact and activities with horses must be carried out using safe and low stress horse handling practices. For each horse, the individual must have:

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- identified at least three hazards related to undertaking hoof care, and assessed and controlled associated risks
- selected, checked and correctly fitted appropriate personal protective equipment (PPE) required for hoof care
- used safe position and posture when working with horses' hooves
- used appropriate tools and practices to examine and clean horse hooves
- applied a dressing or treatment to all hooves
- accurately updated workplace horse hoof care records.

In addition to the above, the individual must have:

- removed a loose shoe and performed any necessary hoof trim according to workplace procedures or specialist advice (NOTE: This may be performed on a cadaver horse leg)
- provided a brief written or verbal report to a veterinarian or farrier describing a hoof care condition using industry terminology and requesting specialist advice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- structure and function of the hoof, and associated problems
- common horse behaviour and reactions to hoof care
- signs and first aid treatment of common hoof injuries, ailments and injuries, including:
  - laminitis (founder)
  - bruised heel
  - bruised sole and corn
  - hoof abscess
  - hoof crack (toe crack, quarter crack, heel crack)
  - thrush
  - seedy toe bacteria (white line disease)
- hoof ailments and injuries that require immediate professional advice and/or attendance
- horse shoes, including:
  - fit and common problems
  - signs of hoof growth that indicate need for reshoeing
  - signs of loose, worn and damaged shoes, including sprung shoes
  - hoof injuries and ailments caused by loose, worn and damaged horse shoes
  - techniques for safe removal of loose shoes
- hoof care examination and treatment procedures
- types, purpose, use and maintenance of hoof care tools and equipment, including horse restraints and farriery equipment used for basic hoof care
- common workplace health and safety requirements and practices relating to hoof care, including:

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  - hazard identification, risk assessment, risk control and reporting
  - horse behaviour based on horse education and/or soundness of limbs
  - types and purpose of PPE
  - safe and low stress horse handling and hoof treatment practices
- workplace procedures for recording, storing and reporting horse health information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - a video of a live horse may be used for the observation and identification of lameness as specified in the performance evidence
  - cadaver horse legs may be used for the loose shoe removal and any hoof trims specified in the performance evidence
  - medications, gear, materials, tools and equipment, including PPE, required for the tasks specified in the performance evidence
  - workplace recording and reporting forms or systems
- specifications:
  - workplace horse hoof health procedures.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU310 Exercise and school horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to exercise and school horses under saddle. It involves developing and implementing a training plan to improve the horse's movement, performance and responses to rider aids. It includes knowledge of assessing risks to protect the welfare of people and horses.

The unit applies to individuals who are experienced riders that school and exercise horses. They work under broad direction, applying knowledge and discretion to assess horses, solve problems and meet the requirement of individual horse training programs.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU219 Develop riding skills for exercising horses.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMEQU219 Develop riding skills for exercising horses	ACMEQU218 Perform horse riding skills at walk, trot and canter
ACMEQU218 Perform horse riding skills at walk, trot and canter	ACMEQU212 Handle horses safely

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Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop horse schooling program	1.1 Confirm horse identification and discuss horse's current level of education and development goals with supervisor 1.2 Prepare horse gear, riding location, personal protective equipment (PPE) and other resources required to ride and assess horse 1.3 Fit PPE and horse gear, ride horse and confirm level of education, in consultation with supervisor if required 1.4 Develop and agree horse education and exercise program in consultation with supervisor
2. Prepare to exercise horse	2.1 Prepare horse gear, riding location, PPE and other resources required to commence horse schooling and exercise 2.2 Identify hazards, assess risks and control and/or report risks prior to handling horses and starting exercise 2.3 Fit PPE for preparing and exercising horse 2.4 Select and fit gear as required according to purpose, features of fit and workplace requirements 2.5 Walk and stretch horse, adjust gear and girth prior to mounting
3. Exercise and school horse	3.1 Mount and warm up horse using simple schooling movements 3.2 Increase intensity of exercise and complexity of movements to develop horse fitness and ability to perform movements, providing regular breaks as required 3.3 Introduce new school movements according to horse and program requirements 3.4 Complete exercise session and warm horse down, allowing to stretch and relax prior to stopping and dismounting
4. Complete post-exercise activities	4.1 Cool down, hose and groom horse after riding according to horse requirements and workplace procedures 4.2 Remove, clean and check gear before storage, and report maintenance issues 4.3 Complete exercise records and report horse performance and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	condition to supervisor

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.

Skill	Description
Reading	• Interpret information relating to workplace procedures, instructions, work plan and weather
Oral communication	• Use active listening and open and closed questions to clarify instructions • Use industry terminology to describe horse exercise activities
Numeracy	• Estimate distance, speed and circles during horse riding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU310 Exercise and school horses	ACMPHR304 Ride and lead performance horses	Redesigned unit that includes new outcomes Prerequisite requirements changed Unit sector changed to EQU Major changes to all sections of the unit	Not equivalent

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Links

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

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Assessment Requirements for ACMEQU310 Exercise and school horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed and safely implemented a schooling and exercise program for at least three compliant and manageable horses. Each program must be undertaken in a safe riding environment, and must include at least three separate training sessions. For each horse, the individual must have:

- ridden the horse and assessed level of education, including:
  - response to aids
  - mouth and bitting
  - balance
  - fitness
  - suppleness of movement (softness of back)
- developed, agreed and documented a horse schooling and exercise program in consultation with supervisor, including:
  - end use for horse
  - level of end rider skill and ability/fitness
  - duration and cost or program
  - program logistics
- developed and demonstrated exercises showing at least three of the following schooling movements in the horse:
  - accurately complete circles with a 20-metre diameter in trot and canter
  - accurately complete circles with a 15-metre diameter in trot and canter
  - leg yielding type exercise to both left and right
  - turn on forehand to the left and right
  - shoulder in left and right
  - counter canter using left and right lead
  - simple changes through trot and walk

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- stop or halt
- turn a horse on hindquarters
- back up.

In addition, as part of the schooling and exercising program for each horse, the individual must have:

- conducted a pre-activity risk assessment
- selected, checked and correctly fitted appropriate personal protective equipment (PPE)
- selected, checked, fitted and used appropriate horse gear and equipment for activity
- applied suitable warm-up methods for horse according to horse and program requirements
- applied industry-accepted riding and schooling techniques, including:
  - maintained effective rein connection
  - controlled horse under saddle at all times and maintained appropriate gait
  - recognised signs of soreness, stress and fatigue
- completed a post-exercise report on:
  - horse behaviour
  - horse physical and mental response to exercise
  - horse progress compared to specific program objectives
  - problems encountered with horse, gear or environment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key considerations for assessing horse suitability for schooling program, including:
  - horse age and sex
  - horse history, including previous use and riders
  - response to aids
  - mouth and bitting
  - balance
  - fitness
  - level of education
  - suppleness of movement (softness of back)
- key considerations for developing a horse schooling and exercise program, including:
  - current horse fitness and general health, including previous injuries
  - end use for horse
  - level of end rider skill and ability/fitness
  - duration and cost of program
  - program logistics
  - own skills

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- key requirements for documenting a horse education program, including horse performance indicators
- key requirements for monitoring and reporting horse progress against a horse education program
- hazard identification, risk assessment, risk control and reporting prior to, during and after horse riding activities
- horse training approaches, methods, techniques, gear and equipment for educating horses in a range of schooling movements, including:
  - accurately complete circles with a 20-metre diameter in trot and canter
  - accurately complete circles with a 15-metre diameter in trot and canter
  - leg yielding type exercise to both left and right
  - turn on forehand to the left and right
  - shoulder in left and right
  - counter canter using left and right lead
  - simple changes through trot, walk
  - stop or halt
  - turn a horse on hindquarters
  - back up
- key health and safety procedures and practices for riding and schooling horses, including:
  - low stress horse handling and riding techniques
  - horse and rider fatigue and stress monitoring
  - appropriate response to reactive horse behaviour
- exercise routines to warm up and cool down horses
- industry-accepted safe horse handling, riding and schooling techniques, including:
  - controlling horse under saddle at all times and maintaining appropriate gait
  - responses to horses becoming over-excited
  - recognising signs of soreness, stress and fatigue
  - positioning of horses relative to other horses during exercise
- types and purpose of PPE required for riding and schooling horses
- types and purpose of gear for exercising and schooling horses, including:
  - types and styles of saddles
  - bits and bridles
  - accessory gear for relevant sector or discipline and schooling
  - saddlecloths
  - boots and bandages
- characteristics of horse gaits.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a safe horse riding environment
- resources, equipment and materials:
  - live horses specified in the performance evidence
  - tools, equipment and a variety of horse gear required for the tasks specified in the performance evidence
  - riding gear and equipment, including PPE for the rider
  - workplace recording and reporting formats
- relationships:
  - supervisor.

Risk assessments and appropriate risk controls must be undertaken to ensure the safety of all involved in the assessment of this unit.

Horse matching prior to all assessments involving horse interaction is essential. Registered Training Organisations (RTOs) and/or assessors must:

- complete, participate in or validate a risk assessment of both the individual being assessed and other participant riders' characteristics and level of horse handling and riding skills
- match, or validate the matching of, horses of suitable history, size and temperament to both the individual being assessed and other participants to ensure that rider and horse combination is safe.

Note – If an employee is being assessed in their workplace, the horse matching risk assessment above can be replaced with advice from a workplace supervisor that the employee has previously ridden the horse to be used for the assessment, and the horse and rider are suitably matched for the assessment tasks.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist RTOs, trainers and assessors with risk assessments and related risk controls, including horse and rider matching, that should be undertaken to ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must have at least one of the following:

- recognised horse riding coaching/instruction accreditation (refer to the User Guide)
- experience training and/or assessing other horse riders on techniques for riding and schooling horses (refer to the User Guide).

Links

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

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ACMEQU311 Prepare horses for presentation at an event

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare a compliant and manageable horse for presentation at an event. Events may include competitions, shows or commercial sales. It involves washing, grooming and coat trimming horses, and cleaning and fitting horse gear.

This unit applies to workers who apply technical knowledge and skills with discretion and judgment to interpret horse presentation standards and prepare horses for events. They work under broad direction and may have responsibility for highly valuable animals. Work environments may include wash bays, grooming bays, yards and stables, which may also be at competition, event and sales venues.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan presentation requirements	1.1 Confirm the event or activity, horse required and specific presentation requirements and/or standards 1.2 Check horse is fit for event, and respond to any abnormalities 1.3 Confirm event location and specific timings, and develop action plan to complete grooming tasks and final preparation of horse 1.4 Identify hazards and assess and control risks related to general horse and equipment preparation 1.5 Select and correctly fit personal protective equipment (PPE) required for horse handling and horse gear and equipment preparation 1.6 Select, check and clean horse gear and equipment required 1.7 Fit and adjust gear to horse prior to event 1.8 Prepare event grooming tools, equipment and products
2. Wash horse	2.1 Select and correctly fit PPE required for horse washing 2.2 Identify hazards and assess and control risks related to leading, restraining and washing horse in wash bay 2.3 Secure horse in wash bay and safely wash according to requirements, taking care around horse head and ears 2.4 Dry horse using appropriate scraping and drying tools 2.5 Safely remove horse from wash bay
3. Groom horse to presentation standard	3.1 Identify hazards, and assess and control risks relating to restraining and grooming horse 3.2 Select and correctly fit PPE required for grooming 3.3 Select and prepare required grooming equipment according to competition or horse breed standard requirements 3.4 Position, secure and groom horse using safe and low stress techniques 3.5 Groom to remove loose hair and encourage the coat to lay flat, and detangle mane and tail 3.6 Identify signs of horse illness, injury or abnormal behaviour during grooming, and action as required 3.7 Clean, store and maintain grooming tools and PPE
4. Trim horse to maintain established presentation style	4.1 Confirm trimming requirements according to breed standard, competition rules and horse welfare requirements 4.2 Identify hazards and assess and control risks related to restraining

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and trimming horse 4.3 Select and correctly fit PPE required for coat trimming 4.4 Select and use appropriate horse trimming tools safely to trim horse to required style and standards 4.5 Apply safe handling and positioning techniques when using scissors and blades around horse 4.6 Complete trim, and clean and maintain trimming tools
5. Plait mane and tail using low stress practices	5.1 Confirm style of plaiting and number of plaits to be created 5.2 Identify hazards and assess and control the risks related to restraining and plaiting horse 5.3 Select and correctly fit PPE required for plaiting 5.4 Select and use appropriate horse plaiting tools to safely plait horse according to required style, standards and horse welfare requirements 5.5 Apply safe handling and positioning techniques when using scissors, needles and other blades around horses 5.6 Divide mane and plait down to produce plaits of even thickness 5.7 Run up plaits and forelock in required style, and secure 5.8 Use grooming techniques and products to encourage mane and tail hair to lay flat 5.9 Groom and braid tail as required to meet presentation standard
6. Complete final grooming and fit horse gear	6.1 Apply grooming products to highlight coat and other horse features as required 6.2 Dress hooves to comply with event requirements 6.3 Fit gear to horse required for event, and present horse to handler, rider and/or driver 6.4 Complete final check and wipe over

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.

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Skill	Description
Reading	• Interpret horse breed grooming standards and grooming product labels
Numeracy	• Estimate and calculate quantity, volume and ratio
Oral communication	• Use active listening and questioning to clarify instructions • Use industry terminology to describe horse breed or grooming standards and grooming techniques

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU311 Prepare horses for presentation at an event	ACMEQU211 Prepare horses for competition, presentation or sale	Unit code AQF level indicator changed from 2 to 3 to reflect revised unit outcomes Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU311 Prepare horses for presentation at an event

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared at least one consistent and manageable horse for presentation for two separate events that reflect recognised horse breed and/or association requirements

or

- prepared at least two consistent and manageable horses for presentation for one event that reflects recognised horse breed and/or association requirements

or

- prepared at least two horses for a commercial sale event that requires horses to be turned out to meet breed standards.

For each of the presentations, the individual must have:

- confirmed the horse event presentation requirements and competition rules, and planned the tasks required to prepare the horse
- identified at least three hazards, and assessed and controlled associated risks
- selected, checked, fitted, used and maintained gear and equipment, including personal protective equipment (PPE)
- washed, groomed, coat-trimmed and geared-up horse to meet event requirements using safe and low stress horse handling practices, including horse and handler positioning.

In addition to the above, for at least one horse, the individual must have:

- performed a minor trim of horse hair using at least two of the following:
  - scissors
  - small trimming clippers
  - razors

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  - thinning combs
  - blades
- demonstrated horse mane and/or tail techniques to even out the thickness and length of manes and/or tails
- selected and applied shampoos, other grooming products and/or makeup according to coat type and presentation requirements
- checked horse for signs of ill health and injury.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- typical event procedures for two different horse events organised by recognised horse associations
- grooming requirements and techniques for at least two different horse breed standards and related to event or competition requirements
- horse gear requirements and fitting techniques for at least two different horse breed standards and related event or competition requirements
- hazard identification, risk assessment and control for horse washing, grooming and coat trimming
- safe and low stress horse handling techniques, practices and zones for grooming horses
- types and purpose of PPE for grooming horses
- purpose and use of horse grooming tools and products, including:
  - manufacturer instructions, including safety and pre-operational checks
  - cleaning and maintenance requirements
  - potential impact on horse welfare
- handling and removal of waste products related to horse grooming and presentation, including consideration of environmental and legislative requirements
- signs of horse distress during washing and grooming
- potential biosecurity and horse health hazards at competition and sale venues, and ways to minimise their risk
- horse health checks prior to participation in competitions, events or sales, including infectious diseases
- mane styles, including rosette and sewn, and tail braiding or plaiting
- breed standard or competition requirements and techniques for trimming to enhance the basic conformation of the horse, including:
  - thickness and length of manes and tails using manual pulling and thinning blades
  - measure and trim of tail length and fitting of false tail
  - hog manes
  - bridle path and wither
  - jaw line, muzzle, outside ear, leg and feathers
- breed standard or competition requirements and application techniques for:
  - face and/or leg makeup to enhance features and remove stains

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- hoof dressings
- quarter marks that enhance horse conformation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - horse gear, grooming products, tools and equipment suitable for the tasks specified in the performance evidence
  - workplace recording and reporting formats
- specifications:
  - documented presentation requirements or standards for the horse events selected in the performance evidence
  - workplace procedures and instructions for grooming horses for presentation at events.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU312 Prepare and care for horses to perform at events

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare and care for horses and support team members to perform successfully at horse events. It includes preparing resources for horse events, caring for and gearing up horses during events, and supporting team members to perform at events.

This unit applies to workers who apply technical knowledge and skills with discretion and judgment to interpret horse event regulations and venue requirements to prepare horses and others for events. They work under broad direction, coordinate activities, solve predictable and unpredictable problems, and may have responsibility for highly valuable animals. Work environments may include wash bays, grooming bays, yards and stables, which may also be at competition and event venues.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for event	1.1 Confirm event eligibility, location, rules, facilities, timing and horse required 1.2 Identify hazards, and assess and control risks related to health and safety of workers and horse arising from tasks undertaken to prepare for and during event 1.3 Check appropriate personal protective equipment (PPE) is correctly used by workers involved in tasks undertaken to prepare for and during event 1.4 Check all pre-event washing, grooming and trimming of horse has been completed, in readiness for transport of horse to event 1.5 Review event schedule, and check, clean, adjust and pack horse gear and equipment 1.6 Prepare and pack suitable horse feeds, water, bedding, treatments and related tools, equipment and resources required for the event 1.7 Prepare horse for safe transport to event location and load onto transport vehicle, according to horse requirements and animal welfare legislation
2. Care for horse at event site	2.1 Unload horse from transport vehicle and check for signs of illness, injury and distress 2.2 Ensure horse is fed, watered and rugged as required 2.3 Monitor horse health and check for signs of illness, injury and distress 2.4 Unpack and store equipment safely and securely according to venue and workplace requirements 2.5 Groom horse according to event requirements 2.6 Ensure horse is suitably and safely controlled and secured, taking into account risks posed by other horses 2.7 Move horse safely among people, other horses and vehicles using appropriate low stress handling and risk control practices
3. Gear-up horse for event	3.1 Confirm the time and location horse is required 3.2 Ensure competition or lot numbers are correct and are fitted to horse, handler and/or rider according to competition requirements 3.3 Check gear requirements, and fit and adjust gear to horse 3.4 Complete final check, and spot clean if required 3.5 Present and hand over horse to handler, rider and/or driver

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Provide support during event	4.1 Present self, horse and competitor at event locations on time according to event rules, dress code, official instructions and horse welfare guidelines 4.2 Assist competitors and team members before, during and after the performance to meet event rules and venue requirements
5. Complete post-event care	5.1 Check horse for signs of illness, injury or distress, and action and/or report as required 5.2 Cool down horse post-event performance and remove event gear 5.3 Remove and/or brush out plaits, braids, makeup, hoof dressing and studs as required in a timely manner after event 5.4 Provide horse with shelter, feed and water, and monitor horse, taking into account individual horse requirements and weather conditions 5.5 Clean and store horse gear and related event equipment 5.6 Check quantity and quality of horse feed, water, bedding and grooming products, and action as required

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.

Skill	**Description**
Reading	• Interpret equine event rules and event venue requirements
Oral communication	• Use industry terminology to describe horse event requirements and activities
Numeracy	• Measure and calculate time, distance, temperature, area, weight, volume and ratios

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU312 Prepare and care for horses to perform at events	ACMEQU211 Prepare horses for competition, presentation or sale	Redesigned unit that includes content from *ACMPHR303 Participate in horse events and activities*, and *ACMEQU211 Prepare horses for competition, presentation or sale* Elements 3 and 5 added	Not equivalent
ACMEQU312 Prepare and care for horses to perform at events	ACMPHR303 Participate in horse events and activities	Redesigned unit that includes content from *ACMPHR303* Participate *in horse events and activities*, and *ACMEQU211 Prepare horses for competition, presentation or sale* Prerequisite requirements changed Unit sector changed to EQU Major changes to all sections of the 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

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Assessment Requirements for ACMEQU312 Prepare and care for horses to perform at events

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared and cared for at least two different compliant and manageable horses to perform at an event, organised by a recognised horse association.

In preparing and caring for the two horses at the event, the individual must have:

- identified at least three hazards related to horse transport and accommodation at the event, and assessed and controlled their risk
- identified at least three hazards related to horse performance activity at the event, and assessed and controlled their risk
- used safe and low stress horse handling techniques and practices
- prepared each horse to meet event presentation and performance requirements, including:
  - attired horse and rider or driver and/or handler
  - identified and prepared horse gear and equipment required for event or activity
  - groomed and/or strapped to event or activity
  - fitted and adjusted horse gear and equipment according to event rules
  - worn appropriate event attire in a professional manner
- cared for horse during event, including:
  - unloaded horse from transport vehicle upon arrival and secured at event location
  - feeding, watering, and basic welfare and health checks
  - timely removal of event gear and grooming products after event performance
- complied with official instructions and conduct requirements during the event.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- typical event procedures for at least two different horse events organised by recognised horse associations, including horse biosecurity and traceability requirements
- grooming requirements and techniques for at least two different horse breed standards and related competition requirements
- horse gear requirements and fitting techniques for at least two different horse breed standards and related event or competition requirements
- reasons for trimming horses, and considerations affecting what to trim, including:
  - breed and/or event requirements
  - impact on horse health and welfare
  - timing in relation to event preparation and performance
- personal presentation requirements of horse handlers, riders or drivers for at least two horse events organised by recognised horse associations
- key features of animal welfare and legal requirements related to horse handling, transport, accommodation and performance activities at horse events
- key principles of time management related to horse events
- key principles for caring for horses during an event
- key features of formats, rules and regulations for at least the two different horse events organised by recognised horse associations, including:
  - location of event office and how to access the current venue and/or event rules
  - scheduling and activity location/s
  - gear and equipment guidelines
  - prohibited substances, including those occurring in health treatments and feed supplements
  - peak association and/or organisation event requirements
  - venue requirements to clean and tidy area occupied by participants at event
- confidentiality requirements regarding individual horses
- event performance-related health issues, including those related to:
  - tying-up
  - tendon strain
  - fatigue
  - dehydration
  - transport
  - stress
- signs of common horse ailments and injuries
- key features of horse related biosecurity and infection control procedures
- common workplace health and safety requirements and practices related to horse events, including:
  - hazard identification, risk assessment and risk control and reporting
  - key requirements of work health and safety legislation
  - types and purpose of personal protective equipment (PPE)
  - handling horses and working with horses in confined spaces, arenas and public spaces
  - safe storage, handling and disposal of treatments and cleaning agents

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    - reporting incidents and accidents
- horse handling and restraint equipment used for preparing and presenting horses for events
- animal welfare relating to the safe, humane and ethical care of horses at events.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a horse event setting that involves other horses, or an environment that accurately represents a horse event setting that involves other horses
- resources, equipment and materials:
    - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
    - tools, equipment, products, feed and supplies required for the tasks specified in the performance evidence, including PPE
    - horse gear that meets the requirements of the two events selected in the performance evidence
- specifications:
    - competition or event rules required for the events selected in the performance evidence
    - workplace procedures and instructions for preparing horses for participation in events, including guidelines for the safe handling of horse at competitions or events.
- relationships:
    - rider or driver and/or handler specified in the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with horse and rider matching, including the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU313 Work safely in equine workplaces

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to plan, support and implement work health and safety processes in an equine workplace, including hazard identification, risk assessment and control.

This unit applies to workers who interpret and implement health and safety policies and procedures that apply to equine workplaces, to reduce risk in their work, for others and horses. They work under broad direction and apply knowledge, discernment and judgement to solve problems and resolve issues that occur when working with horses.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and conduct work safely	1.1 Confirm key workplace health and safety roles and responsibilities in the workplace 1.2 Interpret workplace health and safety information relevant to own work role 1.3 Plan work according to health and safety legislation, codes of practice, policies and procedures that apply in the workplace 1.4 Identify hazards, and assess and control risk using the hierarchy of control 1.5 Monitor hazards and risks that arise during tasks, and implement backup safety plan if required, to minimise risks to horse, self and others 1.6 Complete work tasks and clean and tidy work areas according to workplace health and safety requirements 1.7 Report accidents, incidents, near misses and injuries according to workplace procedures 1.8 Evaluate and document effectiveness of risk controls
2. Support others to work safely	2.1 Provide information on safe work practices and procedures to workers, contractors and visitors 2.2 Monitor work health and safety practices of workers, contractors and visitors, and provide guidance as required 2.3 Provide support to workers, contractors and visitors to accurately record incidents and complete workplace health and safety documentation
3. Contribute to work health and safety through consultation and collaboration	3.1 Maintain currency of information related to horse industry safety requirements, improvements and equine health and safety research 3.2 Raise workplace health and safety issues promptly according to workplace procedures 3.3 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner
4. Respond to emergency situations	4.1 Review workplace emergency plans, procedures and required responses 4.2 Check and practice the use of emergency response equipment 4.3 Respond to emergency messages, signals, signs and alarms according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Contribute to emergency mitigation activities according to nature of the emergency and within the scope of own role and training 4.5 Assist external emergency services personnel and other workers as directed or required 4.6 Review and document the effectiveness of emergency response plan and activities, and evaluate with supervisor

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.

Skill	Description
Reading	• Interpret key information in health and safety legislative and workplace documents
Writing	• Use industry terminology to complete workplace health and safety documentation
Numeracy	• Estimate and calculate quantity, area, temperature, volume, time, speed and ratio
Oral communication	• Present clear instructions and information using language appropriate to audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU313 Work safely in equine workplaces	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Links

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

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Assessment Requirements for ACMEQU313 Work safely in equine workplaces

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and conducted two different work tasks that involve horses. For each task, the individual must have:

- identified at least three hazards and assessed associated risks
- documented risk controls, including a backup plan to reduce the safety risks to self and horses caused by any unforeseen events
- implemented documented health and safety risk controls
- assessed and documented the effectiveness of risk controls, including the backup plan to respond to an unforeseen event
- responded appropriately to reactive horse behaviour during the task.

In addition to the above, the individual must have:

- initiated, implemented and led others in compliance with workplace procedures in response to a fire emergency that requires the relocation of horses
- led or assisted others to undertake and document a workplace hazard inspection
- used the hierarchy of control to assess and document the health and safety risks associated with at least two different hazards that affect at least two of following:
  - less experienced workers
  - contractors
  - visitors
  - clients or owner
  - volunteers
- presented and explained the risk analysis for at least two different hazards to a supervisor or team member.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of workplace health and safety legislation and regulations that apply in an equine workplace
- key features of workplace health and safety responsibilities of workers, supervisors and managers in an equine workplace, including concept of duty of care
- roles and responsibilities of health and safety representatives and workplace health and safety committees
- key features of industry standards, codes of practice/compliance codes, and the workplace's policies and procedures that relate to working with horses, including *Guide to managing risks when new and inexperienced persons interact with horses* by Safe Work Australia
- workplace health and safety policies and procedures within an equine workplace
- workplace health and safety reporting requirements and reporting tools
- external sources of current workplace health and safety information and technology
- standard emergency signals, alarms and required responses
- types of emergencies that occur in an equine workplace
- basic hazard identification procedures, including workplace inspections and review of workplace data
- recognised hierarchy of risk control processes and standards
- common hazards and/or risks that occur in an equine environment, including:
  - horse bites, kicks, strikes, stomping, crushing and being knocked
  - zoonoses, including Hendra and ringworm
  - hazardous chemicals, medications and substances
  - sharps
  - manual and material handling tasks
  - loose uncontrolled horse
  - machinery and equipment
  - extreme temperatures
  - slips, trips and falls
  - dust
- awareness of phenomena that can spook horses, including:
  - animals, including pets, livestock and wildlife
  - occurrences and circumstances that trigger previous negative experiences
  - unexpected noises and movement in the environment, including workers, spectators, pedestrians, animals and machinery
  - weather, including thunder, wind, rain and hail
- common controls to eliminate or minimise risks in an equine workplace, including:
  - current assessment of horse suitability
  - use of safe and low stress horse handling practices

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  - fences and containment areas
  - safety signs, including dangerous goods
  - control of horse, pedestrian, vehicle and machinery movement
  - control of visitors' behaviour, including workers, officials, contractors and spectators
  - personal protective equipment (PPE)
  - personal hygiene and hand washing
  - personal immunisation against zoonotic diseases
  - workplace health and safety housekeeping
  - monitoring and management of worker fitness, fatigue and stress
  - training and induction for safe use of equipment, horses and emergency response procedures
- purpose, use, maintenance and storage of PPE, including:
  - clothing and footwear
  - face and eye protection
  - hand protection
  - head protection
  - hearing protection
  - respiratory protection
- key features of emergency response plan for an equine workplace, including site plans, processes, roles and responsibilities, horse gear, tools, equipment, machinery and supplies for response to:
  - uncontrolled loose horse
  - uncontrolled fire
  - flood
  - extreme weather or an unexpected change in weather
  - medical emergency requiring human and horse first aid
  - outbreak of zoonotic disease
  - contagious disease outbreak
  - biosecurity risks
  - unexpected disturbance such as loud noise, sudden movement, introduction of other animals
  - power failure
  - accidents/incidents
- management of an incident involving injury to horse and rider/handler
- procedures for horse relocation during an emergency, including:
  - movement without vehicles
  - transport using vehicles
  - restraining and securing at relocation site
  - provision of water, food and shelter
  - health checks, first aid and provision of veterinary assistance

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- purpose, use and maintenance of commonly used safety gear and emergency response equipment in an equine workplace
- identification, labelling, storage and handling of hazardous materials and substances, including safety data sheets and manufacturer instructions.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
  - tools and equipment for the tasks specified in the performance evidence, including PPE
  - appropriate gear for horse and activities specified in the performance evidence
  - the fire emergency scenario in the performance evidence may be simulated
- specifications:
  - workplace health and safety policies and procedures, and emergency response plans
  - current workplace health and safety legislation and regulations related to equine workplaces
- relationships:
  - supervisor, team members, contractors, visitors or volunteers as specified in the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU314 Provide non-riding exercise to horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare and conduct non riding exercise for horses using mechanical exercise equipment or aquatic environments, and perform post-exercise procedures. It does not include lungeing.

This unit applies to individuals who work under broad direction in equine workplaces. They apply knowledge, discretion and judgement to safely exercise horses in water and/or exercise horses using mechanical equipment, such as horse walkers or treadmills.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare horse for	1.1 Confirm horse to exercise, exercise program, equipment and/or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
exercise	facilities and other individual horse requirements 1.2 Identify hazards, and assess and control risks prior to handling horse and starting exercise 1.3 Select and fit personal protective equipment (PPE) appropriate for task 1.4 Select, check and fit gear to horse for exercise program, and prepare horse for exercise using safe and low stress handling techniques
2. Conduct non-riding exercise	2.1 Check and/or set up mechanical exercise equipment and/or water environment to ensure it is safe for horse exercise 2.2 Lead horse safely onto exercise equipment and/or into water 2.3 Conduct exercise according to horse program, and monitor horse behaviour and performance 2.4 Maintain safe position at all times when conducting non-riding exercise 2.5 Reduce intensity of exercise or stop exercise if horse displays signs of distress or injury 2.6 Remove horse safely from mechanical exercise equipment and/or water
3. Perform post-exercise procedures	3.1 Remove gear from horse and check horse for signs of injury 3.2 Cool down, hose, ice and groom horse after exercise according to horse requirements 3.3 Record and report on horse performance and irregular horse behaviour, signs of distress or injury during and after exercise 3.4 Check and maintain gear before storage, and report gear quality and maintenance issues

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.

Skill	Description

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Skill	Description
Reading	• Interpret horse exercise program requirements
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry terminology to describe and report horse non-riding exercise activities and condition
Numeracy	• Measure and calculate weight, temperature, time, distance, speed and gradient

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU314 Provide non-riding exercise to horses	ACMEQU209 Provide non-riding exercise to horses	Unit code AQF level indicator changed from 2 to 3 to reflect revised unit outcomes Prerequisite requirements changed Major changes to all sections of the 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

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Assessment Requirements for ACMEQU314 Provide non-riding exercise to horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has handled and provided non-riding exercise to two different well-educated, calm, consistent and obedient horses. Each horse must be exercised on at least two different occasions. On each occasion, the individual must have completed one of the following:

- exercised a horse for at least ten minutes on mechanical exercise equipment, including:
  - carried out pre-operational checks of equipment
  - identified emergency procedures
  - safely loaded and unloaded the horse on equipment
  - operated the equipment and adjusted speed according to program requirements and horse performance

or

- exercised a horse in a wading and/or swimming activity for at least two minutes, including:
  - led the horse safely into and out of water
  - controlled and monitored horse during exercise in water.

For each horse exercise activity, the individual must have:

- identified at least three different hazards, and assessed and controlled risks prior to starting exercise
- monitored horse health and behaviour before, during and after exercise, and reported signs of distress, illness or injury
- followed safe work practices for at least one of the following:
  - the operation of mechanical exercise equipment
  - the use of aquatic facility or environment
- selected, fitted and cared for horse gear and equipment for non-riding exercise tasks

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- selected, checked and correctly fitted personal protective equipment (PPE)
- carried out post-exercise care of horses, including cooling down using at least one of the following:
  - hand walking
  - hosing
  - ice application
  - grooming techniques
- cleaned exercise equipment and/or horse gear
- updated exercise program records and reported horse performance and condition.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, principles and techniques for non-riding exercise of horses, including exercise using:
  - mechanical walkers
  - treadmills
  - wading and swimming facilities or environments
  - water walkers
- workplace procedures for non-riding exercise to horses, including pre-exercise, during exercise and post-exercise procedures
- types and purpose of horse working gear required for mechanical exercise equipment and for wading and swimming horses
- workplace communication procedures for conducting horse exercise programs that involve wading, swimming and mechanical equipment
- common horse behaviour and management related to exercise routines and fitness
- signs of horse injury, fatigue and distress related to exercise involving wading, swimming and mechanical equipment
- likely injuries that may be sustained by horses and handlers during horse exercise involving wading, swimming and mechanical equipment
- safe and low stress horse handling techniques and zones when wading and swimming horses, and exercising horses using mechanical exercise equipment
- operation of emergency flotation devices and water rescue equipment for handlers and horses
- requirements for checking and maintaining horse working gear and exercise equipment used for non- riding exercise
- key features of exercise programs for horses at various stages of fitness, on mechanical exercise equipment and during wading and swimming
- common workplace health and safety requirements and practices relating to non-riding horse exercise, including:
  - hazard identification, risk assessment and risk control
  - types and purpose of PPE, including PPE for working in water and around electricity

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    - handling, restraining and working with horses in water and on exercise machines
    - safe storage, handling and disposal of treatments, chemicals and cleaning agents
- horse welfare considerations related to non-riding exercise, including:
    - weather, including wind and temperature
    - fatigue and stress
    - health status, including current injuries
- workplace horse exercise and condition reporting systems and procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine exercise facility or aquatic environment
- resources, equipment and materials:
    - live horses specified in the performance evidence, assessed as suitable for the assessment of this unit and the individual being assessed
    - mechanical horse exercise equipment and/or aquatic environment suitable for exercising horses, including safety instructions for use
    - gear, materials, tools and equipment suitable for the tasks specified in the performance evidence, including PPE
    - workplace reporting and recording formats
- specifications:
    - workplace programs and procedures for wading or swimming horses and/or exercising horses using mechanical exercise equipment.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency covers the skills and knowledge required to evaluate a range of ailments and diseases that could occur in horses and describe their impact on other body systems and the health of horses.

The unit applies to individuals who have responsibility for providing health care to ensure the wellbeing and efficient physiological function of horses within the equine industry.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify, locate and describe systemic anatomical features of the horse	1.1 Describe the characteristics and location of horse structures using anatomical features 1.2 Locate and explain anatomical orientation to the position of structures in horses
2. Identify and describe systemic and pathophysiologic systems of horses	2.1 Identify and describe the structure and function of cellular biology and its relationship to growth, injury, healing and repair 2.2 Identify and describe the structures and functions of the integumentary system 2.3 Identify and describe the structures and functions of the musculoskeletal system 2.4 Identify and describe the structures and functions of the respiratory system 2.5 Identify and describe the structures and functions of the cardiovascular system 2.6 Identify and describe the structures and functions of the digestive system 2.7 Identify and describe the structures and functions of the reproductive system 2.8 Identify and describe the structures and functions of the nervous and endocrine systems 2.9 Identify and describe the structures and functions of the immune systems 2.10 Identify and describe the structures and functions of the hepatic system 2.11 Identify and describe the structures and functions of the urinary system
3. Evaluate the impact of disease, illness or injury on treatment priorities	3.1 Relate temperature regulation to the overall health and wellbeing of horses 3.2 Relate horse behaviour to symptoms of disease, illness or injury 3.3 Relate horse treatment of disease, illness or injury to health care priorities 3.4 Make treatment priority decisions based on animal welfare needs and the potential ongoing impact of ailments or disease

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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.

Skill	Description
Reading	• Critically analyse complex documentation from a variety of sources and consolidate information relating to horse body systems to determine health care requirements
Get the work done	• Analyse complex anatomical and physiological relationships in horse body systems to determine possible causes of disease, injury or health problems and prioritise treatments

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements	ACMEQU401A Relate equine anatomical and physiological features to equine health care requirements	Updated to meet Standards for Training Packages	Equivalent unit

Links

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

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Assessment Requirements for ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual applied knowledge of equine anatomical and physiological features in assessing the equine health care requirements for at least two different horses, including:

- evaluating a range of ailments and diseases and their impact on body systems
- observing and identifying horse behaviour characteristics that indicate distress or illness
- making informed decisions on prioritising treatments to maintain the health and wellbeing of horses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical and physiological structures, features and functions
- interactions and relationships between body systems
- anatomical directional terminology
- causes and consequences of horse ailments, infections and injuries
- contagious disease symptoms, prophylaxis and biosecurity protocols
- key features of equine allied health practitioner codes of conduct
- equine health therapies and treatments
- indicators of horse distress, illness and disease
- industry, veterinary and anatomical terminology related to equine allied health care
- normal and abnormal characteristics of equine behaviour
- key principles and practices of animal welfare relating to health care requirements of horses.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to information on horse anatomical features, systemic and pathophysiologic systems of horses and horse diseases, illnesses and injuries
  - profiles or case studies of two horses with different health care requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU402 Determine nutritional needs in provision of horse health care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to determine the impact of nutrition on the health and welfare of various classes of horses in providing allied health care to horses.

The unit applies to individuals who have responsibility for providing dietary advice in conjunction with the provision of health care to horses within equine industry sectors.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate elements of the equine diet to physiological function	1.1 Classify nutrient elements according to the needs of the body 1.2 Identify the structures of the digestive system and describe the nutrient absorption and metabolism process 1.3 Describe features of a well-balanced diet and relate to horse health, condition and workload 1.4 Evaluate the impact of an unbalanced or deficient diet on horse health
2. Evaluate the composition of common horse diets	2.1 Analyse commonly available feed stuffs 2.2 Assess methods of feed stuff preparation regarding impact on nutrient availability 2.3 Evaluate quality of feed stuffs for nutritional and health value
3. Assess factors that may affect horse condition relevant to nutritional requirements	3.1 Classify horses according to a range of criteria, including body condition score, developmental age, class, activity and housing status 3.2 Evaluate options to adjust diet in relation to horse health status 3.3 Refer owner or carer to nutritional or veterinary specialist for specific dietary requirements and ration formulation advice

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.

Skill	**Description**
Reading	• Interpret key nutritional information from feed and supplement documentation and horse condition from workplace records
Numeracy	• Measure quantities of feed components and supplements accurately

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Skill	Description
Navigate the world of work	• Follow workplace procedures, including safety, biosecurity and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Consult clearly and precisely with supervisors and equine health care providers
Get the work done	• Use structured problem-solving techniques to resolve nutritional problems using available information and resources • Plan and prioritise daily tasks to achieve outcomes, and adjust activities to deal with contingencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU402 Determine nutritional needs in provision of horse health care	ACMEQU402A Determine nutritional needs in provision of horse health care	Updated to meet Standards for Training Packages	Equivalent unit

Links

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

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Assessment Requirements for ACMEQU402 Determine nutritional needs in provision of horse health care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual determined the nutritional needs relevant to horse health care for at least three horses with different nutritional needs, including:

- determining condition score of horses and classifying horses according to a range of criteria
- referring owners or carers to veterinarian for specific dietary advice
- using safe and ethical horse handling techniques when handling horses and assessing health care
- making adjustments to individual horse feeding regimes in response to changing conditions and/or signs of problem eating displayed by individual horses
- recording and reporting information on horse nutritional requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles of horse nutrition and horse health
- anatomical and physiological structures:
  - features, location and functions related to dietary needs
  - basic process of absorption and metabolism of nutrients
- basic anatomical terminology
- methods used to assess horse condition and general health
- criteria and methods of classifying horses by condition, health, age and housing status
- impact of class, age, workload and housing on diet and nutritional demands of horses
- factors affecting availability of nutrients to horses
- consequences of an unbalanced or nutrient deficient diet to horse function, health and behaviour

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- signs and symptoms of an unbalanced or deficient diet in horses
- feed stuffs commonly fed to horses and the general principles of a balanced diet for horses
- use of supplements, additives and prohibited substances
- types of feed contamination, including from rodents, and methods of avoidance
- relevant regulations, codes of practice and workplace procedures for determining nutritional needs in the provision of health care, including:
  - work health and safety and safe work practices
  - animal welfare principles, practices and ethics
  - workplace hygiene (biosecurity) standards.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - horses with different nutritional requirements
  - information about nutritional properties of horse feed stuffs or technology to access the information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU405 Maintain and monitor horse health and welfare

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to determine, implement and monitor health management programs and procedures for horses, including implementing basic health care plans, determining and responding to illness, injury and emergency situations; treating injury and disease and reviewing outcomes of horse health care plans.

The unit applies to individuals who have experience, knowledge and skills in the practical care and management of horses. They work under minimal supervision within industry guidelines and have responsibility for a work activity or area.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate elements of the horse diet to physiological function	1.1 Classify major nutrient elements according to needs of the horse 1.2 Describe components of the digestive system and the nutrient absorption and metabolism processes 1.3 Relate features of a well-balanced diet to horse age, health condition and workload 1.4 Evaluate impact of an unbalanced or deficient diet on horse health
2. Implement health management programs for horses of all ages	2.1 Implement a range of horse health programs, including dental, vaccination, parasite control, and hoof maintenance programs 2.2 Record data and compile and update health records
3. Determine horse health and emergency care procedures	3.1 Keep horses in appropriate premises that meet welfare, legislative and licensing requirements 3.2 Correctly fit and use personal protective equipment (PPE) and specialised PPE to meet quarantine requirements 3.3 Handle and restrain horses using safe horse handling practices and animal welfare standards 3.4 Assess health status of horses, applying knowledge of signs and symptoms of healthy and distressed, sick or injured horses 3.5 Identify health care and emergency care procedures and communicate to relevant staff 3.6 Review characteristics, signs and symptoms of healthy and distressed, sick or injured horses 3.7 Identify horses that are potentially suffering from an infectious disease and quarantine or implement control measures to prevent disease spread under veterinary guidance 3.8 Implement procedures for reporting notifiable diseases
4. Treat injury and disease	4.1 Determine health care and management for individual horses 4.2 Discuss prognosis for common illnesses and injuries with key personnel and determine need for professional advice or veterinary assistance 4.3 Assess and control risks prior to administering medication or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	treatments 4.4 Confirm methods of administering medication, recording treatment and monitoring injectable medication 4.5 Administer medication or treatments according to veterinarian instructions, work health and safety (WHS) requirements, stable procedures, and industry and animal welfare regulations 4.6 Apply pharmaceutical and therapeutic treatments as instructed 4.7 Correctly handle and store medications according to legislation and workplace safety procedures 4.8 Return or dispose of surplus medications and treatments according to workplace procedures
5. Monitor health management program	5.1 Monitor horses during and after treatment and report indicators of further health problems 5.2 Document health management program and treatments and maintain records 5.3 Review program implementation and outcomes

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.

Skill	Description
Reading	• Interpret veterinary and medical information in horse treatment records and instructions from equine industry professionals • Locate and interpret key information in medication labels
Writing	• Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
Numeracy	• Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication
Oral	• Use active listening and questioning to convey and receive

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Skill	Description
communication	information from a range of personnel
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted industry practices and protocols for working collaboratively with and conveying information to others
Get the work done	• Plan, sequence and prioritise horse health and welfare activities to achieve outcomes • Make decisions and resolve problems related to horse health and welfare, knowing when to take responsibility and when to notify others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU405 Maintain and monitor horse health and welfare Release 2	ACMEQU405 Maintain and monitor horse health and welfare Release 1	Corrected typographical error	Equivalent unit

Links

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

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Assessment Requirements for ACMEQU405 Maintain and monitor horse health and welfare

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual maintained and monitored health and welfare for at least three horses. In maintaining and monitoring the health of each horse the individual must have:

- assessed the impact of an unbalanced or nutrient-deficient diet on horse health and behaviour
- implemented and monitored a health management program
- documented and maintained appropriate records
- provided safe, compliant and secure housing arrangements for horses
- followed work health and safety and animal welfare requirements
- used safe horse handling procedures
- correctly fitted and used personal protective equipment (PPE).

For at least one horse (which may be one of the above-mentioned horses), the individual must have:

- assessed the health status of the horse
- determined emergency care procedures
- implemented infection control procedures
- determined horse health problems and treatment options in consultation with veterinarians and professionals
- administered treatments as required and monitored horse progress.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for maintaining and monitoring horse health and welfare:
  - feed stuffs commonly fed to horses and the general principles of a balanced diet for horses
  - physiological structures, features and functions related to dietary needs and the absorption and metabolism of nutrients
  - consequences of an unbalanced or deficient diet to horse function, health and behaviour
- features of health management programs for horses, including:
  - equine dental programs
  - parasite programs
  - vaccination programs
  - hoof maintenance programs
- requirements for safe, secure housing for horses
- safe handling techniques and methods of restraining horses
- horse health record systems
- symptoms and indicators of normal and abnormal system function
- common illnesses and injuries in horses
- emergency care procedures
- signs and symptoms of communicable diseases
- infection control technique
- purpose and use of relevant medications and treatments for common diseases and injuries
- key requirements of biosecurity standards relevant to horse disease, hygiene standards, notifiable diseases and quarantine procedures
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment and control
  - storage of medicines and chemicals and cleaning agents
  - safe storage and disposal of medications and other remedies
  - personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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- various horses of different ages and health status assessed as suitable for the experience and skill of the individual
- materials and equipment relevant to providing care and treatment for horses in assessment activity, including appropriate tack and personal protective equipment (PPE)
- access to veterinary or health practitioner for instructions.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required in horse behaviour and learning to manage the suitable selection of horses for new and/or inexperienced handlers, riders or drivers.

The unit applies to individuals who are horse instructors, coaches or supervisors with work health and safety responsibilities and obligations to workers, learners and participants in their care.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop knowledge of horse behaviour and learning theory	1.1 Evaluate current, evidence-based learning theory and techniques used in horse training and behaviour management 1.2 Apply knowledge of horse training and behaviour to evaluate own horses as suitable for use by new and/or inexperienced handlers, riders or drivers 1.3 Review own practices against current learning theory to determine if any improvements could be made to managing horse behaviour for workplace activities
2. Assess horse suitability for purpose	2.1 Identify factors to consider for conducting a fit-for-purpose assessment of a horse to address work health and safety (WHS) requirements 2.2 Develop or modify a tool to identify and record horse characteristics and behaviour and assess horse suitability for specified activities 2.3 Observe and assess horses to determine their characteristics and behaviour in a range of activities, conditions and stimuli relevant to activities to be undertaken by new and/or inexperienced handlers, riders or drivers 2.4 Evaluate outcomes of the assessment and record an activity suitability rating for individual horses in relation to the handler, rider or driver skills according to workplace procedures 2.5 Conduct additional horse assessments over time and in response to different scenarios, recording incidents and observing responses of the horse to ensure currency of horse suitability records
3. Assess skills of new worker or participant	3.1 Conduct an induction briefing covering workplace rules and new and/or inexperienced handler, rider or driver responsibilities and obligations, prior to their commencing activities 3.2 Identify factors to consider, and develop or modify a tool to assess new and/or inexperienced handler, rider or driver skills and capabilities for specific activities involving a horse 3.3 Assess new and/or inexperienced handler, rider or driver readiness and current knowledge of horse handling, riding or driving 3.4 Conduct a practical assessment of new and/or inexperienced handler, rider or driver with a quiet, consistent and obedient horse

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	in a safe and controlled environment 3.5 Determine new and/or inexperienced handler, rider or driver capability rating objectively against criteria in an appropriate tool, and record according to workplace procedures
4. Match horse to new worker or participant for specific activity	4.1 Establish a range of safe activities that can be used to assess the suitable matching of horse to new and/or inexperienced handler, rider or driver 4.2 Conduct activities to determine suitable matching of horse to new and/or inexperienced handler, rider or driver 4.3 Discuss with new and/or inexperienced handler, rider or driver their capabilities 4.4 Address any concerns from new and/or inexperienced handler, rider or driver, including any unrealistic expectations or beliefs they may have about their own abilities or that of the horse
5. Monitor new worker or participant and horse behaviour	5.1 Observe new and/or inexperienced handler, rider or driver for any signs of mismatch with horse, inappropriate behaviour or control issues with selected horse, and take action to address these 5.2 Monitor horse, including patterns of inappropriate behaviour, and determine action required 5.3 Implement ongoing monitoring activities to identify problems and appropriate courses of action

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.

Skill	Description
Reading	• Interpret critical information in horse records and records of work experience or training provided by new and/or inexperienced handler, rider or driver
Writing	• Use clear language and accurate industry terminology for recording information about horses and skills of new and/or inexperienced handler, rider or driver

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Skill	Description
Oral communication	• Convey information clearly using tone and pace appropriate to audience
Navigate the world of work	• Follow workplace procedures, including work health and safety (WHS) and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Conduct induction briefings, conveying information to others according to industry practices and WHS requirements and duty of care obligations
Get the work done	• Prepare resources and materials to match horse and handlers, riders or drivers, and schedule and sequence activities in logical order

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed the selection and matching of horses for at least three riders, handlers or drivers, consisting of new or inexperienced, and experienced, capable riders, handlers or drivers, including:

- testing horses through riding, handling and/or driving activities and observations to determine levels of behaviour, reactions and education to categorise them according to workplace assessment ratings and procedures
- assessing new or inexperienced handlers, riders or drivers with quiet, consistent and obedient horses to determine their skill levels and abilities
- allocating handlers, riders or drivers to suitable horses and appropriate activities once assessed
- monitoring suitability of horse and handler, rider and/or driver to workplace activity involving horses, with reference to safety of individual and horse wellbeing
- responding to problems by changing the horse, educating the handlers, riders and/or drivers, and/or changing activities to ensure the safety of participants and horses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- factors to consider in determining handler, rider or driver skills and experience
- factors to consider in assessment of horse suitability (fit-for-purpose):
  - experience and training
  - temperament and behaviour
  - horse reactivity to normal, abnormal and new situations
- types of mismatch between horse and participant
- potential consequences of inappropriately matched horses and handlers, riders or drivers:

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    - horses displaying avoidance or dangerous behaviours
    - rider, handler or driver loses control of the horse and/or loses confidence
    - injuries to rider, handler, driver or horse
- ongoing horse problems and appropriate courses of action, including removal and/or retraining.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
    - safe, controlled environment for practical skills assessment of new and/or inexperienced handler, rider or driver
- resources, equipment and materials:
    - various horses to be assessed for suitability
    - appropriate gear and tack for horses for handling, riding or driving assessment
    - personal protective equipment (PPE), correctly fitted and applicable to activity
- relationships:
    - opportunities to assess skills and capabilities of handlers, riders or drivers with varying levels of experience.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: User Guide: Safety in Equine Training.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU407 Educate horses in initial handling

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required for individuals to undertake 'starting' or 'beginning' education for a horse to develop their initial handling skills. The education program is conducted on the ground prior to developing the horse's skills to be ridden, driven or other intended purpose. The unit is applicable for all classes of horses and can be customised for other domestic equids, including donkeys and mules.

The unit applies to individuals with previous and considerable horse handling experience and sound skills and knowledge of horse behaviour and learning theory. They have responsibility for educating horses for a range of disciplines or purposes. They work independently within organisational guidelines, deal with predictable and unpredictable situations and apply problem-solving skills to achieve outcomes.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess education needs of the horse	1.1 Establish client needs and requirements for individual horse 1.2 Assess level of education and temperament of the horse to be educated, and potential safety risks 1.3 Assess conformation, condition and health of the horse to determine readiness and suitability for education program 1.4 Prepare a plan to educate the horse based on its individual needs, application of equine behaviour, current equine learning theory and intended purpose
2. Prepare safe environment to commence groundwork	2.1 Prepare safe, secure and controlled facilities to commence horse groundwork education 2.2 Identify hazards and assess and control potential risks to safety of handler/s and horse/s 2.3 Select and correctly fit own personal protective equipment (PPE) 2.4 Determine if the assistance of another handler is required based on risk assessment
3. Introduce horse initial handling on the ground	3.1 Develop calm and obedient behaviour by gaining trust and confidence of horse through appropriate handling and feeding 3.2 Introduce a halter and lead rope, and educate the horse to be caught, led and tied up safely 3.3 Accustom the horse to being groomed and hosed 3.4 Accustom the horse to have its legs handled and all feet picked up 3.5 Familiarise the horse with tack, equipment and aids used in education exercises 3.6 Teach the horse to focus attention on handler and respond consistently in different contexts to aids, cues and communication relating to forward and backward movement, changing direction, halting and stopping 3.7 Build horse confidence within a controlled environment, progressing to unfamiliar and/or open environments when ready
4. Educate horse to load and unload on transport	4.1 Assess risks associated with transport vehicle and location for loading and unloading horse 4.2 Familiarise horse with transport vehicle and prepare for transport 4.3 Select suitable horses to assist with habituating the horse to be in close proximity to other horses

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Teach horse to enter and exit a transport vehicle using positive reinforcement methodologies 4.5 Build horse confidence in loading and unloading and to be transported safely in a secured vehicle
5. Apply reward-based horse education methodology	5.1 Apply education techniques consistently to reinforce horse learning 5.2 Recognise and apply positive reinforcement to the horse for progress towards desired behaviours 5.3 Comply with animal welfare and safety requirements at all times 5.4 Confirm horse has been educated to meet client needs and requirements

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.

Skill	Description
Learning	• Actively source current, evidence-based information on equine education and learning theory to determine own education practices
Navigate the world of work	• Take responsibility for complying with regulatory and workplace requirements, including health and safety and animal welfare, within own role and area of work • Follow safe, ethical and humane horse handling practices
Interact with others	• Work collaboratively and communicate effectively with others to plan programs and report on horse performance and progress
Get the work done	• Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
ACMEQU407 Educate horses in initial handling	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMEQU407 Educate horses in initial handling

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out activities to educate three horses in initial handling according to a plan prepared for each individual horse
- demonstrated safe horse handling skills and appropriate education techniques to ensure their own and others' safety and the welfare of the horse at all times.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe work practices when interacting with horses, including:
  - assessing and controlling risks
  - safe horse handling techniques
  - safe zones around horses
  - duty of care for others
  - use of appropriate personal protective equipment (PPE) for activity
  - safe and suitable transport vehicles and towing requirements for horses
  - codes of practice and workplace procedures for housing, transport and interactions with horses
- horse wellbeing, including:
  - managing stress, fatigue, heat and injuries
  - overview of animal welfare assessment frameworks, including Five Domains and Five Freedoms models
- key indicators for assessing conformation, condition and health of horses relating to education program
- equine behaviour, including:

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    - body language and vocalisation
    - affective states, including fear, anxiety, hunger, fatigue
    - temperament and characteristics of different breeds and classes of horses
- behaviours and conditions typically linked to strong fight or flight response, including:
    - fearful, nervous, timid, anxious behaviour
    - aggressive responses to people and/or other equines
    - fears of specific stimuli
- risks to people from equine behaviour, including biting, kicking, rearing, striking
- key features of current research on equine cognition, intelligence, ethology and learning abilities relevant to training horses
- techniques to shape or modify horse behaviour
- safe environments and controlled areas, including arenas or fenced tracks
- range of tack, equipment and aids used in education exercises for horses, including rug, halter and lead rope
- key features of horse education plan, including objectives, stages and timeframes
- key forms and features of transport vehicles, including configuration and access for loading and unloading.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions, including round yards or enclosed arenas suitable for educating horses in initial handling
- resources, equipment and materials:
    - variety of horses – appropriately uneducated for the purpose of the education activities in the performance evidence
    - PPE correctly fitted and applicable to activity for the individual
    - appropriate tack and gear required for education program
    - horse transport vehicle
- relationships:
    - assistant handler, if required.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMEQU408 Educate horses to be ridden

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required for starting a horse under saddle and educating it to be ridden. The unit applies to all classes of horses and can be customised for other domestic equids.

The unit applies to individuals with considerable experience and skills in horse handling and riding who have responsibility for educating horses for a range of purposes. They work independently within organisational guidelines, deal with predictable and unpredictable situations, and apply problem-solving skills to achieve outcomes.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to educate a horse to be ridden	1.1 Assess current level of education, health status and behaviour of the horse

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm and document client needs and requirements, and develop education plan for individual horse 1.3 Prepare safe, secure and controlled facilities to conduct each stage of the education program 1.4 Conduct risk assessment, address identified hazards, and control potential risks to safety of handler/s and horse/s 1.5 Select and correctly fit personal protective equipment (PPE) 1.6 Determine if the assistance of another handler is required based on risk assessment
2. Mouth the horse	2.1 Select appropriate tack to suit horse, including bit, bridle, saddle cloth and saddle 2.2 Familiarise horse with tack in preparation to mount and ride 2.3 Apply selected tack correctly to ensure comfort and fit 2.4 Mouth the horse and educate to respond to aids and cues
3. Start horse under saddle	3.1 Prepare the horse to be mounted and introduce weight to the horse's back 3.2 Mount the horse and introduce leg pressure, aids and voice cues to influence forward movement, direction, flexion, bend and halt/stop 3.3 Build up time in saddle, emphasising changes in direction and transitions, in a controlled and safe environment 3.4 Recognise and respond appropriately to signs of stress and fatigue in horses undergoing education 3.5 Adjust individual horse's program according to level of fitness 3.6 Untack the horse and cool down at end of sessions and assess health condition
4. Consolidate horse education	4.1 Accustom the horse to be ridden at different paces, emphasising tempo and rhythm, and willingness to respond to cues 4.2 Expose and familiarise the horse to a range of appropriate environments after assessing potential risks to self, others and horse 4.3 Build horse confidence and reinforce education required for intended riding purpose 4.4 Accustom horse to be ridden with other horses in close proximity
5. Apply reward-based	5.1 Apply education techniques consistently to reinforce horse

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
horse education methodology	learning 5.2 Recognise and apply positive reinforcement to the horse for progress towards desired behaviours 5.3 Use appropriate techniques to manage behaviour and performance according to current equine learning theory and to ensure wellbeing of the horse 5.4 Assess horse acceptance of education for client's needs, and provide feedback

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.

Skill	Description
Learning	• Actively source current, evidence-based information on equine education and learning theory to determine own education practices
Navigate the world of work	• Take responsibility for complying with regulatory and workplace requirements, including health and safety and animal welfare, within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Interact with others	• Work collaboratively and communicate effectively with others to plan programs and report on horse performance and progress
Get the work done	• Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU408 Educate horses to	Not applicable	New unit	No equivalent unit

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be ridden			

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Assessment Requirements for ACMEQU408 Educate horses to be ridden

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed a risk assessment of each horse to be educated
- prepared suitable facilities and environments for each horse's education program and stage
- educated three horses to be ridden, including:
  - in mouthing the horse in groundwork
  - in controlled and open areas
  - in walk, trot and canter; and halt/stop and left/right hand turns
  - individually and in company of other horses
- demonstrated safe horse handling and riding skills and appropriate education techniques to ensure their own and others' safety and the welfare of the horse at all times.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe work practices when interacting with horses, including:
  - assessing and controlling risks
  - safe horse handling techniques
  - safe zones around horses
  - duty of care for others
  - use of appropriate personal protective equipment (PPE) for activity
- horse wellbeing, including:
  - managing stress, fatigue, heat and injuries
  - overview of animal welfare assessment frameworks, including Five Domains and Five Freedoms models

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- equine behaviour, including:
  - body language and vocalisations
  - temperament and characteristics of different breeds and classes of horses
  - affective states, including fear, anxiety, hunger, fatigue
  - behaviours typically linked to strong fight or flight response
  - high-risk behaviours to people, including biting, kicking, bucking, striking and rearing
- indicators of horse health status, including body, condition, feet, teeth, injuries and stage of development
- key features of current research on equine cognition, intelligence, ethology and learning abilities relevant to training horses
- methodology or techniques to shape or modify horse behaviour
- facilities and environments used in educating a horse to be ridden, including:
  - controlled areas with appropriate surface – arenas, fenced tracks, round yard, stockyards
  - open areas
- tack and equipment used for riding, including:
  - purpose of items
  - correct fit
  - how to check condition and working order
- key features of horse education plan, including objectives, stages and timeframes
- strategies to assess riding ability level of others and their experience in riding recently educated ('green') horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including safe controlled and open areas
- resources, equipment and materials:
  - a variety of horses – appropriately educated in initial handling skills for the purpose of the education activities in the performance evidence
  - PPE correctly fitted and applicable to activity for the individual
  - appropriate tack and gear for horse
- relationships:
  - assistant handler, if required.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMEQU409 Educate horses to be driven

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to educate a horse to pull a load and be driven for an intended purpose. The unit applies to all classes of horses and can be customised for other domestic equids.

The unit applies to individuals with considerable experience and skills in horse handling and driving who have responsibility for educating horses for a range of driving purposes. They work independently within organisational guidelines, deal with predictable and unpredictable situations, and apply problem-solving skills to achieve outcomes.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to educate a horse to driving	1.1 Assess current level of education, health status and behaviour of the horse

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm client needs and requirements and develop education plan for individual horse 1.3 Prepare safe, secure and controlled facilities and environment to conduct each stage of the education program 1.4 Identify hazards and control potential risks to safety of handler/s and horse/s 1.5 Select and correctly fit personal protective equipment (PPE) 1.6 Determine if the assistance of another handler is required based on risk assessment of the horse
2. Mouth the horse	2.1 Select appropriate tack to suit horse 2.2 Familiarise horse with tack in preparation for driving 2.3 Apply selected tack correctly to ensure comfort and fit 2.4 Mouth the horse and educate to respond to long-reining, directional aids and communication cues
3. Educate horse for driving	3.1 Introduce the horse to specific equipment and tack required for intended purpose according to education plan 3.2 Attach harnessed horse to cart or objects to drag safely, ensuring correct fit 3.3 Develop horse confidence in tasks using appropriate education techniques to ensure horse welfare at all times 3.4 Recognise and respond appropriately to signs of stress or fatigue in horse being educated
4. Consolidate horse education	4.1 Accustom horse to be driven at different paces and respond to the driver's cues 4.2 Expose and familiarise horse to a range of appropriate environments after assessing potential risks to self, others and horse 4.3 Build horse confidence and reinforce level of education required for intended driving purpose
5. Apply reward-based horse education methodology	5.1 Apply education techniques consistently to reinforce horse learning 5.2 Recognise and apply positive reinforcement to the horse for progress towards desired behaviours 5.3 Use appropriate techniques to manage behaviour and performance according to current equine learning theory and to ensure wellbeing of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the horse 5.4 Assess horse acceptance of education for client's needs, and provide feedback

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.

Skill	Description
Learning	• Actively source current, evidence-based information on equine education and learning theory to determine own education practices
Navigate the world of work	• Take responsibility for complying with regulatory and workplace requirements, including health and safety and animal welfare, within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Interact with others	• Work collaboratively and communicate effectively with others to plan programs and report on horse performance and progress
Get the work done	• Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU409 Educate horses to be driven	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for ACMEQU409 Educate horses to be driven

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed a risk assessment of each horse to be educated
- prepared suitable facilities and environments for each horse's education program and stage
- educated three horses, to be used in harness, for intended purpose
- demonstrated safe horse handling and driving skills and appropriate education techniques to ensure their own and others' safety and the wellbeing of the horse at all times.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe work practices when interacting with horses, including:
  - assessing and controlling risks
  - safe horse handling techniques
  - safe zones around horses
  - duty of care for others
  - use of appropriate personal protective equipment (PPE) for activity
- horse wellbeing, including:
  - managing stress, fatigue, heat and injuries
  - overview of animal welfare assessment frameworks, including Five Domains and Five Freedoms models
- equine behaviour, including:
  - body language and vocalisations
  - temperament and characteristics of different breeds and classes of horses
  - affective states, including fear, anxiety, hunger, fatigue

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    - behaviours and conditions typically linked to strong fight or flight response
    - high-risk behaviours to people, including biting, kicking, bucking, striking and rearing
- indicators of horse health status, including body, condition, feet, teeth, injuries and stage of development
- key features of current research on equine cognition, intelligence, ethology and learning abilities relevant to training horses
- methodology or techniques to shape or modify horse behaviour
- facilities and environments used in educating a horse to be driven, including:
    - controlled areas – arenas, fenced tracks
    - open areas
- tack and equipment for driving, including:
    - purpose of items
    - correct fit
    - how to check condition and working order
- features to include in an education plan, including objectives, stages and timeframes
- range of driving purposes, including:
    - tourism, ceremonial, recreation
    - farm, agricultural work
    - harness racing
- strategies to assess level of driving ability of others and their experience in driving recently educated ('green') horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions, including controlled and open areas
- resources, equipment and materials:
    - a variety of horses – appropriately educated in initial handling skills for the purpose of the education activities in the performance evidence
    - PPE correctly fitted and applicable to activity for the individual
    - appropriate tack and gear required for education program
- relationships:
    - assistant handler, if required.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMEQU410 Educate pack horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to educate a horse to carry loads and work with other horses over different terrains and for varying purposes. The unit applies to most classes of horses and can be customised for other equids, including donkeys and mules.

The unit applies to individuals with considerable experience and skills in horse handling and riding who have responsibility for educating pack horses for a range of purposes. They work independently within organisational guidelines, deal with predictable and unpredictable situations and apply problem-solving skills to achieve outcomes.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to educate	1.1 Assess current level of education, health status, condition and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
pack horses	behaviour of the horse 1.2 Confirm client needs and requirements and develop education plan for individual horse 1.3 Prepare safe, secure and controlled facilities and environment to conduct each stage of the education program 1.4 Identify hazards and control potential risks to safety of handler/s and horse/s 1.5 Select and correctly fit personal protective equipment (PPE) 1.6 Determine if the assistance of another handler is required based on risk assessment of the horse
2. Educate horses to carry loads	2.1 Teach horse to be led alongside a horse being ridden and on foot 2.2 Introduce the horse to a pack saddle and fit correctly 2.3 Introduce and familiarise the horse to loads and low hanging equipment 2.4 Habituate the horse to be in close proximity to other horses in front and to the rear 2.5 Lead the horse, ensuring a safe position and distance, past objects to accustom to loads 2.6 Introduce heavier loads containing different objects, ensuring loads are balanced and secured, appropriate for the size of the horse
3. Consolidate education of pack horses	3.1 Train the pack horse to follow the lead horse 3.2 Repeat exercises in a range of environments to develop horse confidence negotiating different surfaces and obstacles 3.3 Teach the horse to be restrained utilising remote area options 3.4 Recognise and respond appropriately to signs of stress and fatigue in horses undergoing education
4. Apply reward-based horse education methodology	4.1 Apply education techniques consistently to reinforce horse learning 4.2 Recognise and apply positive reinforcement to the horse for progress towards desired behaviours 4.3 Use appropriate techniques to manage behaviour and performance according to current equine learning theory and to ensure the wellbeing of the horse 4.4 Assess horse acceptance of education for client's needs, and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	provide feedback

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.

Skill	Description
Learning	• Actively source current, evidence-based information on equine education and learning theory to determine own education practices
Numeracy	• Use percentages or ratios to estimate load to horse body weight
Navigate the world of work	• Take responsibility for complying with regulatory and workplace requirements, including health and safety and animal welfare, within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Interact with others	• Work collaboratively and communicate effectively with others to plan training programs and report on horse performance and progress
Get the work done	• Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU410 Educate pack horses	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for ACMEQU410 Educate pack horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed a risk assessment of each horse* to be educated
- prepared suitable facilities and environments for each horse's education program and stage
- educated three horses to carry loads over different terrains whilst being led on foot and from another horse
- educated one horse to be restrained
- demonstrated safe horse handling and riding skills and appropriate education techniques to ensure their own and others' safety and the wellbeing of the horse at all times.

*Note: Assessment may be undertaken with a horse or other domestic equid such as a donkey or mule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe work practices when interacting with horses, including:
  - assessing and controlling risks
  - safe horse handling techniques
  - safe zones around horses
  - duty of care for others
  - use of appropriate personal protective equipment (PPE) for activity
- horse wellbeing, including:
  - managing stress, fatigue, heat and injuries
  - overview of animal welfare assessment frameworks, including Five Domains and Five Freedoms models
- equine behaviour, including:

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    - body language and vocalisations
    - temperament and characteristics of different breeds and classes of horses
    - affective states, including fear, anxiety, hunger, fatigue
    - behaviours and conditions typically linked to strong fight or flight response
    - high-risk behaviours to people, including biting, kicking, striking, bucking and rearing
- indicators of horse health status, including body, condition, feet, teeth, injuries and stage of development
- key features of current research on equine cognition, intelligence, ethology and learning abilities relevant to training horses
- techniques to shape or modify horse behaviour
- horse characteristics suited to carrying loads and walking trails
- facilities and environments for educating pack horses, including:
    - controlled areas – arenas, fenced tracks
    - open areas – range of terrains and obstacles
- tack and equipment, including:
    - purpose of items
    - correct fit
    - how to check condition and working order
- camp or overnight routines and environments for pack horses
- criteria for matching the pack horse with lead horse, including temperament, size, speed and stamina
- features to include in an education plan, including objectives, stages and timeframes
- range of purposes for pack horses, including recreation, tourism and farm/agricultural work
- strategies to assess ability level of others, and their experience in handling recently educated ('green') horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions, including controlled and open areas
- resources, equipment and materials:
    - a variety of horses – appropriately educated in initial handling skills for the purpose of the education activities in the performance evidence
    - PPE correctly fitted and applicable to activity for the individual
    - appropriate tack and gear required for education program
- relationships:
    - assistant handler, if required.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMEQU411 Evaluate horse education methodologies and individual programs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to review, evaluate and select specific horse education methodologies and techniques to develop an individualised horse education program.

The unit applies to individuals who have responsibility for overseeing or implementing education programs for horses and other equines. They work autonomously and apply technical knowledge and skills to provide and communicate solutions for routine and non-routine issues relating to horse behaviour and education.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine horse	1.1 Assess education needs of individual horses relevant to sport,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
education needs	discipline or intended use 1.2 Identify factors that can impact on horse ability to progress through a program 1.3 Identify factors relating to proposed or potential end-user capabilities to address in program 1.4 Determine specific program objectives and goals and develop a timeline to achieve these
2. Select methodology and design education program	2.1 Research and review information on evidence-based horse education methodologies and techniques 2.2 Evaluate identified methodologies and techniques for efficacy, animal welfare considerations, cost and suitability to meet horse and client needs 2.3 Design a program to meet identified goals, and horse and client needs 2.4 Determine resources, including equipment and facilities, required to implement program
3. Implement and evaluate program outcomes	3.1 Implement designed program, and monitor and record horse progress 3.2 Communicate horse progress with client throughout education program 3.3 Adjust program and implement changes as necessary to achieve goals and objectives 3.4 Assess horse and determine when education goals and objectives have been achieved 3.5 Assess horse suitability against proposed end-user capabilities prior to handover at conclusion of program

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.

Skill	Description

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Skill	Description
Reading	• Select relevant technical and scientific information from a range of sources, and identify and interpret key information
Writing	• Produce a logically sequenced written plan and schedule using print-based and/or digital formats
Oral communication	• Use open-ended questioning and active listening to obtain and confirm information
Numeracy	• Calculate costs and charges associated with horse education program

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU411 Evaluate horse education methodologies and individual programs	ACMPHR403 Evaluate equine training methodologies	Title changed Unit sector changed to EQU Minor updates to Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEQU411 Evaluate horse education methodologies and individual programs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched, developed and documented suitable horse education methodologies and techniques to achieve specific outcome
- assessed requirements for three horses with different education needs, and developed an individual education program for each horse which includes goals and techniques
- monitored, evaluated and documented horse progress throughout program
- evaluated suitability and matching of horse to end user or potential end user as part of the education program.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- horse behaviour, including body language, vocalisations and locomotory behaviour
- range of horse education methodologies, including underpinning assumptions, evidence base, and alignment with learning theory and horse welfare
- key features of current research in horse cognition, behaviour and learning
- key animal welfare frameworks and application to horses, including fundamentals of Five Freedoms, Five Domains or Quality of Life indicators
- current practices and techniques for safe, low stress horse handling and education
- key features of horse temperament, conformation and biomechanics for intended use
- techniques for assessing horse suitability for riders, drivers or handlers
- skills and physical attributes of riders, drivers or handlers to safely interact with the horse
- equipment, gear and resource requirements for specific education programs
- features to include in an education plan, including:
  - objectives and goals

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    - hazard identification and risk assessment
    - stages and timeframes
    - costs
- key requirements of codes of practice and legislation relating to:
    - work, health and safety, including safely interacting with horses and use of personal protective equipment (PPE)
    - animal welfare, including safe, humane and ethical treatment of horses, and concept of social licence to operate
    - insurances related to horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live horses assessed as suitable for the experience and skill of the individual, and/or videos of horses
- specifications:
    - guidelines for documenting an education program
    - templates for assessing risk, horse suitability and handler, rider or driver skills
- relationships:
    - client and/or rider.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU412 Interpret and address horse behaviour and welfare

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to interpret and apply knowledge of horse behaviour, cognition and learning to ensure that the behavioural needs and welfare of horses are met while maintaining a safe working environment. It covers all breeds and intended uses and environments, and can be applied to other domestic equines.

The unit applies to individuals who have an independent or management role working with horses and require a detailed understanding of horse behaviour to make decisions and communicate solutions for welfare, care, handling, education and management.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate horse behaviour	1.1 Observe and handle horses to recognise normal, undesirable and other variations of behavioural signs in individual horses

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify likely causes of undesirable and variations to normal behaviour 1.3 Assess risks and issues associated with horse behaviour, and implications for managing, handling and educating 1.4 Evaluate current, evidence-based learning principles and techniques used for horse education or managing behaviour
2. Apply knowledge of horse behaviour to managing or educating horses	2.1 Determine suitable evidence-based methods and techniques for educating or managing behaviour in individual horses 2.2 Develop strategies and individual plans for managing horse behaviour 2.3 Communicate information about behavioural challenges and education level of individual horses to handlers, and/or riders, drivers and clients 2.4 Reinforce safe handling techniques and strategies to minimise risks associated with horse behaviour and level of education to handlers, and/or riders, drivers and clients
3. Review horse welfare	3.1 Analyse regulations, codes of practice and animal welfare frameworks relevant to horses 3.2 Assess the welfare of individual horses using a recognised animal welfare assessment framework 3.3 Evaluate outcomes of welfare assessment and likely impact on horse behaviour
4. Improve practices to address horse behaviour and welfare	4.1 Evaluate impact of current environment, work and management practices on horse behaviour and welfare 4.2 Develop and implement work practices to address horse behaviour and welfare requirements

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.

Skill	Description

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Skill	Description
Learning	• Undertake independent research to inform own work practices
Reading	• Analyse textual information that presents different viewpoints to inform decision making about horse behaviour and welfare
Writing	• Edit and adapt existing documentation to incorporate updated content in print-based or digital format
Oral communication	• Adapt communication style to explain information to people with diverse views or unfamiliarity with concepts

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU412 Interpret and address horse behaviour and welfare	ACMPHR401 Interpret equine behaviour	Title changed Unit sector changed to EQU Minor updates including reordering to Elements and Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEQU412 Interpret and address horse behaviour and welfare

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared an ethogram, including body language and facial expressions, for two different horses, including one that is ridden
- developed and documented a behaviour management plan for two horses displaying different variations to normal behaviour using appropriate techniques
- assessed the welfare of the two horses above using a recognised animal welfare framework assessment tool
- communicated information about the behaviour and welfare of the two horses above to a handler and/or rider, driver or client
- documented at least two procedures covering workplace practices that incorporate knowledge of horse behaviour and welfare.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- behavioural needs and patterns of domestic horses, including:
  - handled and unhandled horses
  - herd behaviour
  - individual stabled or yarded horses
  - gender
  - level of education
- horse survival needs, including physical environment and health, interactions with humans, other species
- horse behaviour, including:
  - body language and vocalisations

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  - evolutionary basis of horse behaviour and its impact on the behavioural needs of horses
  - affective/emotional states, including fear, anxiety, hunger, fatigue
  - behaviours and conditions typically linked to strong fight-or-flight response
  - high-risk behaviours (biting, kicking, panicking, extreme flight response)
- concept and formats for documenting an ethogram
- key features of current research in horse behaviour, cognition and learning
- key animal welfare frameworks and application to horses, including Five Freedoms, Five Domains Model, or Quality of Life indicators
- application of research to the management, handling, housing and education of horses
- identification of situations requiring specialist advice on horse behaviour
- effect of the environment, housing, handling, education and management decisions on the behaviour and welfare of horses
- key requirements of codes of practice and legislation relating to:
  - work, health and safety, including safely interacting with horses and use of personal protective equipment (PPE)
  - animal welfare, including safe, humane and ethical care of horses, and concept of social licence to operate
  - relevant local government regulations in rural, semi-rural and semi-urban locations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses and/or videos of live horses to observe a range of behaviours
  - format or template for documenting an ethogram
  - animal welfare framework assessment tool.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU413 Work safely in providing equine services as a contractor

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to work professionally as an equine service provider. It covers knowledge of relevant state/territory health and safety regulations and requirements. Practical skills cover safe handling and securing of equines while working in close proximity, managing hygiene and biosecurity, managing manual handling and environmental hazards, and maintaining accurate records.

The unit applies to practitioners who provide a range of equine services working as a contractor. They work autonomously and apply in-depth, technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems within their scope of professional practice.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate and apply safety compliance requirements relating to work as an equine service contractor	1.1 Identify and comply with legislative and code of practice requirements relating to health and safety and working as a contractor for clients conducting equine services 1.2 Investigate and establish insurance requirements relevant to equine service provision 1.3 Identify and comply with legislative requirements relating to animal welfare, biosecurity and environmental sustainability relevant to conducting equine services
2. Establish safe work practices in providing services for clients	2.1 Provide information to client on compliance with health and safety, other relevant legislation and insurances, as required 2.2 Complete site induction and/or review client visitor safety and emergency procedures relevant to service provision 2.3 Assess work area and risks associated with controlled and open spaces, proximity of other animals and environmental conditions 2.4 Assess potential safety hazards and risks for self, others and equines in performing the service 2.5 Confirm personal protective equipment (PPE) and gear required for service are maintained and functional 2.6 Report incidents relating to people and equines, as required 2.7 Respond to emergency situations following established or client procedures, as required 2.8 Provide feedback to client relating to health and safety issues and suggested improvements
3. Handle and secure equines safely in close proximity	3.1 Observe equine behaviour and identify potential behavioural safety risks to practitioner, other handlers and equine 3.2 Establish a safe place to conduct equine service activity 3.3 Use safe, low stress techniques and restraints when handling and securing equines 3.4 Work within equine safety zones and position own body and hands to detect potential equine movement and reactions to handling 3.5 Use examination and palpation techniques suitable for equine body part and service provision 3.6 Recognise situations where sedation is required to manage equine behaviour or to undertake the service for safety and equine welfare 3.7 Follow required procedures and relevant state/territory legislation relating to equine sedation, if determined necessary

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Plan and manage hygiene and biosecurity when carrying out equine service provision	4.1 Devise and apply a hygiene procedure for self, equipment, vehicle and premises, as required 4.2 Select and use PPE that promotes hygiene and infection control appropriate for activity 4.3 Clean, disinfect and/or sterilise equipment appropriate for service activity 4.4 Recognise signs that suggest an infectious equine or zoonotic disease 4.5 Communicate hygiene and biosecurity risks to others, and follow referral and reporting procedures as required
5. Manage personal fitness, manual handling and environmental hazards	5.1 Manage personal fitness and health to undertake work 5.2 Use movement and postures to minimise the risk of injury within work environment and demands of activity 5.3 Modify workplace layout and environment within area of control to minimise manual handling and environmental hazards and risk 5.4 Interpret and follow safe chemical handling, transport and storage according to product label and instructions 5.5 Identify sustainable practices relevant to service provision, and incorporate in own practices 5.6 Dispose of contaminated and biological waste and chemicals safely according to legislation and environmental requirements
6. Maintain records	6.1 Maintain workplace records related to safety, hygiene and biosecurity and environmental sustainability accurately and store in designated location 6.2 Comply with regulatory requirements for reporting notifiable diseases

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.

Skill	Description

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Skill	Description
Reading	• Interpret information in technical texts relating to safety, hygiene and biosecurity and environmental sustainability requirements
Writing	• Complete workplace documentation using print-based and/or digital formats
Oral communication	• Use questioning and active listening to elicit and convey information appropriate for audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU413 Work safely in providing equine services as a contractor	Not applicable	Created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMEQU413 Work safely in providing equine services as a contractor

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has established professional practices in equine service provision, including:

- researched compliance requirements relevant to own area of equine service, based on analysis of:
  - current state/territory health and safety legislation and codes of conduct
  - current state/territory biosecurity legislation
  - insurance requirements
- developed checklists, customised to relevant area of service provision and based on research of compliance requirements above, for the following:
  - hazard assessment and risk control measures related to working on a client's property
  - safe work practices interacting with equines
  - practices and equipment for managing hygiene, infection control and biosecurity
  - equine characteristics and behaviour
- safely handled and secured at least ten equines, using low stress handling techniques and restraints, while working in close proximity to undertake an examination or service.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of workplace health and safety legislation and regulations that apply in an equine workplace, including:
  - risk assessment, control and review
  - responsibilities of contractors
  - responsibilities of person in effective control

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    - concept of due diligence
- safety principles of equine service provision, including:
    - safe work practices
    - preventative practices to minimise hazards and risks
    - maintaining handler and equine health and hygiene
    - purpose and types of personal protective equipment (PPE)
    - storage of chemicals and veterinary prescribed medicines
    - safe manual and material handling
    - emergency response/incident plans, including site plans, processes, roles and responsibilities
- personal health and fitness, including managing emotional health related to working with equines
- equine behaviour and potential safety hazards, including:
    - increased resistance to bridle, saddle or other gear
    - nervousness, being unsettled or being unwilling to perform correctly or consistently
    - bites, kicks, strikes and crushing
- safe equine interactions and handling techniques, including:
    - safety zones for interacting with large animals
    - safe body positioning working in close proximity
    - equine behaviour – herd behaviour and unpredictable reactions
    - safety of others, including bystanders
- key biosecurity, hygiene and environmental requirements, including:
    - disinfection and sterilisation procedures
    - infection control with respect to infectious and zoonotic diseases
    - zoonotic and infectious diseases, including those caused by bacteria, fungi, parasites and viruses
    - notifiable diseases and quarantine or isolation procedures
    - disposal of waste and chemicals
- environmental hazards and sustainability practices relevant to equine workplaces.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live equines assessed as suitable for the skills and experience of the individual and service provided
    - templates and formats for records and checklists

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    - equipment required for the tasks specified in the performance evidence, including PPE
- specifications:
    - legislation, regulations, codes of practice and standards relevant to equine service provision in area of expertise.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine allied health practitioners
- *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU414 Manage horses to meet sport event requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to plan for and participate in various horse sports and events. It includes complying with rules and regulations; presenting horses according to discipline or sport requirements; undertaking event day duties; participating in industry inquiries, protests or appeals; and managing related documentation and records. Horse events may be categorised in different ways and generally cover a range of horse sport disciplines.

The unit applies to individuals who are responsible for the management of horses competing in recognised equestrian sport events. They work autonomously and provide and communicate solutions for predictable and unpredictable problems related to the sport or event.

Commonwealth and state/territory health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and jurisdictions.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan horse sport requirements	1.1 Identify and analyse requirements of horse sport or discipline 1.2 Develop goals for participating in horse sport events 1.3 Determine suitability of horse breeds and nominated horses for sport or discipline 1.4 Plan a strategy to prepare and present horses in relevant sport or discipline event 1.5 Assess health and safety risks associated with horse or event
2. Comply with rules, regulations and responsibilities relevant to horse sport or discipline	2.1 Identify governing structures and relevant rules and regulations for participating in horse sport or discipline 2.2 Identify eligibility and qualifying requirements, and complete entry application for relevant event 2.3 Implement preparations to comply with identified regulations and obligations for both competitors and horses
3. Organise resources and logistics for participating in event	3.1 Organise personnel to assist with event and travel requirements 3.2 Determine presentation requirements for competitors and horses for event 3.3 Select and prepare gear and equipment required for event 3.4 Organise timely and safe transportation of horses according to relevant legislative and code of practice requirements
4. Manage event day requirements	4.1 Confirm schedule and organisational requirements for event activities 4.2 Identify and communicate with relevant event personnel, judges and officials, relevant to event activity 4.3 Follow event day rules and regulations for horses and participants 4.4 Coordinate care of horses before and after event activities 4.5 Comply with sport drug, medication and withholding rules, and present horses for drug testing, if required 4.6 Participate in protests, inquiries and/or appeals, providing required documentation and responses as requested

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.

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Skill	Description
Reading	• Interpret information in formal documentation relating to event rules and regulations
Writing	• Complete application forms clearly and accurately in print and/or digital formats
Oral communication	• Use language and tone appropriate for formal situations and personnel when defending or advocating a position • Use questioning and listening techniques to confirm and clarify understanding
Numeracy	• Calculate costs of resource requirements associated with participating in horse sport event

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU414 Manage horses to meet sport event requirements	ACMPHR402 Manage horses to meet performance horse sport requirements	Title changed Unit sector changed to EQU Elements merged Minor updates including reordering to Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEQU414 Manage horses to meet sport event requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched, interpreted and summarised key event rules, regulations and requirements for at least one horse sport or discipline event
- planned and participated in at least two events in one horse sport or discipline, including:
  - organised resources and logistics for each event
  - completed each event complying with specific procedures and rules
  - managed horse health and handled horses safely during and after each event
  - participated in at least one protest, inquiry or appeal for one event.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of key horse sports or disciplines, including:
  - Olympic sports – dressage, show jumping and eventing
  - western style disciplines – working equitation, camp drafting, endurance riding
  - team sports – polocrosse, polo
- horse breeds and performance characteristics relevant to discipline
- criteria for determining horse suitability for specific events, including indicators of fitness, condition, health and injury
- basic principles of sports psychology relevant to horse sporting events
- fundamentals of the concept of social licence to operate
- horse sport event opportunities and considerations for planning, including:
  - timing or schedule
  - location and accessibility

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  - cost
  - entry, eligibility and/or qualifying requirements
  - options for sponsorship or funding
- horse transport options and effect of transport on horse health and welfare
- horse sport or discipline governing bodies, structure and function
- rules, regulations and event requirements for horse sport or discipline, including:
  - eligibility and qualifying requirements
  - horse requirements and breed standards
  - gear, equipment and presentation of horses
  - withholding periods
  - administration of medication
  - presentation and dress standards for competitors
  - roles and functions of officials and judges
  - disciplinary, protest and appeal procedures
- health and safety hazards and controls when interacting with horses, including:
  - use of safe, low stress handling techniques
  - use of personal protective equipment (PPE)
  - hygiene, infection control and biosecurity
  - zoonotic and infectious diseases, including those caused by bacteria, fungi, parasites and viruses
  - environmental considerations and waste disposal
  - first aid equipment and event first aid station
- key requirements of current codes of practice and legislation relevant to horses, including:
  - animal welfare, including safe, humane and ethical care of horses
  - transportation of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace, or an environment that accurately represents conditions in a horse sport event
- resources, equipment and materials:
  - live horses that have been assessed as suitable for the experience and skills of the individual in relevant horse sport or discipline
  - appropriate gear and equipment for horse and event activity
  - PPE equipment for rider – correctly fitted and appropriate for activity
  - transport for horses
  - record-keeping formats
- specifications:

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- current information on event rules and requirements specific to sport or discipline addressed in performance evidence
- current, relevant guidelines for horse transportation and biosecurity.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU415 Relate musculoskeletal system to horse conformation and movement

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess and evaluate the physical condition, conformation and movement of horses and/or other equines. It covers the implications of conformation on performance, development of corrective measures and recommendations for horses in relation to their intended purpose.

The unit applies to individuals who have experience working with a range of horses in senior roles within a horse establishment or in a specialist technical equine field. They work autonomously, analyse information, recommend solutions to routine and at times complex problems, and convey information to others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine structural features of horse musculoskeletal system	1.1 Establish a safe area to observe and examine horses, incorporating risk assessment and control measures 1.2 Observe and assess horse skeletal structure, posture and proportions 1.3 Assess size, shape and key features of the head, neck, back and hind quarters 1.4 Examine structural features of fore and hind legs, and hooves 1.5 Identify desirable and undesirable conformation characteristics 1.6 Compare horse conformation to features associated with various work, sport or recreational activities
2. Determine horse muscling and relationship to movement and biomechanics	2.1 Observe horse from different angles and evaluate muscling at key points 2.2 Identify location of joints, muscles, tendons and ligaments of significance to movement 2.3 Relate basic biomechanics to horse balance and movement when static and in motion
3. Assess horse conformation and movement	3.1 Determine the impact of age on horse growth rates and stages of development 3.2 Assess horse conformation and identify structural differences in physical appearance and muscling between conditioned and unconditioned horses 3.3 Observe horse movement in different gaits, and identify any irregularities with and without a saddle and/or associated gear 3.4 Identify effects of overtraining, exercise and injury on musculoskeletal system 3.5 Assess suitability of conformation and anatomy specific to the choice of gear and equipment 3.6 Identify where injury or inhibited movement is attributed to gear and equipment 3.7 Identify issues where referral to an equine service provider is recommended
4. Determine horse suitability for intended purpose or activity	4.1 Identify intended purpose or activity planned for horse, and assess suitability based on evaluation of conformation, movement and physical condition

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Make recommendations to optimise horse condition and movement for intended purpose or activity 4.3 Convey information and recommendations relating to horse conformation, movement and physical condition to relevant personnel

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.

Skill	Description
Reading	• Interpret and analyse anatomical diagrams and textual information from a variety of sources
Writing	• Record observations using print-based and/or digital formats • Use objective, industry standard terminology to describe horse conformation and movement
Oral communication	• Explain complex anatomical and scientific concepts using language suitable to audience to convey information and requirements • Use listening and questioning techniques to confirm understanding

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU415 Relate musculoskeletal system to horse conformation and movement	ACMEQU403 Relate musculoskeletal structure to horse movement	Redesigned unit merging *ACMEQU403 Relate musculoskeletal structure to horse movement*, and *ACMPHR503 Evaluate performance horse conformation*	Not equivalent
ACMEQU415 Relate musculoskeletal	ACMPHR503 Evaluate performance	Redesigned unit merging *ACMEQU403 Relate*	Not equivalent

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system to horse conformation and movement	horse conformation	*musculoskeletal structure to horse movement*, and *ACMPHR503 Evaluate performance horse conformation*	

Links

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

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Assessment Requirements for ACMEQU415 Relate musculoskeletal system to horse conformation and movement

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- observed and examined the physical condition, conformation and movement of at least four different horses, including:
  - at least one foal or young horse under two years of age
  - at least one horse requiring recommendations for treatment or referral to an equine service provider
  - at least one horse requiring recommendations for preparation for intended purpose
- handled and interacted with each horse safely using low stress techniques during examinations and observations
- provided a report on each horse, covering:
  - desirable and undesirable conformational features
  - analysis of movement and gait
  - relationship of physical features to intended purpose
  - recommendations for improved performance or referral to an equine service provider, if appropriate.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- horse musculoskeletal system, including:
  - bones, joints and bony landmarks
  - key function and features of the equine fore and hind limbs, including distal limb and hoof capsule
  - key muscles and their actions, origin and insertion points

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    - location of deep and superficial muscles
    - location of tendons, ligaments and soft tissues
    - function and anatomy of fascial sheaths
- key anatomical and physiological terminology used to describe the equine musculoskeletal system
- changes or impacts on horse musculoskeletal system, including:
    - age and growth
    - exercise, training and performance
    - ailments and injury
- horse conformation, including:
    - techniques for analysing conformation
    - desirable and undesirable conformation characteristics
    - horse breeds, conformation characteristics and breed standards of excellence
    - performance horse sports requirements relevant to conformation
    - industry standard conformation terminology
- fundamentals of biomechanics and key concepts relevant to horse movement, including:
    - movement of body
    - balance
    - speed and acceleration
- horse gaits, including:
    - steps and strides
    - natural gaits – walk, trot, canter/lope, gallop and back
    - ambling or artificial gaits generally requiring training
    - recognition of asymmetry, uneven gait
- circumstances that require referral to relevant equine service provider, including:
    - veterinarian
    - farrier
    - equine massage therapist or other body worker
    - gear fitter and checker
    - equine dental technician
- workplace health and safety practices, including:
    - risk assessment and control measures
    - safe handling and interactions with horses
    - use of personal protective equipment (PPE)
    - issues related to controlled and uncontrolled environments
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses, including an overview of concept of social licence to operate.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live horses as specified in the performance evidence, assessed as suitable for the experience and skill of the individual
  - appropriate gear for horse and PPE for handler.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU416 Manage presentation of horses for sale or show

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to prepare, oversee and present horses for sale or show. It includes knowledge of breed standards, and a range of sport, sales and show requirements, including for events held online and at physical venues.

The unit applies to individuals who have responsibility for coordinating the preparation and presentation of horses for sale or show events. They work autonomously and in teams and apply technical knowledge of horses to optimise their presentation. They provide and communicate solutions for predictable and unpredictable problems related to sale and show events.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan preparation for	1.1 Identify and determine presentation and preparation requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
horse sale or show event	for specific sale or show event, addressing online and/or physical requirements 1.2 Liaise with relevant event organisers to clarify and confirm involvement at sale or show event 1.3 Develop a preparation plan that includes horse exercise or conditioning program and required health checks 1.4 Conduct a safety and biosecurity risk assessment and determine control measures 1.5 Organise corporate branding and presentation requirements for sale or show event
2. Prepare horses for sale or show event	2.1 Assess risks associated with horse level of education and handling experience, and implement control measures 2.2 Train horses to be accustomed to gear and equipment used during preparation phase and for sale or show 2.3 Rug horses according to safety, weather and required presentation standards, where required 2.4 Train and condition horses, taking into consideration age and fitness level, using safe, low stress techniques 2.5 Prepare horses for travel, proximity to other horses and for sale or show environments
3. Present horses at sale or show to maximise potential for success	3.1 Identify and comply with specific sale or show venue requirements for presentation of horses 3.2 Confirm handler dress requirements and corporate or team branding complies with sale or show requirements 3.3 Coordinate preparation and grooming of individual horses to emphasise conformation qualities 3.4 Monitor horse health and identify early stress indicators in a show or sale environment 3.5 Present individual horses for inspection, performing required actions according to sale or show requirements
4. Finalise sale or show event activities	4.1 Organise relevant documentation and handover and transportation of horses as required 4.2 Evaluate outcomes of the sale or show with relevant personnel and determine improvements to planning future sale or show events

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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.

Skill	Description
Reading	• Access and interpret textual information in formal sale or show documentation
Writing	• Prepare and sequence a structured plan, consolidating information gathered in print-based or digital formats
Numeracy	• Sequence timing of activities and dates to prepare a schedule or timetable

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU416 Manage presentation of horses for sale or show	ACMPHR406 Manage the presentation of young horses	Title changed Unit sector changed to EQU Elements and Performance Criteria updated and reordered for clarity Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQU416 Manage presentation of horses for sale or show

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- documented and implemented a plan to present two horses at a sale and/or show event. The two horses may be presented at the same event or each at different events, including:
  - prepared an exercise or conditioning and training program and schedule
  - incorporated a risk assessment and control measures
- coordinated the presentation of at least two different horses at the same sale or show event or different sale or show events
- updated the preparation plan based on an evaluation of sale or show outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- factors to consider in planning horses for sale or show, including:
  - type of event – physical venue or online
  - event requirements, rules and regulations
  - age and breed of horses
  - presentation requirements for horse breed and/or breed society standards
  - resources – gear, equipment, corporate branding
  - horse preparation – training, conditioning and exercising
  - corporate or team branding – uniforms, equipment, banners
- formats and features of action plans, including scheduling and risk assessment matrix
- factors to consider in preparing horses for sale or show, including:
  - behavioural features
  - training needs, including limitations of young horses

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    - horse conformation
- exercise and conditioning techniques, including:
    - effects on physical development
    - safe, low stress techniques
    - types of exercise equipment
- techniques for training or habituating horses to:
    - a range of gear
    - equipment, including clippers, dryers and sprays
    - proximity to other horses, including for transportation
    - sale or show environments, including loud noises, music, lights
- horse presentation techniques, including:
    - trimming or clipping
    - grooming and use of coat enhancers
    - exercise activities to enhance appearance and condition
    - team or corporate branding
    - use of photographs and videos for highlighting horse features
- strategies and techniques to maximise horse potential in sale or show, including for physical venues and online events
- sale or show event finalisation procedures, including:
    - handover of horses sold at sale – ownership and insurance requirements
    - transportation and care requirements
    - completion of required documentation
- key requirements of current codes of practice and legislation relevant to horses, including:
    - work, health and safety, including safely interacting with horses and use of personal protective equipment (PPE)
    - animal welfare, including safe, humane and ethical care of horses, including consideration of the concept of social licence to operate
    - biosecurity
    - transportation of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace and a sale or show venue, or an environment that accurately represents workplace or sale or show conditions
- resources, equipment and materials:
    - various live horses assessed as suitable for the experience and skill of the individual as specified in the performance evidence
    - appropriate gear and equipment for horses

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- PPE for handler applicable for activities.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU417 Advise on horse nutritional needs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to determine the impact of nutrition and diet on various classes of horses, and provide relevant advice to clients or carers. It can be applied to other domestic equines.

The unit applies to individuals who provide dietary advice in conjunction with the provision of health care or other equine services. They work autonomously and apply technical knowledge and skills to provide and communicate solutions for routine and non-routine issues relating to diet and nutrition relevant to their area of expertise.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate elements of the horse diet to	1.1 Identify requirements for maintaining healthy horse condition and digestive system

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
physi5ological function	1.2 Evaluate composition and nutritional value of common horse diets 1.3 Determine features of a well-balanced diet for horse health, condition and workload 1.4 Identify signs of common nutritional deficiencies in horses 1.5 Evaluate impact and consequences of an unbalanced or deficient diet 1.6 Identify contraindications of digestive system or dietary issues
2. Assess horse condition and nutritional requirements	2.1 Use safe, low stress handling techniques when approaching and assessing horses 2.2 Assess nutritional requirements of individual or groups of horses 2.3 Assess body condition of individual horses 2.4 Evaluate options to adjust diet to address horse condition
3. Provide advice on horse condition, diet and nutritional needs	3.1 Advise client on horse nutrition and diet relevant to horse condition and own area of expertise 3.2 Refer client or carer to veterinarian or equine service practitioner for specific advice in response to changing or problematic conditions, as required 3.3 Advise client or carer of services providing feed analysis and ration formulation advice 3.4 Record equine nutrition and dietary information according to work practices

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.

Skill	Description
Reading	• Interpret textual information relating to horse feed, supplements and nutrition from a range of sources
Writing	• Record information and data using appropriate industry and veterinary terminology in print-based and/or digital formats

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Skill	Description
Oral communication	• Participate in spoken interactions using active listening and questioning to convey information and confirm understanding
Numeracy	• Perform basic calculations and measurements of volume, weight, temperature and ratios relevant to horses and feed components

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU417 Advise on horse nutritional needs	ACMEQU402 Determine nutritional needs in provision of horse health care	Title changed to reflect intent of unit Minor updates including reordering to Elements and Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEQU417 Advise on horse nutritional needs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided advice on horse nutrition and diet to two different clients or carers, covering at least three horses with different nutritional needs, including:
  - determined condition score of each horse
  - used safe, low stress handling techniques when assessing each horse
  - advised on adjustments to feed regime in response to an identified issue for at least two horses
  - recorded nutrition and dietary information for each horse.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles of horse nutrition, including:
  - balanced diet
  - sufficient forage
  - frequency of feeding
- anatomical and physiological structures and functions of the horse digestive system, including:
  - features of non-ruminant herbivore digestive system
  - process of absorption and metabolism of nutrients
  - gastrointestinal tract disorders and colic
- methods used to assess and score horse condition and general health
- impact of class, age, workload and housing on diet and nutritional demands of horses
- factors affecting availability of nutrients to horses, including health issues

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- features of a well-balanced diet, including nutritional elements
- signs of common nutritional deficiencies in horses, including:
  - poor condition, failure to thrive
  - dull coat
  - quidding
  - flaky or cracked hooves
- consequences of an unbalanced or nutrient deficient diet to horse function, health and behaviour
- circumstances requiring referral to a veterinarian or equine service provider, including:
  - non-positive response to dietary change
  - evidence of physical, behavioural or allergic reactions
- common feed stuffs and supplements, including:
  - nutritional value
  - quality indicators
  - use of supplements and additives
  - prohibited substances, including for specific disciplines or competitions
- techniques for effective client or carer interactions, including clear advice, collaborative communication and client confidentiality
- key requirements of current codes of practice and legislation and workplace procedures for advising on horse nutritional needs, including:
  - work, health and safety, including safely interacting with horses and use of personal protective equipment (PPE)
  - animal welfare, including safe, humane and ethical care of horses
  - workplace hygiene, infection control and biosecurity requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses, with three different nutritional requirements, assessed as suitable for the experience and skills of the individual
  - gear and equipment for horses, and PPE for individual
  - record-keeping formats
- relationships:
  - clients or carers as specified in the performance evidence.

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The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU418 Select horses based on analysis of pedigree

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to carry out horse bloodstock and pedigree research services across all classes of horses.

The unit applies to individuals who evaluate horse pedigrees and conformation to determine the market value, performance potential or intended use of individual horses. They work autonomously and apply specialist knowledge and skills to provide and communicate solutions for predictable and at times unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply basic genetic theories to assessment of horses	1.1 Identify common inherited faults, abnormalities and genetic disorders of horses 1.2 Interpret horse lineage history and apply genetic inheritance rules

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to analyse horse pedigrees 1.3 Arrange for DNA testing of parentage and genetic disorders where required
2. Assess conformation of horses selected for a particular purpose	2.1 Assess and describe horse conformation using correct, objective industry terminology 2.2 Evaluate horse conformation according to desired performance or intended use 2.3 Evaluate contribution of the sire and dam to conformation of horse
3. Select horses based on pedigree analysis	3.1 Determine desired features of horses for intended use 3.2 Interpret pedigree data and lineage history, past performance, sibling performance, breeding outcomes and other traits to rate horse suitability for a particular purpose 3.3 Assess horse potential for performance, work or recreational purpose 3.4 Rank prospective horses according to preferred features, budget and likely potential to achieve requirements of intended use 3.5 Convey information and recommendations relating to horse pedigrees to relevant personnel
4. Organise purchase or transfer of horses	4.1 Determine requirements for new registrations or transfer of ownership according to relevant procedures and regulations 4.2 Determine insurance requirements relevant to purchase or transfer of horses 4.3 Identify transportation requirements for transfer of horses to new location 4.4 Complete required documentation and organise handover of horses according to legal requirements

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.

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Skill	Description
Reading	• Interpret and analyse textual information relating to horse pedigree and conformation
Writing	• Collate data and document pedigree results using industry-specific terminology and print-based and/or digital formats
Oral communication	• Use questioning techniques and language suitable for audience to seek and provide information
Numeracy	• Collate and interpret numerical data relating to horse pedigrees and genetics • Analyse financial information and market value of horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU418 Select horses based on analysis of pedigree	ACMPHR409 Analyse performance horse pedigrees	Title changed Unit sector changed to EQU Performance Criteria updated for clarity Element 3 added Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQU418 Select horses based on analysis of pedigree

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- safely assessed and documented the suitability of at least two horses for a particular purpose, including for each horse:
  - researched and analysed pedigree information
  - identified potential for common horse genetic disorders
  - evaluated conformation
  - assessed horse potential for performance, work or recreational purpose
- selected at least one horse for a specific purpose, including:
  - researched current market conditions
  - transferred ownership or purchase of horse
  - organised registration, insurance and transportation requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of horse breeds and breed standards
- horse traits and conformation suited to various horse sports, recreation or work purposes
- fundamental principles of genetic inheritance relevant to horse pedigrees, including:
  - Mendelian laws relating to dominance, segregation and independent assortment
  - cytogenetics in relation to common inherited diseases and disorders of horses
  - situations and requirements relating to DNA testing of parentage and genetic disorders
  - pedigrees and performance of sires and dams in individual horse pedigrees
- sources of current information about breed or sport horses considered for selection
- breed and horse sport association regulations and registration procedures

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- ownership and transfer requirements
- types of horse insurance
- suitable methods for transporting horses
- key requirements of relevant legislation and codes of practice relating to horses, including:
  - work, health and safety, including safely interacting with horses and use of personal protective equipment (PPE)
  - animal welfare relating to the safe, humane and ethical care of horses, including the concept of social licence to operate
  - biosecurity and transportation of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses and/or videos of live horses as specified in the performance evidence
  - information about horse pedigrees, breeds and conformation
  - record-keeping formats.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU419 Evaluate saddlery and gear fit for horse and rider combination

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to evaluate the fit of saddlery and gear for individual riders and horses for a range of horse sport or work activities. It can apply to other domestic equines that are ridden.

The unit applies to individuals who have responsibility for assessing the fit, condition and suitability of saddles and gear for rider and horse safety and comfort. They work autonomously, use judgment in the selection and use of equipment, and provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate saddlery and	1.1 Identify main components, design features and purpose of saddlery

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
gear design and condition to purpose and safety considerations	and gear for a range of horse sport disciplines or work activities 1.2 Identify hazards and safety issues associated with saddlery and gear components 1.3 Determine rider physical characteristics, experience, requirements and intended riding purpose 1.4 Identify saddlery and gear suitable for different levels of rider experience 1.5 Assess condition and safety of saddlery and gear, identifying areas of stress, wear points and damage 1.6 Provide advice on options for maintaining, repairing or replacing saddlery and gear for rider and horse safety
2. Assess horse comfort in relation to fit of saddlery and gear	2.1 Relate horse breed, conformation and developmental characteristics to fit of saddlery and gear 2.2 Relate horse fitness and exercise level, and intended sport discipline or work activity, to fit of saddlery and associated gear 2.3 Establish a safe place to assess static and ridden fit of gear 2.4 Assess and control risks associated with interacting with horses in close proximity when checking condition and fit of saddlery and gear 2.5 Check correct placement and fit of saddle, bit and bridle on horse 2.6 Examine horse for signs indicating pain or discomfort relevant to fit of saddle and associated gear using palpation and observation techniques 2.7 Determine need for adjustments to saddle and associated gear with rider and make necessary fitting adjustments prior to horse being ridden
3. Assess suitability of saddlery and gear for rider and horse	3.1 Confirm rider wears required safety and personal protective gear prior to mounting horse 3.2 Observe rider in saddle when static and assess posture, leg position and balance 3.3 Observe rider position, balance and stability when riding in different gaits 3.4 Observe horse balance, movement and comfort in movement under saddle when ridden 3.5 Request feedback from rider, and coach where available, and interpret issues relating to fit of saddlery and gear

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Assess and report fit of saddle mount, bit and bridle, and other accessory gear, where relevant 3.7 Provide advice on options for adjusting saddlery for safety and improved rider and horse comfort, and make adjustments or referrals as required 3.8 Record key information about rider and horse according to workplace requirements

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.

Skill	Description
Writing	• Complete workplace documentation using industry terminology in print-based and/or digital formats
Oral communication	• Use questioning and listening skills to elicit information and confirm and clarify understanding • Use language and tone appropriate for audience
Numeracy	• Estimate measurements of horse and rider physical characteristics with reasonable accuracy, including height and weight

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU419 Evaluate saddlery and gear fit for horse and rider combination	ACMEQU404 Evaluate fit of saddlery and associated equipment	Title changed Performance Criteria updated for clarity, with some new, merged and removed to reflect intent of unit Foundation Skills table	Not equivalent

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		updated Assessment Requirements updated	

Links

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

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Assessment Requirements for ACMEQU419 Evaluate saddlery and gear fit for horse and rider combination

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed the fit of saddlery and gear for at least three different rider and horse combinations, selected from three of the following categories:
  - all-purpose recreational riding activity
  - sport discipline activity requiring a specific saddle and gear
  - work activity – western or stock saddle, or pack saddle
  - child or youth saddle suitable for ponies
  - riding for the disabled.

For each rider and horse combination, the individual must have:

- assessed safety, condition, purpose and suitability of saddlery and gear
- assessed fit of saddlery and gear for rider and horse comfort and safety, and made recommendations on fitting adjustments and maintenance
- used safe work practices around horses and assessed risks to riders, horses and self in relation to saddlery and gear
- communicated and interacted effectively with at least two different riders and their coaches, where appropriate.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- main components of saddlery and gear, including:
  - saddles
  - girths and surcingles
  - breastplates and martingales

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  - cruppers
  - stirrup leathers
  - stirrup irons
  - bits
  - bridles
  - reins
  - boots and bandages
- fundamentals of saddlery and gear, including:
  - main design features
  - types of materials used
  - maintenance and care
  - gear requirements for different sport disciplines, including competition at different levels where relevant
  - safety gear for riders, including boots, helmet, body protection
  - techniques for adjusting fit of saddlery and gear
- safety aspects of saddlery and gear, including:
  - safety devices and technologies
  - checking and maintaining condition and wear
- safe work practices when interacting with horses, including:
  - hazards and signs of caution
  - risk assessment and control
  - safe horse handling techniques
  - rider/horse matching techniques and tools
  - safe manual handling, including lifting saddlery and gear
  - personal protective equipment (PPE)
- safe environments for assessing fit of gear, including:
  - flat surface for static assessment
  - controlled or enclosed arena or property for ridden assessment
  - consideration of proximity to roads and the public
- basic horse musculoskeletal features and biomechanics related to fit of saddlery and associated gear
- features to observe in horses to determine correct fit of saddle and associated gear, including:
  - gait, stance and symmetry
  - conformation, posture
  - behaviour, facial expressions, vocalisation
- recognising correct and incorrectly fitted gear, including:
  - horse behaviour and physical signs
  - rider physical position and posture and effects on horse movement and comfort
- criteria for assessing saddle fit, including:

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  - balance
  - wither clearance
  - channel width
  - panel contact
  - girth point
  - saddle length and straightness
  - saddle tree angle and width
- criteria for assessing bit and bridle fit, including:
  - correct bit type for sport or intended activity
  - correct size of bit/mouthpiece
  - position and tension of bit in mouth
  - position and tension of noseband and straps
- techniques for working with riders and coaches, including clear communication, collaborative interactions and client confidentiality
- professional saddle and bit and bridle-fitters, and repairers and/or manufacturers
- key requirements of biosecurity standards and workplace hygiene relating to saddlery and gear
- key principles and practices of animal welfare relating to use and comfort of saddlery and gear, and humane and ethical handling of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of saddlery and gear as specified in the performance evidence
  - various live horses, assessed as suitable for the experience and skill of the individual, fitted with saddlery and gear
- relationships:
  - riders as specified in the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMEQU420 Fit and adjust bits and bridles

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to select and fit bits and bridles for individual horses and riders for range of horse sport or work activities.

The unit applies to individuals who assess requirements and provide bit and bridle fitting services. They work autonomously, use judgment in the selection and use of equipment, and provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain currency of knowledge of bits and bridles	1.1 Identify design features and components of bits and bridles used for a range of horse sport disciplines, work activities and levels of rider experience

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Evaluate materials and durability of bits and bridles 1.3 Apply techniques for assembling, cleaning and maintaining bit and bridle components 1.4 Assess safety features and issues associated with bits and bridles 1.5 Review current science and research about fitting bits and bridles for improved horse comfort, performance and safety
2. Identify rider and horse requirements	2.1 Determine client requirements, riding experience and intended use of horse 2.2 Identify overall horse characteristics, size, age and level of education 2.3 Request information on concerns or problems related to bit and bridle fit and horse behaviour
3. Assess fit of existing bit and bridle	3.1 Select and fit personal protective equipment (PPE) 3.2 Assess and control risks associated with interacting with horses in close proximity 3.2 Approach and interact with horse using safe, low stress handling techniques and secure as required 3.3 Examine horse for signs indicating pain, discomfort or inappropriate fit of existing bit and bridle 3.4 Observe horse being ridden and identify behaviours indicating issues with fit of existing bit and bridle 3.5 Provide options to client for improving fit of bit and bridle, including adjustments to existing gear or new gear components
4. Examine horse and select bit and bridle components	4.1 Check horse mouth and dentition to determine bit fitting issues and advise on referral to veterinarian or equine dental technician if required 4.2 Estimate or measure size of horse mouth using an appropriate tool, bit measure or existing bit 4.3 Select appropriate size of bit, taking into consideration bit style and ring size and thickness of cheek pieces 4.4 Select bit style to suit intended activity, and rider ability and needs to optimise individual horse comfort and movement 4.5 Examine key anatomical features of head, including skull, jaw, nasal bones and mouth, estimating sizes relevant for bridle component

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	selection 4.6 Select bridle components suitable for individual horse, intended activity and client requirements
5. Fit bit and bridle and make adjustments	5.1 Position bridle on horse and adjust components to ensure a comfortable fit 5.2 Fit bit appropriate for individual horse and intended activity, and check for correct position in mouth 5.3 Select, fit and adjust reins to suit rider characteristics 5.4 Evaluate fit of bit and bridle on horse while static 5.5 Observe horse when being ridden in different gaits to determine correct fit of bit and bridle, and make required adjustments 5.6 Determine and select add-on accessories for rider and horse safety and comfort, in collaboration with client
6. Finalise fitting service	6.1 Confirm selection of bit and bridle with client 6.2 Complete horse and client records according to organisational practice 6.3 Finalise invoice, transaction or service arrangements 6.4 Provide client follow-up service as required or agreed

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.

Skill	Description
Writing	• Complete workplace documentation using industry terminology in print-based and/or digital format
Oral communication	• Use questioning and listening skills to elicit information and confirm and clarify understanding • Use language and tone appropriate for audience to convey information
Numeracy	• Take accurate measurements in centimetres (metric) and inches (imperial)

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Skill	Description
	• Estimate measurements using finger/hand spacing or improvised tools

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU420 Fit and adjust bits and bridles	Not applicable	The unit has been created to address a skill or task required by industry	Newly created

Links

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

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Assessment Requirements for ACMEQU420 Fit and adjust bits and bridles

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- investigated the range of bit and bridle designs and summarised key features, advantages and disadvantages of the following types:
  - English style – general/all-purpose bits and bridles
  - dressage bits and bridles
  - Western/stock style bits and bridles
  - jumping bits and bridles
- assessed an existing bit and/or bridle combination on three different horses, and provided options for changes/adjustments to meet current horse or rider needs
- assessed requirements for at least three different horses and selected and correctly fitted an appropriate bit and/or bridle combination for:
  - an all-purpose recreational riding activity
  - two different sport discipline or work activities
- communicated and interacted effectively with at least two different clients
- used safe work practices around horses, and assessed risks to riders, horses and self in relation to fitting gear.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- horse headwear components, including:
  - mouthpiece/bar
  - cheek pieces or rings
  - chin strap

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  - curb strap/chain
  - noseband
  - crown piece
  - browband
  - throatlatch
  - reins
- anatomy of horse head, including:
  - skull, and facial, trigeminal and glossopharyngeal nerves
  - jaw, bar and infraorbital nerve
  - nasal bones and cheek bones (zygomatic ridge)
  - mouth, pallet, tongue
  - teeth and dentition, including Triadan system for identifying teeth
  - neck – cervical spine
- types and features of bridles related to riding discipline or purpose, including:
  - English style general/all-purpose
  - dressage
  - Western/stock
  - jumping
- rules and guidelines for bridles and bits in key horse sport disciplines
- types and range of direct action cheek pieces, including:
  - Loose Ring
  - Eggbutt
  - Dee Ring
  - Full Cheek
  - Loose Ring Fulmer
  - Baucher/Hanging Cheek/Drop Cheek
- types and range of leverage cheek pieces (*denotes Western terminology), including:
  - Dutch Gag
  - 2.5 Ring
  - Bevel/Wilkie
  - Williams
  - Kimblewick
  - Swivel/Cartwheel
  - Elevator
  - Pelham
  - Weymouth
  - Cheltenham/Balding/Nelson Gag
  - Shank Bit*
  - Grazing Bit*
  - Western Tom Thumb*

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- types and range of mouthpieces, including:
  - Single Jointed
  - French Link
  - Lozenge Link
  - Barrel Link
  - Ported Mullen Mouth/Cambridge Mouth
  - Straight Mullen Mouth/Flexible Mullen Mouth
  - Waterford
  - Rollers
- range of bit materials, including:
  - metal – nickel plated, stainless steel, copper alloy, brass, sweet iron
  - non-metallic – nylon, plastic, rubber, leather
- types of bit and bridle accessories, including:
  - comfort/padding additions
  - bit guards/rubbers
  - leather strapping
- markers indicating correct and comfortable fit of bit and bridle for horse, including:
  - comfortable mouth movement (within normal parameters)
  - appropriate range of motion of head
  - correct height in mouth in relation to teeth
- indicators requiring further investigation of issues, including:
  - horse facial features indicating pain
  - gaping mouth
  - chewing on bit
  - discolouration of tongue
- health and safety hazards and controls when working in close proximity with horses, including:
  - use of safe, low stress handling techniques and restraints
  - use of personal protective equipment (PPE)
  - position and horse safety zones
- techniques for working with clients, including clear communication, collaborative interactions and client confidentiality
- key requirements of biosecurity and workplace hygiene relating to bits and bridles, including:
  - mouth rinse for horses and disinfection chemicals and processes
  - protocols for sharing gear
  - zoonotic and infectious diseases, including those caused by bacteria, fungi, parasites and viruses
- key principles and practices of animal welfare relating to use and comfort of gear, and humane and ethical handling of horses.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of bits and bridles as specified in the performance evidence
  - PPE appropriate for handler and activity
  - live horses of varying size and shape, assessed as suitable for the skill and experience of the individual, as specified in the performance evidence
- relationships:
  - rider and/or client.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMEQU421 Provide saddle fitting and adjustment services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to select and fit saddlery equipment for individual horses and riders for a range of horse sport disciplines or work activities. It can apply to other domestic equines requiring saddlery equipment.

The unit applies to individuals who assess requirements and provide saddle fitting services for clients. They work autonomously, use judgment in the selection and use of equipment, and provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain currency of knowledge of saddlery equipment design	1.1 Identify design features and components of saddles used for a range of horse sport disciplines, work activities and levels of rider experience

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Evaluate construction techniques, materials and durability of saddlery equipment 1.3 Assess safety features and issues associated with saddlery equipment 1.4 Apply techniques for assembling, cleaning and maintaining saddles 1.5 Review current science and research about improving saddle design for horse and rider comfort and safety
2. Evaluate saddlery requirements	2.1 Identify client saddlery requirements, confirming intended horse use, level of work/exercise, age and other relevant characteristics 2.2 Request information on concerns or problems related to saddle fit and horse behaviour 2.3 Clarify financial arrangements with client relating to saddle and service costs 2.4 Observe horse and assess conformation, movement, and fitness level relevant to selection of saddlery equipment 2.5 Assess physical characteristics and experience of rider, and relate to selection of saddlery equipment
3. Assess horse for saddlery fit	3.1 Select and fit personal protective equipment (PPE) 3.2 Assess and control risks associated with interacting with horses in close proximity 3.2 Approach and interact with horse using safe, low stress handling techniques 3.3 Examine horse for signs of pain, discomfort or inappropriate fit of existing saddle 3.4 Examine individual horse musculoskeletal features, taking relevant measurements, and making a template if required 3.5 Determine saddle tree angle and width to suit horse, ensuring channel clearance of spine and withers 3.6 Determine saddle length to suit thoracic region, avoiding the lumbar region and involuntary muscle and nerve reflex points 3.7 Determine panel requirements appropriate for horse and intended rider and use 3.8 Select and check existing or potential saddle/s suitable for individual horse, intended activity and client requirement, to be

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	trialled
4. Fit saddlery equipment	4.1 Position and check placement of saddle to allow free movement of back and shoulder and clearance of spine 4.2 Girth horse, adjusting girth points to ensure saddle is secure with appropriate pressure 4.3 Check panel contact along length of horse's back to confirm even pressure 4.4 Check straightness and balance of saddle seat in relation to where rider sits 4.5 Select, fit and adjust stirrups to suit rider characteristics 4.6 Evaluate fit of saddle on horse while static with and without rider, identifying possible adjustments 4.7 Communicate proposed adjustments and expected outcomes for rider and horse, and seek approval to make changes 4.8 Observe horse movement, saddle stability and balance, and rider position, in different gaits, and make further adjustments if necessary, after consultation with rider 4.9 Determine and select add-on accessories for rider and horse safety and comfort
5. Check and adjust existing saddle	5.1 Evaluate suitability of existing saddle for current shape of horse, rider physical characteristics and intended use 5.2 Examine saddlery for wear, faults and viability of repairs 5.3 Provide advice on options for making adjustments to saddle for improved horse and rider comfort and safety 5.4 Make fitting adjustments, reflock padding for saddle balance and/or realign saddle tree, or refer client to appropriate manufacturer or repairer
6. Finalise service with client	6.1 Confirm selection of saddlery equipment with client 6.2 Complete horse and client records according to organisational practice 6.3 Finalise invoice, transaction or service arrangements 6.4 Provide client follow-up service as required or agreed

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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.

Skill	Description
Writing	• Complete workplace documentation using industry terminology in print-based and/or digital formats
Oral communication	• Use questioning and listening skills to elicit information and confirm and clarify understanding • Use language and tone appropriate for audience to convey information
Numeracy	• Take measurements and estimate measurements with reasonable accuracy of horse and rider physical characteristics

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU421 Provide saddle fitting and adjustment services	Not applicable	The unit has been created to address a skill or task required by industry	Newly created

Links

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

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Assessment Requirements for ACMEQU421 Provide saddle fitting and adjustment services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- investigated the range of current saddle designs and availability, and summarised key features, advantages and disadvantages of the following saddle types:
  - English style – general/all-purpose saddle
  - dressage saddle
  - jumping saddle
  - Australian stock saddle
  - Western style saddle
  - racing pads/exercise saddle
  - half breed saddle (cross between Australian stock saddle and Western saddle)
  - one other special purpose saddle
- assessed client needs and requirements for at least three horses of different sizes and shapes, and selected and correctly fitted an appropriate saddle for:
  - an all-purpose recreational riding activity
  - two different sport discipline or work activities
- assessed two existing saddles used for different horses and purposes, and made adjustments to the saddle to meet current horse and/or rider needs, including:
  - fitting adjustments
  - reflocking to balance the saddle
- used safe work practices around horses and assessed risks to riders, horses and self in relation to fitting gear.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different saddle designs and features related to riding discipline or purpose, including:
  - English style – general purpose saddle
  - dressage saddle
  - jumping saddle
  - Australian stock saddle
  - Western style saddle
  - racing pads/exercise saddles
  - half breed saddle (cross between Australian stock saddle and Western saddle)
  - special purpose saddles
- basics of saddle construction, including:
  - types and benefits and limitations of leather and synthetic materials
  - key aspects of manufacturing process
  - main types of saddle tree shapes
  - panel materials
- saddle components and their purpose, including (*denotes Western terminology):
  - saddle tree
  - pommel or swell*
  - cantle
  - seat
  - flaps
  - girth, cinch*, surcingle*
  - girth points
  - stirrups and stirrup leathers
  - panels and lining and padding types
  - knee or thigh rolls, blocks
  - accessories – monkey grip or horn*
- equine musculoskeletal anatomy related to saddle fitting, including:
  - neck – cervical spine
  - withers
  - shoulder/scapula and scapula cartilage
  - sternum
  - barrel – thoracic spine
  - last rib
  - rump – lumbar spine
  - main muscles – trapezius, latissimus dorsi, triceps and pectoralis muscles
  - cranial nerve

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- criteria for assessing saddle fit, including:
  - rider seat, balance and centre of gravity
  - wither clearance
  - channel width
  - panel contact
  - girth point
  - saddle length and straightness
  - saddle tree angle and width
- dangers of unsafe saddlery
- rider characteristics to consider in selecting a saddle, including:
  - physical characteristics influencing seat size, load, stirrup placement
  - riding experience
  - intended use of horse – work activity or sport discipline
- indicators requiring further investigation of issues, including:
  - horse facial features indicating pain
  - horse moving down and away from pain when touched
  - disuse atrophy
  - swelling, bumps or deformities on spine
  - white or ruffled hair or saddle sores
  - horse bloating or biting when girthed
  - horse stiff and slow to warm up
  - horse having trouble going up and downhill
  - bucking, rearing, and resistance
  - bending, leading issues
- process and materials used for reflocking panels and adjusting saddle trees in existing saddles, including:
  - panel materials – air or Cair (trademark), latex, foam, pure wool, wool blend, polyester wadding, combination of materials
  - tools – long nose plyers, flocking iron, hook, masher, awls, needles and thread
  - techniques to flock a saddle, including removing or dropping a panel, spot flocking/stuffing padding through slits, basic unstitching and restitching
  - realignment of saddle trees using thermal or cold adjustment techniques
- safe equine interactions and handling techniques, including:
  - safety zones for interacting with equines
  - use of personal protective equipment (PPE)
  - safe body positioning working in close proximity
  - equine behaviour – herd behaviour and unpredictable reactions
  - safety of others, including bystanders
  - importance of using appropriate handling and restraint techniques and minimising stress to horse and risks to self and others

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- techniques for working with clients, including clear communication, collaborative interactions and client confidentiality
- key requirements of biosecurity standards and workplace hygiene relating to gear
- key principles and practices of animal welfare relating to use and comfort of gear, and humane and ethical handling of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of saddles and associated equipment as specified in the performance evidence
  - personal protective equipment (PPE) appropriate for handler and activity
  - live horses of varying size and shape, assessed as suitable for the experience and skill of the individual, as specified in the performance evidence
- relationships:
  - rider and/or client.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU422 Maintain and monitor horse health

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to implement, monitor and review horse health care, including implementing routine health care plans, treating injury and disease, and responding to emergency health situations. The unit is applicable to other domestic equines.

The unit applies to individuals who provide practical health care for horses. They work autonomously and apply specialist knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate horse physiological features to	1.1 Identify key physiological systems and functions of horses and indicators of normal and abnormal functions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
health care requirements	1.2 Relate temperature regulation to the overall health and wellbeing of horses 1.3 Relate horse behaviour to signs of disease, illness or injury
2. Implement routine horse health care plans	2.1 Carry out routine horse health care activities and preventative treatment plans according to workplace schedule 2.2 Confirm observations and health care information are recorded for individual horses 2.3 Implement biosecurity procedures to prevent potential spread of disease 2.4 Maintain horse premises to optimise biosecurity requirements and horse health care according to animal welfare, legislative and licensing requirements 2.5 Communicate health care and emergency procedures to relevant team members
3. Check and determine horse health	3.1 Fit and use personal protective equipment (PPE) suitable for activity and for infection control and biosecurity, as required 3.2 Approach, handle and restrain horses using safe, low stress practices 3.3 Assess horse condition and health status, identifying signs of healthy, distressed, sick or injured horses 3.4 Assess potential impact of diet on horse condition and health 3.5 Identify signs of infectious disease and isolate or quarantine horses according to workplace and biosecurity procedures 3.6 Implement procedures and report notifiable diseases, where required to appropriate personnel or authority
4. Treat illness and injury	4.1 Assess possible outcomes of routine illnesses and injuries with key personnel and determine need for professional advice or veterinary assistance 4.2 Make treatment and management priority decisions based on animal welfare needs and potential ongoing impact of illnesses and injuries 4.3 Assess and control risks prior to administering medication or treatments 4.4 Administer medication or treatments according to veterinarian

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	instructions, workplace procedures and legislative requirements 4.5 Handle, store and dispose of medications and treatments according to legislation and workplace safety procedures
5. Monitor horse health care plans	5.1 Monitor horses during and after treatments and report indicators of further health problems 5.2 Maintain records and update details in horse health care plans 5.3 Review program implementation and outcomes and provide feedback to management

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.

Skill	Description
Reading	• Interpret horse health care plans and veterinary or medical instructions relevant to health care requirements
Writing	• Record and report information and data accurately using appropriate industry and veterinary terminology • Complete workplace records using print-based and/or digital formats
Oral communication	• Use active listening and questioning to convey and elicit information and confirm understanding
Numeracy	• Perform basic calculations and measurements of volume, weight, temperature and ratios relevant to health care

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU422 Maintain and monitor	ACMEQU405 Maintain and monitor horse health and	Title changed – 'welfare' removed as covered in	Not equivalent

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horse health	welfare	separate unit Element on 'diet' deleted as it is covered in a separate unit Changes to terminology and updated Performance Criteria, Foundation Skills table and Assessment Requirements	

Links

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Assessment Requirements for ACMEQU422 Maintain and monitor horse health

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- implemented scheduled routine health care plans for at least three horses, including at least two horses at different life stages and/or gender
- maintained and monitored the health of at least one horse with an identified health issue, including:
  - assessed the health status and identified the health issue to be addressed
  - determined treatment option in consultation with a manager, veterinarian or other equine health practitioner
  - administered treatment/s as required and monitored horse progress
- communicated horse health care, emergency and infection control procedures to at least one team member
- maintained accurate records for:
  - routine health care plans for the three horses above
  - health issue and treatment specific to the individual horse above.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic structures and functions of horse physiological systems, including:
  - respiratory system
  - musculoskeletal system
  - digestive system
  - nervous system
  - reproductive system

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- importance of temperature regulation in horse health
- basic indicators of normal and abnormal horse body system function
- indicators and behavioural signs of health conditions, including those requiring emergency or immediate attention
- features of routine health care and preventative treatment plans for horses, including:
  - dental programs
  - internal and external parasite control
  - vaccination
  - hoof maintenance
  - balanced diet
- indicators of potential health problems and deficient diet, including:
  - condition score
  - coat and skin condition
  - appetite loss or changes
  - general demeanour
- features of safe, secure housing for horse health, including isolation or quarantine arrangements where needed
- common horse health conditions, including:
  - lameness
  - colic
  - wounds
  - feet and hoof conditions
  - eye conditions
  - 'ill thrift' or failure to thrive
- main causes, consequences and relevant treatments or medications relating to common horse health conditions
- types of medications that are prohibited or contravene rules for horses used in competitive sports
- signs of infectious diseases, and procedures for managing, including requirements of notifiable diseases
- safe interactions with horses, including:
  - situational risk assessment and control
  - low stress handling and interaction techniques
  - safe restraining methods
  - use of personal protective equipment (PPE) relevant to activity
- workplace horse health record-keeping system and reporting procedure
- importance of hygiene and infection control procedures
- key requirements of relevant legislation and codes of practice, including:
  - biosecurity relating to notifiable disease, quarantine/isolation and transportation/movement of horses

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- work, health and safety relating to interactions with horses and safe storage and disposal of medications, treatments, chemicals and cleaning agents
- animal welfare relating to the safe, humane and ethical care of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses as specified in the performance evidence, assessed as suitable for the experience and skill of the individual
  - health care products and equipment relevant to providing care and treatment for horses in assessment activity
  - gear for horses and PPE for handler appropriate for activity
  - record-keeping formats
- specifications:
  - workplace procedures, schedules and legislations for the tasks specified in the performance evidence
- relationships:
  - team member
  - access to veterinarian or equine health practitioner for instructions.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMEQU423 Manage selection of horse for handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge to manage the suitable selection of horses for handlers, riders or drivers (referred to as participants). It involves the application of theoretical knowledge of horse behaviour and learning to ensure safety in the workplace.

The unit applies to supervisors working in horse operations who have supervisory and health and safety responsibilities for selecting and matching horses appropriate for the skills of participants in their care. These individuals need to have the skills and knowledge to assess requirements relevant to horse handling, riding or driving.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess horse	1.1 Identify factors to consider for conducting a fit-for-purpose

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
suitability for purpose	assessment of horse to address current health and safety requirements 1.2 Record horse characteristics and behaviour, and assess horse suitability for specified activities using an appropriate tool 1.3 Observe and assess horse in a range of conditions and stimuli relevant to activities to be undertaken by participants 1.4 Evaluate assessment outcomes and rate individual horse suitability for the activity according to workplace procedures 1.5 Conduct additional horse assessments over time and in varying conditions, recording incidents and observing horse responses to ensure currency of horse suitability records
2. Assess skills of handler, rider or driver	2.1 Conduct an induction briefing covering workplace rules and participant responsibilities and obligations 2.2 Identify and record criteria to consider in determining capability of participant to undertake specific activities involving horse 2.3 Assess readiness and current horse behaviour knowledge of participant 2.4 Conduct practical assessment of participant with horse suitable for activity in a safe and controlled environment 2.5 Determine and record participant capability rating objectively against criteria using appropriate tool
3. Match horse to handler, rider or driver for specific activity	3.1 Establish safe activities to assess and match suitability of horse and participant 3.2 Conduct activities to determine suitable matching of horse for participant 3.3 Discuss assessment outcome and capabilities with participant 3.4 Address concerns or expectations participant may have about their own abilities or of horse
4. Monitor handler, rider or driver and horse behaviour	4.1 Observe participant for any signs of mismatch with horse, inappropriate behaviour, or control issues with selected horse, and take action to address 4.2 Monitor horse behaviour and determine if action is required 4.3 Implement ongoing monitoring activities to identify problems and appropriate courses of action 4.4 Implement alternative arrangements if participant and horse

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	combination is not suitable

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.

Skill	Description
Reading	• Access and interpret key information in horse and personnel records
Writing	• Use objective industry terminology for describing and recording horse behaviour and characteristics, and appropriate language and descriptions in personnel records • Complete workplace forms using print-based and/or digital formats
Oral communication	• Use language, tone and pace appropriate for audience when participating in verbal exchanges

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU423 Manage selection of horse for handler, rider or driver	ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	Title changed Prerequisite and Element 1 removed Changes to Performance Criteria and terminology for clarity Foundation Skills table updated Knowledge Evidence updated with increased knowledge of horse behaviour to address	Not equivalent

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		removal of prerequisite	

Links

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

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Assessment Requirements for ACMEQU423 Manage selection of horse for handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- recorded observations for at least three different horses and assessed behaviour and education level to determine a suitability (fit-for-purpose) rating – one horse must be assessed on two different occasions covering different circumstances that could impact behaviour
- assessed the experience and skills and managed the selection and matching of horses for:
  - at least two new or inexperienced participants (riders, handlers or drivers)
  - at least one experienced, capable participant (rider, handler or driver)
- monitored the suitability of horse match with each participant for the workplace activity, with reference to safety of individual and horse wellbeing.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- behavioural characteristics of horses, including:
  - handled and unhandled horses
  - herd behaviour
  - stabled or yarded horses
- horse behaviour, including:
  - responses to environmental stimuli
  - body language and vocalisations
  - herd behaviour, including separation and bonding
  - affective states, including fear, anxiety, hunger, fatigue
  - behaviours and conditions typically linked to strong fight-or-flight response

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    - unwanted and high-risk behaviours, including biting, kicking, bolting, rearing, bucking and shying
- fundamentals of horse learning theory and application to horse behaviour and suitability assessment
- factors to consider in determining handler, rider or driver skills and experience
- factors to consider in assessment of horse suitability (fit-for-purpose), including:
    - experience and level of education
    - temperament and behaviour
    - size, age and gender
    - horse reactivity to normal, abnormal and new situations
    - suitability for tasks or activities horse is required to undertake
- types of mismatch between horse and participant
- potential consequences of inappropriately matched horses and handlers, riders or drivers, including:
    - horses displaying avoidance or dangerous behaviours
    - rider, handler or driver loses control of the horse and/or loses confidence
    - injuries to rider, handler, driver or horse
- potential problems and appropriate courses of action, including:
    - changing, removing and/or retraining horses
    - educating handlers, riders or drivers
    - changing activities to ensure the safety of participants and horses
- key requirements of regulations, codes of practice and workplace policies and procedures for:
    - work, health and safety when interacting with horses
    - animal welfare relevant to horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
    - safe, controlled environment for practical skills assessment of participants specified in the performance evidence
- resources, equipment and materials:
    - live horses to be assessed for suitability as specified in the performance evidence
    - templates or records designed to match horses to handlers, riders or drivers
    - appropriate gear for horses
    - personal protective equipment (PPE), correctly fitted and applicable to activity
- specifications:

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  - relevant workplace policies and procedures, and animal welfare legislation and codes of practice
- relationships:
  - participants with varying levels of experience as specified in the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU424 Evaluate equine service or therapy provision

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge to assess the merits of available equine services, review likely outcomes and validity of options, and select credible industry practitioners to provide services.

The unit applies to individuals who have responsibility for the health and wellbeing of horses. They work autonomously and apply technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems, working both independently and in conjunction with others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine services or therapies suitable for use	1.1 Seek professional advice and/or veterinarian diagnosis to interpret signs of horse injuries, ailments and health problems

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
in horse health management	1.2 Research appropriate services and therapy or recovery modalities for identified condition on the basis of evidence and credibility 1.3 Identify equipment used in relevant therapies and recovery or rehabilitation programs, and explore their purpose and effectiveness 1.4 Collaborate with veterinarians and/or other equine service practitioner to determine appropriate service, timelines and outcomes 1.5 Assess the risks to horse and workplace associated with selected service
2. Select equine service practitioner	2.1 Assess practitioner qualifications for rigour, credibility and compliance with relevant legislation 2.2 Seek and evaluate practitioner testimonials from a range of sources 2.3 Select appropriate practitioner based on assessment of qualifications, experience and testimonials
3. Implement and evaluate outcomes of selected equine service	3.1 Agree on expected outcomes and timelines for service or therapy with practitioner 3.2 Ensure a safe work environment and low stress, safe and humane handling practices are followed during service or therapy 3.3 Monitor and record horse progress against expected outcomes during service or therapy in collaboration with practitioner 3.4 Evaluate impact of service or therapy against expected outcomes 3.5 Adjust service or therapy based on horse response, taking into consideration practitioner, independent professional or veterinarian advice

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.

Skill	Description
Learning	• Undertake independent research to inform own understanding and to critically assess services and therapies

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Skill	Description
Reading	• Gather, interpret and analyse textual information from a range of sources to identify relevant information • Synthesise a range of textual information involving medical or veterinary terminology
Writing	• Summarise key information in workplace documents using print-based or digital formats
Oral communication	• Use questioning and listening skills to elicit opinions, clarify understanding and contribute to critical assessment of information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU424 Evaluate equine service or therapy provision	ACMPHR502 Manage horse health using selected therapies	Title changed Unit code AQF level indicator changed from 5 to 4 to reflect revised unit outcomes Changes to Performance Criteria and terminology for clarity Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQU424 Evaluate equine service or therapy provision

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched at least three different services or therapies to address a horse health issue, and identified a credible practitioner for each, selected from:
  - horse massage therapy
  - other horse bodywork
  - equine dental technician
  - hoof care
  - diet and nutrition analysis and advice
  - horse behaviour analysis and advice
  - alternative or complementary therapies
- conducted a risk assessment relating to implementing the selected service or therapy
- implemented, monitored, recorded and evaluated outcomes of selected service or therapy for at least one horse with a health condition.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- fundamentals of equine anatomy and physiology relevant to injuries, ailments and health care
- common horse injuries, ailments and health conditions
- signs, causes, progression and healing processes of common equine ailments and injuries
- range of services or therapies available for identified equine aliments and injuries, including:
  - horse massage therapy
  - other horse bodywork

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    - equine dentistry
    - hoof care
    - diet and nutrition analysis and advice
    - equine behaviour analysis and advice
    - alternative or complementary therapies – homeopathy, aromatherapy
- range of therapy modalities, including benefits, limits, scientific evidence and physiological plausibility
- common equipment used in services or therapies researched in performance evidence
- legislative regulations covering veterinary and equine health professional accreditation qualifications and licensing
- industry bodies, professional development, compliance and accreditation processes
- key requirements of work, health and safety regulations and guidelines relating to:
    - risk assessment, control and review
    - due diligence for staff and other personnel
    - safe horse handling techniques
    - use, storage, maintenance and replacement of personal protective equipment
- key requirements of relevant legislation and codes of practice, including:
    - biosecurity relevant to horse disease, infection control and hygiene standards
    - workplace health and safety relating to interactions with horses
    - animal welfare relating to the safe, humane and ethical care of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live horses as specified in the performance evidence, assessed as suitable for the experience and skill of the individual
    - workplace recording or reporting formats
- specifications:
    - health records for individual horses
- relationships:
    - access to veterinarian or equine health professional relevant to performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMEQU425 Provide horse clipping services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to clip horses according to agreed client requirements. It also covers the care and maintenance of clipping equipment.

The unit applies to individuals who perform clipping and grooming services for clients. They work autonomously, take responsibility for their own work and apply specialised horse grooming knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

ACMEQU212 Handle horses safely

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish client requirements and horse characteristics	1.1 Confirm horse clipping requirements, style and expectations with client 1.2 Clarify information about horse behaviour, previous experience

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and reaction to clipping, and potential safety risks 1.3 Determine need for sedation to carry out clipping, considering health and safety requirements and equine welfare and comfort 1.4 Follow appropriate protocols and relevant state/territory legislation relating to sedation, and advise client to organise with a registered veterinarian, if sedation is assessed as necessary 1.5 Determine a clipping plan, taking into consideration client, horse and safety requirements and, if required, support from an assistant
2. Prepare for horse clipping	2.1 Confirm horse is clean prior to clipping 2.2 Select equipment to meet clip requirements and as an alternative to sedation where appropriate and undertake equipment pre-operational safety checks 2.3 Select safe area for clipping and appropriate horse restraints 2.4 Select and use personal protective equipment appropriate for activity
3. Clip horse	3.1 Approach, handle and restrain horse using safe, low stress techniques according to animal welfare and health and safety requirements 3.2 Plait horse mane or tail as required 3.3 Mark up area to be clipped for partial clips as required 3.4 Accustom horse to clippers prior to commencing, and touch sensitive areas before clipping 3.5 Use appropriate equipment and technique to clip horse coat and specific body areas 3.6 Recognise when horse behaviour indicates a potential safety risk requiring support of an assistant or to discontinue clipping 3.7 Monitor and maintain health and safety for self and others, and horse welfare, during the activity
4. Finalise horse clipping	4.1 Brush, hose or wash horse at completion of clipping to remove loose hair, and apply conditioning products if required 4.2 Care for horse after clipping according to horse needs and workplace practice 4.3 Clean and maintain clipping equipment in a condition appropriate for future use and according to manufacturer instructions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Clean and tidy work area and dispose of waste, taking into consideration health and safety, environmental and biosecurity requirements 4.5 Hand over horse to client and complete records and transactions

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.

Skill	Description
Writing	• Complete workplace documentation using industry terminology in print-based and/or digital format
Oral communication	• Use appropriate tone, pace, and listening and questioning techniques to clarify information
Numeracy	• Use mathematical concepts to calculate or estimate time and cost

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU425 Provide horse clipping services	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMEQU425 Provide horse clipping services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has clipped at least four horses, and worked with at least two clients, within industry accepted timeframes, including:

- performed a full body clip, including legs, head and ears on one horse
- performed two partial clips on two different horses selected from:
  - Hunter clip – all hair removed except for legs and with or without saddle pad
  - Blanket clip – hair left on legs and back (exercise sheet)
  - Trace or Chaser clip – hair left on back, head and legs
  - Irish clip – remove hair from areas around neck and armpits – where horse sweats
  - Bib or Strip clip – remove small amount of hair from front of neck and chest
- performed an artistic clip on one horse
- demonstrated safe, low stress horse handling techniques with each horse.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health and safety hazards and controls when working in close proximity with horses, including:
  - risks to horses, self and others, and how these are controlled
  - unpredictable behaviour of horses
  - use of safe, low stress handling techniques
  - electrical hazards relating to cables and water
  - reasons for removal of feed and water
  - selection and use of personal protective equipment (PPE)
  - hygiene and infection control

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    - zoonotic and infectious diseases, including those caused by bacteria, fungi, parasites and viruses
- responsibilities under relevant health and safety and animal welfare legislation and codes of practice
- principles and practices of horse clipping, including:
    - reasons for clipping horses
    - methods of restraint used during clipping
    - how to introduce horses to clipping
    - strategies for dealing with horses that are difficult to clip, including sedation, support from an assistant, selection of clipping equipment
    - techniques for different weather conditions, including cold weather, high winds and extreme heat
    - importance of efficient clipping and industry accepted timeframes
- clipping techniques, including:
    - for specific body parts and areas of varying hair growth
    - how to clip awkward areas and leg lines
    - clipping a bridle path, feathers, ears and jowl
    - injuries relating to clipping for horses and handler/groomer
- types of clips and when they are used, including:
    - full body clip
    - Hunter clip – all hair removed except for legs and with or without saddle pad
    - Blanket clip – hair left on legs and back (exercise sheet)
    - Trace or Chaser clip – hair left on back, head and legs
    - Irish clip – remove hair from areas around neck and armpits – where horse sweats
    - Bib or Strip clip – remove small amount of hair from front of neck and chest
    - artistic clips
- techniques for manes and tails:
    - laying, plaiting or pulling a mane
    - plaiting, trimming or pulling a tail
- issues relating to equine sedation (chemical restraint), including:
    - state/territory legislative requirements relating to the administration of sedation to equines
    - role and responsibilities of registered veterinarians and clients
    - consideration of equine status – breed, age, condition, pain, pregnancy, stallions
    - time to take effect and duration period
    - equine behaviour and responses to sedation and recovery
    - sedation risks to equine and handlers
- clipping equipment and products, including:
    - types of clippers, blades and clipper oil
    - shampoo, oils, conditioning and finishing products
    - electrical cords and safety products

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    - horse rugs, blankets or protection against weather and insects
    - use and maintenance of clipping and trimming equipment
- strategies for dealing with clients, including:
    - clarifying and confirming clipping requirements and costs where appropriate
    - recording clipping plans and outcomes
    - providing handover or follow-up information and support.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live horses as specified in the performance evidence and assessed as suitable for the experience and skills of the individual
    - horse gear and restraints
    - clipping tools and blades
    - shampoo, oils, conditioning and finishing products
    - electrical cords and safety products
    - horse rugs, blankets or protection
    - PPE appropriate for handler and activity
- specifications:
    - manufacturer operating instructions for clipping equipment
    - workplace health and safety policies and procedures, and environmental, biosecurity and animal welfare legislations and codes of practice
- relationships:
    - clients.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU501 Manage horse nutrition and feeding plans

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.1.
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge to manage the nutritional requirements of horses, including feeding plan development, implementation and monitoring, selection of feed and pasture for horses, and responses to nutrition-related disorders and specific needs. It applies to all horse industry sectors, including training and competition centres, agistment centres and riding schools.

The unit applies to individuals who have responsibility for management of the nutritional requirements of a broad range of horses. They work independently within organisational guidelines, analyse information, solve routine and at times complex problems and convey information and skills to others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine nutritional requirements of horses	1.1 Access information on horse nutritional requirements, and indicators and consequences of nutrient deficiency and dietary imbalances 1.2 Analyse and calculate the value and composition of available feed and pastures 1.3 Determine nutritional requirements of horses, taking into consideration class, life stage, exercise regime and workplace activity 1.4 Assess body condition and nutritional requirements of individual or groups of horses
2. Develop diets and feeding plans for horses	2.1 Formulate effective feeding plans incorporating rations, schedule and methods 2.2 Design feed charts specifying rations for individual or groups of horses 2.3 Adapt feeding plans to respond to variations in nutritional requirements and seasonal conditions
3. Manage horse pasture grazing	3.1 Analyse nutritional value of common pasture species and weeds, and seasonal changes in availability, digestibility and nutritional value 3.2 Monitor and manage chemical control of weeds and toxic plants 3.3 Establish grazing practices to optimise horse nutrition and welfare requirements 3.4 Monitor grazing practices and plant growth stages to manage pasture plant growth and environmental requirements
4. Manage implementation of horse diets and feeding plans	4.1 Apply a cost-effective approach to sourcing and supplying required nutrients 4.2 Implement safe, secure and hygienic storage of feed ingredients 4.3 Oversee supply of rations to horses according to feeding plan schedule and requirements 4.4 Implement safety procedures for feeding horses, covering different locations and horse combinations 4.5 Implement feeding methods and placement of feed, to support natural feeding behaviours and access for horses 4.6 Monitor horses to confirm access to and consumption of feed 4.7 Confirm feeding records and feed orders are maintained, monitored and prepared according to workplace requirements
5. Evaluate horse diets	5.1 Monitor and document reactions to changes in feed types,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and feeding plans	ingredients or schedules 5.2 Monitor horse health for signs of inadequate nutrition or nutrition-related diseases 5.3 Develop and implement a plan to manage documented adverse reactions to rations, or signs of poor nutrition 5.4 Monitor, review and record feeding plans for individual or groups of horses and implement improvements and adjustments as required

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.

Skill	Description
Reading	• Research, interpret and analyse textual information about horse nutrition and feed from a range of sources
Writing	• Prepare logically structured and sequenced plans and instructions in print-based and/or digital formats
Numeracy	• Calculate quantities, volume and weight relevant to rations and horse feed • Use mathematical concepts to calculate nutrient budgets, portions and costs • Sequence and adjust feeding schedules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU501 Manage horse nutrition and feeding plans Release 2	ACMEQU501 Manage horse nutrition and feeding plans Release 1	Updated to correct merged unit references - unit now correctly maps to *ACMPHR504 Manage equine nutrition*, and *ACMHBR501 Manage*	Equivalent

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		horse nutrition	
ACMEQU501 Manage horse nutrition and feeding plans Release 2	ACMPHR504 Manage equine nutrition	Redesigned unit merging content of *ACMPHR504 Manage equine nutrition,* and *ACMHBR501 Manage horse nutrition*	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

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Assessment Requirements for ACMEQU501 Manage horse nutrition and feeding plans

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.1.
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- managed the nutritional requirements and feeding plans, for individual horse or group of horses, to address three of the following:
  - weight loss
  - metabolic condition
  - spelling – not in full work
  - specific health problem.

In doing the above, the individual must have:

- assessed and scored body condition for each horse
- formulated and documented feeding plans for individual or group of horses
- organised supply and storage of rations
- optimised nutritional content for pasture grazing
- implemented, monitored and evaluated the feeding plans.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- main structures and functions of horse digestive system, including rate of passage of different nutrients and feedstuffs
- credible sources of information regarding horse nutrition, feeding and related health issues

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- key nutritional requirements, relevant to class, life stage, exercise regime and workplace activity
- indicators and consequences of nutrient deficiency, dietary imbalances and metabolic conditions
- methods for assessing and scoring body condition
- feed types and sources, including:
  - nutrient value and composition
  - pasture species and plants poisonous to horses
  - feeding systems and storage methods
  - feed suppliers
- feeding plans, including schedule and ration formulation methods
- horse feeding behaviour relevant to managing nutrition, including:
  - herd behaviour
  - individual horse behaviour
  - young horses and access to feed
- pasture management techniques, including:
  - suitable plants
  - chemical control of weeds and toxic plants
  - environmental impact of horse grazing behaviour on pastures
- workplace record-keeping requirements
- relevant regulations, codes of practice and workplace procedures relating to nutrition and feeding horses, including:
  - work, health and safety and safe work practices
  - animal welfare principles, practices and ethics
  - workplace hygiene, infection control and biosecurity requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses with different nutritional needs as specified in the performance evidence
  - range of feed and pasture for horses
  - workplace recording and feed plan formats
- specifications:
  - information about different feeds and supplements, or technology to access the information.

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The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU502 Manage horse health care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to establish, implement and evaluate all aspects of a horse health care plan to manage positive health outcomes. The unit applies to all horse classes, ages and uses, and other domestic equines, covering establishments such as training and breeding facilities, riding schools and agistment centres.

The unit applies to individuals, with prior industry or professional experience working with horses, who are responsible for maintaining the health of horses. They work autonomously and apply technical knowledge and skills to provide and communicate solutions for predictable and unpredictable health problems within a horse establishment, including training and overseeing staff.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish horse health care management plan	1.1 Develop a health care management plan incorporating routine and preventative treatment programs, emergency care and plans recommended by equine health professionals 1.2 Establish procedures and record-keeping system for monitoring horse health, and infection control and biosecurity requirements 1.3 Develop policy for humane euthanasia and disposal of bodies, according to local government regulations and applicable legislation 1.4 Organise facilities, equipment and preventative treatments required to implement health care 1.5 Train team members in health care, safe work, and infection control and biosecurity procedures
2. Manage routine health care and preventative treatments	2.1 Oversee regular assessment and recording of horse condition and implementation of routine health procedures 2.2 Monitor signs of illness, disease or injury and determine need for veterinary or other equine professional service, and organise as required 2.3 Source required products and implement preventative and/or treatment programs according to veterinary advice 2.4 Monitor implementation of hygiene, infection control and biosecurity procedures for equine establishment 2.5 Apply isolation or quarantine measures, as required, to control identified infectious disease and parasitic infection outbreaks
3. Manage emergency health care	3.1 Identify situations requiring immediate action, and implement emergency health management procedures 3.2 Stabilise, relocate or isolate horse according to health needs, and provide immediate care under veterinarian instructions 3.3 Assess viability of recovery and prognosis for life with veterinarian and relevant personnel, prioritising welfare of animal 3.4 Contribute to decision making, in consultation with veterinarian and relevant personnel, for situations requiring euthanasia 3.5 Manage infectious and zoonotic disease risk and precautions in consultation with veterinarian and team members 3.6 Report notifiable diseases according to workplace procedures and legislative requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Manage plans recommended by equine health professionals	4.1 Confirm visiting equine health professionals follow workplace and biosecurity procedures 4.2 Assist equine health professional with safe examination and agree on health care plan or treatment 4.3 Implement and monitor routine health care and treatments recommended by equine health professional 4.4 Review and coordinate advice provided by multiple equine health professionals, as required 4.5 Record outcomes of recommended health care and treatments according to workplace procedures 4.6 Evaluate health care outcomes and treatments recommended by equine health professional
5. Evaluate equine health care management plan	5.1 Monitor horses during and after health treatment for signs of efficacy of treatments and other health problems 5.2 Review health treatment outcomes and procedures for effective management planning 5.3 Update health care management plan and procedures, as required

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.

Skill	Description
Reading	• Interpret key information in technical texts and treatment records related to equine health care
Writing	• Record, report and update information logically using appropriate print-based and/or digital formats
Oral communication	• Use questioning and active listening during verbal exchanges with relevant personnel to elicit, clarify and convey information
Numeracy	• Measure and calculate volume, quantity, temperature and weight • Calculate financial costs and charges

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Skill	Description
	• Calibrate equipment used in health and treatment programs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU502 Manage horse health care	ACMPHR405 Implement and monitor equine health and welfare strategies	Title changed Code changed to reflect updated EQU sector and AQF level indicator changed from 4 to 5 to reflect revised unit outcomes Changes to Elements and Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQU502 Manage horse health care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- documented a horse health care management plan for an equine workplace, covering:
  - routine and preventative treatments
  - emergency care
  - use of equine health professionals
  - biosecurity and infection control
  - euthanasia
- prepared record-keeping formats and system appropriate for workplace
- trained and monitored at least two team members in horse health care procedures and compliance with safe work, infection control and biosecurity practices
- monitored, reviewed and updated health care plans for at least three horses with different health needs, including:
  - one horse requiring the service of an equine health professional
  - one horse requiring routine and preventative health care
  - one horse requiring immediate or emergency care.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- aspects of horse health to be managed, including:
  - daily and routine checks
  - preventative treatments
  - services provided by equine health practitioners and veterinarians
  - emergency care and treatments

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- record-keeping formats and systems
- key structures and functions of horse physiological systems, including:
  - respiratory system
  - musculoskeletal system
  - digestive system
  - nervous system
  - reproductive system
  - temperature regulation
- indicators of normal and abnormal body system function and vital signs
- common horse health conditions and injuries, including signs, causes and treatment options
- common preventative health treatments, including parasite treatments and vaccinations
- infectious and zoonotic equine diseases, including:
  - diseases caused by bacteria, including strangles, listeriosis, tetanus and equine chlamydiosis (psittacosis)
  - diseases caused by fungi, including ringworm
  - diseases caused by parasites
  - diseases caused by viruses, including Hendra virus, equine herpes virus and equine influenza
- role and types of services offered by equine health professionals, including:
  - veterinarians
  - farriers and hoof care practitioners
  - equine dentists or equine dental technicians
  - body work or massage therapists
  - alternative equine therapies
  - horse educators to address behaviours impacting on health
- key workplace safety requirements relating to:
  - risk assessment and controls for safe interactions with horses
  - due diligence for safety of team members and other personnel
  - safe, low stress horse handling techniques
  - safe handling and storage of medicines, chemicals and cleaning agents
  - personal protective equipment (PPE)
- key considerations for infection control and biosecurity, including:
  - movement of animals, people and vehicles into, around and out of workplace
  - quarantine and isolation protocols
  - water supply and storage
  - pests and contaminants
  - hygiene and waste management practices
- key requirements of animal welfare legislation and codes of practice relating to safe, humane and ethical care and euthanasia of horses.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses as specified in the performance evidence, assessed as suitable for the experience and skills of the individual
  - equipment, materials and treatments required for activities specified in the performance evidence
  - PPE correctly fitted and applicable to activity
- specifications:
  - record-keeping formats
  - records of horse health and treatment
- relationships:
  - team members, including veterinarian or equine health professional.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU503 Manage international opportunities for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to manage processes for identifying and participating in international events. It includes assessing feasibility, resource implications, compliance with international regulations, managing transport and accommodation arrangements, and meeting quarantine obligations. It is relevant to a range of horse events and performance disciplines.

The unit applies to individuals who have a broad range of skills and experience working in managerial roles in horse operations. They analyse information, solve routine and at times complex problems and convey information and skills to others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate relevant	1.1 Identify suitable international events, dates and locations for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
international horse event opportunities	relevant sport, discipline or recreational purpose 1.2 Identify legislative requirements and event rules related to participating in an international horse event 1.3 Research qualifying and entry requirements for international event 1.4 Assess the suitability of individual horses and risks associated with participating in an international event 1.5 Evaluate resources required and costs to participate in international event 1.6 Undertake a cost-benefit analysis for participating in international event
2. Manage resources and logistics for participating in international event	2.1 Research and select international horse travel and insurance supplier, and organise requirements 2.2 Arrange schedules to minimise health, biosecurity and performance risks associated with long-haul transport 2.3 Arrange transport and accommodation for horses and personnel within the destination country 2.4 Determine nutrition, health and welfare issues associated with travel to destination country 2.5 Source industry specialists within the destination country to support activities 2.6 Develop and implement strategies to control risks associated with safe horse handling, biosecurity and international travel
3. Manage international biosecurity requirements	3.1 Research relevant import and export quarantine and biosecurity regulations 3.2 Determine and comply with biosecurity and health management requirements of the destination country 3.3 Arrange pre-export quarantine facilities with relevant authorities 3.4 Organise and manage quarantine and biosecurity arrangements for return of horses
4. Evaluate outcomes of participating in international events	4.1 Complete international event activities and document outcomes and lessons learned 4.2 Evaluate outcomes of international event with relevant personnel 4.3 Determine improvements to planning for future international events

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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.

Skill	Description
Reading	• Access and interpret complex textual information in legislation and formal international rules and regulations • Identify key information relevant to international competition in a range of documents
Writing	• Complete forms and documents required for international event and suppliers of services in print-based and/or digital formats
Oral communication	• Participate in verbal exchanges to clarify and confirm information using language appropriate for audience
Numeracy	• Calculate fees and resource costs • Analyse financial data and budget • Prepare timeline and schedule for organising an international event

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU503 Manage international opportunities for horses	ACMPHR404 Manage international opportunities for performance horses	Title changed Code changed to reflect updated EQU sector and AQF level indicator changed from 4 to 5 to reflect revised unit outcomes Elements and Performance Criteria merged and reordered for clarity Foundation Skills table and Assessment Requirements updated	Not equivalent

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Links

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

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Assessment Requirements for ACMEQU503 Manage international opportunities for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned, organised and evaluated at least one international event, involving horses, including:
  - researched and evaluated event and legislative requirements
  - completed a cost-benefit analysis of the risks and opportunities of participating internationally
  - organised horses, equipment and gear, accommodation and transportation
  - organised staff travel and accommodation and in-country support personnel
  - implemented strategies to minimise horse health and welfare risks associated with international events and travel
  - organised and complied with import and export quarantine and biosecurity regulations
  - reviewed and evaluated event outcomes contributing to continuous improvement process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of international horse events and host countries
- international event ruling bodies, entry and qualifying requirements and regulations and rules
- fundamentals of the concept of social licence to operate
- personnel involved in organising international competitions, including:
  - officials, suppliers, veterinarians, equine health professionals
  - international and in-country transport providers
  - support organisations or individuals located in destination country

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- sponsorship or grant funding opportunities offered by commercial or industry bodies, and novel funding sources such as crowdfunding via social media
- insurance and biosecurity, including vaccination requirements covering all aspects of travel for staff and horses
- criteria to determine horse suitability for international competition, including:
  - fitness and condition
  - health
  - vaccination status
  - performance history and results
- resources required to support international competition, including:
  - staffing
  - equipment and gear
  - accommodation for people and horses
  - transport for people and horses
- horse transport options, risks and benefits
- health and welfare issues associated with competing overseas and with long-haul transport
- requirements of import and export quarantine and biosecurity regulations for competing horses
- formats for cost-benefit analysis and business plan, including risk assessment and contingency measures
- key requirements of current codes of practice and legislative requirements relating to horses, for:
  - health and safety, including safe interactions with horses and duty of care of personnel
  - biosecurity and quarantine
  - transportation
  - animal welfare, including safe, humane and ethical care of horses.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - technology to access information and prepare documentation
- specifications:
  - information about horses to be involved in the international competition or event
  - international event schedule, requirements and rules
  - costs and resource requirements
  - current codes of practice and legislative requirements for health and safety, biosecurity and quarantine, animal welfare, and horse transportation

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- quarantine and biosecurity requirements for destination countries.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU504 Manage horse pastures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to plan, manage and maintain pastures and land used for an establishment housing horses, and other domestic equines if relevant. The unit focuses on maximising horse nutrition and welfare, optimising sustainability, and minimising the impact of horses on pasture, soil and land capability.

This unit is applicable to individuals who have responsibility for pasture and land management for a horse establishment. They analyse information, solve routine and at times complex problems, and convey information and skills to others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish a pasture management plan	1.1 Identify horse operation goals, and nutritional needs and pasture requirements for horses on the property

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify factors that impact on pasture management for the property, considering climate, site, soil characteristics, water supply and natural resources 1.3 Assess existing pasture for retention, removal or improvement 1.4 Select appropriate pasture plant species suited to property site, seasonal conditions and horse nutritional needs 1.5 Determine pasture establishment and maintenance resources and costs to ensure optimum pasture 1.6 Document a pasture management plan appropriate for property size and goals, and nutritional needs and welfare of horses
2. Implement pasture management plan	2.1 Establish grazing practices and densities in line with pasture management plan and horse nutritional and welfare needs 2.2 Establish pasture rotation practices to manage plant diversity and growth stages, and parasite reduction 2.3 Implement plans to reduce, eradicate or control weed infestation, plant disease and other pests or vermin 2.4 Manage withholding periods for horses and other livestock after application of chemicals on pasture 2.5 Assess nutrient and water requirements for pasture plants, and implement fertiliser and irrigation program according to pasture management plan 2.6 Implement manure management according to pasture management plan and horse welfare and environmental requirements 2.7 Implement soil protection strategies to minimise soil degradation
3. Review pasture management and maintenance	3.1 Assess the benefits and challenges faced in implementing the pasture management plan for horse operation 3.2 Evaluate the pasture management plan for efficiency and effectiveness 3.3 Make adjustments, as required, and update the horse operation pasture management plan

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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.

Skill	Description
Reading	• Analyse information accessed from a range of sources to identify key facts relevant to land and pasture use
Writing	• Prepare logically structured documents and plans using print-based and/or digital formats, terminology and conventions specific to purpose and audience
Numeracy	• Interpret, compare and consolidate numerical and financial information to determine budget and resource requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU504 Manage horse pastures	ACMHBR504 Manage horse pastures	Unit sector changed to EQU Performance Criteria reordered and updated for clarity Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQU504 Manage horse pastures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- developed and documented one annual pasture management plan for a horse establishment
- implemented and reviewed the pasture management plan, and made adjustments to the plan as required.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- factors to consider in managing pasture, including:
  - goals of horse operation
  - pasture plant species and natural vegetation
  - climate and seasonal factors
  - site elevations and gradients
  - soil characteristics
  - water supply – natural and other sources
  - infrastructure requirements
- characteristics of horses relevant to pasture management, including:
  - horse behaviour in pastures
  - horse nutritional requirements
  - roughage requirements of horses
- horse grazing practices and densities
- crop rotation and parasite reduction
- pasture plant and grass species growth patterns, energy levels and plant stress management

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- growth patterns and characteristics for different weeds
- toxic plants, pest and vermin management strategies
- effects of chemicals on plants, weeds and horses
- advantages and disadvantages of irrigation, and effects on pasture, soil nutrients and soil salinity
- land and soil conditions, including nutrient characteristics of different soils
- property pasture planning processes
- sustainable land management practices, including:
  - environmental protection strategies
  - water, vegetation and soil management strategies.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information about land conditions, horse stock and business requirements of the establishment
  - operational documentation and systems to complete a pasture management plan
  - technology to research and develop pasture management plan.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU505 Manage fitness in horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the knowledge and skills required to assess options, design strategies and manage fitness and conditioning programs for horses. It includes monitoring horse responses to conditioning and fitness schedules, responding to problems, and managing spelling and return-to-work periods.

This unit applies to individuals who have responsibility for managing horse fitness, conditioning and exercise programs for a range of purposes. They have extensive knowledge of horses, analyse information, solve routine and at times complex problems, and convey information and skills to others. They may have responsibility for highly valuable animals.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess physiological	1.1 Identify anatomical and physiological effect of conditioning

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and structural adaptations of horse musculoskeletal system to conditioning	program on adaptations in major body systems of horses 1.2 Assess structural differences in physical appearance and muscling between conditioned and unconditioned horses 1.3 Determine strategies and techniques to use for conditioning horses
2. Assess changes to the cardiovascular and respiratory systems in response to conditioning	2.1 Arrange for blood tests to be taken and analysed for indicators of fitness and response to training, in consultation with veterinary experts 2.2 Use heart rate monitors or stethoscopes, using safe, low stress horse handling techniques, to evaluate horse fitness and response to training 2.3 Monitor and record heart rate pre-exercise and post-exercise to determine impact of exercise and competition and to track changes in fitness 2.4 Measure and record respiratory rates following exercise to evaluate impact of exercise and track changes in fitness 2.5 Investigate training and conditioning techniques to improve lung function and gas exchange efficiency, and apply where appropriate
3. Monitor and evaluate physiological outcomes of conditioning and exercise programs	3.1 Determine and document conditioning and fitness goals 3.2 Monitor and adapt program on a regular basis to ensure short-term and long-term goals are achieved 3.3 Develop and implement a training and conditioning program to achieve required physiological adaptations 3.4 Identify and manage exercise-related illness and injury
4. Evaluate contribution of feed sources on energy production in exercising horses	4.1 Evaluate nutrient sources for their potential contribution to horse energy needs relative to exercise program, intensity and duration 4.2 Evaluate nutritional supplements suitable for inclusion in diets of horses undergoing a fitness program
5. Manage fatigue in horses	5.1 Identify causes of fatigue in exercising horses and develop measures to prevent or manage fatigue during training and competition 5.2 Identify signs and effects of fatigue, and develop measures to minimise harm to the horse
6. Monitor and manage thermoregulation efficiency in exercising	6.1 Develop and implement strategies to prevent over-heating during training and competition schedule 6.2 Identify signs of over-heating in horses and take appropriate and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
horses	rapid measures to provide relief 6.3 Ensure that horses are kept appropriately hydrated during exercise, travel and competition 6.4 Identify signs of dehydration in horses and take appropriate and rapid measures to provide relief
7. Manage spelling and resumption of work in horses	7.1 Incorporate planned periods of rest into design of training and competition schedules 7.2 Arrange rest or spelling periods to minimise loss of fitness 7.3 Develop and implement strategies to manage transition from work to spelling 7.4 Monitor health and welfare of horses being spelled

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.

Skill	Description
Reading	• Extract and interpret technical information in veterinary reports and test results
Writing	• Produce structured horse conditioning program and specifications based on clearly articulated goals for use by intended audience in print-based and/or digital formats
Numeracy	• Interpret data and trends, and analyse against goals or benchmarks • Interpret, calculate and adjust feed ration formulations and quantities • Measure and estimate speed, distance and temperature with reasonable accuracy

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
ACMEQU505 Manage fitness in horses	ACMPHR505 Manage fitness in performance horses	Title changed Unit sector changed to EQU Minor updates to Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEQU505 Manage fitness in horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- developed and adapted individual conditioning programs for at least two horses with different fitness and exercise goals and requirements
- managed the program for each horse, including:
  - measured, recorded and evaluated data, vital signs and other indicators of health and welfare
  - monitored and managed diet and nutrition components of the program
  - monitored and managed fatigue, injuries and thermoregulation efficiency
  - planned and managed spelling and rest periods.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of anatomy and physiology of horse body systems, including:
  - respiratory
  - cardiovascular
  - musculoskeletal
  - digestive
- key features of exercise physiology, including adaptations of horse body systems to exercise, including:
  - horse body condition scoring systems
  - basic principles of chemistry relating to exercise and performance fitness
  - basic principles of biology relating to exercise and performance fitness
  - normal and abnormal blood test parameters relevant to exercise

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    - features of thermoregulation
- key features of a conditioning or fitness program, including:
    - information about individual horse
    - program goals (short and longer term) and expected outcomes
    - strategies or methodologies, including contingency strategies
    - schedule, milestones, benchmarks
- equipment relevant for implementing a conditioning program, including:
    - horse gear and protective equipment
    - heart rate monitors
    - electronic tracking and recording devices, including GPS, video and camera functionality
    - exercise equipment, including treadmills, video analysis
- horse conditioning techniques and methods
- common horse health problems and injuries related to exercise
- risk factors for the development of exercise-related injuries and disease
- feed, supplements and nutraceuticals relevant to maintaining health and welfare of exercising horses
- key requirements of work, health and safety regulations and guidelines relating to:
    - risk assessment, control and review
    - safe horse handling techniques
    - personal protective equipment (PPE)
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses, including an overview of the concept of social licence to operate.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - various live horses as specified in the performance evidence, assessed as suitable for the experience and skill of the individual
    - appropriate gear for horse and conditioning activities
    - PPE correctly fitted and applicable to activity for handler
    - health and exercise monitoring and measuring equipment
- specifications:
    - relevant workplace policies and procedures, and animal welfare legislation and codes of practice.

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The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU506 Manage legal, insurance and business aspects of horse establishments

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to plan, develop and evaluate policies and procedures relating to the financial, insurance and legislative requirements of a horse establishment. It includes the development and evaluation of workplace systems to ensure compliance with legislative requirements.

This unit applies to individuals who have management and workplace health and safety responsibilities in a horse establishment, working independently and collaboratively with others within organisational guidelines. They analyse information, solve routine and at times complex problems, and convey information to others.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and comply with business legal requirements	1.1 Identify sources of legal advice and information relevant to the business 1.2 Identify relevant legislation, codes and regulatory requirements affecting structure and operations of the business 1.3 Examine business compliance and documentation requirements, seeking legal advice where appropriate 1.4 Develop policies and procedures consistent with identified laws and legal principles
2. Process and maintain business insurance requirements	2.1 Identify and assess insurance requirements and appropriate levels of cover to mitigate against identified business risks 2.2 Identify suitable insurers or brokers and obtain quotations 2.3 Acquire or update insurance cover as required
3. Implement policies and procedures to comply with legal requirements	3.1 Communicate policies and procedures to relevant individuals 3.2 Maintain currency of information communicated to staff 3.3 Implement monitoring procedures to ensure compliance with identified legal requirements 3.4 Maintain currency of legal documents and file documents to ensure security and accessibility
4. Analyse responsibilities and accountabilities of parties undertaking business transactions	4.1 Determine the relevant legal rules relating to ownership, purchase, lease/hire and sale of horses 4.2 Determine the relevant legal rules relating to the transfer of risk 4.3 Design and implement warranties in compliance with relevant laws 4.4 Ascertain legal remedies and enforcement options available for resolution of disputes
5. Negotiate and arrange contracts for goods and services	5.1 Develop or source contracts for relevant business activities according to contractual law requirements 5.2 Seek legal advice on contractual rights and obligations to clarify business liabilities

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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.

Skill	Description
Reading	• Research key information relevant to legislative responsibilities • Interpret and comprehend information in complex texts relevant to business law
Writing	• Create documents required to support compliance with legislative requirements in print-based and/or digital formats
Oral communication	• Use listening and questioning skills and language suitable to audience to seek and provide information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU506 Manage legal, insurance and business aspects of horse establishments	ACMPHR501 Manage legal aspects of horse enterprises	Title changed Unit sector changed to EQU Elements 1 and 2 merged Added new Element 2 Changes to Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	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

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Assessment Requirements for ACMEQU506 Manage legal, insurance and business aspects of horse establishments

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed the legal, insurance and business aspects of one horse establishment.

In doing the above, the individual must have:

- sourced and interpreted information about legislative requirements relevant to establishment
- determined insurance requirements for establishment to mitigate against identified risks
- maintained records securely to meet establishment and legislative requirements
- developed and implemented at least one policy and associated procedure relating to compliance with legal responsibilities
- determined specific legislative responsibilities relating to ownership, purchase, lease/hire and sale of horses
- developed or sourced at least one contract, that complies with contractual law, for a relevant business activity.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- national, state/territory and local government requirements affecting operation of a business, including:
  - relevant taxation requirements – tax file number, GST registration, PAYG and withholding tax
  - employment regulations and workplace laws
  - business registration requirements
  - creation and termination of legal contracts
  - consumer protection laws

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    - responsibilities regarding work, health and safety, biosecurity and environment and animal welfare, including the concept of social licence to operate
- legal rights and obligations of various business structures
- bookkeeping and record-keeping procedures to meet minimum financial and legal requirements
- concept of duty of care relevant to:
    - Law of Torts
    - health and safety legislation and codes of practice, including person conducting a business or undertaking (PCBU)
- sources of expert advice on legal matters and how to access it.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - materials and information about legislative aspects of horse establishment, or technology to access the information
    - a record-keeping system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU507 Work within an equine allied health provider framework

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to work professionally as an equine allied health service provider. It covers knowledge of relevant state/territory regulations and scope of practice requirements, developing industry networks, providing and promoting services to clients, establishing and maintaining accurate records and maintaining industry knowledge and currency.

The unit applies to practitioners who provide an allied health service for horses and other equines. They work autonomously and apply in-depth technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems within their scope of professional practice.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate compliance requirements relating to equine allied health service provision	1.1 Identify requirements relating to equine allied health service practitioner scope of practice, including relevant veterinary practice, and pharmacy, poisons/restricted and controlled substances legislation 1.2 Identify and comply with legislative and code of practice requirements relating to animal welfare, health and safety and environmental sustainability relevant to conducting equine services 1.3 Investigate and establish legal, insurance and business requirements relevant to equine allied health service provision
2. Develop an industry network	2.1 Identify equine industry health service providers and evaluate options for equine health care 2.2 Establish a network of registered veterinarians and other appropriate equine service providers for referrals, sharing of information, collaboration and consultation
3. Provide and promote equine allied health service	3.1 Promote importance of regular equine health care and services available to equine clients 3.2 Explain services in area of expertise, including scope of practice, qualifications and experience, to equine clients 3.3 Establish client base and record information 3.4 Determine client expectations and monitor and evaluate service provision against client expectations and satisfaction
4. Establish and maintain client and equine records	4.1 Devise and implement record-keeping system for managing client information 4.2 Select charts and accurately record and interpret equine information relevant to service provision 4.3 Maintain administration and financial records for business management purposes
5. Maintain equine allied health industry knowledge and currency	5.1 Investigate and maintain knowledge of current industry trends, techniques and technologies relevant to area of equine allied health expertise 5.2 Identify opportunities to further develop own skills and knowledge in area of equine allied health expertise

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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.

Skill	Description
Learning	• Undertake independent research to inform development of own skills and knowledge
Reading	• Interpret information in technical texts relating to legal, insurance and business requirements
Writing	• Use objective language and current industry terminology in written records • Complete workplace documentation using print-based and/or digital formats
Oral communication	• Use questioning and active listening to elicit and convey information appropriate for audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU507 Work within an equine allied health provider framework	ACMEQD401 Work within an equine dental service provision framework	Title changed Code changed to reflect updated EQU sector and AQF level indicator changed from 4 to 5 to reflect revised unit outcomes Redesigned unit with changes to Elements and Performance Criteria to reflect broader coverage of 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

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Assessment Requirements for ACMEQU507 Work within an equine allied health provider framework

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has established professional practices in equine service provision, including:

- documented compliance requirements relevant to own area of equine allied health service, based on analysis of:
  - current state/territory veterinary practice legislation relating to scope of practice, where applicable
  - current state/territory health and safety legislation and codes of conduct
  - current state/territory animal welfare legislation and guidelines
  - legal, insurance and/or business requirements
- explained equine allied health services to at least two clients (owners/carers), covering:
  - importance of equine health care in general
  - services provided in own area of equine allied health
- documented a register of equine health professionals, registered veterinarians and industry associations relevant to own service provision
- customised template/s or format/s to meet record-keeping needs of own service provision, covering:
  - client information and details
  - equine information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of options available in the management of equine allied health services and therapies

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- current evidence-based approaches to equine allied health service provision relevant to area of expertise
- appropriate industry and anatomical terminology related to equine allied health care
- principles of equine allied health service provision, including:
  - preventative practices to minimise safety hazards and risks
  - adherence to principles of client confidentiality
  - referring equines requiring treatment outside the provider's professional and personal scope
  - adherence to relevant code of conduct or industry guidelines
  - adherence to relevant state/territory regulations and requirements
- role and responsibilities of equine allied health service providers, including:
  - relevant veterinary practice and restricted acts of veterinary science
  - relevant state/territory legislation relating to poisons and supply, possession and use of restricted and controlled substances
  - qualifications and services provided by equine allied health practitioners and registered veterinarians
  - professional indemnity and public liability insurance requirements
  - working with children checks
- key industry trends and advancements in area of expertise
- industry networks and associations and training providers relevant to area of expertise
- key compliance requirements of health and safety regulations and codes of practice
- key requirements of animal welfare legislation relevant to the safe and ethical care of equines.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - templates and formats for records and charts
- specifications:
  - legislation, regulations, codes of practice and standards relevant to equine allied health service provision in area of expertise
- relationships:
  - clients (owners/carers) as specified in the performance evidence.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine allied health practitioners

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- *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU508 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency covers the skills and knowledge required to evaluate a range of equine diseases, illnesses and injuries and describe their potential impact on body systems and the health of horses.

The unit applies to individuals who have responsibility for providing health care to ensure the wellbeing and efficient physiological function of horses. They work autonomously and apply specialist knowledge and skills to provide and communicate solutions for predictable and unpredictable problems to clients or carers.

Work, health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and locate systemic anatomical features of horse	1.1 Identify characteristics and location of equine musculoskeletal structures using anatomical features and terminology 1.2 Use anatomical orientation terminology to describe systemic anatomical features
2. Identify systemic and pathophysiologic systems of horse	2.1 Identify structure and function of cellular biology and its relationship to growth, injury, healing and repair 2.2 Identify key structures and functions of major equine anatomical systems 2.3 Outline functional changes that accompany a particular syndrome or disease
3. Evaluate impact of disease, illness or injury on treatment priorities	3.1 Recognise indicators of horse health and wellbeing, and signs of common disease, illness or injury 3.2 Relate temperature regulation to overall horse health and wellbeing 3.3 Relate horse behaviour to signs of disease, illness or injury 3.4 Relate treatment of disease, illness or injury to health care priorities 3.5 Make treatment priority decisions based on animal welfare needs and potential ongoing impact of disease, illness or injury

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.

Skill	Description
Reading	• Interpret and analyse complex technical information relating to equine body systems

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU508 Relate equine anatomical and physiological features to equine health care requirements	ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements	Code revised to reflect level of theoretical and technical knowledge Element 2 revised with content detail moved to Knowledge Evidence Minor changes to Performance Criteria for clarity Foundation Skills table and Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEQU508 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- applied knowledge of equine anatomical and physiological features in assessing health care requirements for at least six different horses, including:
  - evaluated a range of common diseases, illnesses and injuries and their impact on relevant body systems
  - observed and identified horse behavioural characteristics that indicate distress or illness
  - made informed decisions on prioritising treatments to maintain health and wellbeing of each horse.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key equine anatomical and physiological features, structures and function of:
  - cellular biology and its relationship to growth, injury, healing and repair
  - integumentary system
  - musculoskeletal system
  - respiratory system
  - cardiovascular system
  - digestive system
  - reproductive system
  - nervous and endocrine systems
  - immune systems

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  - hepatic system
  - urinary system
- interactions and relationships between body systems
- anatomical directional terminology
- common indicators of:
  - horse health and wellbeing
  - horse distress, illness and disease
- common diseases, illnesses and injuries
- causes and consequences of common diseases, infections and injuries
- contagious disease symptoms, prophylaxis and biosecurity protocols
- range and role of different equine allied health practitioners
- types of equine therapies and treatments commonly available
- industry, veterinary and anatomical terminology related to equine allied health care
- normal and abnormal characteristics of horse behaviour
- key principles and practices of animal welfare relating to health care requirements of equines.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to information on equine anatomical features and systemic and pathophysiologic systems of equines and equine diseases, illnesses and injuries
  - live horses or case studies of horses with different health care requirements as specified in the performance evidence.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine allied health practitioners
- *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMEQU509 Conduct assessment for equine massage therapy

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to assess a horse or other equine prior to carrying out massage therapy.

The unit applies to individuals who perform equine massage therapy for clients and carers. They work autonomously, take responsibility for their own work, and apply technical massage knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry.

Current state/territory veterinary practice legislation and restricted acts of veterinary science limit the activities that may be carried out by non-registered veterinarians. Requirements vary between jurisdictions. All activities should be carried out within the constraints of the current, relevant legislation.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine client	1.1 Clarify client requirements and expectations related to horse

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	massage therapy 1.2 Provide clear information about scope and limits of services to be provided, and obtain client consent to proceed with assessment 1.3 Gather information and prepare an accurate record of horse health and performance issues 1.4 Recognise needs beyond scope of own practice and make referrals to veterinarian or other equine health care practitioners as required
2. Conduct assessment of horse condition	2.1 Assess and control risks associated with interacting with horses in close proximity 2.2 Prepare safe and controlled area for conducting horse examination 2.3 Approach and interact with horse using safe, low stress handling techniques, and secure as required 2.4 Carry out an initial visual assessment of horse conformation and movement 2.5 Conduct physical examination of horse, using palpation techniques appropriate for body area, to identify areas of compromise, changes to texture, tension and tenderness 2.6 Work within equine safe zone and position own body and hands to detect potential horse movement or reactions during examination 2.7 Monitor horse reaction to physical examination to ensure safety and humane treatment of horse
3. Determine massage therapy requirements	3.1 Explain outcomes of examination and potential therapy options with owner or carer 3.2 Refer owner to registered veterinarian or other equine health care practitioner for conditions outside scope of practice 3.3 Assess horse suitability for massage therapy and plan short-term and longer-term goals as required 3.4 Confirm service to be carried out and details of arrangements and estimate costs 3.5 Confirm owner or carer consent for therapy, or document information for referral, if required 3.6 Complete horse and client records according to workplace practice

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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.

Skill	Description
Writing	• Complete workplace documentation using print-based or digital formats and veterinary terminology suitable for conveying comprehensive information to others
Oral communication	• Explain information using appropriate tone and pace suitable for audience to ensure comprehension • Use listening and questioning to elicit and clarify information and confirm understanding
Numeracy	• Use mathematical concepts to calculate or estimate time and cost

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU509 Conduct assessment for equine massage therapy	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMEQU509 Conduct assessment for equine massage therapy

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- conducted a complete assessment of at least six different horses, including at least one of each of the following:
  - young horse
  - mature horse (6–8 years or older)
  - horse in active work/exercise
  - horse undergoing rehabilitation or spelling
- used palpation techniques and observation techniques
- demonstrated safe, low stress horse handling techniques
- interacted with two different clients or carers, including:
  - gathered comprehensive background information for each horse
  - explained information about service, therapy options and rationale
  - recorded information accurately and comprehensively.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- role and responsibilities of equine massage service providers, including:
  - scope of practice and limits to activities as specified in relevant veterinary practice and restricted acts of veterinary science
  - referrals for conditions outside provider's professional and personal scope
  - professional indemnity and public liability insurance requirements
- techniques for effective client or carer interactions, including clear advice, collaborative communication and client confidentiality

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- responsibilities under relevant health and safety and animal welfare legislation and codes of practice
- principles of equine massage service provision, including:
  - practices to minimise safety hazards and risks
  - ethical and humane handling of horses
  - hygiene and biosecurity requirements
  - principles of client confidentiality
- potential advantages of massage therapy, including:
  - increase range of motion
  - enhance muscle tone
  - relieve stress and tension
  - increase mental clarity required to focus for training
  - improve circulation
  - enhance healing of injuries
- equine musculoskeletal system, including:
  - bones and joints
  - major bony landmarks surface anatomy and palpable bony landmarks
  - key function and features of fore and hind limbs, including distal limb and hoof capsule
  - key muscles and their actions, origin and insertion points
  - location of deep and superficial muscles
  - location of tendons, ligaments and soft tissues
  - function and anatomy of fascial sheaths
- key anatomical and physiological terminology used to describe the equine musculoskeletal system
- changes or impacts on equine musculoskeletal system, including:
  - age and growth
  - exercise, training and performance
  - ailments and injury
- health and safety hazards and controls when working in close proximity with horses, including:
  - use of safe, low stress handling techniques
  - use of personal protective equipment (PPE)
  - hygiene and infection control
  - zoonotic and infectious diseases, including those caused by bacteria, fungi, parasites and viruses
- palpation and physical examination techniques to determine muscle tension, joint mobility, nerve reflex and soreness or pain
- observation of horse, including:
  - gait, stance, symmetry
  - conformation and posture

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  - behaviour
  - facial expression
- reactions and behavioural signs indicating soreness, pain or tension, including:
  - vocalisation
  - pulling away, stiffness, restricted movement
  - lameness or gait issues
  - increased resistance to gear
  - nervousness, unsettled or unwilling to perform correctly or consistently
- signs of caution and contraindications, including:
  - inflammation
  - injury
  - wound healing and stages
  - pain types
- formats for record-keeping
- industry trends and advancements in area of massage, including:
  - use of X-rays/scans
  - physiotherapy machines – laser therapy, therapeutic ultrasound, magnetic field therapy
  - ice or heat pack therapy
  - application of liniments.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses assessed as suitable for the experience and skills of the individual, as specified in the performance evidence
  - horse gear and PPE appropriate for activity
  - record-keeping formats
- relationships:
  - clients or carers as specified in the performance evidence
- specifications:
  - relevant workplace policies and procedures, and animal welfare legislation and codes of practice
  - relevant public liability insurance requirements.

Two Companion Volumes are available:

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- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine allied health practitioners
- *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU510 Provide equine massage therapy services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to prepare and massage horses using techniques to relieve and/or prevent muscular and/or related abnormal physical conditions.

The unit applies to individuals who perform equine massage services for clients and carers. They work autonomously, take responsibility for their own work and apply technical massage knowledge and skills to provide and communicate solutions for predictable and unpredictable problems.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry.

Current state/territory veterinary practice legislation and restricted acts of veterinary science limit the activities that may be carried out by non-registered veterinarians. Requirements vary between jurisdictions. All activities should be carried out within the constraints of the current, relevant legislation.

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to massage horse	1.1 Review information from initial assessment and client information 1.2 Determine or confirm massage requirements, including body area/s, sequence, and degree of pressure 1.3 Outline massage therapy approach to client or carer and obtain consent to proceed
2. Prepare horse for massage therapy	2.1 Assess and control risks associated with interacting with horses in close proximity 2.2 Prepare a safe and controlled area for conducting horse massage therapy, and introduce horse to environment 2.3 Complete required pre-massage preparation and remove rugs and gear, as required 2.4 Approach and interact with horse using safe, low stress handling techniques, and secure as required
3. Massage horse using appropriate techniques	3.1 Work within equine safe zones and position own body and hands to reassure horse and detect potential movement or reactions during massage 3.2 Provide massage therapy using appropriate technique, sequence, and degree of pressure suitable for body area and to meet horse requirements 3.3 Monitor horse response and progress throughout massage therapy 3.4 Adapt handling and adjust massage techniques and pressure control in response to horse reactions and behaviour 3.5 Monitor horse for signs of pain, distress or alarm and recognise when behaviour indicates activity should be discontinued 3.6 Recognise when environmental activity interferes with horse and therapy, and take appropriate action 3.7 Recognise conditions that require referral to a veterinarian or other equine service practitioner 3.8 Maintain efficient and effective use of own body position and movements to ensure personal health and safety
4. Finalise massage therapy service	4.1 Complete post-therapy procedures and check horse is in suitable condition to return to client or carer 4.2 Evaluate and review effectiveness of massage therapy 4.3 Explain horse progress and response to massage therapy to client

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	or carer, and to other equine practitioners as required 4.4 Offer advice to client or carer on care of horse following massage therapy, and explain follow-up actions 4.5 Finalise invoice, transaction or service arrangements 4.6 Complete, update and store records as required according to workplace practices

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.

Skill	Description
Writing	• Complete workplace documentation using print-based or digital formats and veterinary terminology suitable for conveying comprehensive information to others
Oral communication	• Explain information using appropriate tone and pace suitable for audience to ensure comprehension • Use listening and questioning to elicit and clarify information and confirm understanding
Numeracy	• Use mathematical concepts to calculate or estimate time and cost

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU510 Provide equine massage therapy services	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

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Links

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

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Assessment Requirements for ACMEQU510 Provide equine massage therapy services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared for and completed a full body massage therapy service on six different horses, including at least one of each of the following:

- young horse
- mature horse (6–8 years or older)
- horse in active work/exercise
- horse undergoing rehabilitation or spelling.

In completing the massages above, the individual must have:

- covered all of the following body areas in each massage:
  - head, neck and shoulder
  - fore limbs
  - withers and back
  - hind area and hind limbs
- demonstrated the following massage techniques using appropriate pressure:
  - effleurage and longitudinal gliding strokes
  - frictions and vibrations
  - kneading
  - petrissage and compressions
  - tapotement
  - deep direct pressure
- demonstrated correct body stance and position while massaging for safety and to relax each horse
- demonstrated safe, low stress horse handling techniques with each horse
- interacted with at least two different clients or carers.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- role and responsibilities of equine massage service providers, including:
  - scope of practice and limits to activities as specified in relevant veterinary practice and restricted acts of veterinary science
  - referrals for conditions outside provider's professional and personal scope
  - professional indemnity and public liability insurance requirements
- responsibilities under relevant health and safety and animal welfare legislation and codes of practice
- principles of equine massage service provision, including:
  - practices to minimise safety hazards and risks
  - ethical and humane handling of horses
  - hygiene and biosecurity requirements
  - principles of client confidentiality
- suitability, efficacy and welfare implications of massage and physical therapy practices
- massage techniques and how to apply them, including:
  - effleurage and longitudinal gliding strokes
  - frictions and vibrations
  - kneading
  - petrissage and compressions
  - tapotement
  - deep direct pressure
- equine musculoskeletal system, including:
  - bones and joints
  - major bony landmarks surface anatomy and palpable bony landmarks
  - key function and features of fore and hind limbs, including distal limb and hoof capsule
  - key muscles and their actions, origin and insertion points
  - location of deep and superficial muscles
  - location of tendons, ligaments and soft tissues
  - function and anatomy of fascial sheaths
- physical conditions that can be relieved through massage, including muscle spasm/twitching, trapped nerves, tension
- horse responses to tension, release or discomfort, including:
  - evasive responses – fidgeting, shifting, flinching
  - head bobbing and lowering
  - licking, chewing and yawning
  - eye blinking
  - breath release, sighing

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    - breaking wind
- other therapies and equipment used in equine health and recovery
- health and safety hazards and controls when working in close proximity with horses, including:
    - use of safe, low stress handling techniques
    - use of personal protective equipment (PPE)
    - hygiene and infection control
    - zoonotic and infectious diseases, including those caused by bacteria, fungi, parasites and viruses
- techniques for effective client or carer interactions, including clear advice, collaborative communication and client confidentiality
- documentation requirements for recording massage therapy details:
    - client and horse records
    - referrals to veterinarian or equine service practitioner
    - insurance documentation.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live horses assessed as suitable for the experience and skills of the individual, as specified in the performance evidence
    - horse gear and PPE appropriate for activity
    - record-keeping formats
- relationships:
    - clients or carers as specified in the performance evidence.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine allied health practitioners
- *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMEQU511 Develop and implement an equine rehabilitation program

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to develop an equine rehabilitation or exercise program to implement and to support a client (owner/carer) to implement.

The unit applies to practitioners who provide massage or associated therapies as part of an allied health service for horses and other equines. They work autonomously and apply in-depth, technical knowledge and skills to provide and communicate solutions for predictable and unpredictable problems within their scope of professional practice.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry. Requirements vary between industry sectors and jurisdictions.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess client	1.1 Assess client goals, expectations and preferences using suitable

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements and scope of horse needs	questioning techniques 1.2 Use appropriate technique to assess horse condition 1.3 Develop and document an overview of horse for planning and re-evaluation purposes 1.4 Identify potential barriers to achieving client goals and expectations 1.5 Refer client to registered veterinarian or equine allied health professional, for services outside of scope of practice 1.6 Actively involve client in planning process, providing opportunities for questions and discussion of concerns
2. Develop rehabilitation program	2.1 Analyse and evaluate variety of rehabilitation methods and variables, including intensity, volume, frequency, load, repetitions and rest intervals 2.2 Determine rehabilitation method and equipment required to achieve goals 2.3 Develop equine specific strategies to overcome identified issues and enhance program success 2.4 Seek guidance from a registered veterinarian or equine allied health professional, as required 2.5 Document agreed plan of action and services to be provided 2.6 Clearly explain details of options and cost implications to client 2.7 Select techniques to evaluate the program
3. Conduct equine rehabilitation activities	3.1 Establish a safe environment, assemble equipment and resources and conduct safety and risk assessments 3.2 Conduct planned rehabilitation activities 3.3 Monitor horse to identify signs of discomfort, pain or fatigue and modify activities as required 3.4 Monitor activities for intensity, technique and safety, and modify activities, as required 3.5 Seek ongoing guidance from, or refer to, a registered veterinarian or an equine allied health professional as appropriate 3.6 Maintain and monitor records of progress, relevant to established goals and program plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Work collaboratively with client to implement equine rehabilitation program	4.1 Establish realistic expectations with client 4.2 Explain rehabilitation activities for client to implement 4.3 Provide clear and accurate instruction and demonstration of activities with use of equipment, and confirm client understanding 4.4 Provide support for duration of rehabilitation program 4.5 Reassess horse at agreed intervals, and adapt rehabilitation program to meet changing needs 4.6 Educate client to maintain and monitor records of progress, relevant to established goals and program plan
5. Evaluate program	5.1 Evaluate rehabilitation program at appropriate intervals 5.2 Measure progress using re-evaluation fitness and/or functional testing procedures 5.3 Request and respond to feedback from client 5.4 Identify rehabilitation program components needing emphasis, attention or modification 5.5 Maintain records of evaluation and modification of program

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.

Skill	Description
Reading	• Interpret information in technical texts relating to equine anatomy and physiology
Writing	• Use objective language and current industry terminology in written records • Complete workplace documentation using print-based and/or digital formats
Oral communication	• Use questioning and active listening to elicit and convey information appropriate for audience
Numeracy	• Collate and interpret data relating to intensity, volume, frequency, load, repetitions and time intervals

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEUQ511 Develop and implement an equine rehabilitation program	Not applicable	Created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMEQU511 Develop and implement an equine rehabilitation program

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- planned, documented, implemented and evaluated a rehabilitation or exercise program for two horses, each with different needs selected from the following:
  - tendon or ligament injury or condition
  - gait abnormality or lameness
  - muscular or neuromuscular condition
  - restricted joint mobility
  - injury or surgical recovery
- planned, documented, provided assistance and evaluated an equine rehabilitation program to be implemented by a client
- maintained accurate and detailed records for all equine rehabilitation programs above.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles and features of equine physiology, biomechanics, conformation and proprioception
- assessment techniques, including:
  - range of motion
  - symmetry in gaits
  - palpation techniques
  - horse body condition scoring systems
- common equine health problems and injuries requiring rehabilitation or exercise, noting conditions to be managed by veterinarians, including:

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    - acute injury
    - tendon or ligament injury
    - gait condition or lameness
    - muscular or neuromuscular condition
    - restricted joint mobility
    - bone and tissue healing
    - inflammation
    - pressure points from poorly fitting gear
    - neurological condition
    - surgical recovery
    - effects of aging
- evidence-based principles, techniques and contraindications for equine-specific therapeutic exercise, including:
    - physical manipulation
    - stretching exercises and joint mobilisation
    - neuro-muscular exercise training
    - application of modalities, including hot and cold therapies, laser therapy, ultrasound
- key features of equine physiology, including:
    - adaptations of horse body systems to exercise
    - basic principles of chemistry and biology relating to equine exercise and fitness
- equipment relevant for implementing a rehabilitation program, including:
    - horse gear and protective equipment
    - heart rate monitors
    - electronic tracking and recording devices, including GPS, video and camera functionality
    - rehabilitation aids, including blocks, resistance bands
    - rehabilitation equipment, including blocks, treadmills, swimming pools, video analysis
- techniques for evaluating rehabilitation or exercise program
- techniques for effective client interactions, including clear advice, collaborative communication and support strategies
- record-keeping:
    - client and horse records
    - referrals to veterinarian or equine service practitioner
- key requirements of animal welfare legislation relevant to the safe and ethical care of equines..

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live horses assessed as suitable for the experience and skills of the individual, as specified in the performance evidence
    - templates and formats for records and charts
- specifications:
    - legislation, regulations, codes of practice and standards relevant to equine allied health service provision in area of expertise
- relationships:
    - clients (owners/carers) as specified in the performance evidence.

Two Companion Volumes are available:

- *Companion Volume: User Guide: Equine Allied Health* provides delivery and assessment information tailored for equine allied health practitioners
- *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEQU512 Manage safe work practices in a horse establishment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Application

This unit of competency describes the skills and knowledge required to design policies and procedures to manage safe operation of a horse establishment.

The unit applies to individuals who have responsibility for health and safety and duty of care for workers and visitors to a horse establishment. They work autonomously, take responsibility for their own work and apply specialised knowledge and skills to provide and communicate solutions for predictable and unpredictable problems, including those unique to horse behaviour and interactions with horses.

Commonwealth and state/territory health and safety and animal welfare legislation, regulations and codes of practice relevant to interacting with horses apply to workers in this industry.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Design and implement	1.1 Identify compliance requirements in current health and safety and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
safe work policies, procedures and practices	other relevant legislation and codes of practice 1.2 Maintain knowledge of current trends, practices, technology and equipment related to safety in the equine industry 1.3 Design and document safe work policies and procedures to address compliance requirements 1.4 Develop record-keeping forms to support safe work procedures 1.5 Conduct comprehensive risk assessment, and evaluate current work practices against compliance requirements and documented policies and procedures 1.6 Prepare team training program to implement policies and procedures 1.7 Plan and schedule audits and emergency drills on a regular basis
2. Manage safe human and horse interactions	2.1 Oversee training of team in dynamic risk assessment, safety procedures, emergency drills and record-keeping relevant to work area and horses on property 2.2 Establish processes to involve team members in reporting and contributing to safety issues and improved practices 2.3 Implement risk assessment and suitability matching of horse to handler, rider or driver for activities involving horses 2.4 Model and reinforce safe work practices, and coordinate immediate responses to safety risks or situations 2.5 Advise external personnel of horse safety and biosecurity requirements relevant to purpose of their visit 2.6 Communicate procedures for emergency situations promptly and effectively to team and external personnel
3. Monitor safety related to horses	3.1 Assess risks associated with safety and security of stables, fences and other facilities, and implement risk control measures 3.2 Organise safety audits of horse gear and equipment, and oversee maintenance, repair and purchase of gear, as required 3.3 Manage safe storage and maintenance of chemicals, consumables and horse feed 3.4 Review emergency and first aid equipment on a regular basis and ensure functionality 3.5 Review appropriate husbandry, enrichment and/or education programs to optimise horse behaviour and welfare

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Analyse horse health, feeding and welfare records, and identify potential safety concerns and need for interventions 3.7 Oversee quarantine and isolation facilities and infection control and biosecurity arrangements
4. Oversee and maintain records	4.1 Establish a schedule for auditing and checking currency of records 4.2 Monitor information and trends within records to determine need to modify procedures or practices 4.3 Ensure records are accessible to relevant team members and stored securely 4.4 Document and report notifiable incidents according to legislative requirements

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.

Skill	Description
Reading	• Access and interpret complex textual information in legislation and formal documentation
Writing	• Prepare logically structured documents using print-based and/or digital formats, terminology and conventions specific to purpose and audience
Oral communication	• Use listening and questioning skills to elicit, clarify and confirm information using language appropriate for audience
Numeracy	• Prepare timeline and schedule for audits, drills or reviews • Analyse and interpret numerical data in relevant records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMEQU512 Manage safe work practices in a horse establishment	Not applicable	The unit has been created to address a skill or task required by industry that is not covered by an existing unit	Newly created

Links

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

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Assessment Requirements for ACMEQU512 Manage safe work practices in a horse establishment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed, implemented and monitored safe work practices and procedures for a horse establishment, including:

- sourced and interpreted relevant information about health and safety legislative and code of practice requirements
- developed and implemented an equine specific health and safety policy, and associated procedures and forms, for a horse establishment, covering the following:
  - staff induction, skill assessment and training
  - safe and ethical work practices interacting with horses
  - assessment to match the person to horse and the intended activity
  - assessing horse history and suitability for intended activity/use
  - use of personal protective equipment (PPE), safety equipment, manual handling
  - security of horses, property and facilities
  - movement of visitors, horses, other animals (where relevant) and vehicles on property
  - hygiene and infection control
  - first aid, and emergency and incident management
  - methods for maintaining current knowledge of equine industry trends, practices, technology and equipment related to safety
- communicated safety requirements and completed induction documentation for at least two team members and two visitors
- conducted safety and security checks of property facilities on at least two occasions
- monitored safety arrangements for humans and horses over a period of at least three months
- reviewed and evaluated records and made at least two changes to procedures or practices to improve safety.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key requirements of current codes of practice and legislative requirements relevant to health and safety, including:
  - hazard identification and risk-management processes
  - key principles, uses and components of the hierarchy of control measures, and procedures for applying in the workplace
  - safe interactions with horses
  - concept of due diligence, duty of care and responsibilities of duty holders and person conducting a business or undertaking (PCBU)
- key requirements of current codes of practice and legislative requirements for equine biosecurity and quarantine
- key requirements of current codes of practice and legislative requirements for animal welfare and ethical care of horses, including an overview of the concept of social licence to operate
- methods for maintaining current knowledge of equine industry trends, practices, technology and equipment related to safety, including:
  - subscriptions to sources of industry and safety communications
  - membership of industry association/s
- safe equine work practices covering:
  - staff induction, skill assessment and training
  - safe and ethical work practices interacting with horses
  - matching person to horse and the intended activity
  - assessing horse history and suitability for intended activity/use
  - use of PPE, safety equipment, manual handling
  - security of horses, property and facilities
  - movement of visitors, horses and other animals (where relevant), and vehicles on property
  - hygiene and infection control
  - first aid, and emergency and incident management and natural disasters
- record-keeping forms and systems
- organisational and legislative reporting requirements
- sources of templates, checklists and formats for recording and reporting safety requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:

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    - an equine workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - relevant legislation and codes of practice
    - formats for documenting policies, procedures and forms required for the performance and knowledge evidence
    - PPE appropriate for handler and activity
- specifications:
    - workplace procedures, legislation and codes of practice as specified in the performance evidence
- relationships:
    - team members and external clients required for the performance evidence.

The *Companion Volume: User Guide: Safety in Equine Training* provides advice and sample templates to assist assessors with the risk assessments that should be undertaken to help ensure the safety of all involved in the assessment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH301 Work within a zoological facility

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 work safely in a facility housing wildlife and comply with facility policies and procedures relating to security, animal interactions, communication and record-keeping.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Work effectively within a zoological	1.1 Identify the facility's key functions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
facility	1.2 Determine relationships between departments and individuals 1.3 Identify relationships with other bodies and agencies 1.4 Complete daily routines for a section or enclosure according to workplace health and safety and animal welfare requirements, and environmental work practices 1.5 Work collaboratively with team members to complete routine tasks, as required
2. Comply with animal interaction and security policies and procedures	2.1 Identify hazards and risks associated with interacting with animals at the facility and confirm suitable control measures 2.2 Select and use personal protective equipment 2.3 Identify areas of compliance relevant to personal role and responsibilities within facility animal interaction and security policies and procedures 2.4 Respond to incidents involving animals and/or people promptly according to facility procedures 2.5 Follow facility security procedures for entering and leaving animal enclosures 2.6 Participate in response to escaped animal/s incident or emergency according to facility procedures
3. Identify animals and handle or interact humanely	3.1 Use common and scientific names according to facility requirements to identify animals 3.2 Use distinguishing characteristics to identify specific animals within a group or section 3.3 Handle or interact with animals humanely and safely according to facility procedures and animal welfare standards and guidelines 3.4 Assist with the implementation of identification techniques
4. Communicate effectively and maintain accurate records	4.1 Document communications and keep accurate records according to facility information system requirements 4.2 Maintain and store records according to facility procedures 4.3 Communicate information efficiently and in a timely manner to supervisor and team members according to facility procedures and use of technologies

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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.

Skill	Description
Writing	• Complete workplace documentation using appropriate language and terminology
Oral communication	• Obtain information from others through active listening and questioning

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH301 Work within a zoological facility	ACMCAN301 Work within a captive animal facility	Title changed Reordered and updated performance criteria for clarity Foundation skills table updated Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEXH301 Work within a zoological facility

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- completed at least three daily section or enclosure routines or 'rounds', undertaking a total of at least four different work tasks commonly carried out in a zoological facility, selected from the following list:
  - preparing food for an individual animal or a group of animals
  - replenishing food stores or cleaning food storage areas
  - providing food and water to animals
  - cleaning bedding or housing areas
  - cleaning excrement from enclosure
  - maintaining or replacing enrichment items or activities
  - observing and recording indicators of animal health including presence of disease or injury
  - assisting with the administration of routine preventative health procedures or treatments
  - observing and recording specific animal behaviour for individual or social groups
  - taking and recording measurements, weights or other data relating to the animal
  - checking enclosure security for potential animal escapes or breaches in containment
  - checking for signs of entry of pest species
- communicated relevant information and completed required records for each task completed in the daily section routines or 'rounds' above
- identified two hazards and demonstrated risk controls related to animal interactions and security in the animal facility
- selected and used personal protective equipment
- participated in one response activity drill or simulation for escaped animal incident or emergency
- worked collaboratively with at least two team members undertaking routine tasks

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- applied safe, low stress and humane handling or interaction procedures for two different animals
- identified at least two different animals accurately using species-specific information and knowledge of distinguishing features.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for working in a zoological facility
- routine tasks relating to working within a section or enclosure in a zoological facility including:
  - preparing food for an individual animal or a group of animals
  - replenishing food stores or cleaning food storage areas
  - providing food and water to animals
  - cleaning bedding or housing areas
  - cleaning excrement from enclosure
  - maintaining or replacing enrichment items or activities
  - observing and recording indicators of animal health including presence of disease or injury
  - assisting with the administration of routine preventative health procedures or treatments
  - observing and recording specific animal behaviour for individual or social groups
  - taking and recording measurements, weights or other data relating to the animal
  - checking enclosure security for potential animal escapes or breaches in containment
  - checking for signs of entry of pest species
- functions of zoological facilities (conservation, education, recreation, research, breeding) in the context of:
  - World Association of Zoos and Aquariums (WAZA) and World Zoo Conservation Strategy (WZCS)
  - role of the International Union for Conservation of Nature and Natural Resources
  - Conservation Planning Specialist Group
  - Zoo and Aquarium Association (ZAA)
- principles of animal welfare, including positive states for:
  - nutrition
  - environment
  - health
  - behaviour
  - wellbeing – mental/affective state
- key compliance requirements of:
  - relevant animal/wildlife state or territory legislation, regulations and codes of practice and international agreements and conventions

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    - Australian Animal Welfare Standards and Guidelines
- animal taxonomy from species to family level
- characteristics and distinguishing features of animals housed in facility, including:
    - age, sex and size
    - coat or skin colours and texture
    - eye colour
    - markings, patterns and permanent scars
    - microchip, ear tags, tattoos and markings, and leg bands
- basic animal behaviour and the potential effects of captive care
- bodies and agencies that contribute to captive/exhibited animal care, including:
    - animal welfare and rescue groups
    - government departments and statutory bodies
    - industry associations, including Australian Society of Zoo Keeping (ASZK)
    - other animal facilities
    - research organisations
- personal protective equipment relevant to tasks and for infection control
- safe species-specific handling techniques for animals relevant to job role
- facility's policies and procedures, including animal interaction, security and emergency procedures
- communication procedures and record-keeping systems, relevant to the facility and the individual's work responsibilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a zoological facility
- resources, equipment and materials:
    - equipment and resources for working in a zoological facility
    - personal protective equipment relevant to task
    - live animals
    - record-keeping system
- specifications:
    - facility policies and procedures, covering animal interaction, security and emergency procedures
- relationships:
    - supervisor and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMEXH302 Support species population planning and management

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 support population planning and management for animals.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify species population planning	1.1 Identify the purpose of species population planning

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
practices and principles	1.2 Identify the types of species population management programs 1.3 Access and interpret connections between facility and regional species plans 1.4 Identify responsible personnel and relationships between facility and regional plans 1.5 Interpret key requirements of legislation relevant to species population planning 1.6 Identify the factors that influence species selection within the facility and types of actions needed to achieve planned population numbers
2. Identify and interpret data on species planning	2.1 Access animal inventories and information about species population planning from relevant facility databases or information systems 2.2 Interpret data and trends in facility and regional population plans
3. Assist with population planning activities	3.1 Support population planning activities within keeper section and duties 3.2 Identify and collect data and information for species plans 3.3 Record data for species planning processes applicable to role

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.

Skill	Description
Reading	• Interpret information in facility species plans, and review information about species population planning from a range of sources
Writing	• Record accurate information required for facility and regional population plans
Numeracy	• Collect and accurately record numerical data in animal keeping information management systems • Interpret numerical data in animal keeping information

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Skill	Description
	management systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH302 Support species population planning and management	ACMCAN303 Support collection management	Title changed Terminology updated throughout unit Reordered elements and reworded and new performance criteria for clarity Assessment requirements updated	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

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Assessment Requirements for ACMEXH302 Support species population planning and management

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- collected, recorded and interpreted data for at least two animals or a small population within the facility
- accessed and interpreted at least one facility and one regional species plan and identified:
  - the factors that influence selection of one species within the facility
  - value of current and planned numbers for the species
  - actions needed to achieve planned numbers
- carried out two routine tasks related to species population planning and management.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- routine tasks relating to species population planning and management including:
  - observing, monitoring and recording behaviour and social interactions
  - collecting data on individual animals age, gender, reproductive history and family connections
- purpose of population planning, including:
  - wildlife conservation
  - species recovery
  - species and small population management
  - regional monitoring
- common species population planning and management terms
- facility policies and requirements for species population planning
- purpose and application of facility animal information system and software

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- principles and practices for species population planning, including:
  - overview of Australasian Species Management Program (ASMP), including ASMP Regional Census and Plan, and ASMP guidelines and criteria for studbook keeping
  - international agreements and conventions such as the International Union for Conservation of Nature and Natural Resources conservation status categories
  - basic genetic principles for the management of animal populations, including small population biology and concepts of inbreeding and outbreeding
  - principles of taxonomy relevant to population planning and management
- key compliance requirements of relevant state/territory legislation relevant to species population planning, including:
  - animal welfare
  - environment protection and biodiversity
  - wildlife trade
  - biosecurity.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - individual animals or group of animals as specified in the performance evidence
  - equipment and resources for recording data
  - facility information management systems
- specifications:
  - facility and regional population plans
  - relevant policies and procedures relating to species population planning and management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH303 Prepare and maintain animal habitats

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 determine housing needs for animal species. It includes preparation, cleaning and routine tasks required to maintain the hygiene, safety and appearance of animal habitats, typically an enclosure or exhibit.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare	1.1 Identify behavioural, physical and social requirements of the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
species-specific housing or habitats	species 1.2 Identify safety and security requirements of animal enclosure for specific species 1.3 Identify and assess enclosure furniture and enrichment requirements for species 1.4 Prepare animal housing appropriate for species requirements
2. Implement animal housing maintenance routines	2.1 Identify and follow schedule for enclosure maintenance activities 2.2 Follow procedures for managing security and safety and animal wellbeing during maintenance activities 2.3 Maintain aesthetic qualities and furniture of enclosures or exhibits 2.4 Report areas requiring horticultural or maintenance attention 2.5 Confirm responsibility levels for horticultural or maintenance tasks and work schedule timelines in consultation with supervisor
3. Maintain enclosure hygiene and appearance	3.1 Prepare, implement and review cleaning regime for a section or individual enclosure or exhibit 3.2 Use and correctly fit personal protective equipment for cleaning, hygiene and infection control 3.3 Clean enclosures, equipment and furniture with minimum disturbance to animals 3.4 Detect and report pests according to facility procedures 3.5 Assist with environmentally safe and effective pest control 3.6 Maintain tools and equipment in safe working condition 3.7 Report and record enclosure or exhibit maintenance status

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.

Skill	Description
Reading	• Interpret information from facility procedures on animal housing

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Skill	Description
Writing	• Complete workplace documentation using appropriate language and terminology for enclosure or exhibit maintenance
Oral communication	• Use questioning and listening techniques to exchange and clarify information
Numeracy	• Collect and record numerical data in facility information management systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH303 Prepare and maintain animal habitats	ACMCAN304 Prepare and maintain animal housing	Changed title Minor changes to performance criteria and assessment requirements for clarity	Equivalent

Links

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

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Assessment Requirements for ACMEXH303 Prepare and maintain animal habitats

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the housing requirements for the safety and welfare of at least one species
- carried out routine enclosure cleaning and maintenance activities with minimal disturbance to animal on a minimum of three occasions
- recorded or reported on each of the above routine enclosure or exhibit cleaning and maintenance activities
- assessed current enclosure or exhibit and contributed three suggestions for improvements or refurbishment for one species.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features to consider in providing safe environments or enclosures for animals, including:
  - temperature, humidity, ventilation
  - lighting, noise level
  - natural behaviour opportunities, including social interactions, feeding and enrichment/stimulation
  - shelter, shade, protection from climate extremes
  - retreats, separation, quarantine areas
  - substrate materials, drainage
  - spatial dimensions
  - protection from predation
  - security for animals, staff and public

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- types of animal enclosures and related cleaning and maintenance requirements, including:
  - public exhibit and private housing areas
  - aquaria
  - aviaries
  - cages, habitat boxes
  - paddocks, walk-through or closed-off enclosures
- hazards and risks when handling captive animals, including:
  - animal bites, envenomation, kicks, scratches, crush injuries
- safe work practices, including:
  - types and use of personal protective equipment
  - use of maintenance equipment
  - handling and disposal of chemicals and biological waste
  - animal welfare and handling techniques and procedures for moving animals for enclosure maintenance
  - manual handling
  - hygiene, infection control, zoonotic disease
- pest identification and associated risks and controls.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace
- resources, equipment and materials:
  - equipment and resources used to maintain and clean animal enclosures
  - personal protective equipment suitable for activities
  - a range of animals and enclosures
- specifications:
  - facility policies and procedures, including exhibited animal interaction and emergency procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH304 Assist with capturing, restraining and moving animals

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 secure and handle animals, including assisting with the capture, restraint and herding or moving of animals in a manner that ensures human and animal safety and minimises negative impacts on animals.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan the capture and	1.1 Confirm location, species and identification of specific animals to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
restraint of animals	be captured and restrained 1.2 Apply animal training and conditioned behaviours or plan species-appropriate capture and restraint methods according to facility procedures 1.3 Participate in team briefing, confirming roles of individuals and risks involved to effect safe capture and restraint 1.4 Anticipate animal behaviour and reactions, and confirm indicators for abandoning capture or restraint attempt 1.5 Select species-appropriate equipment for capture or restraint and check working order
2. Capture, restrain and move animals	2.1 Use capture and restraint equipment in a safe, low stress and humane manner 2.2 Provide assistance to restrain animal for veterinarian or authorised personnel to administer chemical restraints, as required and according to job role requirements 2.3 Use species-specific techniques to handle, herd or move animals and minimise their stress 2.4 Monitor animals carefully for distress, injury or response to chemical restraint
3. Assist with animal transportation requirements	3.1 Prepare animals for transportation within or outside facility 3.2 Select and prepare transport containers appropriate to the species and to comply with appropriate live animal transport regulations 3.3 Follow protocols and facility procedures for shipment or transfer 3.4 Complete relevant documentation and reports accurately
4. Conclude capture, restraint and movement activity	4.1 Follow facility procedures for disposal of biological waste materials 4.2 Clean, maintain and store capture and restraint equipment 4.3 Participate in debriefing sessions with relevant personnel

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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.

Skill	Description
Oral communication	• Interact appropriately with a small group for briefing and debriefing • Discuss anticipated problems and risks and contribute to solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH304 Assist with capturing, restraining and moving animals	ACMCAN305 Assist with capturing, restraining and moving animals	Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent
ACMEXH304 Assist with capturing, restraining and moving animals	ACMCAS304 Capture, handle and transport companion animals	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

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Assessment Requirements for ACMEXH304 Assist with capturing, restraining and moving animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assisted in capturing, restraining and moving a minimum of three different animals using safe, humane species-specific methods and equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key requirements of facility procedures for capturing, restraining and moving animals, including:
  - emergency, security and escape procedures
  - workplace health and safety – hygiene, infection control, biosecurity, manual handling
- key animal welfare considerations for capturing, restraining and transporting animals
- species-specific information for animals that are captured, restrained and transported by the facility, including:
  - anatomical structures and physiological features
  - behavioural features – nature, defence mechanisms, stress response
  - animal husbandry requirements
  - handling techniques
- planning considerations for capturing, restraining and moving animals, including:
  - assessment of impact on animal and/or group
  - species-specific capture technique
  - restraint techniques – conditioned behaviour, physical and/or chemical (sedation/anaesthesia)
  - staff numbers and roles, including veterinary

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    - environment and climatic conditions
    - contingency plans in the event of escape
    - equipment required
    - safety issues for the public, team members and animals
    - time factors
- types, appropriate use and maintenance of equipment, including:
    - bags, nets, ropes, catch poles
    - transportation containers
    - visual barriers
- risks involved when handling animals, including:
    - animal bites, envenomation, kicks, scratches, intraocular contamination and crush injuries
    - biological hazardous waste and sharps injuries
    - handling of chemicals and biological waste, including disposal of deceased animals
    - manual handling, including carrying, lifting and shifting
    - release of infective agents, zoonotic diseases
    - slippery or uneven work surfaces
- key requirements of state/territory legislation, regulations, standards and protocols for transporting live animals, including:
    - Australian Animal Welfare Standards and Guidelines
    - International Air Transport Association (IATA) shipment requirements and protocols
    - relevant quarantine requirements for the external shipment of animals, including government department requirements for biosecurity and quarantine, import and export licences and Australasian Species Management Program (ASMP)
    - Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects a real workplace setting – this includes the use of mannequins and scenarios where assessment would be unsafe, impractical or unethical using live animals
- resources, equipment and materials:
    - a range of live animals or realistic mannequins
    - species-specific equipment and resources typically available in a captive animal facility
- specifications:
    - facility policies and procedures, key legislation, standards and regulations for transporting animals

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- relationships:
  - interactions with supervisor and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH305 Monitor animal reproduction

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 facilitate and monitor animal reproduction in accordance with the facility breeding and/or reproduction management plan. The breeding program may be for natural or artificially assisted reproduction.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify animal reproduction	1.1 Access and interpret facility animal population and/or reproduction management plans

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	1.2 Identify strategies within the approved plan/s to manage the population of relevant animal species
2. Interpret species-specific mating and reproduction behaviours	2.1 Identify features of sexually mature animals and conditions impacting on reproduction program 2.2 Identify courtship and mating behaviours of males and females and facility procedures for managing interactions 2.3 Recognise behaviours pre-birth and post-birth or post-hatching 2.4 Identify safety risks interacting with animals during mating or reproduction
3. Facilitate reproduction	3.1 Provide conditions and environmental cues conducive to reproduction and to meet species-specific requirements 3.2 Facilitate reproduction according to facility plan
4. Monitor breeding animals during the period of reproduction	4.1 Provide a suitable species-specific environment for breeding animals 4.2 Provide and monitor nutritional and health requirements 4.3 Record relevant data and observations for inclusion in reproduction management plan 4.4 Communicate required changes to husbandry regimes
5. Prepare and assist with birth or hatching	5.1 Provide suitable media to assist with birth or hatching 5.2 Monitor birth or hatching of young animals 5.3 Implement adequate safeguards to maximise the survival of offspring 5.4 Assess and manage post-birth or post-hatching behaviour 5.5 Assess breeding outcomes and recommend updates for inclusion in facility breeding plan

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.

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Skill	Description
Oral communication	• Use accurate industry terminology and active listening and questioning techniques, to clarify and confirm information related to breeding plan
Numeracy	• Use measuring equipment to collect data relating to length (mm, cm, m) and weight (g, Kg) • Record and analyse accurate mating and birthing data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH305 Monitor animal reproduction	ACMCAN306 Monitor animal reproduction	Expanded content in Elements 1 and 2 Assessment requirements updated	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

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Assessment Requirements for ACMEXH305 Monitor animal reproduction

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has undertaken the following activities according to facility breeding or population management plan for at least two different animals:

- provided environments conducive to reproduction
- observed and recognised signs of behavioural and physical changes associated with mating, reproduction and birth or hatching process
- recorded data and maintained records for each animal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- facility animal population or reproduction management plan, including species-specific strategies
- principles and practices of animal reproduction monitoring, including:
  - environmental processes that influence breeding, birth or hatching
  - factors that impact or interfere with reproduction/breeding program
  - seasonality and non-seasonality of reproduction
- reproductive cycle and anatomical structures and physiological features of sexual maturity in animals, including:
  - puberty
  - oestrus
  - metamorphosis in amphibians and invertebrates
  - parturition or hatching
- species-specific animal behaviours relating to reproduction, including:
  - courtship and mating behaviours of males and females

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  - olfactory signals
  - specific breeding calls
  - changes in dietary habits, fattening up
  - behaviours pre-birth and post-birth, hatching
  - normal and abnormal animal behaviour
- facility procedures relevant to animal reproduction, including:
  - managing animal interactions
  - animal introduction procedures and planning
  - safety interacting with animals during mating or breeding periods to avoid bites, kicks, scratches, envenomation and zoonoses
  - hygiene and infection control
- species-specific animal husbandry requirements related to breeding animals, including:
  - suitable environment for breeding
  - suitable media to assist with birth or hatching
  - housing requirements for mother and young, where relevant
  - diet, nutritional and health requirements
  - safeguards to maximise the survival of captive offspring
- data collection and record-keeping requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - live animals
  - equipment and resources typically available in an animal facility
- specifications:
  - facility policies and procedures relating to animal reproduction
- relationships:
  - co-workers and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH306 Rehabilitate native wildlife

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 provide immediate and recovery care and prepare rescued native wildlife for rehabilitation to natural environments.

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, wildlife protection and animal welfare regulations, legislation and standards that apply to the workplace.

Regulatory requirements apply to rehabilitating native wildlife but vary according to state/territory jurisdictions. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide immediate care for rescued animals	1.1 Select and use personal protective equipment appropriate for task 1.2 Handle native animals following organisational health and safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and animal welfare procedures 1.3 Follow organisational quarantine and disease control procedures 1.4 Identify animals and initiate emergency care according to organisational policies and procedures 1.5 Seek advice from supervisor or species coordinator and refer seriously injured animals to veterinary clinic for immediate treatment 1.6 Collect and record information on each animal according to legislative and organisational policies and procedures
2. Rehabilitate rescued animals	2.1 Apply suitable species-relevant rearing and recovery procedures 2.2 Provide diets similar to the natural diet of the species 2.3 Provide housing or habitat suitable for species and level of care required 2.4 Identify common problems experienced by rescued animals and options for treatment or euthanasia if required, as directed by veterinarian 2.5 Implement species-specific recovery procedures 2.6 Process deceased animals for research purposes according to legislative and organisational policies and procedures 2.7 Maintain documentation required in relation to rescued wildlife rehabilitation
3. Prepare animals for post-rehabilitation life	3.1 Evaluate options for returning mature animals to native habitat 3.2 Evaluate options for orphaned animals 3.3 Provide hunting or foraging skills development opportunities according to organisational policies and procedures 3.4 Provide socialising opportunities following organisational policies and procedures 3.5 Implement tactics to reduce human interaction

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.

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Skill	Description
Reading	• Interpret legislation and codes of practice relevant to animal capture and release • Interpret animal identification tags
Writing	• Record accurate details of animal health and history

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH306 Rehabilitate native wildlife	ACMCAN307 Rehabilitate native wildlife	Performance criteria updated for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEXH306 Rehabilitate native wildlife

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- documented a rehabilitation program for native animal species in reference to current industry practices, rehabilitation guides, husbandry manuals and other expert sources where relevant
- implemented a rehabilitation program for a minimum of two native animals and for each animal:
  - identified physiology, recovery and husbandry requirements for the species
  - used species appropriate handling techniques
  - provided appropriate husbandry and health care
  - prepared wildlife for post-rehabilitation life
  - handled deceased animals, as required
  - maintained accurate records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles, practices and objectives of native wildlife rehabilitation
- principles of animal welfare and ethics and key requirements of standards and guidelines covering native wildlife
- relevant organisational policies and procedures, including:
  - safe work and animal handling practices
  - hygiene standards, infection control and prevention of zoonotic diseases

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- key requirements of national, state or territory wildlife protection legislation and codes of practice relating to rehabilitating wildlife
- basic overview of wildlife ecology, including population dynamics, habitat selection, competition and predator–prey interactions
- types of wildlife typically rescued, including:
  - amphibians
  - birds
  - mammals
  - reptiles
- anatomical structures and physiological features of common native wildlife
- common problems experienced by rescued animals, including:
  - age-related health conditions
  - dehydration, heat stress
  - wildlife diseases, including parasites
  - problems associated with captive care, including stress and humanisation
  - malnutrition, poor body condition, loss of weight or gastric conditions
  - injuries and trauma, including attacks from other animals, hit by car, pollution, natural disasters
- initial emergency care activities to address breathing issues, external bleeding, immobilising fractures and treating dehydration and shock
- basic animal husbandry requirements and rehabilitation procedures for common native species, including:
  - care for young orphaned animals
  - accessing veterinary care and administering medication as directed
  - husbandry requirements, including diets and housing or habitats
  - infection and pathogen control
  - managing injuries
  - integrating with other same-species animals
  - minimising stress, providing warmth and shelter
- pathogens and their potential impact on the environment.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - live, native wildlife
  - equipment and resources appropriate to work undertaken to rehabilitate native wildlife

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- specifications:
  - organisational policies and procedures relevant to rehabilitating wildlife
  - relevant legislation and codes of practice relating to native wildlife rehabilitation
- relationships:
  - supervisor or species coordinator.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH307 Release native wildlife to the natural environment

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 successfully release native wildlife into their natural environment.

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, wildlife protection and animal welfare regulations, legislation and standards that apply to the workplace.

Regulatory requirements apply to releasing native wildlife but vary according to state/territory jurisdictions. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate options for release of native animals	1.1 Research habitat of native animals for release and identify and evaluate suitable release locations 1.2 Identify risks to released native animals and evaluate options to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	minimise risks 1.3 Develop release strategy according to organisation and regulatory requirements 1.4 Select, prepare and monitor release site in consultation with experienced personnel
2. Prepare for animal release	2.1 Assess animal's readiness to be released 2.2 Evaluate and implement monitoring devices or tactics 2.3 Complete documentation according to facility and regulatory requirements
3. Release and monitor native animals	3.1 Determine release day according to animal needs 3.2 Handle and transport animals safely and humanely to the release site using low stress techniques and appropriate equipment 3.3 Use release strategies according to animal's requirements 3.4 Monitor released animals where possible to confirm a successful return to their natural environment 3.5 Update records using facility information system

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.

Skill	Description
Writing	• Interpret and record routine data related to releasing native animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH307	ACMCAN308	Changed title	Equivalent

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Release native wildlife to the natural environment	Release native animals to natural environment	Minor changes to performance criteria for clarity Assessment requirements updated	

Links

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

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Assessment Requirements for ACMEXH307 Release native wildlife to the natural environment

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- released a minimum of two native animals into a natural environment, including (for each):
  - assessed the animal's readiness to be released
  - identified risks to the animal about to be released
  - safely transported animals and released at specified site
  - implemented monitoring devices or tactics
  - maintained accurate records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles, practices and objectives of native animal release
- principles of animal welfare and ethics and key requirements of standards and guidelines covering native wildlife
- relevant facility policies and procedures, including:
  - safe work and animal handling practices
  - hygiene standards, infection control and zoonotic diseases
- key requirements of national, state or territory wildlife protection legislation and codes of practice relating to releasing wildlife
- basic overview of wildlife ecology, including population dynamics, habitat selection, competition and predator–prey interactions
- indicators of animals' readiness for release:
  - being dehumanised

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    - displaying appropriate species behaviour
    - displaying normal physical features
    - recognising natural food sources and feeding independently
    - moving freely
    - recognising own species
    - socially adapted to survive in their natural state
    - used to exposure to natural elements
- consideration for releasing wildlife, including:
    - availability of a suitable release habitat and site, including practicalities of release in original area
    - appropriate equipment to safely and humanely transport wildlife
    - timing of release and consideration of species migratory patterns
    - weather conditions, season and time of day
- potential risks to wildlife being released
- risks working with animals in captive care, including:
    - animal bites, envenomation, kicks, scratches and crush injuries
    - biological hazardous waste and sharps disposal
    - handling of chemicals and medicines
    - manual handling, including carrying, lifting and shifting
    - zoonoses
- typical steps for release, including:
    - veterinary examination to ensure animals are clinically free of diseases and parasites
    - notifying relevant government departments
    - organising tagging, banding or marking for monitoring purposes
    - soft or hard release
    - releasing as near as possible to original habitat
    - releasing in the appropriate social group, where applicable to species
    - selecting appropriate weather, season and time of day
- types of animal monitoring devices and tactics
- types of data and databases to record and monitor status of species in the wild.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - live native wildlife
    - equipment and resources appropriate to work undertaken in an animal care facility

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- specifications:
  - access to organisational policies and procedures
  - access to relevant legislation, standards and codes of practice relevant to releasing native wildlife
- relationships:
  - interactions with team members, supervisor or species coordinator.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH308 Develop husbandry guidelines

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 research, consult with others and write facility husbandry guidelines for a particular species.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collate information for husbandry guidelines	1.1 Confirm requirements for husbandry guidelines and additional notes in consultation with supervisor 1.2 Research information relevant to the species to be included or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	referenced in the guidelines
2. Prepare facility husbandry guidelines	2.1 Prepare draft husbandry guidelines using organisational formats 2.2 Circulate draft of guidelines within the facility for comment and revise accordingly 2.3 Produce final document and distribute
3. Review and maintain husbandry guidelines	3.1 Monitor information for accuracy, relevance and currency 3.2 Update and improve guidelines in consultation with relevant personnel 3.3 Disseminate new information to staff 3.4 File or store guidelines according to facility practice

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.

Skill	Description
Reading	• Source and interpret husbandry manuals and published data on husbandry guidelines
Writing	• Document guidelines in an approved format and style and maintain version control • Use correct industry terminology, language and depth of information appropriate to the audience • Reference sources of researched information correctly
Oral communication	• Consult with supervisor and team members to clarify task and information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMEXH308 Develop husbandry guidelines	ACMCAN309 Develop institutional husbandry guidelines	Changed title Terminology updated (institution to facility) for consistency Reordered performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEXH308 Develop husbandry guidelines

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed husbandry guidelines for one animal species, covering the following:

- natural history, including taxonomy, conservation status, physical description and habitat
- and at least four of the following topics:
  - population information
  - housing and environment requirements
  - general husbandry
  - anatomy
  - health care
  - behaviour
  - introductions and removals
  - nutrition and feeding
  - reproduction and breeding management
  - artificial incubation and rearing
  - handling and transport.

In doing so, individuals must have:

- researched, collated and analysed information relating to the species
- discussed and collaborated with team members and supervisor on the development and content of the husbandry guidelines
- documented and presented husbandry guidelines in a facility approved format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- processes for developing facility animal husbandry guidelines, including:
  - research methods and facilities
  - verifying and referencing researched information
  - report formats and presentation of information, including an overview of the topics generally covered in husbandry guidelines
- key information to include in animal husbandry guidelines, including:
  - biology and husbandry of species in a animal care environment
  - genetic principles for the management of animal populations
- workplace database programs for record-keeping and data analysis
- sources of information to reference or inform husbandry guidelines, including:
  - facility policies and procedures, including species stocking policies
  - regional and facility collection plans and policies
  - relevant federal, state or territory legislation and codes of practice
  - relevant state/territory animal welfare regulations
  - Australian Animal Welfare Standards and Guidelines.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - office technology to research and document the animal husbandry guidelines
  - organisational templates or formats
- specifications:
  - access to facility policies, procedures and guidelines
  - access to relevant state/territory legislation and regulations and animal welfare standards
- relationships:
  - supervisor and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH309 Contribute to exhibit design and renovation planning

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 contribute to exhibit design and renovation planning.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess exhibit status	1.1 Identify current species-specific standards for exhibits and facility

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	goals or plans for exhibit 1.2 Review exhibit security for animals, staff and the public according to facility safety and security procedures 1.3 Assess exhibit structure and furnishings in relation to promotion of positive animal welfare and animal's ability to express natural behaviours 1.4 Review exhibit aesthetics and access from the perspective of public perception, facility goals and animal needs 1.5 Assess condition, functionality and safety of exhibit furnishings 1.6 Document recommendations for exhibit design or renovation upgrades
2. Assist with exhibit design and renovation planning	2.1 Review enclosure and exhibit development and renovation proposals 2.2 Discuss and contribute to facility concept briefs for the design or renovation of enclosures and exhibits

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.

Skill	Description
Oral communication	• Use active listening and questioning techniques to clarify exhibit design and renovation plans with others
Numeracy	• Complete area and volume calculations relating to enclosure and exhibit designs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH309	ACMCAN310 Assist	Changed title	Equivalent

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Contribute to exhibit design and renovation planning	with exhibit design and renovation planning	Minor edits to performance criteria for clarity	

Links

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

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Assessment Requirements for ACMEXH309 Contribute to exhibit design and renovation planning

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assisted with exhibit design and renovation planning for one enclosure or exhibit, including:

- assessed current exhibit status and submitted upgrade recommendations
- contributed at least two recommendations to a concept brief for new or renovated exhibit or enclosure.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices of animal exhibit or enclosure design and renovation planning, including:
  - positive animal welfare
  - naturalistic landscaping
  - horticulture, including basic working knowledge of exhibit plants and weeds
  - aesthetics, function and effects of introduced fixtures and features
  - educational and interpretive functions of enclosures
- security and safety of exhibits, including:
  - public areas and back of house areas
  - access and control principles
- animal biology and husbandry requirements relevant to enclosures and exhibits
- principles of animal welfare and ethics, including:
  - ability to express natural behaviours
  - species-specific requirements of exhibits or enclosures
  - environmental enrichment related to exhibit species

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- relevant legislation and codes of practice and facility policies and procedures, including:
  - health and safety
  - animal welfare and ethics
  - hygiene standards
- facility goals and plans relating to exhibits or enclosures
- industry standard exhibit or enclosure requirements for relevant species.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - animals and exhibits or enclosures
  - equipment and resources appropriate to work undertaken in a captive or exhibited animal facility
- specifications:
  - facility policies and procedures
  - legislation, codes of practice and industry standards for exhibits or enclosures.
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH401 Implement species population planning and management

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 develop and monitor the implementation of an animal population management plan, by ensuring extensive liaison with internal and external personnel and assisting in the development of facility policies, manuals and records in species management.

The unit applies to senior team members with zoo keeping, wildlife care, aquarium or related experience who generally supervise others and provide and communicate solutions to a range of predictable and unpredictable problems. Tasks may vary in scale from individual animal welfare to social group management, working across a range of programs or animal groups in the facility.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Action current species population plan	1.1 Determine activities required to implement species population plan within designated area 1.2 Communicate information about activities required to achieve species population plan to section staff 1.3 Implement and monitor requirements related to breeding activities according to species population plan 1.4 Communicate with relevant internal and external personnel regarding species reproductive activity and breeding environment 1.5 Select animals for transfer between facilities according to objectives of facility species population plan and regional plan 1.6 Manage animal transactions and security to comply with animal transport and biosecurity regulations and legislative requirements
2. Maintain and review species population information and records	2.1 Maintain accurate records of animal breeding/transactions for designated area according to facility policies and procedures 2.2 Update in-house husbandry manual or studbook according to facility procedures 2.3 Monitor species population data and information, identifying trends and successes and challenges 2.4 Determine if changes to activities are required to meet objectives of facility and regional species population plans
3. Research information on species population planning and management	3.1 Research information about relevant species from a range of sources, including animal databases, inventories and studbooks 3.2 Liaise with internal and external personnel about species population planning and management 3.3 Consider recommendations of Taxon Advisory Groups in managing the species population, including acquiring and disposing of animals 3.4 Evaluate characteristics and merits of each species in the population plan 3.5 Prepare recommendations for improvements to species population plan and management
4. Provide input to population management planning and policy	4.1 Present recommendations based on the analysis and review of the population plan to curator or management 4.2 Assist curator or management with development of animal population planning policy 4.3 Provide information or assistance to regional and international

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	studbooks and management plans 4.4 Prepare reports and present to curator or management according to facility policies and procedures

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.

Skill	Description
Reading	• Access technical advice to increase knowledge of species requirements and population planning and management
Oral communication	• Use industry terminology and concepts to obtain and convey information relevant to species population planning and management
Numeracy	• Interpret and analyse data and trends from a range of sources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH401 Implement species population planning and management	ACMCAN401 Implement collection management	Redesigned unit merging *ACMCAN401 Implement collection management* and *ACMCAN502 Develop and monitor collection management* to reduce duplication Content updated to reflect industry practices	Not equivalent

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ACMEXH401 Implement species population planning and management	ACMCAN502 Develop and monitor collection management	Redesigned unit merging *ACMCAN401 Implement collection management* and *ACMCAN502 Develop and monitor collection management* to reduce duplication Content updated to reflect industry practices	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

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Assessment Requirements for ACMEXH401 Implement species population planning and management

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- actioned activities to implement one species population plan for designated area, including:
  - coordinated animal breeding and/or transfer activities
  - communicated information to staff on species population plan
  - maintained accurate records and documentation relating to species population plan
- researched and contributed information for species population plan for designated area, including:
  - liaised with and accessed technical information from internal and external personnel
  - analysed data and managed animal records
  - provided recommendations for population planning to management.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and objectives of population management, including:
  - breeding or population control
  - transfer of animals, species stocking
  - wildlife conservation
  - species recovery
  - population planning requirements
  - taxonomy and relevance to population management

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- facility population planning policies and procedures, master plan and other relevant policies
- key requirements and guidelines of Australasian Species Management Program (ASMP):
  - Regional Census and Plans
  - criteria for studbook keeping
- role of the Zoo and Aquarium Association in population management
- working knowledge of international agreements, conventions and conservation status categories, including:
  - World Zoo Conservation Strategy
  - International Union for Conservation of Nature and Natural Resources
- animal welfare principles and ethics related to population management, including:
  - Australian Animal Welfare Standards and Guidelines for Exhibited Animals
  - state/territory regulations including native wildlife protection
- compliance requirements of state/territory legislation relevant to species population planning, including:
  - animal welfare
  - environment protection and biodiversity
  - wildlife trade
  - biosecurity
- animal identification to the sub-species level
- species-specific biology and husbandry of animals in designated area
- breeding and genetic concepts, including:
  - concepts of inbreeding and outbreeding
  - genetic principles for the management of species in captive care
  - importance of breeding coefficients
  - small population biology
  - species stocking policies
- facility approved breeding and population control methods, including:
  - fertility control – permanent or temporary; removal of nesting opportunities, removal and/or manipulation of eggs
  - separation of males and females during breeding; keeping single sexes
  - approved transfer of animals; euthanasia
- information management requirements, including:
  - features of studbooks and animal husbandry manuals
  - types of animal information management software
  - database programs for record-keeping and data analysis
  - formats for species population management plans and reports.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - facility animal information management system, database or inventories
  - studbooks and husbandry manuals
- specifications:
  - facility policies and procedures and relevant ASMP Regional Census and Plan
- relationships:
  - internal and external personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH402 Oversee enclosure or exhibit operations

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 coordinate enclosure or exhibit operations, including supervising staff and managing animal care. It includes contributing to enclosure or exhibit refurbishment or renovation projects.

This unit applies to senior team members with zoo keeping, wildlife care, aquarium or related experience who generally supervise others and provide and communicate solutions to a range of predictable and unpredictable problems. Tasks may vary in scale from individual animal welfare to social group management, working across a range of programs and/or animal groups in the facility's collection.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Supervise enclosure or	1.1 Identify personnel, material and equipment required to manage

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
exhibit staff	and maintain the enclosure or exhibit 1.2 Develop and coordinate rosters to balance job requirements, responsibility levels and skill development opportunities 1.3 Recruit staff as required and conduct enclosure or exhibit induction 1.4 Communicate enclosure or exhibit operational procedures and enforce safe work practices for all staff 1.5 Review work operations and improve operational efficiency 1.6 Identify staff skills and knowledge gaps and arrange training according to facility policy
2. Supervise animal care and housing operations	2.1 Assess and evaluate animal care strategies in consultation with carers, keepers and other relevant staff members 2.2 Monitor enclosure or exhibit security and safety and animal care and welfare requirements 2.3 Initiate urgent works and schedule routine activities 2.4 Implement environmentally safe pest control procedures according to facility procedures 2.5 Monitor animal care and operations within the enclosure or exhibit 2.6 Update enclosure or exhibit procedures and records according to facility requirements
3. Contribute to enclosure and exhibit refurbishment or renovation projects	3.1 Assess current enclosure or exhibit performance in relation to security, safety and animal welfare in consultation with team members 3.2 Research options to address identified needs of enclosure or exhibit 3.3 Identify facility strategic plans and policies and assess factors that may impact on commissioning of new work in enclosures or exhibits 3.4 Review and prioritise refurbishment or renovation options for enclosure or exhibit 3.5 Present findings to project team and/or management and incorporate feedback

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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.

Skill	Description
Writing	• Produce operational documents that communicate clear information to the audience
Oral communication	• Interact effectively with staff to ensure work is completed in a timely and safe manner • Present proposals to team or management with confidence
Numeracy	• Estimate costs of works • Use accurate measurements and scale in refurbishment or renovation plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH402 Oversee enclosure or exhibit operations	ACMCAN402 Manage enclosures and exhibits	Redesigned unit merging *ACMCAN402 Manage enclosures and exhibits* and *ACMCAN501 Contribute to enclosure and exhibit design or renovation projects* to reduce duplication Content updated to reflect industry practices	Not equivalent
ACMEXH402 Oversee enclosure or exhibit operations	ACMCAN501 Contribute to enclosure and exhibit design or renovation projects	Redesigned unit merging *ACMCAN402 Manage enclosures and exhibits* and *ACMCAN501 Contribute to enclosure and exhibit design or renovation projects* to reduce duplication Content updated to reflect industry practices	Not equivalent

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Links

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

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Assessment Requirements for ACMEXH402 Oversee enclosure or exhibit operations

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- coordinated the operations of an animal enclosure or exhibit, including:
  - supervised and reviewed the work operations of one or more people working in an enclosure or exhibit on a minimum of two occasions
  - prepared a schedule and implemented routine operational and maintenance activities over one shift, including a pest control activity
  - submitted a proposal containing at least two detailed recommendations to refurbish or renovate an enclosure or exhibit
  - maintained accurate records for the enclosure or exhibit according to workplace practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles, practices and purpose of enclosure and exhibits management, including:
  - security and safety for people and animals
  - specialist enclosures for different animals
  - educational and interpretive functions of enclosures
  - environmental enrichment related to animal
  - landscaping and horticulture to allow natural animal behaviour
  - housing for breeding animals or surplus animals
- facility practices for recruiting and training staff
- facility processes for scheduling, rostering and coordinating staff
- principles and protocols for enclosure or exhibit design, including aesthetics, function and effects of introduced fixtures and features

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- materials and equipment used in enclosures and exhibits, including:
  - enrichment materials and equipment
  - horticultural materials
  - bedding and nesting materials
- features of facility master plan and population management policy
- types of enclosures or exhibits for animals in care
- enclosure or exhibit maintenance requirements, including:
  - pest identification and management techniques
  - cleaning techniques, schedules and routines
- animal biology and husbandry requirements relevant to enclosure or exhibit species
- animal husbandry manuals and record-keeping requirements
- relevant facility policies and procedures for managing enclosures or exhibits, including:
  - health and safety and emergency procedures
  - hygiene standards – cleaning and infection control
  - handling and disposing of biohazardous waste
  - containment, quarantine and biosecurity
- animal welfare principles and ethics related to enclosures or exhibits, including:
  - Australian Animal Welfare Standards and Guidelines for Exhibited Animals
  - state/territory regulations.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - animal enclosure or exhibit
  - equipment and resources appropriate to work undertaken in the enclosure or exhibit
- specifications:
  - facility policies and procedures relating to enclosure or exhibit management
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH403 Design and evaluate interpretive and learning programs

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 develop and evaluate interpretive and learning programs for an animal facility to provide exemplary learning opportunities that connect people to nature and animals.

This unit applies to experienced or senior team members who generally supervise others and provide and communicate solutions to a range of predictable and unpredictable problems. Tasks may vary in scale across a range of programs and/or animal groups in the facility's collection.

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

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and design	1.1 Review learning and interpretive policies and assess whether

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
interpretive and learning programs	program objectives meet the strategic plan 1.2 Establish priorities for interpretive and learning programs in consultation with management 1.3 Identify and access internal and external resources to assist with development of specific program content 1.4 Design programs to meet the learning objectives of the target audience in consultation with relevant personnel 1.5 Present draft program designs to management
2. Develop and deliver interpretive and learning programs	2.1 Develop communication methods and materials noting relevant safety and security requirements 2.2 Train staff members and provide ongoing professional development to deliver and support the programs 2.3 Trial programs where appropriate and incorporate feedback into the final draft 2.4 Promote and display programs according to facility policies and procedures
3. Review and evaluate the programs or materials	3.1 Present programs or other interpretive material to relevant client groups 3.2 Collect, collate and analyse feedback from a variety of sources 3.3 Improve and update programs or displays according to facility policies and procedures

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.

Skill	Description
Writing	• Prepare, structure and sequence written plans of learning and interpretive programs
Oral communication	• Engage and facilitate learning with community groups that have different needs

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEXH403 Design and evaluate interpretive and learning programs	ACMCAN405 Design and evaluate interpretive and learning programs	Minor changes to performance criteria for clarity Assessment Requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMEXH403 Design and evaluate interpretive and learning programs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has designed and evaluated at least one interpretive and learning program, including:

- trialled and delivered an interpretive and learning program to two different audiences on two separate occasions
- reviewed and improved one interpretive and learning program, based on feedback.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose, principles and practices of animal interpretive and learning programs
- facility education and media policy and strategies
- Zoo and Aquarium Association education policy and support materials
- types of programs, including:
  - conservation/management programs
  - family learning programs
  - outreach programs
  - preschool and community programs
  - school excursion programs
  - interactive programs – 'zoofaris'
- features of interpretative and learning programs, including:
  - instructional design principles
  - basic interpretive theory
  - subject matter for interpretive and learning programs
- program and presentation delivery techniques, including:

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  - public speaking techniques
  - group presentation techniques
  - customising content to suit audience
  - use of media, visual aids and presentation equipment
  - techniques for engaging audience
- delivering interpretive and learning activities, including:
  - briefing to participants
  - exhibit design
  - preparation and monitoring of the animal/s
  - animal welfare and safe animal handling techniques
- key features of facility policies and procedures relevant to interpretive and learning programs, including:
  - education policy
  - media policy
  - facility health and safety and emergency procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - facility policies and procedures for education programs
- relationships:
  - manager and team members
  - audiences as specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMEXH404 Assist in establishing and maintaining a zoological plantation or plant production system

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 assist other personnel, such as horticulturists, to establish and maintain a plantation or plant production system for animal feed and enrichment requirements.

This unit applies to senior team members with zoo keeping, wildlife care or related experience who generally supervise others and provide and communicate solutions to a range of predictable and unpredictable problems. Tasks may vary in scale from individual animal welfare to social group management, working across a range of programs and/or animal groups in the facility's collection.

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.

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

Pre-requisite Unit

Nil

Unit Sector

Exhibited Animals (EXH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify plant requirements	1.1 Identify and source plant or plantation requirements for animal species 1.2 Identify requirements of a plantation or plant production system 1.3 Identify unsuitable or toxic plants for relevant species and common pests or diseases related plantation or production system plants
2. Assist with plantation or plant production system	2.1 Support plantation or plant management strategies according to facility policies and procedures 2.2 Conduct daily activities related to plantation or potted plants according to safe work practices
3. Harvest plants for animal requirements	3.1 Calculate animal food or enrichment requirements 3.2 Harvest plantation or potted plants according to animal requirements 3.3 Advise personnel about maintaining the plantation or plant production system to meet animal requirements 3.4 Maintain and store records according to facility policies and procedures

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.

Skill	Description
Numeracy	• Identify the nutritional content of various plantation or potted plant food and calculate requirements to suit specific needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMEXH404 Assist in establishing and maintaining a zoological plantation or plant production system	ACMCAN406 Assist in establishing and maintaining a plantation	Changed title Expanded performance criteria to include plant production system Assessment requirements updated	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

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Assessment Requirements for ACMEXH404 Assist in establishing and maintaining a zoological plantation or plant production system

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified dietary, plant feed or enrichment requirements for at least one animal species
- assisted in establishing and maintaining plant feed or enrichment requirements, for a species or designated section, from a plantation or plant production system, including:
  - worked effectively with others during activities, including horticulturalists
  - harvested accurate quantity of plants to meet animal requirements
  - maintained records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- objectives of a plantation or plant production system program
- types of plant foods derived from plantation or plant production system, including:
  - foliage, browse
  - flowers
  - nectar
- basic physiology of required plant species
- plant identification and key features of relevant flora species
- pest and disease identification and management techniques
- relevant facility policies and procedures, including:
  - workplace health and safety
  - animal welfare
  - hygiene standards

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- safe work practices
- risks associated with plantation or plant production work, including:
  - hazardous waste
  - handling of chemicals and fertilisers
  - manual handling, including carrying, lifting and shifting
  - noise and moving parts of machinery or equipment
  - slippery or uneven work surfaces
- toxic plants and substances, including control factors affecting toxicity and protocols for suspected animal poisoning
- zoological horticulture principles and practices.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a zoological plantation or plant production system
  - equipment and resources appropriate to work undertaken in a plantation or plant production environment
- specifications:
  - facility policies and procedures relevant to plantation or plant production
- relationships:
  - other team members, including horticulture personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR305 Perform welding tasks using a forge

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to determine welding requirements, prepare materials and carry out routine welding of either mild steel or aluminium using a forge. Welding in this unit is not required to meet the *AS/NZS 1554 General Purpose Standard.*

The unit applies to individuals who perform welding relevant to farriery services across different equine industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify work requirements	1.1 Interpret instructions to determine task and time requirements 1.2 Identify welding or bending requirements from specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify locations of welds according to specifications
2. Prepare materials for welding	2.1 Calculate the amount of metal required for bending or welding 2.2 Clean and prepare materials using tools and techniques appropriate for task 2.3 Identify, fit and use personal protective equipment according to health and safety in the workplace procedures
3. Prepare and manage fire for welding	3.1 Select fuel and prepare tools to manage the fuel source 3.2 Set up forge according to workplace procedures 3.3 Manage the fire to maintain its effectiveness as a forge 3.4 Identify the correct forge heat for particular operations 3.5 Assess and control risks relating to preparing and managing fire for welding according to health and safety in the workplace procedures
4. Carry out farriery welding tasks using a forge fire	4.1 Apply and control heat to the material to be forged 4.2 Carry out farriery welding tasks using welds and tools appropriate for task 4.3 Extinguish the forge fire safely and complete clean-up procedures 4.4 Dispose of waste material safely according to workplace procedures

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.

Skill	Description
Reading	• Interpret symbols and diagrams in welding instructions
Numeracy	• Estimate time to complete activities • Monitor temperature gauges
Navigate the world of work	• Take responsibility for adherence to work health and safety requirements relating to welding activity and work area

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Skill	Description
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to carry out welding tasks, judging correct welding heat to perform process on selected material • Monitor safety and risk factors during welding operations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR305 Perform welding tasks using a forge Release 2	ACMFAR305 Perform welding tasks using a forge Release 1	Changes to assessment requirements	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR305 Perform welding tasks using a forge

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has performed four distinct farriery welding tasks using both steel and aluminium, using a gas forge and/or a solid fuel/coke forge. For each task the individual must have:

- identified requirements and specifications, and prepared materials for welding
- selected and correctly fitted personal protective equipment (PPE)
- prepared and managed fire for welding
- completed tasks according to specifications and within designated timeframe.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of forges and fuel, including:
  - solid fuel - coke, coal or charcoal
  - LPG gas
- equipment used in welding tasks for farriery activities, including:
  - anvil and stand
  - welding flux
  - hand tools for fire welding
- principles and practices for welding using a forge, including:
  - materials to be welded and how they react to heat
  - process of welding by forge-produced heat including different heat levels
  - tools appropriate for different types of forges
- types of welding tasks, including:

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  - bending
  - drawing down
  - forge brazing
  - forge welding - straight scarf and diagonal scarf welds
  - punching and drifting
  - upsetting or jumping up
- safe work practices, including:
  - manual handling
  - types of PPE
  - use of fire and dangers to operators
  - use of bottled gas
  - dry and ventilated location
  - emergency procedures
  - safe disposal of waste materials
  - workplace health and safety requirements relating to use of forges.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - forge (gas and/or solid fuel) and associated tools and equipment
  - PPE correctly fitted and applicable to tasks for individual
  - materials for welding
- specifications:
  - work instructions for welding tasks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR307 Make standard shoes for a range of equines

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to make standard shoes to specifications for a range of healthy equines.

The unit applies to individuals who use specialised knowledge and technical skills to make shoes to perform farriery services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select resources and	1.1 Select the materials and hand tools for the technique to be

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
materials for making standard shoes	used 1.2 Identify, fit and use personal protective equipment according to health and safety in the workplace procedures 1.3 Check tools and equipment are in good order and repair or replace according to workplace procedures 1.4 Identify common steel types for making shoes 1.5 Identify dimensions used in standard shoes for healthy equines
2. Determine specific shoe requirements	2.1 Determine the most suitable shoe, its dimensions and the appropriate steel for a particular equine and its work 2.2 Measure equine fore and hind feet, using safe handling techniques, and make allowance for a range of variants 2.3 Determine and record specifications for the required shoes according to equine requirements
3. Make sets of standard shoes	3.1 Determine and cut the steel length required from measurements and specifications 3.2 Heat steel in the forge to a malleable working temperature 3.3 Maintain the forge fire at working temperature and monitor potential hazards and risks 3.4 Perform standard steps in making shoes, including the marking, fitment, shaping and finishing of the shoe according to equine requirements 3.5 Use correct posture and balance when using tools to perform activities 3.6 Perform final fitting, check fit against quality standards and make any required alterations to obtain optimum final fit

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.

Skill	Description

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Skill	Description
Writing	Record shoe specifications for individual equines in workplace register or documentation
Numeracy	• Use measuring devices and take measurements accurately • Monitor temperature gauges
Navigate the world of work	• Take responsibility for adherence to workplace and safety requirements relating to own role and work area
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to make shoes for a range of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR307 Make standard shoes for a range of equines Release 2	ACMFAR307 Make standard shoes for a range of equines Release 1	Minor changes to clarify intent of unit. Assessment requirements updated.	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR307 Make standard shoes for a range of equines

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- assessed shoe needs and produced shoe specifications
- organised resources and materials, and maintained forge fire at appropriate temperature
- made one set (front and hind) of plain stamped shoes and one set of fullered shoes
- made three different modifications or alterations to standard shoes from the following list to ensure optimal fit for healthy equines:
  - stud holes
  - roller toe, rocker toe, square toe
  - wedged heel, extended heel, trailer heel
- adjusted shoes to ensure correct fit.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- shoes required for a range of equines, including:
  - sizes, styles and types
  - hand made
  - reasons for use of various metal types and dimensions in shoe making
  - gauge of steel and weight of shoe
- considerations and variants that apply in making shoes to fit an individual equine, including:
  - type or breed of equine
  - level of work or discipline of equine

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    - gait and movement of the hoof wall with weight bearing
- process for making shoes, including:
    - marking the length and cutting the bar stock
    - creating the toe bend
    - marking and punching the nail holes
    - levelling the shoe
    - forming and finishing the heels
- quality standards in fitting shoes, including:
    - fit, balance and comfort of shoe
    - nail holes - size, position and security
    - no burrs or sharp edges
- safe work practices, including:
    - safe handling techniques for equines
    - manual handling
    - using personal protective equipment (PPE)
    - use of flammable materials and equipment
    - use of chemicals and quenching materials
    - safe disposal of wastes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - various compliant and manageable equines, assessed as suitable for the skill and experience of the candidate or appropriate simulation such as equine cadaver legs
    - forge and welding resources
    - equipment, tools and materials needed to make shoes for equines
    - PPE correctly fitted and appropriate for task for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR313 Trim equine hooves

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to handle equines safely and trim hooves using appropriate techniques and tools.

The unit applies to individuals who trim equine hooves for shoes and/or natural hooves. They take responsibility for their own work and apply knowledge and practical skills to trim equine hooves as part of the hoof care plan.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to trim equine hooves	1.1 Carry out a basic risk assessment of equine behaviour and environmental hazards and take steps to control risks 1.2 Prepare and set up tools and equipment according to workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Identify, fit and use personal protective equipment according to health and safety in the workplace procedures 1.4 Select a safe handling and control method suitable for the individual equine 1.5 Observe and assess equine physique, stance and gait prior to trimming
2. Assess hoof condition	2.1 Adopt a safe working position for self and equine balance and comfort 2.2 Lift, hold and clean equine feet to assess hoof condition 2.3 Remove shoes safely using appropriate tools and methods if equine is shod 2.4 Assess gait, balance of hoof and the wear patterns of the shoes and/or hooves to inform future hoof care plan 2.5 Examine the hoof thoroughly checking for damage, abnormalities, pathologies and foreign objects 2.6 Consider workload levels, environment and diet that impact on equine welfare as part of the hoof care plan
3. Trim equine hooves safely	3.1 Select appropriate trimming technique for individual equine 3.2 Use appropriate tools and technique to trim fore and hind hooves 3.3 Trim hooves within limits of safe trimming margins, according to hoof care plan and industry standards 3.4 Apply hoof treatment medication or products, according to the hoof care plan or veterinarian instructions 3.5 Recognise conditions that require referral to a registered veterinarian
4. Carry out post-hoof trimming activities	4.1 Review finished work against hoof care plan 4.2 Review gait and discuss any changes to initial assessment with equine owner or carer 4.3 Ensure working area is tidy and free of hazards and tools are cleaned and stored safely according to workplace standards 4.4 Finalise business transactions and discuss need for any future visits with client

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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.

Skill	Description
Oral communication	• Use questioning and active listening techniques to participate in conversations with equine owners or carers providing clear and firm advice relating to equine hoof care plan, health and welfare
Navigate the world of work	• Follow industry procedures and codes of practice, including safety and animal welfare requirements, relating to own role and work area • Demonstrate duty of care to self and others when interacting with equines
Get the work done	• Plan, organise and sequence tasks, and assemble tools to carry out trimming taking safety and risk factors into consideration • Assess equine hoof condition and deal with contingencies relating to trimming equine hooves

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR313 Trim equine hooves	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMFAR313 Trim equine hooves

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- trimmed and provided hoof care to the fore and hind limbs of at least four equines of different ages, and work or discipline requirements
- demonstrated safe handling techniques and position for trimming hooves of each equine.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose of trimming equine hooves, including:
  - importance of hoof balancing when trimming
  - effects of trimming on the stance and movement of the equine
  - limits of safe trimming and reasons why these must not be exceeded
- requirements and techniques for trimming barefoot hooves and trimming for shoes and other hoof protection
- how to recognise irregularities in basic equine movement and gaits
- tools and techniques for trimming equine hooves, including for:
  - fore and hind limbs
  - shod and unshod/natural hoof
- importance of tool maintenance and techniques for sharpening tools
- features and variables of hoof care plans, relating to:
  - equine age
  - type of equine
  - work activity and load
  - performance discipline
  - environment and/or diet
- role and effect of products or devices designed to improve foot health
- role of topical hoof care products, including:

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  - how to use or apply
  - their advantages and disadvantages
- restrictions on advice that can be given - avoiding perceptions of diagnostic or treatment advice which must be given by veterinarians
- relevant regulations, codes of practice and workplace procedures to relating to handling techniques for trimming, including:
  - workplace health and safety and safe work practices
  - personal protective equipment (PPE)
  - infection control and biosecurity
  - animal welfare principles, practices and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live equines to trim hooves including equines of different ages, and work or discipline requirements
  - tools and equipment for trimming
  - PPE correctly fitted and applicable to tasks for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR314 Perform routine welding techniques for farriery activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out routine manual metal arc welding (MMAW) and gas metal arc welding (GMAW), using both steel and aluminium, for farriery activities. It covers determining job requirements, preparing materials and equipment and selecting appropriate welding techniques to ensure integrity of materials during welding process. Weld quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels.

The unit applies to individuals who are required to weld to carry out farriery services across different equine industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine job requirements	1.1 Identify job requirements from specifications, sketches, or instructions 1.2 Select most appropriate metal for welding process and job

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements 1.3 Select most appropriate welding process for job requirement 1.4 Identify hazards associated with the work and control risks
2. Prepare materials and equipment for welding	2.1 Comply with work health and safety requirements relevant to welding at all times 2.2 Identify, fit and use personal protective equipment for welding activity according to health and safety in the workplace procedures 2.3 Clean and prepare materials ready for welding 2.4 Set up welding equipment to meet work requirement in safe area 2.5 Select settings and consumables to suit job requirements
3. Perform routine welding using manual metal arc welding (MMAW) and gas metal arc welding (GMAW)	3.1 Address job specifications and identify weld locations 3.2 Weld materials to job requirement using MMAW process and GMAW process according to manufacturers' operating instructions and safety requirements 3.3 Test weld outcome for quality and useability and rectify any defects detected 3.4 Clean welds, using appropriate tools and materials, according to job requirements
4. Complete work processes	4.1 Carry out final inspection to ensure work meets job and quality requirements 4.2 Clean work area, dispose of waste and non-recyclable materials and collect and store recyclable material 4.3 Check tools and equipment, organise maintenance of faulty or defective equipment, and store safely according to workplace procedures

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.

Skill	Description

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Skill	Description
Reading	• Interpret welding symbols and diagrams in instructions
Numeracy	• Estimate time to complete activities • Calculate quantities of materials needed for tasks
Navigate the world of work	• Take responsibility for adherence to work health and safety requirements relating to welding activity and work area
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to carry out welding tasks • Monitor safety and risk factors during welding processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR314 Perform routine welding techniques for farriery activities	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMFAR314 Perform routine welding techniques for farriery activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- used manual metal arc welding (MMAW) process to complete two different welded shoe types on at least two separate occasions
- used gas metal arc welding (GMAW) process to complete two different welded shoe types on at least two separate occasions
- for each task the individual must have:
  - interpreted specifications from drawings, sketches and verbal or written job instructions
  - cleaned and prepared materials to specifications
  - set up welding equipment, selected appropriate consumables and adjusted settings to suit application
  - welded steel and aluminium to comply with specifications
  - cleaned welds for slag and splatter.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe welding practices and procedures, including:
  - use of fire and dangers to operators
  - use of bottled gas
  - dry and ventilated location
  - emergency procedures
  - chemical content of fumes emitted by welding processes
  - housekeeping
- hazards associated with welding, including:
  - arc eye and exposure to ultraviolet light

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    - metal vapours, welding electrodes and welded components
    - molten metal spatter and fire danger
- uses and purposes of various metals, including:
    - properties and characteristics of commonly used metals and materials used in farriery activities
    - basic metallurgy principles
    - distortion control techniques for various metals
- material and equipment preparation, including:
    - equipment set-up and settings for MMAW and GMAW
    - appropriate welding consumables for MMAW and GMAW
- processes, properties and differences between MMAW and GMAW, including:
    - current and voltage settings
    - gas flow rates wire diameters, wire feed speed and other variables to suit typical situations
    - fuel gas properties and applications
    - shielding gas properties and applications
    - weld characteristics
- post-welding treatments
- safe work practices, including:
    - manual handling
    - work health and safety requirements
    - types, purpose and use of personal protective equipment (PPE)
    - safe disposal of waste materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - MMAW welding equipment
    - GMAW welding equipment
    - PPE correctly fitted and applicable to tasks for individual
    - protective screens and fume extraction system
    - materials and consumables for MMAW and GMAW welding processes
- specifications:
    - work instructions for welding tasks.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMFAR315 Use and maintain hand and power tools for farriery or hoof care activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to use and care for a range of hand tools and battery and electric power tools to carry out farriery or hoof care activities.

The unit applies to individuals who use a range of tools and practical skills while working with and preparing shoes and hoof care products for equines.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select appropriate tools for farriery or hoof	1.1 Determine work requirements and select appropriate hand and/or power tools for task

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
care activities	1.2 Check selected tools for serviceability and mark unsafe or faulty tools for repair or replacement 1.3 Identify blunt or worn tools and take action to sharpen, rectify or replace according to workplace requirements and manufactuers' specifications
2. Use hand and power tools safely	2.1 Prepare work area and organise access to tools to ensure smooth workflow 2.2 Identify, fit and use personal protective equipment according to health and safety in the workplace procedures 2.3 Adhere to safety requirements before, during and after use 2.4 Notify others in area of use of tools and potential reaction of equine 2.5 Use tools safely and according to manufacturers' specifications 2.6 Use tools to produce desired outcomes according to hoof care plan and task specifications including shape, size and finish
3. Maintain hand and power tools	3.1 Carry out routine maintenance of tools, including sharpening, using standard practices and techniques 3.2 Repair or replace defective or unsafe tools 3.3 Store and secure tools safely in appropriate location according to workplace requirements

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.

Skill	Description
Reading	• Interpret information in manufacturers' specifications
Get the work done	• Select and assemble tools to carry out farrier or hoof care tasks, taking safety and risk factors into consideration

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR315 Use and maintain hand and power tools for farriery or hoof care activities	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMFAR315 Use and maintain hand and power tools for farriery or hoof care activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- selected, safely used and maintained at least 15 hand tools from the following list to carry out farriery or hoof care tasks:
  - rulers and tapes
  - rasps and files
  - hoof knives
  - shoeing hammers
  - clinching tongs
  - nail pullers
  - hoof cutters (nippers)
  - buffer (clench cutter)
  - hoof stand
  - turning/rounding hammer
  - shoe shaping tongs
  - shoe pullers (pincers)
  - nail stamps
  - pritchells
  - punches (stud, dot, bob)
  - fullers
  - hacksaw
  - tap wrench with taps for threading stud holes (3/8 BSW [10mm] and 5/16 BSW [8mm])
- selected, safely used and maintained four power tools from the following list to carry out farriery or hoof care tasks:
  - straight spindle die grinders
  - agle grinder with cutting, grinding and sanding wheels

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- bench grinder/linisher with polishing wheel and wire wheel
- jigsaws/bandsaws
- powered cutting tools - guillotine, cut off drop saw
- drill press.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- purpose and applications of a range of hand and power tools in farriery/hoof care context
- hazards and related safety precautions when using hand or power tools in farriery/hoof care context, including:
  - electric shock
  - moving and rotating blades and attachments
  - poor housekeeping and maintenance
  - sharp blades
  - sparks in areas near flammable substances
- safe work practices and procedures working with tools, including:
  - use and application of personal protective equipment (PPE)
  - using tools beyond their safe working limits
  - common faults and/or defects in farriery/hoof care tools
  - procedures for marking unsafe or faulty tools for repair
- routine maintenance requirements for relevant hand tools, including:
  - cleaning
  - tightening
  - lubricating
  - sharpening
- storage location and procedures for relevant tools.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various hand and power tools relevant to farriery or hoof care activities
  - PPE correctly fitted and applicable to tasks for individual
- specifications:
  - tool manufacturer and/or job specifications.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMFAR316 Select and fit hoof boots to meet individual equine need

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to select and safely fit hoof protection boots and products for equines with healthy hooves or presenting with common abnormalities, injuries or pathologies. It does not apply to products that are nailed on.

The unit applies to individuals who use technical knowledge and skills to perform hoof care services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Examine condition	1.1 Observe equine gait and conformation to identify common

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equine feet	abnormalities, defects or signs of lameness 1.2 Identify, fit and use personal protective equipment according to health and safety in the workplace procedures 1.3 Use safe handling techniques to control equines in a way that reduces stress and alarm and minimises risks to the equine and handlers 1.4 Adopt a working position that maintains the comfort and safety of the equine and handlers 1.5 Use appropriate tools to safely remove shoes or hoof boots and clean hoof of debris 1.6 Discuss equine work activity and environmental conditions with client or carer 1.7 Refer conditions requiring higher level treatment to a veterinarian or other specialist 1.8 Review the hoof care plan and make amendments to it if the condition of the hooves warrants
2. Trim and prepare hooves	2.1 Trim and prepare hooves to achieve balance and shape without injury to the equine 2.2 Monitor work to ensure hoof preparation meets quality outcomes
3. Select and fit hoof boots and related products	3.1 Measure length and width and consider shape of hoof in selecting the most appropriate boot for individual equine and activity 3.2 Select equipment needed to fit hoof boots and associated products 3.3 Incorporate any extra protection or functionality identified in hoof care plan 3.4 Fit and secure boots safely and assess balance and the need for any final adjustments 3.5 Make final adjustments to the boot and check the welfare of equine
4. Finalise hoof boot fitting process	4.1 Check correct fit of boot by inspecting the boot with equine feet on and off the ground and trotting the equine 4.2 Identify any signs of lameness by walking and/or trotting the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equine 4.3 Demonstrate boot fitting to clients or carers and provide instructions on how to adjust and care for boots 4.4 Maintain service records according to workplace procedures 4.5 Dispose of waste material safely according to workplace hygiene and biosecurity procedures

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.

Skill	Description
Writing	• Record hoof specifications accurately for individual equines in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace health and safety, animal welfare and infection control requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and carers using industry-standard terminology and concepts suitable for audience
Get the work done	• Observe and examine equines, using safe handling techniques, to determine hoof boot and protection requirements • Plan, sequence and prioritise tasks and assemble equipment to meet specific hoof protection requirements of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR316 Select and fit	Not applicable	New unit	No equivalent unit

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hoof boots to meet individual equine need			

Links

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Assessment Requirements for ACMFAR316 Select and fit hoof boots to meet individual equine need

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual assessed the needs and fitted boots to at least four equines, including:

- trimmed and prepared individual equine feet using safe handling techniques throughout trimming and hoof boot fitting process
- selected and fitted boots to meet requirements of individual equines and assessed quality of outcome
- recorded measurements and specifications in workplace documentation
- demonstrated fitting of boots and instructed clients or carers on how to adjust and care for boots.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equine anatomical features relevant to hoof care services, including:
  - lower limb and foot and applicable biomechanical functions
  - conformation, normal gait and abnormalities of gait
  - techniques to alleviate a range of common abnormalities, defects and foot problems through fitting hoof boots
- key features and impact of common equine hoof injuries and pathologies
- types, features and purpose of a range of hoof boots and associated products
- trimming techniques, including:
  - effects of trimming on the stance and action of an equine
  - limits of safe trimming and why these must not be exceeded
- types of equipment for removing shoes, trimming hooves and fitting and securing boots
- types and purpose of hoof boots and fitting techniques, including addressing the needs of an equine exhibiting minor faults and defects

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- processes and protocols for providing referrals
- key principles of animal welfare regulations relating to hoof care services
- safe work practices, including:
  - identifying hazards and assessing and controlling risks when interacting with equines in the workplace
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques
  - safe waste handling and disposal.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines, assessed as suitable for the skill and experience of the individual
  - measuring and recording tools
  - appropriate tack for equine and activity
  - tools, equipment and materials for fitting hoof boots and associated products
  - PPE correctly fitted and applicable for tasks for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMFAR317 Replace equine shoes as an emergency measure

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to safely remove and replace standard equine shoes as a contingency or emergency measure in situations where a farrier is not accessible and equine welfare is an issue.

The unit applies to livestock and agricultural workers, typically in regional or remote areas, who use horses or other equines for work and are required to carry out basic hoof care as part of their job role.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to remove and replace equine shoes	1.1 Approach and handle the equine calmly and in a manner that reduces stress and alarm, and minimises risk to handlers and the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equine 1.2 Apply safe work practices and identify, fit and use personal protective equipment according to health and safety in the workplace procedures 1.3 Prepare and organise appropriate tools and materials for removing and replacing shoes 1.4 Adopt a working position that maintains safety and comfort for self, other handlers and equine 1.5 Lift equine fore and/or hind limbs safely and examine hooves and shoes to determine requirements
2. Remove equine shoes	2.1 Remove shoes safely using appropriate tools and methods, taking care to minimise damage to the hoof during removal 2.2 Examine the hoof, checking for foreign objects and damage, and clean hoof of debris 2.3 Examine the shoe and hoof wear pattern to determine the need for trimming or farriery services 2.4 Report any conditions requiring treatment by a farrier and/or veterinarian to ensure equine welfare
3. Replace shoes and finish process	3.1 Select suitable shoes, tools and appropriate size nails for attaching shoes 3.2 Attach shoe safely, securely and in the correct position according to equine requirements 3.3 Check correct fit of shoe and equine comfort by inspecting the shoe with hooves on and off the ground 3.4 Identify any signs of discomfort or lameness by walking and/or trotting the equine on firm ground in a safe manner 3.5 Advise relevant personnel of need to contact a farrier and/or veterinarian to address any signs of equine discomfort or lameness

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.

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Skill	Description
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace health and safety, animal welfare and infection control requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to others using equine industry terminology and concepts suitable for audience
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to remove and replace equine shoes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR317 Replace equine shoes as an emergency measure	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMFAR317 Replace equine shoes as an emergency measure

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- prepared, removed and replaced shoes safely on the fore and hind limbs of at least two normal, healthy equines
- notified relevant person of any conditions requiring further follow up with a farrier, veterinarian or other equine professional to ensure equine welfare.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- safe equine handling techniques, safe zones and working limits of equine limbs and feet
- reading equine behaviour, including fearful or distressed behaviour and body language
- tools for removing and fitting shoes
- methods of shoe removal relevant to the need, including:
  - precautions to be taken to prevent injury to equine hooves during removal and fitting of shoes
- types of shoes, reasons for use of particular shoes and fitting techniques
- process for referrals to farriers, and/or veterinarians or other equine specialists
- equine services that must be referred to or provided by veterinarians
- key principles of animal welfare relevant to role and work
- safe work practices, including:
  - identifying hazards and assessing and controlling risks when interacting with equines in the workplace
  - manual handling
  - appropriate body posture for task
  - using personal protective equipment (PPE)
  - safe waste handling and disposal.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various healthy, compliant and manageable equines, assessed as suitable for the skill and experience of the individual
  - appropriate tack for horse and/or other equine and activity
  - tools, equipment and materials for removing and fitting shoes
  - PPE correctly fitted and applicable for tasks for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR318 Repair and manufacture hand tools used in farriery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to maintain, repair and make a variety of tools used in standard farriery workplaces. Tools are made by hand by the farrier when commercially unavailable or when commercially available tools are deemed to be unsuitable for the specific purpose identified.

The unit applies to individuals who use hand tools to perform farriery services across different equine industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify tools requiring repair, replacement or manufacture	1.1 Identify unsafe, faulty or unsuitable hand tools and mark them for repair, replacement or manufacture 1.2 Determine specifications for those hand tools to be maintained, repaired or made 1.3 Confirm work instructions or seek advice from appropriate

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	personnel
2. Maintain, repair or make hand tools used in farriery	2.1 Follow workplace health and safety requirements, and select, use, maintain and store personal protective equipment, according to the type of work activity undertaken 2.2 Make or repair hand tools according to workplace practices and safety procedures 2.3 Temper or harden tools that are newly made or repaired 2.4 Use appropriate quenching agents according to workplace requirements 2.5 Check finished tool against specifications and quality requirements
3. Store hand tools	3.1 Store repaired or newly made hand tools according to workplace practices 3.2 Dispose of waste material safely according to workplace procedures

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.

Skill	**Description**
Reading	• Interpret instructions and diagrams to repair and make hand tools
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace and safety requirements relating to own role and work area
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to maintain, repair or make hand tools used in farriery • Monitor safety and risk factors while carrying out work

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR318 Repair and manufacture hand tools used in farriery	ACMFAR306 Maintain, repair and manufacture hand tools used in farriery	Changes to clarify assessment requirements and title.	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR318 Repair and manufacture hand tools used in farriery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- made at least three different hand tools, to given specifications and requirements, from the list below:
  - hoof pick
  - pritchel - hot work pritchel or fitting up pritchel
  - punch - centre punch, stud punch or bob punch
  - stamp - e-head stamp or plain nail stamp
  - fuller/creaser
- re-set, sharpened and/or repaired at least two different farriery hand tools from the list below:
  - tongs
  - nippers/hoof cutters
  - buffer (clench cutter)
  - hoof knife.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types and purpose of commercially available hand tools used by farriers, including:
  - buffer
  - forge tongs
  - fuller/creaser
  - pritchels
  - punches
  - stamps

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    - toe knife
    - driving hammer
- reasons and techniques for maintaining, repairing and/or sharpening hand tools
- materials tools are made from, techniques for sharpening or quenching, behaviour of various metals
- processes used in making, repairing and manufacturing of hand tools used by farriers
- workplace health and safety requirements including:
    - using personal protective equipment (PPE)
- safe work practices, including:
    - manual handling
    - use of flammable materials and equipment
    - use of chemicals and quenching materials
    - safe disposal of wastes
- workplace tool storage procedures
- purpose of workplace registers, inventories or other systems or documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - selection of hand tools to be maintained, sharpened and/or repaired
    - materials and equipment to make new hand tools and to maintain, sharpen and/or repair existing hand tools
    - PPE correctly fitted and applicable to task for individual
- specifications:
    - for making new hand tools.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR319 Handle equines safely during farriery or hoof care services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify and assess equine behaviour and catch and control equines for farriery or hoof care work.

The unit applies to individuals who are required to handle equines and use technical knowledge and skills to perform farriery or hoof care services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess equine behaviours and level of	1.1 Assess hazards in the environment and potential risks to self,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
education before handling	others and the equine, and take steps to minimise 1.2 Identify and respond to equine behaviour using knowledge of horse behaviour, senses, and equine communication methods 1.3 Determine the level of education of the equine 1.4 Observe equine to identify factors that cause the equine's behaviour to change 1.5 Proceed with services after considering equine behaviour and level of education and environment
2. Identify, catch and control an equine	2.1 Identify and isolate the equine using safe handling techniques 2.2 Use gear for catching, handling and controlling equines including personal protective equipment 2.3 Create and maintain a calm and reassuring climate for the equine following animal welfare principles 2.4 Catch, handle, and control the equine safely
3. Control an equine during farrier or hoof care service	3.1 Select appropriate equipment or methods to safely control the equine 3.2 Take evasive or humane corrective action to avoid personal danger 3.3 Warn others of risk when any adverse reaction from an equine is anticipated 3.4 Adopt positions and posture to avoid injury and fatigue 3.5 Take steps to shape equine behaviour to respond compliantly when handled

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.

Skill	Description
Navigate the world of work	• Follow workplace procedures, including workplace health and safety, and animal welfare requirements, relating to own role and work area

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Skill	Description
Interact with others	• Work cooperatively with others using clear communication techniques to support achievement of work outcomes
Get the work done	• Assemble resources and follow clearly defined practices to approach, catch, lead and handle equines safely • Make decisions about safety risks and take action to control risks within own work area or role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR319 Handle equines safely during farriery or hoof care services	ACMFAR301 Handle equines safely during farriery services	Minor edits and additions to performance criteria and knowledge evidence for clarity. Minor change to title.	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR319 Handle equines safely during farriery or hoof care services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual safely handled at least three compliant and manageable equines, including:

- identified and assessed equine behaviour and level of education before commencing services
- identified, caught and controlled equines in a safe and humane manner
- handled equines safely and humanely while performing farriery or hoof care services
- followed safe work practices for interacting with equines.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features to identify equines including colour, sex and brands
- common equine behaviour and social traits, including:
  - behaviours that indicate an equine's level of education
  - how to read horse body language and facial features
  - signs of nervousness or fear
- factors that might influence a range of equine behaviours
- situations where equine behaviour may cause harm to handlers, including:
  - leading through or working in restricted spaces
  - proximity to other equines
  - environmental conditions
- basic features of how equines learn, including:
  - cues
  - repetition and reward
  - exposure to new situations and activities

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- types and purpose of different items of handling equipment including personal protective equipment
- safe equine handling and communication techniques, including:
  - techniques for encouraging compliant behaviour
  - techniques for handing non-compliant behaviours including equine leaning or yanking leg away
- safe work practices and zones related to farriery or hoof care services, including:
  - manual handling
  - using personal protective equipment (PPE)
- animal welfare principles and practices relevant to farriery or hoof care services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines assessed as suitable for the experience and skill of the individual
  - gear and equipment for activity, including appropriate equine tack
  - PPE applicable for activity, for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR401 Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify characteristics and functions of the equine musculoskeletal system and biomechanics with a focus on the distal limb and hoof capsule and associated pathologies related to hoof care.

The unit applies to individuals who require specialised knowledge to manage equine hoof care and communicate information to others.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify main structural characteristics of the equine	1.1 Identify and explain, using accurate anatomical terminology, the main musculoskeletal features and planes of the equine body

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
musculoskeletal system	1.2 Outline the basic biomechanics of the equine musculoskeletal system in relation to body stability, movement, power and stamina 1.3 Relate features of conformation to various equine disciplines and work activities 1.4 Identify and explain the function of features of the equine fore and hind limbs
2. Determine characteristics of the equine distal limb	2.1 Identify features and relationships between bones and joints, and soft tissues, ligaments and tendons of the distal limb 2.2 Explain changes to bone and soft tissues of the distal limb due to age, exercise, ailments and injury 2.3 Determine significance of the distal limb to horse movement and welfare
3. Relate hoof structure and conditions to equine health and welfare	3.1 Explain how the hoof capsule integrates with the internal hoof structures 3.2 Identify relationships between the hoof and the digit bones and the digit bones with the upper limbs and body 3.3 Investigate relationships between diet and nutrition, age, environment and movement on hoof pathologies 3.4 Investigate the relationship between equine conformation and movement on hoof pathologies
4. Recognise features of equine lameness and related pathologies	4.1 Investigate features, symptoms and causes of equine lameness and related pathologies 4.2 Observe equine stance and movement in different gaits to assess lameness and impact of different forces on the limbs and hoof capsule 4.3 Examine equine using manipulative and palpation techniques to feel for heat, swelling and sensitivity to pressure indicating pain 4.4 Review radiographs or other medical imaging in consultation with veterinarians to supplement knowledge of equine condition or pathology
5. Review common strategies used to address a range of equine pathologies	5.1 Investigate possible preventions, interventions and strategies to address common symptoms of equine lameness and pathologies related to the distal limb 5.2 Identify common conditions and pathologies to be referred to a registered veterinarian

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Communicate information about equine conditions and pathologies clearly to veterinarians and clients using accurate terminology and concepts

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.

Skill	Description
Reading	• Critically analyse complex anatomical diagrams and texts relevant to equine musculoskeletal system, distal limb and hoof capsule from a variety of sources, and consolidate information
Interact with others	• Liaise collaboratively with veterinarians, colleagues or other equine professionals to discuss issues, veterinary diagnoses and potential foot care plans
Get the work done	• Use problem-solving techniques to analyse equine movement and musculoskeletal features to identify pathologies and determine foot care needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR401 Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care	Not applicable	New unit	No equivalent unit

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Links

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

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Assessment Requirements for ACMFAR401 Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- accurately identified key anatomical features (normal and abormal) of the equine distal limb and hoof capsule on:
  - a live equine
  - a cadaver leg
  - a radiograph
- determined possible causes of common pathologies relating to young, mature, old, shod and unshod/barefoot equines by analysing:
  - the movement and examining/palpating the limbs of at least three live equines
  - at least three realistic case studies addressing common equine pathologies not covered by the range of live equines in the point above
- explained musculoskeletal structures, conformation and features, both normal and abnormal, to others using accurate anatomical and industry terminology.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- overview of equine anatomy and musculoskeletal structures, including:
  - key features, actions, location and orientation of the musculoskeletal system including thoracic and pelvic limbs
  - changes in equine musculoskeletal structure related to age, growth, performance, ailments and injury
  - major blood vessels, circulation, nerves and lymphatic system relevant to the distal limb

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- structure, function, actions, names and location of equine distal limb bones, joints, ligaments and tendons
- basic principles of equine movement and biomechanics of the limbs and hoof to enable movement and passive stance
- conformational characteristics that may impact on equine musculoskeletal structure stability, including:
  - correct conformation of common breeds, according to breed standards, and how to access information on less common breeds
  - desirable and undesirable conformation features
  - congential and acquired conformation faults
  - effect of common comformation faults on equine action and hoof
  - principles of static and dynamic foot balance
- key features and functions of all parts of the equine limb and hoof capsule, including:
  - dorsal wall
  - medial and lateral wall
  - heels and buttresses
  - bulbs of foot
  - sole
  - white line
  - bars
  - frog
  - susepensory apparatus of the distal phalanx
  - periople and perioplic corium
  - laminae and laminar corium
  - coronary corium
  - corium of sole
  - corium of frog
  - corrium of bars
  - digital cushion
  - distal phalanx cartilages
  - joints - hock, knee, fetlock, pastern, pedal
  - bones - navicular bone and surrounding structures, pedal bone, long and short pastern, carpus and tarsus, metacarpals and metatarsals
  - tendons, their insertion and position
  - muscles and points of origin and insertion
  - blood supply of the distal limb
  - nerve supply of the distal limb
  - ligaments of the distal limb
  - all palpable structures of the distal limb
  - skin and hair
  - dermal/epidermal laminae attachments (suspensory apparatus of PIII)

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- signs and causes of lameness, including pain related to orthopaedic, metabolic, circulatory and infectious causes
- pathology and symptomology of conditions and injuries related to the distal limb, including:
  - interference injuries - brushing, speedy cutting, forging, over-reaching
  - minor conditions - puncture wounds, thin soles, hoof wall cracks, hoof capsule distortion, white line thrush and seedy toe
  - moderate to severe conditions - laminitis, navicular disease, palmar/plantar hoof pain, hoof crack and hoof wall avulsion, flexural deformities (contracted tendons)
- soft tissue injuries, including to:
  - co-lateral ligament
  - flexor/extensor tendon
  - suspensory ligament lesions
- degenerative joint disease - spavin, high/low ringbone
- relationship between type of work and environment, including topography surfaces and diet and nutrition, to equine conditions and pathologies
- approaches to dissecting cadaver legs
- basic features of medical diagnostic imaging, including:
  - radiographs / x-rays
  - computed tomography (contrast CT) using radiocontrast agents
  - magnetic resonance imaging (MRI)
- relevant regulations, codes of practice and workplace procedures to relating to interacting with equines, including:
  - workplace health and safety and safe work practices
  - animal welfare principles, practices and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live equines to examine and/or observe movement
  - equine cadaver legs and radiographs of distal limb
  - case studies or simulations (models, videos or DVDs) to supplement information not available to directly observe or examine on horses
  - access to information about equine musculoskeletal structures, biomechanics and pathologies.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMFAR402 Fit shoes to alleviate moderate abnormalities and defects in equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to fit shoes to equines that exhibit a range of common faults and defects where the level of assessment and remedial technique is regarded as moderate. It includes the shaping, fitting and modification of shoes, including shoes to improve balance, ease break over, sole relief and various forms of clip placement.

The unit applies to individuals who use technical knowledge and skills to perform farriery services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify shoeing needs of individual equines	1.1 Handle equines to reduce stress and alarm, monitor behaviour to eliminate risks to equine or handlers according to workplace practices 1.2 Identify, fit and use personal protective equipment according to health and safety in the workplace procedures 1.3 Observe gait and conformation, including trotting the equine in different patterns to identify any signs of lameness 1.4 Observe and identify moderate faults and defects that may be alleviated 1.5 Adopt a working position that maintains comfort of the equine and ensures comfort and personal safety 1.6 Use appropriate tools to remove shoes, ensuring no damage is caused to the hooves 1.7 Clean hooves of foreign bodies in a safe handling manner to facilitate examination of the hoof 1.8 Examine the shoe and assess implications of the wear pattern 1.9 Report any conditions requiring higher-level treatment by a veterinarian or other specialist 1.10 Amend the shoeing plan, taking into account conditions of the hooves not previously identifiable
2. Trim and prepare hooves	2.1 Use farriery tools to trim and prepare hooves to achieve balance, level and shape, and to correct any identified hoof defects 2.2 Conduct trimming operations without injury to equine hooves 2.3 Check work while in progress and on completion to ensure quality outcomes of hoof preparation have been achieved
3. Fit shoes	3.1 Make and/or select and modify the correct type, material and size of shoes according to shoeing plan 3.2 Select suitable tools to fit shoes according to equine needs 3.3 Shape selected shoes to incorporate any ancillary features as determined by the shoeing plan 3.4 Fit shoes to fore and hind hooves and assess the need for any final adjustments 3.5 Make final adjustments to the shape and size of the shoe and any ancillary features to achieve correct fit
4. Attach shoes and	4.1 Select suitable tools and appropriate size nails for attaching and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
finish shoeing process	clenching shoes 4.2 Attach the shoe safely, securely and in the correct position 4.3 Finish the hoof using clenching process, and assess the finished job and welfare of the equine 4.4 Assess finished work to ensure the equine is more comfortable and the condition of the hoof is likely to improve 4.5 Inform the responsible person of farriery procedures completed, and advise on future hoof care requirements and the welfare of the equine 4.6 Update records of service according to workplace practices

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.

Skill	**Description**
Writing	• Record specifications and shoeing plans for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace procedures, including safety, animal welfare and infection control and biosecurity requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and equine specialists using industry-standard terminology and concepts suitable for audience • Participate in conversations providing firm and clear information relating to equine health and animal welfare issues
Get the work done	• Observe and examine equines, using safe handling techniques, to determine hoof and shoe care requirements • Plan, sequence and prioritise tasks and assemble equipment to make shoes to meet specific requirements of equines

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR402 Fit shoes to alleviate moderate abnormalities and defects in equines	ACMFAR310 Fit shoes to alleviate moderate faults and defects in equines	Changes to title and code changed to reflect AQF alignment and scope of work. Changes to assessment requirements.	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR402 Fit shoes to alleviate moderate abnormalities and defects in equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed shoeing needs to meet requirements of individual equines
- trimmed and prepared hooves and fitted (fore and hind) shoes to at least one live equine and one set of cadaver legs displaying moderate abnormalities and defects
- handmade the following shoes for an equine exhibiting moderate abnormalities or defects of the hoof:
  - bar shoe
  - lateral extension
- modified at least two of the following manufactured shoes for an equine exhibiting moderate abnormalities or defects of the hoof:
  - onion heeled shoe with appropriate stack
  - rolled toe
  - rocker toe
  - square toe shoe
  - quarter clips
- provided information and discussed options on hoof care treatments for at least two equines displaying moderate abnormalities and defects, with two clients and/or veterinarians
- maintained records of service provided.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equine anatomical features relevant to farrier services, including:
  - lower limb and hoof and their basic biomechanical functions

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  - conformation, normal gait and abnormalities of gait
- symptoms and presentation of moderate hoof conditions and problems, including:
  - interferences to movement of the hoof in flight
  - moderate cases of sheered heels, sidebone, ringbone, seedy toe
  - hoof deformities
- techniques to alleviate a range of moderate faults, defects and hoof problems through shoeing
- trimming techniques, including:
  - effects of trimming on the stance and action of an equine
  - limits of safe trimming and why these must not be exceeded
- types of shoes, reasons for use of particular shoes and fitting techniques
- types and purpose of orthopaedic shoes and modifications that may be made to address the needs of an equine exhibiting moderate faults and defects, including:
  - square toe for hind over reaching and forging
  - rolled toe shoes to ease and assist break over
  - quarter clips to assist shoe stabilisation, heavy work routines and turning and twisting
- referrals to veterinarians and/or other equine specialists
- restrictions on advice that can be given and avoiding perceptions of diagnostic or treatment advice which must be given by veterinarians
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
  - identifying hazards and assessing and controlling risks when interacting with equines in the workplace
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques
  - hygiene, cleaning and infection control
  - safe waste handling and disposal.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines, assessed as suitable for the skill and experience of the individual, or appropriate simulations such as equine cadaver legs – with moderate faults and defects of the hoof or lower limb
  - measuring and recording tools
  - appropriate gear for equine and activity

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- tools, equipment and materials for making and/or modifying and fitting shoes
- PPE correctly fitted and applicable to fitting shoes for individual

- relationships:
  - real clients and/or veterinarians or realistic scenarios or role play.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR403 Fit shoes to alleviate severe abnormalities and defects in equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to fit shoes to equines that exhibit a range of severe abnormalities and defects where the level of assessment and remedial technique is regarded as severe. It includes shaping and fitting heart bar, straight bar and lateral extension hind shoes.

The unit applies to individuals who use knowledge and technical skills to perform farriery services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify shoeing	1.1 Handle equines to reduce stress and alarm, monitor behaviour to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
needs of individual equines	eliminate risks to equine and handlers and use restraints and personal protection equipment according to workplace practices 1.2 Observe gait and conformation of the equine to identify severe faults and defects that may be alleviated 1.3 Adopt a working position that maintains comfort of the equine and ensures comfort and personal safety 1.4 Use appropriate tools to remove shoes, ensuring no damage is caused to the hooves 1.5 Clean hooves of foreign bodies in a safe handling manner to facilitate examination of the hoof 1.6 Examine the shoe and assess implications of the wear pattern 1.7 Report any conditions requiring higher-level investigation and/or treatment by a veterinarian or other equine specialist 1.8 Amend the shoeing plan, taking into account conditions of the hooves not previously identifiable
2. Trim and prepare hooves	2.1 Use farriery tools to trim and prepare hooves to achieve balance, level and shape and to correct any identified hoof defects 2.2 Conduct trimming operations without injury to the hooves of the equine 2.3 Check work while in progress and on completion to ensure quality outcomes of hoof mechanics and hoof preparation have been achieved
3. Fit shoes or other hoof protection	3.1 Select correct type, material and size of manufactured shoe and make modifications and/or hand make shoes according to shoeing plan 3.2 Select suitable tools to fit shoes or other hoof protection 3.3 Shape selected shoes to incorporate any ancillary features as determined by the shoeing plan 3.4 Fit shoes to fore and hind hooves and assess the need for any final adjustments 3.5 Make final adjustments to the shape and size of the shoe and ancillary features to achieve correct fit
4. Attach shoes and finish shoeing process	4.1 Select suitable tools and appropriate size nails for attaching and clenching shoes and/or securing other form of hoof protection 4.2 Attach the shoe or other hoof protection safely, securely and in the correct position

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Finish the hoof according to specification and assess the finished job and the welfare of the equine 4.4 Assess finished job to ensure the equine is more comfortable and the condition of the hoof is likely to improve 4.5 Inform the responsible person of farriery procedures completed and advise on future hoof care requirements and welfare of the equine 4.6 Update records of service according to workplace practices

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.

Skill	Description
Writing	• Record specifications and shoe plans for individual equines accurately in workplace documentation
Numeracy	• Estimate, calculate, record and apply routine workplace measures to required tasks including measurements to assess shoe requirements • Use measuring devices to take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace requirements, including safety, animal welfare and infection control and biosecurity, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and equine specialists using industry-standard terminology and concepts suitable for audience • Participate in conversations providing firm and clear advice relating to equine health and animal welfare issues
Get the work done	• Observe and examine equines, using safe handling techniques, to determine hoof and shoe care requirements • Plan, sequence and prioritise tasks and assemble equipment to make shoes to meet specific requirements of equines

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR403 Fit shoes to alleviate severe abnormalities and defects in equines	ACMFAR311 Fit shoes to alleviate severe faults and defects in equines	Changes to title and code changed to reflect AQF alignment. Changes to clarify intent of unit. Changes to assessment requirements to reflect level of work	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR403 Fit shoes to alleviate severe abnormalities and defects in equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed the shoeing needs of at least two equines exhibiting severe conditions of the hoof or lower limb
- trimmed and prepared hooves and fitted (fore and hind) shoes to at least one live equine and one set of cadaver legs displaying severe abnormalities and defects
- selected and modified manufactured shoes and/or hand made the following shoes:
  - straight bar shoe
  - heart bar and egg bar shoe
  - lateral extension hind shoe
- provided information and discussed options on hoof care treatments for at least two equines displaying severe abnormalities and defects, with two clients and/or veterinarians
- maintained records of service provided.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equine anatomical features relevant to farrier services, including:
  - lower limb and hoof and applicable biomechanical functions
  - conformation, normal gait and abnormalities of gait
- symptoms and presentation of severe cases of hoof conditions, including:
  - laminitis
  - founder
  - canker
  - fractured navicular or pedal bones

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    - tendon lacerations
    - suspensory rupture
    - injuries caused by the shoe - capped elbow, overreach
    - defective hooves - flat or twisted hoof; weak or low heels
    - injuries caused by gait abnormalities
    - limb or hoof diseases and injuries requiring protection and pressure relief
    - ailments - surface puncture wounds, sand crack/grass cracks
- techniques to alleviate a range of severe faults, defects and hoof problems through shoeing
- trimming techniques, including:
    - effects of trimming on the stance and action of an equine
    - limits of safe trimming and why these must not be exceeded
- types of shoes, reasons for use of particular shoes and fitting techniques, including:
    - straight bar shoe for stabilisation of hoof capsule, fitting of hospital plates, corns and pedal osteitis
    - heart bar and egg bar shoe
    - lateral extension hind shoe for sheared heel and conformational deviations to the lateral branch of the hind limbs
- types of orthopaedic shoes and modifications that may be made to address the needs of an equine exhibiting severe faults and defects including composite and synthetic hoof protection products
- referrals to veterinarians and/or other equine professionals
- restrictions on advice that can be given and avoiding perceptions of diagnostic or treatment advice which must be given by veterinarians
- key principles of animal welfare legislation as applied to farriery services including equine comfort and wellbeing
- safe work practices, including:
    - identify hazards and control risks when interacting with equines
    - manual handling
    - using personal protective equipment
    - safe zones and equine handling techniques
    - hygiene, cleaning and disease control
    - safe waste handling and disposal.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:

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  - various compliant and manageable equines, assessed as suitable for the skill and experience of the individual, and appropriate simulations such as equine cadaver legs – with severe faults and defects of the hoof or lower limb
  - videos and/or case studies of equines with severe abnormalities and defects
  - measuring and recording tools
  - appropriate tack for equine and activity
  - tools, equipment and materials for modifying and fitting shoes
  - personal protective equipment correctly fitted and applicable to fitting shoes for individual equine
- relationships:
  - clients and/or veterinarians.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR404 Use farriery techniques to meet special needs of equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare the hooves of an equine to address particular needs and fabricate and apply an appropriate action (shoe or hoof protection) to alleviate problems.

The unit applies to individuals who have experience handling equines and who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine special needs	1.1 Identify hoof defects or conformation problems that may be

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
of individual equines	fixed or alleviated by a farrier 1.2 Determine the types of remedial, orthopaedic or therapeutic shoes or modifications, or hoof protection that may fix or alleviate the problem 1.3 Identify potential problems that can be remedied by a farrier 1.4 Determine the hoof care needs of foals and young equines 1.5 Report conditions requiring higher-level investigation or treatment to other farriers, veterinarians or equine professionals
2. Arrange remedial actions	2.1 Review equine symptoms and diagnostic images in consultation with the veterinarian 2.2 Determine course of action and establish treatment regimen in consultation with a veterinarian and/or other equine professional 2.3 Discuss and assess the implications of proposed actions 2.4 Fabricate or modify remedial or orthopaedic and therapeutic shoes and/or other hoof protection products
3. Trim and repair hooves	3.1 Handle equines safely and select personal protective equipment according to safe work practices, and monitor behaviour to reduce risks to equine, handlers and self 3.2 Trim and prepare hooves in a safe manner without injury to equine 3.3 Identify and perform hoof reconstruction procedures according to hoof care plan developed in consultation with veterinarian 3.4 Check work to ensure hoof preparation meets quality outcomes
4.Fit remedial shoes and/or hoof protection	4.1 Select tools, equipment and materials required for fitting remedial shoes and/or other hoof protection 4.2 Shape, fit and/or adjust remedial shoes and/or other hoof protection according to plan 4.3 Fit remedial shoes and/or other hoof protection to fore and hind feet and assess the need for any final adjustments 4.4 Make final adjustments to the shape and size of the remedial shoes and/or other hoof protection

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Monitor risks and maintain safety of equine, self and others throughout the procedure
5. Attach shoes or hoof protection and finish shoeing process	5.1 Select tools and materials suitable for attaching and clenching shoes or securing other hoof protection 5.2 Attach shoe and/or other hoof protection safely, securely and in the correct position 5.3 Finish the hoof and assess the finished job and the welfare of the equine 5.4 Identify any signs of lameness by trotting the equine in a safe manner 5.5 Advise of actions taken and future hoof care requirements 5.6 Maintain service records according to workplace practices

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.

Skill	Description
Reading	• Interpret key information in instructions relevant to addressing special shoeing and hoof care needs of equines
Writing	• Record specifications and hoof plans for individual equines with special needs accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Oral communication	• Use clear language, accurate concepts and industry terminology to ensure clarity of meaning when reporting and requesting information
Navigate the world of work	• Take responsibility for adherence to workplace and industry requirements, including safety, animal welfare and infection control and biosecurity, relating to own role and work area
Interact with others	• Work as part of a team with other professionals, including veterinarians • Follow accepted communication practices and protocols for reporting information to clients and equine professionals

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Skill	Description
Get the work done	• Observe and examine equines systematically using structured problem-solving processes to determine requirements to meet their special needs • Assess quality of outcomes to prepare future hoof care plans and advice

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR404 Use farriery techniques to meet special needs of equines	ACMFAR312 Use farriery techniques to meet special needs of equines	Code changed to reflect AQF alignment. Changes to performance criteria to clarify intent of unit and scope of work. Changes to assessment requirements to reflect level of work.	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR404 Use farriery techniques to meet special needs of equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- assessed and addressed the special needs of at least one foal or young equine
- assessed the needs of at least one equine (or realistic simulation) that:
  - exhibits acute or chronic lameness
  - presents with an injury or damage that can be addressed with farriery techniques
  - engages in a particular sporting, working or other activity
- read at least one diagnostic image in consultation with a veterinarian and discussed equine symptoms and options for treatment
- discussed options and hoof care requirements relating to one equine with special needs, from the list above, with a veterinarian, other equine professional or equine owner/carer (or realistic role play)
- hand forged and/or modified pre-manufactured remedial shoes or hoof protection products to address a special need and trimmed hooves and fitted the shoes to at least two live equines.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equine anatomical features relevant to farrier services, including:
  - lower limb and hoof and applicable biomechanical functions
  - conformation, normal gait and abnormalities of gait
  - characteristics of various breeds
- special requirements of equines, including:
  - foals and young equines
  - small ponies
  - chronically lame or injured equines

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    - specialised heavy draught or carriage equines
    - specific equine disciplines or sporting performances
- symptoms and presentation of faults and problems, including:
    - injuries caused by the shoe, including capped elbow, overreach
    - defective hooves, including flat or twisted hoof; weak or low heels
    - injuries caused by gait abnormalities
    - limb or hoof diseases and injuries requiring protection and pressure relief
    - foal developmental orthopaedic diseases
- techniques to alleviate a range of conformation and/or hoof faults, defects and problems
- trimming techniques, including:
    - effects of trimming on the stance and action of an equine
    - limits of safe trimming and why these must not be exceeded
- types of shoes or hoof protection products, reasons for use and fitting techniques
- types of orthopaedic and therapeutic shoes or hoof protection products and modifications that may be made to address the needs of an equine with particular needs, including:
    - modern acrylic therapeutic aids
    - sole packs and hospital plates
    - other types of hoof protection
- referrals to veterinarians and/or other equine professionals
- restrictions on advice that can be given and avoiding perceptions of diagnostic or treatment advice which must be given by veterinarians
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
    - identify hazards and control risks when interacting with equines
    - manual handling
    - using personal protective equipment (PPE)
    - safe zones, equine handling techniques and use of restraints
    - hygiene, cleaning and disease control
    - safe waste handling and disposal.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - various equines with special needs, assessed as suitable to the skill and experience level of the individual, and/or appropriate simulations such as equine cadaver legs
    - videos and/or case studies of equines with severe abnormalities and defects
    - forge and welding facilities

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- equipment, tools and materials needed to make or modify shoes for equines
- appropriate tack for equine and activity
- PPE correctly fitted and applicable to tasks for individual

- relationships:
  - real clients, veterinarians and/or equine professionals or realistic scenarios or role play.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR405 Coordinate day-to-day equine service operations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in the process of planning, coordinating and recording equine services work activities.

The unit applies to individuals who apply knowledge and technical skills to perform farriery or hoof care services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users must check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm and clarify work requirements	1.1 Interpret requirements relating to the equine services and health and safety issues in spoken messages or written information 1.2 Clarify or seek additional information from employer, client or

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	other personnel relating to the equine services 1.3 Follow industry procedures and confirm instructions for relevant tasks
2. Obtain and provide information in response to workplace requirements	2.1 Gather and interpret specific, relevant information related to equine service activities and health and safety issues 2.2 Record equine service information accurately and legibly 2.3 Establish appropriate contact with clients or other personnel following good practice customer service 2.4 Ensure enquiries and confirmation of activities are carried out clearly and concisely
3. Prepare for worksite activities	3.1 Follow health and safety in the workplace requirements, and select, use, maintain and store personal protective equipment, according to the type of work activity undertaken 3.2 Follow establishment protocols for entry to the worksite 3.3 Clarify work requirements and the order of activities and time allocation with designated personnel 3.4 Identify and plan personnel, equipment and resource requirements according to the scope of work and instructions 3.5 Identify workplace hazards, assess and control risks and report risks beyond own control or authority 3.6 Select, use, clean, maintain and store tools and equipment according to workplace procedures and manufacturer's specifications
4. Complete required documentation	4.1 Document personnel, activities, timelines and resource usage for task according to workplace practices 4.2 Use key features and functions of workplace technology to record information
5. Maintain business records	5.1 Collect information relevant to business operations and enter into manual record keeping system and/or computerised system 5.2 Organise information in a format suitable for analysis, interpretation and dissemination to others 5.3 Prepare reports and records to provide to third parties
6. Maintain stock and resources	6.1 Monitor stock and resources to maintain required levels 6.2 Pack or store stock and resources to avoid losses and wastage

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.3 Keep records and produce stock control reports to inform resource use

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.

Skill	Description
Oral communication	• Use active listening and questioning to clarify and confirm information • Use industry-standard terminology accurately in communications with others
Numeracy	• Use basic mathematical processes for routine calculations relating to all work activities • Prepare and interpret numerically-based reports
Navigate the world of work	• Follow requirements for safety, animal welfare and general business practices, relating to own role and work area
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment for work activities, taking safety and risk factors into consideration • Use problem solving skills to select required materials and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR405 Coordinate day-to-day equine service operations	ACMFAR303 Perform routine day-to-day farriery activities	Changes to title and code changed to reflect AQF alignment. Changes to reflect scope of work including new elements	No equivalent unit

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		5 and 6. Work placement requirements added.	

Links

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Assessment Requirements for ACMFAR405 Coordinate day-to-day equine service operations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has performed the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by a qualified farrier or currently commercially active provider of farriery or hoof care services.

There must be evidence that the individual performed the following routine day-to-day preparatory and administrative tasks for farriery or hoof care services during, or in addition to, the 120 hours of supervised placement:

- obtained and provided information needed to conduct equine services
- planned jobs and resources needed for at least three worksite activities
- completed required documentation and business records for at least three worksite activities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- practices and procedures associated with routine equine services
- dress and presentation standards
- protocols for working with clients and equine establishments
- range, use and availability of materials, tools and equipment
- health and safety in the workplace requirements, including:
  - identifying work site hazards
  - managing risks when interacting with equines in the workplace
  - safe horse handling techniques
  - manual handling
  - use of fire and working with gas or coke

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  - use of personal protective equipment (PPE)
- industry guidelines, codes of practice and regulations related to:
  - duty of care, confidentiality, security and professional standards
  - employment as a farrier
  - animal welfare principles and practices
- record keeping and documentation for services, including:
  - financial and taxation records
  - business and regulatory requirements
  - stock/materials record
  - work schedules
  - client / equine information and worksite records
  - service agreements and invoices
- use of business technology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - tools and equipment for tasks, including PPE for the individual
  - record keeping and scheduling system.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR406 Work effectively in the farriery industry

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to effectively plan and complete daily work activities as a farrier, according to industry guidelines and regulations.

The unit applies to individuals who have experience in handling equines and who use technical knowledge and skills to perform farriery or hoof care services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements related to providing farriery or hoof care	1.1 Identify basic industry structure, relevant industry associations and employment roles, functions and responsibilities 1.2 Identify the characteristics of equine industries and the relationship

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
services in equine industries	between key industry sectors or disciplines and farriery or hoof care services 1.3 Ensure personal dress, grooming and presentation is appropriate for different work environments and tasks to be performed 1.4 Comply with duty of care, confidentiality and security requirements of the client or equine establishment when providing services 1.5 Maintain knowledge of relevant regulations and codes of practice, relating to animal welfare and safety when interacting with horses and other equines in the workplace 1.6 Comply with restrictions on advice that can be given and avoid perceptions of diagnostic or treatment advice which must be given by veterinarians
2. Communicate effectively	2.1 Use appropriate industry terminology and communication methods to respond to enquiries and communicate with others 2.2 Use communication technology and appropriate communication techniques to clarify information to implement agreed outcomes or undertake tasks 2.3 Engage with social media responsibly according to workplace and relevant industry sector protocols 2.4 Participate in conversations with equine owners or carers providing firm and clear information relating to equine health and animal welfare issues
3. Follow workplace health and safety procedures	3.1 Select and use personal protective equipment according to the type of worksite activities undertaken, and ensure correct procedures for maintenance and storage 3.2 Assess hazards and potential risks to self, others and equines, and take actions to control or report if beyond own control or authority 3.3 Check all safety equipment consistent with manufacturer's recommendations 3.4 Demonstrate behaviour that contributes to a safe work environment, reflects duty of care and encourages safe behaviours in others
4. Maintain environmentally sustainable work	4.1 Identify environmental principles and regulations relevant to farriery industry

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
practices	4.2 Investigate own practices in relation to resource usage 4.3 Set targets to improve resource usage and efficiency 4.4 Monitor and revise improvement plans and targets on a regular basis 4.5 Comply with site hygiene controls and biosecurity procedures and protocols when visiting sites to conduct services
5. Manage personal health and fitness for job role	5.1 Assess personal health for job function and develop strategies to improve fitness and core strength 5.2 Adopt positions and posture to avoid injury and fatigue while working with equines 5.3 Develop and apply strategies to avoid health risks at work 5.4 Identify common rehabilitation regimes available following injury or illness

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.

Skill	**Description**
Reading	• Interpret key information in workplace instructions and equine records to determine work requirements
Writing	• Use clear language and accurate industry terminology for completing records
Numeracy	• Estimate, calculate and record materials and resource requirements to carry out farriery services
Oral communication	• Use active listening and questioning to clarify and confirm information • Conduct professional discussions with other animal professionals and paraprofessionals
Navigate the world of work	• Maintain own professional conduct and ethics and work within the limits of own authority, expertise, training, competence, experience and legislation relevant to providing a service to others • Recognise issues associated with providing animal health and

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Skill	Description
	welfare services, and responsibilities and accountabilities of own actions
Get the work done	• Plan, sequence and prioritise tasks and manage time to complete farriery or hoof care services, taking safety and risk factors into consideration • Reflect on and evaluate decision-making processes involved in providing equine care

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR406 Work effectively in the farriery industry	ACMFAR302 Work effectively as a farrier	Changes to title and code changed to reflect AQF alignment. Changes to reflect scope of work. Repetition reduced (element 3 deleted) and additions of new elements 4 and 5 and performance criteria.	No equivalent unit

Links

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

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Assessment Requirements for ACMFAR406 Work effectively in the farriery industry

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- identified requirements related to providing farriery or hoof care services on at least two different occasions
- used verbal and written communication strategies to communicate effectively on at least three different occasions
- complied with workplace health and safety and animal welfare requirements while undertaking at least two farriery tasks
- carried out at least one activity related to site hygiene and biosecurity, and one activity to improve resource usage
- assessed personal health and fitness for job role and prepared at least one strategy to avoid health risks at work
- maintained environmentally sustainable work practices and prepared at least one strategy to review resource usage.
-

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- responsibilities of both the employer and the employee under federal and state legislation:
  - workplace health and safety
  - taxation law, superannuation and insurance requirements
  - anti-discrimination and harassment
  - animal welfare and prevention of cruelty to animals
- characteristics of equine industry sectors and farriery or hoof care services, including:
  - overview of common farriery or hoof care services in different equine sectors or disciplines
  - basic overview of the rules of racing

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    - how to access information on rules or protocols and roles of key personnel in equine sectors or disciplines
- roles and functions within farriery or hoof care services, including:
    - collaborating with farriers, equine specialists and veterinarians
    - providing a services for a private customer or specific event or establishment
- duty of care, confidentiality and security requirements of clients
- restrictions on advice that can be given, including:
    - administration of medications not under veterinary supervision
    - avoiding perceptions of diagnostic or treatment advice which must be given by veterinarians
    - potential consequences, including animal welfare, litigation
- workplace health and safety requirements, including:
    - managing risks when interacting with equines in the workplace
    - safe horse handling techniques
    - manual handling
    - use of personal protective equipment (PPE)
- characteristics of personal health and fitness related to job role, including:
    - posture and positions when working with equine hooves and limbs
    - core strength and physical fitness
    - vaccinations including for tetanus
    - personal hygiene and infection control
    - effects of hydration and nutrition on body
    - effects of alcohol, other drugs and medication on work performance
    - stress and resilience and basic coping strategies
- common injuries and rehabilitation requirements
- communication skills including:
    - industry terminology for farriery or hoof care services
    - common equine terminology
    - sector specific communication protocols and rules'
- issues relating to engaging in social media responsibly, including:
    - resilience and dealing with negative interactions
    - use of social media as a marketing tool
    - confidentiality and privacy of client information
- key aspects of environmental sustainability relating to farriery industry, including:
    - energy efficiency
    - recycling practices
    - safe disposal of waste
    - environmental hazards and risks associated with livestock and animal care industries
    - approaches for improving sustainability and energy efficiency for small business.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines requiring farriery or hoof care services, assessed as suitable for the skill and experience of the candidate
  - tools and equipment for tasks, including PPE for the individual and appropriate tack for the equine
  - workplace technology for communicating with others.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR407 Respond to emergencies and apply first aid to equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to respond to emergencies across a broad spectrum of situations and incidents, and to apply first aid to equines.

The unit applies to individuals who work in equine industries where it may be necessary to recognise and respond to emergencies and to apply first aid equines.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for emergency	1.1 Perform regular checks of the workplace to identify hazards and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
situations	assess and control risks 1.2 Take action to maximise safety and control health hazards and risks in the workplace 1.3 Identify and evaluate options for action in case of emergency situations 1.4 Interpret and be prepared to carry out workplace emergency procedures when required 1.5 Apply workplace health and safety procedures and safe work practices to the selection of personal protective equipment to suit the emergency situation 1.6 Store and maintain safety equipment and aids for emergencies according to workplace procedures 1.7 Report or document near misses and hazards according to workplace procedures
2. Implement fire protection and control on-site and in the workshop	2.1 Minimise fire hazards in the workplace as specified in hazardous fuelling procedures 2.2 Identify appropriate fire extinguishers and firefighting equipment for use in fire situations, and notify authorities according to workplace procedures 2.3 Follow evacuation procedures and assemble at nominated assembly points during fire drills 2.4 Carry out specific safety procedures for handling and use of industrial gases
3. Evaluate the emergency	3.1 Identify and assess emergency situations and potential emergency situations 3.2 Prioritise emergency needs promptly and accurately, including need for assistance 3.3 Monitor and evaluate the possible development of the emergency and further potential hazards 3.4 Seek advice from relevant people while monitoring and/or evaluating the emergency to reduce further potential hazards
4. Act in an emergency	4.1 Implement the plan of action using techniques appropriate to the situation, available resources and abilities 4.2 Establish and implement strategies for group control, prioritising

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the safety of people and the removal of animals from danger 4.3 Operate equipment safely and, where necessary, improvise equipment and techniques 4.4 Monitor the condition of all personnel and animals 4.5 Change the plan of action to accommodate changes in situational variables 4.6 Acquire and document information to assist emergency services 4.7 Notify emergency services according to emergency procedures 4.8 Demonstrate casualty evacuation methods as relevant to the context 4.9 Implement organisation procedures and policies in the event of a major injury or death
5. Deal with equine first aid situations	5.1 Minimise immediate health and safety risk to self, others and the equine by isolating the hazard 5.2 Make a basic assessment of the equine's injuries and vital signs, and need for first aid assistance 5.3 Control and calm equine using available resources 5.4 Seek first aid assistance from others according to emergency procedures
6. Apply essential equine first aid techniques	6.1 Recognise and report signs of common equine illnesses or diseases 6.2 Recognise and report indicators of abnormal system function and vital signs of equines 6.3 Calm and restrain equine prior to first aid assessment using safe handling techniques 6.4 Follow first aid policy and procedures with respect to obligations of owners, regulations and duty of care 6.5 Apply principles of first aid procedures relating to injury or accident 6.6 Follow and contribute to a policy and system of referral of injury treatment and emergency care

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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.

Skill	Description
Reading	• Interpret key requirements in organisational policies and procedures, including safety and emergency procedures
Writing	• Use clear language and accurate industry terminology for reporting and keeping records of incidents
Oral communication	• Use tone and clear instructions appropriate for situation to avoid further escalation of risk or incidents
Navigate the world of work	• Know emergency and first aid procedures and requirements, taking responsibility for implementing within own role and work area
Interact with others	• Work collaboratively with others to deal with contingency and emergency situations
Get the work done	• Anticipate equine behaviour and less-predictable problems; initiate standard procedures in response, and apply problem-solving process in determining a solution

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR407 Respond to emergencies and apply first aid to equines	ACMFAR304 Respond to emergencies and apply first aid	Coding of unit changed to reflect indicative AQF level 4. Title changed and minor edits to performance criteria for clarity of scope of activity.	Equivalent unit

Links

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

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Assessment Requirements for ACMFAR407 Respond to emergencies and apply first aid to equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual responded to emergencies and applied equine first aid, including:

- evaluated, prepared for, and responded to at least three emergency events
- implemented fire prevention and control measures on-site and in a workshop
- on at least three occasions applied basic first aid techniques to equines, or demonstrated appropriate responses to equine first aid simulations, including bandaging to restrict bleeding or bandaging to support an injured equine leg.
-

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including:
  - managing risks when interacting with equines in the workplace
  - safe horse handling techniques
  - manual handling
  - use of fire and working with gas
  - use of personal protective equipment (PPE)
  - safe waste handling and disposal
  - workplace emergency plan and evacuation procedures
- fire protection and control, including:
  - types of fires and how to respond
  - procedures for contacting fire authorities or emergency services
  - types of fire extinguishers and firefighting equipment
  - evacuation procedures and nominated assembly points
- types of first aid situations involving equines, including:

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  - common equine illnesses and diseases
  - common injuries and accidents
  - factors influencing a range of equine behaviours in an emergency or first aid situation
- responding to equine first aid situations, including:
  - vital signs and warning signs in equines
  - safe equine handling practices
  - items of handling gear and appropriate personal protective equipment
  - basic equine first aid procedures
- workplace policies and procedures to deal with an accident or incident
- key animal welfare principles applicable to first aid and emergency incidents.
-

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - emergency situation scenarios or role-plays, and related equipment and materials
  - various compliant and manageable equines assessed as suitable for the level of skill and experience of the individual to apply first aid treatment or realistic simulation methods to address dealing with first aid situations
  - equipment and materials to respond to first aid requirements of equines, including PPE for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR408 Determine hoof care and hoof protection plans for equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to make hoof care and hoof protection plans for an equine and contribute to the maintenance of equine health and wellbeing by applying protection appropriate for its needs.

The unit applies to individuals who use technical knowledge and skills to perform hoof care services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify features of equine anatomy relevant	1.1 Identify the anatomical features and basic biomechanical functions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
to farriery services	of the equine lower limb and hoof 1.2 Compare differences between ideal and problematic hooves and describe their impact on hoof protection needs 1.3 Identify the general principles of hoof care for equines 1.4 Recognise the symptoms of hoof malformation, injury, excessive wear and disease
2. Determine the hoof protection requirements and a hoof care program	2.1 Determine the type of work undertaken by equines through questioning carers and assess any special needs according to their natural gait and conformation 2.2 Apply workplace health and safety procedures and safe work practices to the selection of personal protective equipment to suit the situation 2.3 Use safe zones and handling techniques when observing and examining equines 2.4 Examine the wear patterns of existing shoes, other hoof protection or hooves and determine the condition of hooves 2.5 Report hoof malformation, injury or disease to carer or owner 2.6 Discuss the hoof care and hoof protection plan and get agreement on a proposed course of action 2.7 Advise on routine and preventative hoof care and undertake agreed actions 2.8 Maintain records on each equine according to workplace practices
3. Provide non-veterinarian equine health care	3.1 Identify signs of common equine ailments 3.2 Take appropriate action when malformation, injury or disease are suspected 3.3 Advise on, or apply, non-veterinarian treatments within scope of practice 3.4 Seek advice from, and refer to, a registered veterinarian or other equine professional where specialist treatment is required
4. Apply disease and infection containment procedures	4.1 Demonstrate isolation and quarantine strategies for infection control 4.2 Follow defined procedures for notifiable diseases and biosecurity maintenance 4.3 Dispose of waste material safely according to workplace hygiene

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and biosecurity procedures

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.

Skill	Description
Writing	• Record specifications and hoof protection plans for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Oral communication	• Use clear language, accurate concepts and industry terminology to ensure clarity of meaning when reporting and requesting information
Navigate the world of work	• Take responsibility for adherence to workplace procedures and codes of practice, including safety, animal welfare and biosecurity requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients, veterinarians and other equine professionals
Get the work done	• Observe and examine equines, using safe handling techniques, to determine hoof care and hoof protection requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR408 Determine hoof care and hoof protection plans for equines	ACMFAR308 Determine foot care and shoeing plans for equines	Coding of unit changed to reflect indicative AQF level 4. Minor changes to clarify intent of unit. Changed title and content from foot care	Equivalent unit

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		to hoof care and shoeing plans to hoof protection plans for consistency throughout units and to reflect industry terminology.	

Links

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

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Assessment Requirements for ACMFAR408 Determine hoof care and hoof protection plans for equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- assessed the condition of the hoof of at least three equines to develop appropriate hoof care and hoof protection plans for each
- provided information on routine and preventative hoof care for each equine
- advised on non-veterinarian equine health care for common ailments on at least two occasions
- followed infection control procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of equines for determining hoof care and hoof protection plans, including:
  - general anatomy of equines
  - anatomical features of the lower limb and hoof and basic biomechanical functions
  - types and features of gait and conformation
  - use of or work undertaken by equine
  - features of ideal and problematic hooves
  - common malformation and injuries
  - nature, effects, causes and consequences of hoof disease
  - hoof, hoof protection and/or shoe wear patterns
- methods for assessing condition of hooves, including:
  - observation of the equine at rest and in motion to identify lameness and faults of gait
  - picking up and cleaning each hoof to check for injuries or foreign objects
  - seeking information from the owner or carer
  - review of radiographs in consultation with veterinarians

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- features and options for:
  - routine and preventative hoof care
  - hoof protection and/or hoof care plans
- non-veterinarian treatments allowed within scope of practice, including:
  - adjusting fit of orthotics, pads, wedges or shoes/boots
  - trimming hooves to correct angles according to veterinary instructions
- infection control and biosecurity principles and practices, including:
  - isolation and quarantine
  - hygienic practices to avoid transmission of disease
  - notifiable diseases and processes to be followed
- key principles of animal welfare applicable to equine hoof care services
- workplace health and safety requirements and safe work practices, including:
  - managing risks when interacting with equines in the workplace
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques
  - safe waste handling and disposal.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines, assessed as suitable for the skills and experience of the individual, and appropriate simulations or case studies
  - measuring and recording tools
  - PPE correctly fitted and applicable to activities for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMFAR409 Select and fit shoes for normal healthy equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to safely fit standard shoes for equines with hooves in healthy condition or presenting with common faults and defects, which can be treated with minor shoe modifications of pre-manufactured shoes.

The unit applies to individuals who use technical knowledge and skills to perform farriery services across different equine industry sectors.

Workplace health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Examine an equine and condition of its hooves	1.1 Observe equine gait and conformation to identify common faults and defects or signs of lameness 1.2 Identify, select, fit and use personal protective equipment

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 1.3 Use safe handling techniques and control equines in a way that reduces stress and alarm and minimises risk to the equine and handlers 1.4 Adopt a working position that maintains the comfort and safety of the equine, the farrier and assistants 1.5 Use appropriate tools to safely remove shoes and clean hoof of debris 1.6 Examine the shoes and hoof and assess the wear pattern for trimming and shoeing 1.7 Report any conditions requiring higher level treatment by a veterinarian or other specialist 1.8 Change the shoeing plan dependent on the condition of the hooves
2. Trim and prepare hooves	2.1 Correctly identify hoof defects, trim and prepare hooves to achieve balance, level and shape without injury to equine hooves 2.2 Monitor work to ensure hoof preparation meets quality outcomes
3. Fit shoes	3.1 Select tools needed according to equine and situational requirements to fit shoes 3.2 Select the type and size of shoe, and modify to fit individual equine hoof 3.3 Shape shoes to incorporate any extra functionality identified in shoeing plan 3.4 Fit shoes and assess the need for any final adjustments 3.5 Make final adjustments to the shape and size of the shoe
4. Attach shoes and finish shoeing process	4.1 Select suitable tools and materials for attaching and finishing the job 4.2 Attach shoe safely, securely and in the correct position 4.3 Finish the hoof and check the welfare of the equine 4.4 Check correct fit of shoe by inspecting the shoe with hooves on and off the ground 4.5 Identify any signs of lameness by walking and/or trotting the equine on firm ground

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.6 Advise clients, carers or other specialists of actions taken and future hoof care requirements 4.7 Maintain service records according to workplace procedures 4.8 Dispose of waste material safely according to workplace hygiene and biosecurity procedures

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.

Skill	Description
Writing	• Record shoe plans and measurements for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace health and safety, animal welfare and infection control requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and equine professionals using industry-standard terminology and concepts suitable for audience
Get the work done	• Observe and examine equines, using safe handling techniques, to determine hoof care and shoeing requirements • Plan, sequence and prioritise tasks and assemble equipment to make shoes to meet specific requirements of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR409 Select and fit shoes for normal	ACMFAR309 Select and fit shoes for normal healthy	Coding of unit changed to reflect indicative AQF level 4.	Equivalent unit

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healthy equines	equines	Minor changes to clarify intent of unit. Performance evidence requirements modified.	

Links

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Assessment Requirements for ACMFAR409 Select and fit shoes for normal healthy equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- determined and selected appropriate shoe, and shaped and fitted pre-manufactured shoes to at least two cadaver fore and hind limbs (total of 4)
- assessed the shoeing needs and fitted shoes to at least two normal, healthy equines, including:
  - observed gait and conformation, and examined shoe and/or hoof wear to identify shoeing need
  - trimmed and prepared individual equine hooves using safe handling techniques
  - selected, shaped and fitted pre-manufactured shoes to meet individual requirements
  - provided information and discussed options on future hoof care requirements of each equine with relevant personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- equine anatomical features relevant to farrier services, including:
  - lower limb and hoof and their basic biomechanical functions
  - conformation, normal gait and abnormalities of gait
  - techniques to alleviate a range of common faults, defects and hoof problems through shoeing
- trimming techniques, including:
  - effects of trimming on the stance and action of an equine
  - limits of safe trimming and why these must not be exceeded
- tools for removing and fitting shoes and trimming hooves
- types of shoes, reasons for use of particular shoes and fitting techniques

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- types of orthopaedic shoes and modifications that may be made to address the needs of an equine exhibiting minor faults and defects
- providing advice and referrals
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
  - identifying hazards and assessing and controlling risks when interacting with equines in the workplace
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques
  - safe waste handling and disposal.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - equine fore and hind cadaver limbs
  - various healthy, compliant and manageable equines, assessed as suitable for the skill and experience of the individual
  - measuring and recording tools
  - appropriate tack for horse and/or other equine and activity
  - tools, equipment and materials for modifying and fitting shoes
  - PPE correctly fitted and applicable for tasks for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGAS202 Participate in workplace communications

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to participate in workplace communications in an animal care and management environment.

This unit applies to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others. The unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow routine instructions	1.1 Listen to and interpret spoken instructions 1.2 Follow instructions and procedures in an appropriate sequence for the task and in accordance with the information received

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Element	Performance criteria
	1.3 Ask supervisor for clarification when required
2. Obtain and provide information in response to workplace requirements	2.1 Obtain specific information from the relevant source 2.2 Interpret information 2.3 Provide information clearly and precisely in written or verbal format as required 2.4 Ensure all personal interaction is courteous, and enquiries are clear and concise 2.5 Store information following organisational procedures
3. Complete relevant work-related documents	3.1 Complete work-related documents accurately 3.2 Record workplace data on manual or electronic forms and documents 3.3 Use basic mathematical processes for routine workplace calculations 3.4 Check information on forms and documents and correct errors 3.5 Report work progress to supervisor
4. Participate in workplace meetings and discussions	4.1 Attend team meetings on time 4.2 Express opinions clearly and listen to opinions of others without interruption 4.3 Ensure input to meetings and discussions is consistent with the purpose and established protocols 4.4 Interact courteously with colleagues and clients 4.5 Ask questions about workplace procedures and issues as required 4.6 Interpret and implement outcomes of meetings and discussions in line with job role

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.

Skill	Description
Navigate the world of	• Knowing current workplace procedures

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Skill	Description
work	
Get the work done	• Anticipate work problems and discuss with supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS202 Participate in workplace communications	ACMGAS202A Participate in workplace communications	Updated to meet Standards for Training Packages Elements 1 and 2 combined Assessment requirements revised	Equivalent unit

Links

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

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Assessment Requirements for ACMGAS202 Participate in workplace communications

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in workplace communications on two separate occasions, including:

- followed routine instructions
- participated appropriately in a workplace meeting or discussion
- accurately completed a workplace document
- accurately completed routine workplace calculations
- obtained and provided information in response to a specific request.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- modes of communication appropriate in animal care workplaces
- effective communication skills across a range of modes
- effective communication principles for use in teams
- communication procedures and systems, and technology relevant to the organisation and own work responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work undertaken in an animal care environment

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- specifications:
  - access to organisational policies and procedures
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGAS204 Feed and water animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare, present and distribute food and water for animals under supervision and according to animal dietary requirements.

This unit is applicable to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	Performance criteria
1. Prepare for feeding	1.1 Identify the basic nutritional needs of animals 1.2 Identify food and food supplements and prepare in line with feeding plans 1.3 Follow food temperature requirements for preparation and storage 1.4 Identify hazards to human and animal health in food preparation and distribution, and tell supervisor 1.5 Select appropriate personal protective equipment and ensure correct fit 1.6 Check food and water containers appropriate to the animal and situation for cleanliness before use
2. Feed and water animals	2.1 Provide food and food supplements 2.2 Check and maintain food and water supply 2.3 Monitor feeding process to ensure animals are feeding effectively 2.4 Observe variations to individual eating and drinking patterns and inform supervisor
3. Complete the feeding and watering process	3.1 Record feeding and watering process 3.2 Record eating and drinking abnormalities and inform the supervisor of any abnormalities 3.3 Clean and store feeding equipment and supplies 3.4 Record food and food supplement stock levels and report to supervisor

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.

Skill	Description
Reading	• Access and interpret animal feeding plans
Numeracy	• Accurately measure quantities of food and food supplements for animal

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS204 Feed and water animals	ACMGAS204A Feed and water animals	Updated to meet Standards for Training Packages. Assessment requirements revised.	Equivalent unit

Links

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

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Assessment Requirements for ACMGAS204 Feed and water animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- fed and watered a minimum of two different animals, covering two different species, in line with the animal's feeding plan.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal feeding methods
- food preparation, according to instructions
- storage requirements for food
- appropriate containers for food
- how to deliver food in a manner that is safe and appropriate to the animal
- maintaining a clean food preparation area
- cross-contamination of food
- safe and humane animal handling techniques and procedures
- the principles of animal welfare and ethics as set out in relevant codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals

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    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to organisational policies and procedures
    - animal feeding plans
- relationships (internal and/or external):
    - interactions with a supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGAS301 Maintain and monitor animal health and wellbeing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to follow animal health management practices to monitor animal health via daily observations of behaviour and condition.

This unit is applicable to those working in animal care industry sectors where it may be necessary to care for a range of animal species and to monitor the wellbeing of healthy, ill or injured animals by observing and measuring indicators of ideal and poor development or response to treatments. These animals may be being kept long-term in the workplace or being raised or prepared for sale, rehousing or release to their native habitat.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow animal health management practices	1.1 Maintain personal health and hygiene standards 1.2 Identify animal diseases and their impact on animals and humans 1.3 Identify broad categories of parasitic infestations 1.4 Prepare and maintain quarantine areas in accordance with quarantine protocols 1.5 Identify and isolate animals requiring quarantine 1.6 Maintain quarantine records 1.7 Use and maintain personal protective equipment
2. Monitor and maintain the physical wellbeing of animals	2.1 Identify and examine different types of animals' anatomy and physiology to determine physical appearance and particular body structures, and record observations 2.2 Monitor and test indicators of animal health regularly, and follow quarantine requirements involving movement of animals within or between facilities 2.3 Assess the physical environment of animals for evidence of problems that may affect the physical wellbeing and welfare of animals 2.4 Maintain records of animal activity monitoring, and health information
3. Identify and report signs of ill health or injury in animals	3.1 Recognise signs of illness or injury and report to supervisor 3.2 Recognise abnormal animal behaviour and conditions and report to supervisor 3.3 Collect samples and record as directed 3.4 Separate sick or injured animals from other animals, as required, and care for as advised by supervisor or veterinarian 3.5 Handle animals that are ill or injured appropriately
4. Administer and record animal treatments	4.1 Administer authorised animal treatments under supervision, and record dosages 4.2 Monitor, administer and record routine preventative health treatments regularly 4.3 Store treatments appropriately according to workplace procedures 4.4 Complete records relating to the nature of treatment, and animal health status before and after treatment

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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.

Skill	Description
Reading	• Accurately interpret animal treatment plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS301 Maintain and monitor animal health and wellbeing	ACMGAS301A Maintain and monitor animal health and wellbeing	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMGAS301 Maintain and monitor animal health and wellbeing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained and monitored the health and wellbeing of a minimum of three different animals and, on each occasion, the individual must have:

- applied work practices for personal safety and personal hygiene standards
- monitored and tested indicators of animal health
- assessed the physical environment of animals for evidence of problems that may have affected the physical wellbeing and welfare of animals
- maintained records of quarantine, observations, monitoring activities and samples
- administered treatments under supervision.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical and physiological structures and functions related to animal health and wellbeing
- anatomical and physiological terminology and glossary of terms
- broad categories of parasitic infestations
- common infectious diseases, including:
  - bacteria
  - fungi
  - internal and external parasites
  - virus
  - zoonoses
- common non-infectious diseases, including:
  - allergies

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    - chemical toxicities
    - genetic
    - metabolic
    - neoplastic
    - nutritional
- indicators of animal health
- observing and reporting unusual behaviour for nominated animal:
    - aggression or docility (depending on animal)
    - disinterest in surroundings, other animals, people or usual stimuli
    - excessive licking, scratching and rubbing
    - lethargy
    - nest building
    - self-mutilation
    - trembling
    - vocalising
- observing and reporting indicators of illness or injury:
    - bleeding
    - changes in drinking or eating patterns
    - lameness or reluctance to move and vocalising when attempting to move
    - swelling
    - unusual amounts, colour or texture of faeces
- indicators of poor response to treatment or management of young, ill, injured or compromised animals
- indicators of recovery from illness or injury
- quarantine protocols
- safe work practices
- the methods used to measure, interpret and record animals' weight and other objective measures of animal health
- the principles of animal welfare and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of animals
    - equipment and resources typically available in an animal care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice

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- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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ACMGAS302 Provide enrichment for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to provide behavioural management and enrichment to stimulate, replenish and maintain appropriate behavioural patterns of animals.

The unit applies to individuals working under supervision in the animal care industry where it may be necessary to provide enrichment activities for animals. The animals may be housed long-term in an animal care facility, being raised or prepared for sale, or rehoused prior to release into their native habitat.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance Criteria

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Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Observe and record animal behaviour	1.1 Observe and record behaviour of individual animals and groups of animals according to organisational policies and procedures 1.2 Compare observed behaviour with known normal behavioural patterns for a range of species 1.3 Identify and encourage natural behaviour 1.4 Recognise and record signs of stress and determine possible stressors 1.5 Report abnormal behaviour indicating less than optimum physical and behavioural wellbeing to supervisor
2. Assist with managing undesirable animal behaviour	2.1 Participate in the development and implementation of a long-term strategy to manage undesirable behaviour 2.2 Conduct short-term management of animals exhibiting undesirable behaviour 2.3 Comply with animal welfare and WHS requirements during behavioural management processes
3. Implement enrichment programs	3.1 Determine, apply and evaluate physical, social and food-related enrichment strategies, appropriate to the species and according to organisational policies and procedures 3.2 Research and assess adverse consequences to an enrichment strategy 3.3 Clean, decontaminate and dispose of or replace used enrichment items appropriately 3.4 Implement enrichment strategy appropriate to the species according to organisational policies and procedures 3.5 Document and record responses to enrichment strategy 3.6 Review enrichment program modification suggestions in consultation with supervisor, and implement and document where appropriate

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.*

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Skill	Description
Get the work done	• Problem-solve issues with managing animal behaviour as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS302 Provide enrichment for animals	ACMGAS302A Provide enrichment for animals	Updated to meet Standards for Training Packages	Equivalent unit

Links

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

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Assessment Requirements for ACMGAS302 Provide enrichment for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- observed, recorded and reported normal and abnormal behaviour patterns and conditions for two different animals
- provided behavioural management and/or enrichment programs for a minimum of three animals, covering two different species.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- strategies to encourage natural behaviour, including activities and equipment:
  - to encourage foraging or hunting for food appropriate for species
  - to provide exercise and physical fitness and dexterity relevant to animal species
  - to provide opportunities to live and socialise in an environment appropriate for particular species
  - to rest, hide or shelter in appropriate housing
  - to reinforce the role of owner or handler in an appropriate context for the nominated species
- signs of stress:
  - aggressive behaviour
  - destruction of equipment or habitat
  - inappetence
  - over-stimulation of animal
  - repetitive actions

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  - self-mutilation
  - subdued behaviour
  - trembling
  - vocalisation
- abnormal behaviours, including:
  - exaggerated forms of a normal behaviour
  - repetitive patterns or actions
  - stationary, non-purposeful movements
- strategies to manage undesirable animal behaviours, including:
  - consulting behaviour specialists
  - food or food-related enrichment
  - providing equipment to encourage appropriate exercise
  - providing equipment and toys for skill development and time occupiers
  - providing species-appropriate housing and bedding
  - nest building or bedding material
  - social enrichment
- safe and humane animal handling techniques
- the milestones in developmental progress from newborn to mature animals
- WHS and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of real animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS and animal welfare legislation, regulations and codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMGAS303 Plan for and provide nutritional requirements for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to calculate rations based on animal species needs and availability of foodstuffs.

The unit applies to individuals working under supervision in the animal care industry where it may be necessary to plan nutritional requirements for animals, including but not restricted to companion animals in pet shops, boarding kennels and catteries, dog and cat breeding establishments, research technology animals, native and exotic animals in zoos, wildlife parks and animal rescue and rehabilitation facilities.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify nutritional	1.1 Classify animals according to natural nutrient sources and types

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Element	Performance Criteria
requirements of animals	of digestive systems 1.2 Align normal feeding behaviours and nutritional requirements of a range of animals 1.3 Evaluate feeding strategies and methods to maximise activity and behavioural enrichment 1.4 Identify characteristics of under- or over-supply of nutrients, and evaluate methods used to monitor nutritional uptake
2. Evaluate food sources and calculate dietary requirements	2.1 Classify foodstuffs according to nutrient content 2.2 Evaluate foodstuffs for shelf life, preparation requirements, availability and cost 2.3 Identify hazards to animal and human health from food sources, and implement procedures to manage risks 2.4 Calculate feed weight and water requirements, based on animal profile 2.5 Calculate protein, carbohydrate, vitamin and mineral supplement and fibre needs, based on animal profile 2.6 Identify other dietary issues relevant to the animal's profile, and factor into dietary calculations 2.7 Prepare and document diet plans after supervisor approval and according to the organisation’s policies and procedures
3. Prepare diets and provide food and water	3.1 Prepare food as required by diet plan 3.2 Store food safely to avoid contamination 3.3 Provide food and water according to animal’s requirements
4. Monitor feeding and watering practices	4.1 Monitor and record food and water consumption according to the organisation’s policies and procedures 4.2 Identify and report abnormal feed intake or feeding behaviour according to the organisation’s policies and procedures 4.3 Monitor animals for condition, metabolic and behavioural changes 4.4 Evaluate reasons for poor response to diet and seek specialist advice 4.5 Determine required dietary changes in consultation with supervisor 4.6 Document dietary variations and update records as required

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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.*

Skill	Description
Numeracy	• Measure, interpret and record animal weight, length and other relevant objective indicators of change in physiological status
Get the work done	• Maintain the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection • Problem-solve issues that arise with animal nutrition, and address them

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS303 Plan for and provide nutritional requirements for animals	ACMGAS303A Plan for and provide nutritional requirements for animals	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMGAS303 Plan for and provide nutritional requirements for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned for and provided a diet that provided the appropriate nutritional requirements for a minimum of three different animals, covering two species, including:

- developing diets for animals in consultation with others
- preparing, storing and distributing food according to animal needs, workplace protocols and procedures, whilst maintaining quality control and hygiene practices
- monitoring response to feeding program and modifying diets as required in consultation with supervisor.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal classifications that influence dietary needs and styles of eating
- behavioural features related to feeding styles and unsuitable responses to diets
- methods used to monitor nutritional uptake:
  - blood and faecal tests to check nutritional uptake
  - comparing food distributed and food not eaten
  - estimating condition scores
  - weighing animals
- principles of contamination and cross-contamination
- feedstuffs available and approved in Australia for animals, their availability, cost, shelf life, method of storage, preparation and presentation to animals
- feeding methods of different animals
- appropriate containers for food for different animals

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- common nutrition-related health problems
- protein, carbohydrate, vitamin and mineral supplement and fibre needs for a range of animal groups
- sources of nutrients for particular animal classes and groups
- the potential causes of poor response to diets
- safe and humane animal handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMGAS304 Carry out simple breeding procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan mating and breeding, parturition or hatching and weaning of animals under supervision.

The unit applies to individuals who work under broad supervision and use discretion and judgement in the selection and use of available resources. The unit can be contextualised to be species-specific.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select animals for breeding	1.1 Identify the basic principles of genetics related to breeding program requirements 1.2 Identify breeding program requirements and clarify with supervisor 1.3 Select animals for mating according to the breeding program 1.4 Schedule examinations and tests, as required, to confirm suitability of selected animals with breeding program 1.5 Monitor individual animals to determine the current stage of their reproductive cycle 1.6 Identify WHS hazards associated with working with animals, assess the risks and implement control measures in case of emergency 1.7 Select and use appropriate personal protective equipment
2. Implement breeding procedures	2.1 Place animals selected for mating in an appropriate environment 2.2 Apply appropriate breeding systems according to the breeding program 2.3 Apply appropriate mating methods according to the breeding program 2.4 Monitor animals during and after the mating period to determine success of mating
3. Monitor post-mating progress	3.1 Observe and document changes in behaviour and condition, where appropriate, in breeding females to determine possible pregnancy 3.2 Schedule examinations and tests, if appropriate, to determine pregnancy 3.3 Estimate and document hatching or parturition dates
4. Prepare for and assist with birth or hatching	4.1 Provide a suitable environment to assist with the birth or hatching 4.2 Identify signs of hatching or parturition and report potential problems to supervisor 4.3 Provide appropriate monitoring to ensure the safe birth or hatching of young animals 4.4 Identify sex and measure offspring and document results 4.5 Monitor mother and offspring to ensure appropriate bonding, feeding and activity behaviours, and report problems to supervisor
5. Wean animals	5.1 Modify offspring diets in preparation for weaning 5.2 Schedule vaccinations, other medications and permanent

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	identification protocols as required 5.3 Select and implement suitable weaning process according to workplace protocols 5.4 Carry out post-weaning management according to the breeding program 5.5 Update breeding records

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.

Skill	Description
Reading	• Seek information from written material about breeding systems and mating methods to apply to own work
Writing	• Keep accurate records of schedules for vaccinations, other medications and requirements for permanent identification markers • Use industry specific terminology to document and update breeding records
Numeracy	• Compare information and data within written texts, including weights and other measurements
Get the work done	• Identify and prioritise tasks and carry out routine problem solving when tasks do not go to plan

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS304 Carry out simple breeding procedures	ACMGAS304A Carry out simple breeding procedures	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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

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Assessment Requirements for ACMGAS304 Carry out simple breeding procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out simple breeding procedures with at least four animals, including:

- applied safe work practices, including the selection and use of personal protective equipment when working with animals
- monitored and observed animals and reported on breeding cycle
- communicated effectively with supervisor and followed instructions
- carried out breeding, hatching or parturition and weaning procedures according to organisation's policies and procedures
- carried out post-weaning management
- maintained accurate breeding program and animal health-related records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- normal and abnormal animal behaviour for the relevant species
- nutrition and health requirements of one or more species at various stages of their life and reproductive cycle
- purpose of keeping breeding data and records
- signs of animal wellbeing, illness, or injury
- the basic principles of genetics
- ways of determining current reproductive cycle status, through identifying specific indicators including oestrus, sexual behaviour, and aggression between males and evidence of mating

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- the best breeding systems, methods and traits to produce the best possible breeding outcomes, health and wellbeing of animals related to species concerned
- the functions and requirements of a breeding colony, where relevant
- the housing requirements for mother and young of relevant species
- the mating behaviour of relevant species
- weaning procedures
- WHS and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals of the relevant species
- specifications:
  - access to specific workplace documents, including a documented breeding plan for the relevant species
  - current WHS and animal welfare legislation, regulations and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGAS307 Identify animal anatomy and physiology for animal care work

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify animal anatomy and physiological functions of animals. It incorporates knowledge of animal classification, animal body systems, physiological functions and external anatomical features of animals to recognise normal health.

The unit applies to individuals who work primarily with mammals, but also birds and reptiles, in animal care environments.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Classify animals	1.1 Classify animals using industry terminology 1.2 Identify and describe the differences between different animal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	groups
2. Identify anatomy and physiology of mammals	2.1 Identify and describe the external anatomical features of mammals 2.2 Identify and describe the body systems of mammals 2.3 Describe the physiological functions of the body systems of mammals
3. Identify comparative anatomy and physiology	3.1 Identify and describe the external anatomical features of birds and reptiles 3.2 Identify and describe the body systems of birds and reptiles 3.3 Describe the physiological functions of the body systems of birds and reptiles

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.

Skill	Description
Oral communication	• Use appropriate industry terminology to describe animal anatomy and physiology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS307 Identify animal anatomy and physiology for animal care work	Not applicable	New unit	No equivalent unit

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Links

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

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Assessment Requirements for ACMGAS307 Identify animal anatomy and physiology for animal care work

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- classified animals from a minimum of two different species
- identified the anatomical features, body systems and physiological functions of organs of:
  - three different mammals
  - one bird and one reptile.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- terminology relevant for classifying animals
- structure and function of body systems of mammals, including:
  - muscular system
  - skeletal system
  - digestive system
  - cardiovascular system
  - respiratory system
  - urinary system
  - nervous system
  - sensory system
  - reproductive system
  - endocrine system
  - integumentary system
  - lymphatic/immune system
- structure and function of comparative body systems

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- external anatomical features of different animals
- herbivores and carnivores
- monotremes and marsupials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- resources, equipment and materials:
  - model animals, skeletons, 2D or 3D graphics of animals, or real animals
  - access to animal anatomy and physiology reference material.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGAS308 Communicate effectively with clients and team members

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to communicate effectively with clients, a supervisor, team members and industry representatives.

The unit applies to individuals who work in organisations in operational roles with some supervision.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate effectively with clients and industry representatives	1.1 Use verbal and non-verbal communication to enhance understanding and demonstrate respect 1.2 Communicate information in a manner that is appropriate, clear

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and easily understood 1.3 Use electronic and digital communication tools effectively 1.4 Listen to requests, clarify meaning and respond appropriately 1.5 Exchange information clearly in a timely manner 1.6 Empathise with those experiencing distress 1.7 Follow privacy and confidentiality protocols
2. Communicate with team	2.1 Listen to and clarify instructions for carrying out workplace tasks 2.2 Use industry terminology in verbal, written and digital communications 2.3 Follow communication protocols that apply to interactions with team members 2.4 Actively participate in team meetings and discussions
3. Address constraints to communication	3.1 Identify constraints to effective communication and resolve using appropriate communication strategies and techniques 3.2 Use communication skills to avoid, defuse and resolve conflict situations
4. Complete workplace documentation	4.1 Complete paper-based and electronic documents in line with workplace standards 4.2 Carry out routine numerical calculations relevant to work role and requirements 4.3 Document agenda and minutes for meetings 4.4 Store or save correspondence and documentation in line with workplace protocols 4.5 Follow workplace communication policies and procedures for using digital media

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.

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Skill	Description
Get the work done	• Use computer-based technology effectively

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS308 Communicate effectively with clients and team members	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMGAS308 Communicate effectively with clients and team members

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- communicated effectively on a minimum of three different occasions, including each of the following:
  - interacting appropriately with clients in writing using digital media
  - interacting appropriately with a client or industry representative by telephone
  - actively participating in a team meeting.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- models of effective communication across a range of modes, including written, verbal, electronic and digital
- the role of non-verbal communication
- effective communication principles for working in a team
- conflict resolution techniques
- social media platforms used for business
- ways to show empathy and support those in distress
- appropriate industry language and terminology
- communication systems, procedures and technology commonly used in workplaces
- confidentiality and privacy legislation, regulations and protocols.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - communication equipment and resources appropriate to work undertaken
- specifications:
    - access to organisational policies and procedures
- relationships (internal and/or external):
    - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN101 Explore job opportunities in animal care and related industries

Modification History

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

Application

This unit covers the skills and knowledge required to investigate work activities undertaken by a range of animal care and management facilities and/or services, and to explore employment opportunities.

This unit applies to individuals seeking entry level work or involvement in community volunteering in the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, boarding/day care facilities, shelters and other workplaces. In this context, individuals work alongside a supervisor in most situations, exercise limited autonomy and identify and seek help with simple problems.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the sectors of the animal care and related industries	1.1 Identify categories of animal care employment 1.2 Outline sectors within the animal care industry

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify functions within each animal care sector
2. Profile animal care job roles and functions	2.1 Identify the types of roles and work functions within the animal care industry using effective observation and questioning techniques 2.2 Engage with workers in animal care workplaces to identify general working conditions in functional areas of animal care 2.3 Identify specific conduct and presentation standards required in animal care workplaces, including health and safety, and animal welfare and ethics requirements
3. Prepare a job application	3.1 Identify local employment opportunities in animal care and related industries 3.2 Review resume and job application formats to select appropriate style for context 3.3 Prepare a draft resume and job application, targeting a specific animal care workplace

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.

Skill	Description
Writing	• Plan, draft and edit resume and job application using technology
Oral communication	• Use open questions and active listening to obtain information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN101 Explore job opportunities in	ACMGAS101 Investigate job opportunities in	Title changed Elements 2 and 3 merged	Not equivalent

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animal care and related industries	animal care and related industries	Changes to performance criteria for clarity Assessment requirements updated	

Links

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Assessment Requirements for ACMGEN101 Explore job opportunities in animal care and related industries

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has explored job opportunities in a minimum of two different animal care sectors, including:

- identified at least three sectors within animal care
- visited at least two animal care workplaces and identified the range of job functions and working and environmental conditions, including conduct and presentation standards
- developed a simple resume and job application.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- conditions of employment in a range of animal care sectors that address dress code, behaviour standards and workplace health and safety requirements, and animal welfare and ethics requirements
- general job responsibilities in a range of animal care sectors
- job roles and employment opportunities in a range of animal care sectors
- major animal care industry sectors and their functions
- resume and job application formats
- sources of information on animal care sectors, employment conditions and employment opportunities
- basic requirements for animal welfare and ethics.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - access to a range of different animal care workplaces
- resources, equipment and materials:
  - formats for resume and job applications
  - information about animal care workplace requirements
  - access to workers in animal care workplaces.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN102 Approach and handle a range of calm animals

Modification History

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

Application

This unit covers the skills and knowledge required to approach and handle calm animals under supervision. It covers understanding potential hazards and risks when interacting with animals, and the application of industry guidelines and procedures to ensure the welfare and safety of the individual and the animal.

This unit applies to individuals who undertake entry level work or involvement in community volunteering in the animal care industry. They undertake defined routine activities under direct supervision with limited responsibility for their own work.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and describe animals	1.1 Use industry standard terminology to describe external body parts and features of animals by name and location

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and describe individual animal using specific characteristics and descriptions
2. Prepare to approach and handle animals	2.1 Confirm animal for the selected activities with supervisor 2.2 Confirm the activity to be undertaken with supervisor 2.3 Confirm and clarify with supervisor the potential health and safety hazards and risks, and welfare needs of the animal 2.4 Prepare handling gear appropriate to the task and animal 2.5 Select, correctly fit and use appropriate personal protective equipment
3. Handle animals safely	3.1 Observe animal behaviour and clarify observations with supervisor 3.2 Use low stress techniques to approach animal 3.3 Use low stress techniques to handle and secure animal 3.4 Move secured animals to required location for relevant care routine or activity 3.5 Provide assistance during care routine or activity with animal

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.

Skill	Description
Oral communication	• Listen actively and ask open and closed questions to clarify work instructions • Use appropriate verbal and non-verbal communication skills when approaching or handling calm animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMGEN102 Approach and handle a range of calm animals	ACMGAS102 Catch and handle a range of quiet animals	Titled changed Elements 3, 4 and 5 merged Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN102 Approach and handle a range of calm animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has approached and handled a minimum of three calm animals, including:

- confirmed potential animal handling hazards and risks, including basic observation of animal body language with supervisor
- selected low stress handling techniques to minimise the risk of injury or distress to animals
- assisted in the control of animals during animal care routines or activities
- followed supervisor instructions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- external features and body parts of common animals
- specific characteristics of animals, including:
  - life stage, sex and size
  - coat or skin colours
- how to describe animals using industry terminology as well as common terms
- common animal body language and behavioural signs, including those posing potential safety risks
- common health, hygiene and safety hazards of working with animals, including:
  - animal bites, kicks and/or scratches
  - manual handling
  - slippery or uneven work surfaces
  - zoonoses
- safe, low stress and humane animal handling techniques and procedures, including:

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- appropriate verbal and non-verbal communication skills when approaching animals
- use of equipment, including personal protective equipment
- basic requirements for animal welfare and ethics.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - equipment and resources appropriate to work undertaken in an animal care environment
- relationship:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN103 Assist in the care of animals

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 covers the skills and knowledge required to provide basic care of calm animals. It covers awareness of potential hazards and associated risks when working with and around animals.

This unit applies to individuals who undertake entry level work or involvement in community volunteering in the animal care industry. They undertake defined routine activities under direct supervision with limited responsibility for their own work.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with animals	1.1 Confirm the animal for the selected activities with supervisor 1.2 Confirm the activity to be undertaken with supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm and clarify with supervisor the potential health and safety hazards and risks, and welfare needs of the animal 1.4 Prepare tools and equipment appropriate to the task and animal 1.5 Select, correctly fit and use appropriate personal protective equipment
2. Maintain a clean workplace	2.1 Clean animal housing, floors, benches and other flat areas according to workplace procedures 2.2 Dispose of waste and soiled bedding according to workplace procedures
3. Assist in feeding animals	3.1 Identify animal food products and their storage locations within the workplace 3.2 Identify and report to supervisor animal food products that do not meet quality requirements 3.3 Prepare equipment used in food preparation and distribution 3.4 Provide assistance to team members in the preparation and distribution of meals 3.5 Clean and store equipment and materials according to workplace procedures 3.6 Report basic animal behaviour and health status according to instructions

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.

Skill	Description
Writing	• Use industry terminology to record basic workplace information related to the daily care of animals
Oral communication	• Listen actively and ask open and closed questions to clarify work instructions • Use common industry terminology when communicating with supervisor

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN103 Assist in the care of animals	ACMGAS103 Assist in the care of animals	Elements 3 and 4 merged Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN103 Assist in the care of animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assisted in the care of a minimum of three animals, including for each:

- cleaned work areas and animal housing according to workplace procedures
- assisted in the preparation and distribution of food under supervision
- observed and reported observations of live animal behaviour and health status to supervisor.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- a range of basic animal care work tasks, including:
  - enclosure and bed cleaning and bedding replacement
  - feeding and watering animals
  - collecting, recording and updating information
  - observing and reporting animal behaviour
  - cleaning workplace and equipment
- tools and equipment required to undertake routine duties, including cleaning and general housekeeping activities
- key risks of working with animals relevant to context, including:
  - animal bites, kicks and/or scratches
  - biological waste
  - handling of chemicals
  - manual handling
  - slippery or uneven work surfaces

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    - zoonoses
- basic hygiene and infection control relevant to care of animals in the facility
- characteristics of animal behaviour, including body language
- basic nutritional and water requirements for animals, including:
    - storage, preparation and presentation requirements for food for animals
    - types of food
    - contaminated and unsuitable quality food products
- animal care workplace procedures related to health and safety, animal welfare and waste disposal requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects a real workplace
- resources, equipment and materials:
    - live animals as specified in the performance evidence
    - equipment and resources appropriate to work undertaken specified in the performance evidence
- specifications:
    - workplace procedures and instructions related to the care of animals
- relationship:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN201 Work in the animal care industry

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 carry out animal care work, using ethical and humane practices and contributing to a productive work environment.

This unit applies to entry level workers in the animal care industry who undertake routine work under supervision. They have some accountability for their own work and solve predictable problems. Workplaces may include retail pet stores, boarding/day care facilities, animal shelters, animal welfare organisations, veterinary clinics, zoos and wildlife sanctuaries.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to a productive work	1.1 Collect and interpret information on animal care industry work functions, and employment terms and conditions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
environment	1.2 Perform personal work practices to contribute positively to quality, productivity and effective teamwork in the workplace 1.3 Comply with industry and workplace-specific management structures and lines of reporting 1.4 Follow work schedules according to workplace policies and procedures 1.5 Perform job-specific work practices and comply with workplace procedures 1.6 Identify and follow workplace confidentiality policies and procedures
2. Recognise and identify animals in the workplace	2.1 Identify animals by groups, species and breed using scientific and common names 2.2 Describe animals using identifiable characteristics, standard colours, weight and height 2.3 Identify a range of animals commonly found in the workplace, according to industry standard or workplace identification procedures 2.4 Document a brief description of individual animals and their unique features or markings
3. Identify physical, social and behavioural characteristics	3.1 Identify the temperament traits of species and breed in the workplace 3.2 Identify physical and social environmental needs of animals 3.3 Identify indicators of normal and undesirable or maladaptive behaviour of animal, within physical and social environment 3.4 Identify basic animal body language signs and communication that indicate potential safety risks
4. Incorporate animal needs in conduct of work practices	4.1 Identify and follow workplace procedures relevant to animal care work 4.2 Complete work routines with consideration for animal health and wellbeing priorities 4.3 Handle and interact with animal with due consideration to the risks and the social and behavioural characteristics of the species 4.4 Comply with hygiene protocols to ensure animal health 4.5 Follow security protocols to ensure animal safety

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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.

Skill	Description
Reading	• Interpret industry terminology in workplace policies, procedures and instructions
Oral communication	• Participate in verbal exchanges using industry terminology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN201 Work in the animal care industry	ACMGAS201 Work in the animal care industry	Minor edits to performance criteria for clarity New element 2 to cover species and breed identification and characteristics Element 4 removed and outcomes added to Foundation Skills Assessment requirements updated	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

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Assessment Requirements for ACMGEN201 Work in the animal care industry

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified a total of 10 common species or breeds covering the following groups:
  - companion animals
  - livestock
  - wildlife/native animals
  - declared pest animals
- documented a brief description, including unique features of an animal, for two species
- followed task instructions and workplace procedures to safely complete at least two routine animal care work activities for live animals in an animal care workplace, selected from the following:
  - set up of animal bedding or housing
  - cleaning and maintenance of animal housing and/or facility work areas, including the removal of animal waste and soiled bedding materials
  - feeding and watering animals
  - enrichment
- interacted with and/or handled at least three different animals in a humane manner using low stress techniques
- communicated effectively with supervisor and team members using industry-appropriate terminology.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- taxonomy of the animal kingdom, including scientific names

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- features and characteristics used to identify a range of animals by species and breed, including:
  - standard Australian dog breeds
  - cat breeds
  - horses
  - reptiles
  - fish
  - birds
  - livestock
- identifiable animal characteristics, including:
  - age, sex and size
  - coat or skin colours
  - markings, patterns and permanent scars
  - microchip, ear tags, tattoos and markings and leg bands
  - movement and behaviour of animals
  - animal temperaments and behaviours and how they relate to associated risks and hazards
- basic animal behaviour as it relates to breed, type or group, including basic identification of body language and communication
- services available in different animal care sectors, including:
  - animal technology, including biomedical research
  - animal regulation and management
  - exhibited/captive animals
  - companion animal services
  - veterinary practices
  - wildlife care and rehabilitation
- features of animal care industries, including:
  - relationships between sectors and other industries
  - industry work conditions
  - legislation that affects the industry, including workplace health and safety and animal welfare
  - industrial relations and employment terms and conditions
  - appropriate industry work ethics
  - industry quality assurance standards
  - general job responsibilities in a range of animal care sectors
- animal care workplace policies and procedures, including:
  - animal welfare
  - environmentally sustainable practices
  - infection control
  - privacy and confidentiality of client information

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- risks of working with animals relevant to context or species, including:
  - animal bites, envenomation, kicks, scratches and crush injuries
  - biological hazardous waste handling and disposal
  - handling of chemicals and medicines
  - manual handling, including carrying, lifting and shifting
  - needle pricks and cuts from other sharps
  - release of infective agents (animal and human)
  - slippery or uneven work surfaces
  - zoonoses
- principles of animal welfare requirements applicable to work role, including basic overview of ethics, assessment frameworks and legislation
- common diseases, ailments, injuries and other impacts on animal health and wellbeing relevant to species or context
- housing, exercise, social and activity needs of a range of animals
- industry or workplace expectations of conduct, presentation and work performance
- types of disinfectants or cleaning agents, and cleaning techniques, equipment and materials used in an animal care workplace.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace
- resources, equipment and materials:
  - live animals for the animal care activities specified in the performance evidence
  - photos/videos of real animals where access to the range of animal species required for identification in the performance evidence is limited
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - animal care workplace policies and procedures related to tasks specified in the performance evidence
- relationships:
  - supervisor and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN202 Complete animal care hygiene routines

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 provide daily care of animals, including the cleaning of animal housing, and grooming or cleaning of animals.

This unit applies to entry level workers in the animal care industry who undertake routine work under supervision. They have some accountability for their own work and solve predictable problems. Workplaces may include retail pet stores, boarding/day care facilities, animal shelters, veterinary clinics, zoos and wildlife sanctuaries.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work	1.1 Identify daily, weekly and periodical workplace activity schedules and confirm work to be undertaken with supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Confirm personal workplace responsibilities with supervisor 1.3 Collect workplace schedule and recording documents and update as required 1.4 Identify hazards and risks according to workplace health and safety procedures, and report concerns to supervisor 1.5 Select and correctly fit appropriate personal protective equipment
2. Check animals	2.1 Confirm animals included in work area responsibilities during shift, and verify the animal status via records or verbal reports 2.2 Identify basic animal behaviour, body language and condition, at beginning and throughout the shift 2.3 Check animals in work area and update status with supervisor during shift according to instructions
3. Clean animal housing	3.1 Clean animal housing areas and general animal care work surfaces, floors and benches according to workplace procedures 3.2 Dispose of waste and soiled bedding according to environmental and workplace procedures 3.3 Identify damage to housing and equipment and report to supervisor
4. Complete hygiene practices for animals	4.1 Perform basic animal hygiene inspection and identify cleaning needs of nominated animals 4.2 Identify and practice hygiene control methods for nominated animals 4.3 Brush or clean animals according to species requirements and individual needs
5. Complete post-hygiene care of animals	5.1 Return animals to housing after cleaning 5.2 Clean, check and store tools and equipment according to workplace procedures and manufacturer instructions 5.3 Inform supervisor of tools and equipment that require repair 5.4 Check supplies and replenish according to workplace procedures 5.5 Update workplace documents according to workplace procedures

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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.

Skill	Description
Writing	• Use accurate industry terminology to complete workplace records
Numeracy	• Count and record quantities, times/dates and measurements related to work activities accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN202 Complete animal care hygiene routines	ACMGAS203 Complete animal care hygiene routines	Changes to performance criteria for clarity, including merger of some performance criteria Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN202 Complete animal care hygiene routines

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has completed animal care hygiene routines for at least three different live animals in an animal care facility. The three animals must cover two different species and two different life stages.

In doing the above, the individual must have:

- completed a total enclosure/housing clean out, including the removal of animal waste, soiled bedding materials and food that is no longer required
- completed daily routine cleaning of animal housing and related facilities, including removal of animal waste
- washed or brushed animals according to their individual requirements
- monitored animals and maintained animal comfort and health during hygiene routines
- reported and documented animal care duties, including animal welfare or animal housing issues as required according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal care and hygiene principles
- reporting observations of normal species-specific behaviour and indicators of ill health, injury or distress
- typical tasks to maintain animal housing, including:
  - adjusting animal housing features according to weather and climatic conditions
  - collection and removal of faeces/urine using approved cleaning products and methods
  - completing cleaning routines for sick or quarantined animals to avoid cross-contamination

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    - emptying and cleaning water and feeding receptacles using approved cleaning products and methods
    - refilling water containers
    - removing rubbish from housing and surrounding areas
    - removing soiled bedding and disposing of in approved area
    - resetting of clean bedding materials
    - replacement of housing furniture and enrichment items
- hygiene control practices, including:
    - personal hygiene practices, including washing and drying hands before and after animal contact
    - use of personal protective equipment
    - aseptic techniques
    - completing infection control procedures as required
    - quarantine or isolation procedures for potentially contagious or ill animals
    - checking animal's skin, coat, shell, carapace and/or other external features
    - coat or skin, grooming or shedding needs relevant to species
    - species-specific cleaning requirements to remove dirt, foreign objects, parasites or other undesirable items
- safe and humane animal handling techniques
- types of cleaning and animal hygiene care equipment
- workplace procedures for hygiene, health and safety and animal welfare related to animal care hygiene.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care facility
- resources, equipment and materials:
    - live animals specified in the performance evidence
    - equipment, tools and resources for the animal care, cleaning and hygiene tasks specified in the performance evidence
- specifications:
    - workplace procedures for cleaning animals, animal care environments and animal housing
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMGEN203 Feed and water animals

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, present and distribute food and water for animals according to animal dietary requirements.

This unit applies to entry level workers in the animal care industry who undertake routine work under supervision. They have some accountability for their own work and solve predictable problems. Workplaces may include retail pet stores, boarding/day care facilities, animal shelters, veterinary clinics, zoos and wildlife sanctuaries.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for feeding	1.1 Confirm animals to be fed according to workplace requirements 1.2 Identify food and food supplements and prepare in line with

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	feeding plans 1.3 Follow food safety requirements when preparing and storing food, maintaining temperature and contamination control 1.4 Identify hazards to human and animal health in food preparation and distribution, and inform supervisor 1.5 Select and correctly fit appropriate personal protective equipment 1.6 Ensure food and water containers are clean and suitable for the animal and its situation
2. Feed and water animals	2.1 Provide food and food supplements according to the animal's feeding plan 2.2 Check and maintain food and water supply 2.3 Monitor feeding process to ensure animals are feeding effectively 2.4 Observe variations to individual eating and drinking patterns and inform supervisor
3. Complete the feeding and watering process	3.1 Record feeding and watering process according to workplace requirements 3.2 Record eating and drinking abnormalities and inform supervisor 3.3 Clean and store feeding equipment and supplies 3.4 Record food and food supplement stock levels and report to supervisor

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.

Skill	Description
Reading	• Interpret animal feeding plans
Numeracy	• Calculate weight, volume and ratio • Measure quantities of food and food supplements for animal accurately in grams and kilograms

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN203 Feed and water animals	ACMGAS204 Feed and water animals	Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN203 Feed and water animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- fed and watered at least three different animals according to the animal's feeding plan (the three animals must cover two different species and two different life stages)
- recorded information relating to animal feeding using workplace format.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal feeding plans, including:
  - specific animal nutritional requirements
  - life stage requirements
  - role of supplements
- animal feeding methods
- food preparation principles and techniques
- storage requirements for animal food, including:
  - temperature, humidity and pest control
  - use by and best before dates
  - appropriate containers for food
- how to deliver food in a manner that is safe and appropriate to the animal
- maintaining a clean food preparation area
- cross-contamination of food
- basic principles of animal welfare and ethics, including safe and humane animal handling techniques.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - equipment, tools and resources for feeding and watering tasks specified in the performance evidence
- specifications:
  - workplace policies and procedures for feeding and watering animals
  - animal feeding plans
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN204 Assist in health care of animals

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 provide assistance to experienced staff in the handling and securing of animals for assessment and the preparation, application and documentation of health care treatments and first aid.

This unit applies to entry level workers in the animal care industry who undertake routine work under supervision. They have some accountability for their own work and solve predictable problems. Workplaces may include retail pet stores, boarding/day care facilities, animal shelters, veterinary clinics, zoos and wildlife sanctuaries.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with animals	1.1 Confirm the health care task to be undertaken and welfare needs of animals with supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and minimise safety and animal welfare risks according to workplace requirements 1.3 Prepare and set up work area appropriate to the task 1.4 Select and correctly fit appropriate personal protective equipment
2. Approach and secure animal under supervision	2.1 Identify animal to be treated and confirm with supervisor 2.2 Observe and note animal behaviour and body language prior to approaching and handling 2.3 Confirm methods to be used to approach, secure and handle the animal with supervisor 2.4 Confirm role of self and others in process 2.5 Approach enclosure appropriately and secure animal using low stress techniques 2.6 Assist with moving animal to inspection or treatment area
3. Assist in assessment of animals	3.1 Secure animal appropriately using humane and low stress methods 3.2 Identify external features and vital signs of animal health 3.3 Inspect general health and wellbeing of animal, under supervision 3.4 Record observations of animals made by supervisor
4. Assist in treatment of animals	4.1 Prepare health care equipment and supplies according to instructions 4.2 Assist supervisor to provide basic first aid as required 4.3 Administer treatments according to supervisor instructions 4.4 Document treatment on animal file 4.5 Complete post-treatment routines

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.

Skill	**Description**

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Skill	Description
Writing	• Record animal health information using accurate industry terminology
Oral communication	• Listen actively to instructions and ask questions to clarify and confirm

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN204 Assist in health care of animals	ACMGAS205 Assist in health care of animals	Minor changes to performance criteria for clarity and to reflect current industry practice Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN204 Assist in health care of animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assisted with the health care of at least three live animals in an animal care workplace. The three animals must cover two different species and two different life stages.

In doing the above, the individual must have:

- used safe, low stress and humane handling techniques
- observed vital signs of animal body functions
- assisted in treating the animal
- documented the treatment and care
- completed post-treatment routines, including cleaning and sanitising the equipment and area used for treating the animals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal temperaments and behaviour and the associated risks to animals and humans
- common health maintenance issues and preventative treatments
- environmental regulations relating to the disposal of hazardous waste
- animal examination techniques for health status
- low stress methods used to safely approach, restrain and examine animals
- signs of progress or deterioration in condition or health of animals
- vital signs, their normal range and reasons for concern for measurements outside normal range

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- basic first aid tasks and procedures for animals
- basic principles of animal welfare and ethics.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - equipment, tools and resources for the animal care health tasks specified in the performance evidence
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN205 Source and provide information for animal care needs

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 source, interpret and provide information on animal care products and services to complete workplace tasks and to provide information to others.

This unit applies to entry level workers in the animal care industry who undertake routine work under supervision. They have some accountability for their own work and solve predictable problems. Workplaces may include retail pet stores, boarding/day care facilities, animal shelters, veterinary clinics, zoos and wildlife sanctuaries.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify information	1.1 Use appropriate interpersonal skills to accurately identify team

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
requirements	member or client information needs 1.2 Confirm type of information needed on animal care products and services 1.3 Identify sources of reputable information
2. Source information on selected animal care products	2.1 Select current information on animal care products according to identified need 2.2 Interpret product purpose, contents and information for selected animal care products 2.3 Interpret instructions relating to use, safety precautions, quantities, measurements and application requirements
3. Source information on selected animal care services	3.1 Review information accessed on animal care services to determine relevance to needs 3.2 Make enquiries or source additional information to clarify or confirm services
4. Provide animal care information to others	4.1 Seek assistance from an appropriate team member, to clarify and confirm accuracy and suitability of information, as required 4.2 Provide information on specific animal products and services to others in an appropriate format and timely manner, as requested
5. Locate individual animal information	5.1 Access information relating to individual animal in appropriate workplace records or information management system 5.2 Identify specific animal record and cross-check information relevant to animal care needs 5.3 Provide accurate information about individual animal to relevant team member or client according to workplace requirements 5.4 Assist with updating animal record as required

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.

Skill	Description

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Skill	Description
Reading	• Interpret safety, scientific and health care terminology from product and service information
Oral communication	• Use active listening and questioning techniques to obtain and confirm information
Numeracy	• Interpret numerical information relating to animal care products and services including quantity, weight, volume, ratio and cost • Interpret decimal numbers to one decimal place (0.5) accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN205 Source and provide information for animal care needs	ACMGAS208 Source information for animal care needs	Redesigned unit merging the outcomes of ACMGAS208 Source information for animal care needs and ACMGAS209 Provide information on companion animals, products and services	Not equivalent
ACMGEN205 Source and provide information for animal care needs	ACMGAS209 Provide information on companion animals, products and services	Redesigned unit merging the outcomes of ACMGAS208 Source information for animal care needs and ACMGAS209 Provide information on companion animals, products and services	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

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Assessment Requirements for ACMGEN205 Source and provide information for animal care needs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has sourced information for a specific need for the care of at least three animals, covering:

- two different species and two different life stages
- at least one product and one service.

In doing the above, the individual must have:

- documented the source of information for the product or service for each of the three animals
- interpreted basic requirements, including numerical and safety information, and provided information to a team member or client
- accessed individual animal information and updated records for each of the three animals using workplace records or information management systems.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types and sources of information available for animal care products and services, including:
  - industry associations
  - government registers
  - product brochures and safety data sheets (SDS)
  - supervisor and other workplace team members
  - validated internet sites
  - library/workplace resources
- types of animal care products, including:

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  - basic dietary needs, including food products, supplements, treats
  - animal housing items
  - health and hygiene products, including parasite control
  - enrichment items
  - grooming products
  - training products
- types of animal care services, including:
  - boarding/day care facilities
  - grooming services
  - training services
  - veterinary and allied health services
  - outsourced services
- methods used for individual animal identification, including:
  - basic anatomical features of species and/or breed groups
  - microchipping
  - visual identification – tags, bands, brands
  - animal identification databases relevant to industry sector
  - workplace records or information management systems
- safety information found on labelling or product/service information.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals or models/replicas of animals specified in the performance evidence
  - animal records specified in the performance evidence
- relationships:
  - team member and/or client.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
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

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	materials appropriate for the audience 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.

Skill	Description
Reading	• Access and review documents and facility policies relevant for presentations

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Skill	Description
Writing	• Prepare, structure and sequence resource materials to convey ideas and information to target audience
Oral communication	• Vary oral communication style in response to the needs or expectations of others

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

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Assessment Requirements for 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.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared and presented information to the public on two different occasions that included having:
  - planned presentations on two different topics
  - used presentation equipment, visual aids or interpretive learning activities on at least one occasion
  - incorporated animals safely and humanely in one presentation
  - encouraged participation and feedback from the audience
- assisted in the preparation of one media release or presentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of programs involving presentations or keeper or carer talks, including:
  - conservation/management programs
  - family learning programs
  - community programs
  - preschool and school excursion programs
  - interactive programs
- preparing presentations, including:
  - basic instructional design principles
  - basic interpretive theory
  - subject matter for the presentation
- conducting presentations, including:

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    - public speaking techniques
    - techniques for presenting to different age groups
    - types of media or resources and use in presentations
    - features of presentation equipment
- interpretive and learning activities, including:
    - briefing to participants
    - monitoring animals throughout activity
- animal welfare and safe animal handling techniques and procedures, including:
    - low stress techniques
    - regular preparation and monitoring of the animal
    - limits on human participants relevant to activity
- key features of facility policies and procedures relevant to presenting information to the public, including:
    - education policy
    - media and social media policy
    - workplace health and safety and emergency procedures.

Assessment Conditions

Assessment of skills in this unit of competency must take place under the following conditions:

- physical environment:
    - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - equipment and resources used for preparing and delivering presentations
    - personal protective equipment suitable for handling and working with animals
    - animals for use in presentations
- specifications:
    - facility policies and procedures, including workplace health and safety and emergency procedures
- relationships:
    - an audience for presentation purposes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN302 Care for young animals

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 care for and monitor the general health and welfare of young animals. The animals may be rescued native wildlife or animals being naturally or artificially reared.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify young animal care and environment	1.1 Prepare and maintain a suitable environment for rearing young animals according to facility procedures and relevant animal welfare

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
needs	standards 1.2 Develop appropriate care program to ensure the health and welfare of the animals 1.3 Assist with operating and maintaining controlled environments according to facility policies and procedures and supervisor instructions 1.4 Identify and minimise species-specific natural and artificial rearing risks to young 1.5 Select and use appropriate personal protective equipment and use safe handling techniques for species
2. Monitor health and nutrition requirements for young animals	2.1 Prepare and store dietary and feeding requirements according to facility policies and procedures 2.2 Feed animals according to facility procedures 2.3 Monitor growth and general condition of animals, and record relevant data 2.4 Monitor weaning and follow facility procedures for nominated species
3. Monitor behaviour and mental state of young animals	3.1 Monitor behaviour of young animal, identifying species appropriate normal and abnormal behaviour 3.2 Monitor interactions of young animal with other animals, where appropriate 3.3 Identify indicators of positive and negative experiences to monitor the mental state of the animal 3.4 Prepare young animal for release into natural or captive animal environments 3.5 Maintain accurate records according to facility policies and procedures

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.

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Skill	Description
Writing	• Plan and document care program requirements using correct terminology and facility formats
Numeracy	• Take animal measurements, including length (mm, m) and weight (g, Kg) • Accurately record, collate and interpret data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN302 Care for young animals	ACMCAN311 Care for young animals	Expanded Elements and Performance Criteria for clarity Assessment requirements updated	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

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Assessment Requirements for ACMGEN302 Care for young animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cared for a minimum of two young animals, including for each:
  - provided appropriate environment and care program to meet the needs of each animal
  - monitored animal welfare, including health, nutrition, growth, behaviour and emotional state
  - prepared the animal for release into an exhibited, captive or natural habitat or environment or to a new care setting
  - collected data and maintained accurate records according to facility requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomy and physiology of young animal for relevant species or animal group
- facility procedures for caring for young animals, and relevant animal welfare standards
- species-specific risks involved in natural and artificial rearing of young
- environmental requirements for rearing young animals, including:
  - controlled environments or enclosures
  - housing for mothers and young
  - orphans or artificially raised animals
- husbandry and care requirements for young animals, including:
  - feeding and weaning management, including for artificially raised animals
  - diets and supplements
  - growth and general condition of animals
- normal and abnormal behaviour relevant to species and age group, including:

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    - interactions with other animals
    - concepts of imprinting and socialisation
    - indicators of positive and negative mental states
- strategies and requirements for release of young animal into natural or captive or exhibited animal environments or to a new care setting
- animal handling risks and safe handling techniques for species, including:
    - animal bites, envenomation, kicks, scratches or crush injuries
- safe work and hygiene practices, including:
    - manual handling – carrying, lifting and shifting
    - protective clothing and equipment
    - infection control and risk of zoonotic disease
    - handling of chemicals and medicines
    - waste disposal – hazardous, biological and sharps
    - cleaning techniques, equipment and materials
- record-keeping requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects workplace conditions where young animals are cared for
- resources, equipment and materials:
    - live, young animals identified as requiring care in a routine husbandry situation
    - equipment and resources appropriate to work undertaken in animal facility
- specifications:
    - facility policies and procedures covering care for young
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN303 Assess the welfare status of an animal

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 assess the welfare status of an animal using an industry recognised animal welfare assessment framework or model and tool.

The unit applies to individuals who work with animals in a range of environments and facilities. They take responsibility for monitoring, caring for and reporting on the welfare of animals in their care.

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.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify current animal welfare and management approaches	1.1 Identify issues relating to animal welfare and ethics in animal work environments 1.2 Investigate current animal welfare assessment frameworks or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	models relevant to own workplace 1.3 Identify key compliance requirements of state/territory legislation and codes of practice relevant to the workplace and sector
2. Use an assessment tool to assess an animal's welfare status	2.1 Identify and select a workplace or sector specific tool to assess the welfare of an animal 2.2 Identify environmental factors that impact on animal welfare and their effects 2.3 Observe animal behaviours and assess the likely emotional state of the animal based on physical, behavioural and environmental factors 2.4 Record observations and determine the animal's welfare status using a workplace or sector specific tool
3. Review assessment outcomes and make recommendations to improve animal welfare	3.1 Review outcomes recorded on the animal welfare assessment 3.2 Identify strategies to address any identified factors impacting negatively on the welfare of the animal 3.3 Identify opportunities to improve the animals' emotional state and quality of life 3.4 Record suggested improvement actions and likely impact and measures of success
4. Communicate animal welfare outcomes	4.1 Seek assistance from supervisor, experts or team members to review suggested improvement actions and potential consequences of change 4.2 Provide information to relevant stakeholders on the welfare assessment of the animal

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.

Skill	Description
Reading	• Interpret relevant information in a range of animal welfare texts or documents

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Skill	Description
Writing	• Use industry specific terminology to document observations and measurements of animal welfare assessment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN303 Assess the welfare status of an animal	Not applicable	Developed in response to industry need	Newly created

Links

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

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Assessment Requirements for ACMGEN303 Assess the welfare status of an animal

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit.

There must be evidence that the individual has:

- reviewed at least one animal welfare assessment framework or model from the following list and selected an associated assessment tool:
  - Five Domains
  - Five Freedoms
  - Quality of Life assessment
  - sector or workplace specific models
- completed an animal welfare assessment of one animal or group of animals using the selected tool
- reviewed the outcomes of the animal welfare assessment and suggested actions or strategies to improve the animal's welfare status
- explained the assessment process, outcomes and suggested actions to at least two stakeholders and sought their feedback on the suggested actions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- aspects of animal welfare, including:
  - differences between animal care, husbandry, welfare and ethics and legislative requirements
  - focus on an animal's experiences and how it is coping in its environment
  - welfare status can vary along a continuum from poor to good
- brief overview of relationship between society's attitudes toward animals and animal welfare, including:
  - legislation and regulation

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    - market and economic forces
    - varying stakeholder opinions, including animal rights activism and cultural protocols
- key compliance requirements of:
    - state/territory legislation, regulation, accreditation and codes of practice relevant to animal work sector
    - relevant sections of the Australian Animal Welfare Standards and Guidelines
    - legal and reporting obligations
- animal welfare assessment frameworks and/or model suitable for workplace
- key features covered in an animal welfare assessment, including:
    - nutrition
    - social and physical environment
    - health
    - behaviour
    - emotional state
    - role of euthanasia
- key animal welfare issues and ethics relevant to the industry sector or workplace
- workplace or industry sector tools for assessing and managing animal welfare
- practical sector-specific strategies to improve factors impacting on an animal's welfare, focusing on:
    - species-appropriate social and physical environment
    - disease prevention and veterinary treatment
    - species-specific behaviours and environmental choices
    - knowledgeable and skilled care and management
    - humane interactions and handling.

Assessment Conditions

Assessment of skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals or video or film clips of live animals
- specifications:
    - animal welfare assessment tool appropriate for workplace or sector
- relationships:
    - relevant carer, supervisor, team member, or expert.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMGEN304 Promote positive wellbeing in self and others in animal care workplaces

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 manage personal wellbeing and psychological health and safety in workplaces involving animals. It includes identifying the hazards and challenges of the work, developing a proactive self-care action plan and contributing to positive support strategies.

The unit applies to individuals who work with animals in a range of environments and facilities, performing individual and team activities. They work under broad direction and take responsibility for their own work.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify psychological hazards and challenges working in an animal care environment	1.1 Identify psychological health and safety hazards relevant to workplaces involving animals 1.2 Recognise general signs in people that indicate psychological health and safety concerns 1.3 Recognise sources of work-related stress and personal responses to challenges in own sector or workplace 1.4 Identify the potential impact of psychological health and safety issues on individuals, teams and the workplace
2. Develop an action or self-care plan to manage wellbeing	2.1 Explore strategies for promoting positive psychological health and wellbeing used at management, team or individual level at the workplace 2.2 Identify and select strategies to promote psychological health and wellbeing 2.3 Develop a holistic action or self-care plan to address stressors and promote psychological health and wellbeing 2.4 Identify available internal workplace and community or industry supports and resources
3. Support positive communication and relationships with others	3.1 Contribute to positive interactions and communications in the work environment 3.2 Recognise and respond to the emotional state of colleagues or clients in a supportive manner 3.3 Seek assistance to support self or others using available internal and external options and resources

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.

Skill	Description
Reading	• Research and interpret key information from written texts with unfamiliar content

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Skill	Description
Oral communication	• Use positive verbal and body language to engage with others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN304 Promote positive wellbeing in self and others in animal care workplaces	Not applicable	Developed in response to industry need	Newly created

Links

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

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Assessment Requirements for ACMGEN304 Promote positive wellbeing in self and others in animal care workplaces

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- reported on a technique or strategy used to handle a stressful or emotional workplace hazard or challenge for:
  - one situation faced by an individual involving animals relating to one of the following: trauma, neglect, critical incident, palliative care, euthanasia, attachment, relocation or movement, loss or grief
  - one situation dealing with a colleague, client or member of the public relating to a situation with an animal and ethical dilemma
- developed a self-care action plan based on a case study.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic concepts and features of:
  - emotional intelligence and resilience
  - evidence-based theory or frameworks of wellbeing
  - positive psychology
- sources of stress in an animal care and management workplace, including:
  - exposure to trauma, adversity or critical incidents involving animals
  - exposure to palliative care and euthanasia
  - attachment, loss and grief
  - dealing with behaviour of clients, colleagues or public in relation to animals
  - managing expectations and ethical dilemmas

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- basic overview of mental health issues experienced by people in animal care and management industries, including:
  - depression, anxiety, irritability, stress, grief
  - compassion fatigue
  - physical and mental exhaustion – burn-out and fatigue
  - substance use
  - suicide
- potential warning signs of coping issues, including:
  - lack of energy, difficulty concentrating, increased errors
  - performance changes, absenteeism, spending too little or too much time at work
  - difficulty sleeping, insomnia
  - client or customer complaints
  - substance use
- self-care strategies and techniques, including:
  - recognising own emotions and responses; practising self-compassion
  - physical health, exercise, diet and nutrition
  - complementary and alternative health options, including mindfulness, gratitude
  - work-life balance strategies
  - work planning, prioritisation techniques, time management strategies
  - fostering positive social relationships
  - counselling, personal therapy and/or debriefing
- services available for referral, including:
  - within the organisation, including employee assistance program
  - external community, medical and emergency support
- key legislative requirements for work-related psychological health and safety, including:
  - concept of duty of care
  - overview of Safe Work Australia national guidance material and relevant state/territory laws
  - legal rights relating to the Fair Work Act.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace setting or an environment that accurately represents workplace conditions and promotes safe interpersonal interactions
- resources, equipment and materials:
  - case study information
  - formats for self-care action plan
- relationships:

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- relevant colleagues and clients to interact with.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

In addition, the following specific assessor requirements apply to this unit:

- assessors must have evidence of undertaking a mental health first aid program, or hold equivalent related qualifications. (Refer to the ACM Companion Animal Implementation Guide for advice.)

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d15410

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ACMGEN305 Provide advice on companion animal selection and general care

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 provide advice to clients on the appropriate selection of companion animals, and on their housing, nutritional and other general care requirements. It also includes the sale of animal care products and services, and animals where appropriate.

This unit applies to individuals who work in a range of companion animal services and facilities, including pet shops, boarding/day care, breeding, companion animal training, and veterinary practices. They perform work under broad direction and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information and advice on companion animal selection	1.1 Use interpersonal skills effectively to engage clients and identify their requirements 1.2 Provide verbal and written information, where available, on the characteristics of different species and/or breeds of animals 1.3 Provide advice on the suitability of the selected animal to meet client's requirements
2. Advise on housing and environmental requirements	2.1 Discuss appropriate housing and shelter requirements for the selected animal 2.2 Explain set-up and maintenance of housing, and demonstrate according to requirements 2.3 Provide general advice on the introduction of animals to a new environment
3. Advise on health, nutritional and emotional wellbeing requirements	3.1 Discuss animal health requirements with the client 3.2 Provide information on preventative health measures for the selected animal 3.3 Explain the dietary requirements for the selected animal 3.4 Explain the cleaning and grooming requirements for the selected animal 3.5 Discuss the animal's social and enrichment needs, including those that impact on behaviour and emotional wellbeing
4. Advise on additional products and services	4.1 Display and demonstrate products as required by client 4.2 Discuss and demonstrate additional equipment and related services as required 4.3 Advise client on safe, low stress and humane animal transportation
5. Complete service	5.1 Finalise advice and/or transactions according to workplace policies and procedures 5.2 Confirm compliance with legislative requirements for transactions involving animals and transportation of animals where relevant 5.3 Maintain records and follow up with client according to workplace policies and procedures

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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.

Skill	Description
Reading	• Interpret industry terminology accurately about species or breed and nutritional needs from valid sources • Accurately interpret product information and instructions on animal products and animal care equipment
Oral communication	• Use open-ended questioning, active listening and paraphrasing to gather information
Numeracy	• Calculate volume, weight, area, percentage, ratio, time and application rates • Calculate quantities, prices and sales related data accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN305 Provide advice on companion animal selection and general care	ACMCAS302 Provide advice on companion animal selection and general care	Changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN305 Provide advice on companion animal selection and general care

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided advice on companion animal selection to at least five different clients
- provided care advice for five different animals, including transportation, nutrition, housing, and social and emotional welfare
- completed at least three transactions for services, products or companion animals, and maintained accurate workplace records for each.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal species and/or breeds commonly held or relevant to sector, including common names, key features and behavioural characteristics
- relevant commonly held companion animal products and services
- key requirements of relevant legislation relating to sales or transactions, and transportation of companion animals
- basic animal biology for relevant species
- general husbandry and care requirements of commonly selected companion animal species and/or breeds, including:
  - nutritional requirements
  - housing requirements, and cleaning and maintenance needs
  - emotional wellbeing – enrichment and social needs
  - safe and low stress animal handling techniques
  - health requirements, including preventative care
  - common diseases and treatment strategies
  - species compatibility

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- principles of animal ethics and welfare as they apply to companion animals
- workplace communication procedures and systems, including sales techniques
- workplace information management systems, including digital systems
- workplace health and safety and environmental sustainability requirements, including hygiene standards relevant to the animal care industry.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a companion animal retail or service workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - products relevant to the sector or business, including for the care of specific companion animals
  - workplace record-keeping/information management system
- relationships:
  - clients specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN306 Provide advice on aquatic animal selection and general care

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 provide advice to clients on the appropriate selection of aquatic animals, and on their housing, nutritional and other general care requirements. It also includes the sale of aquatic animals, products and services. Aquatic animals may include fish, aquatic invertebrates (including crustaceans and corals), amphibians and turtles.

This unit applies to individuals who provide information and advice on aquatic animals and aquariums in pet shops and specialist facilities. They perform work under broad direction and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information and advice on aquatic animal selection	1.1 Use interpersonal skills effectively to engage clients and identify their requirements 1.2 Provide information on level of care required by varied species of aquatic animals 1.3 Provide advice on suitability of the selected species to meet client's requirements
2. Advise on housing and environmental requirements	2.1 Discuss appropriate housing and shelter requirements for selected species 2.2 Identify and recommend water features and landscaping requirements to suit requirements of species 2.3 Explain set-up and maintenance of housing, and demonstrate according to requirements 2.4 Provide advice on the introduction of species to a new environment
3. Advise on aquatic support systems	3.1 Identify systems and demonstrate to client 3.2 Evaluate systems and make recommendations to client 3.3 Discuss additional equipment and related services, and demonstrate as required 3.4 Provide advice and instructions to client on safe, low stress transportation of species and equipment
4. Advise on health, nutritional and welfare requirements	4.1 Discuss the environmental health requirements of the species with the client 4.2 Provide information on recommended preventative treatments for the selected species 4.3 Explain the dietary requirements for the selected species 4.4 Discuss the animal's social and enrichment needs, considering those that impact on behaviour and welfare
5. Complete aquatic animal sales transactions	5.1 Complete sales of animal, services and/or products according to workplace policies and procedures 5.2 Confirm compliance with legislative requirements for the sale or transportation of the selected species 5.3 Maintain records and follow up with client according to workplace policies and procedures

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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.

Skill	Description
Reading	• Interpret accurately industry terminology about aquatic species and nutritional needs from valid sources • Accurately interpret product information and instructions on animal products and animal care equipment
Oral communication	• Use open-ended questioning, active listening, and paraphrasing and summarising to gather information and determine client requirements
Numeracy	• Calculate volume, weight, area, percentage, ratio, time and application rates • Accurately calculate quantities, prices and sales related data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN306 Provide advice on aquatic animal selection and general care	ACMCAS303 Provide advice on selection and care of aquatic animals	Title changed Minor changes to element and performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN306 Provide advice on aquatic animal selection and general care

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided advice about the selection and care of aquatic animal species to at least five different clients
- provided care advice for three different aquatic animal species, including transportation, nutrition, housing, welfare and social requirements
- completed at least three transactions of services, products or aquatic animals, and maintained accurate workplace records for each.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- aquatic species commonly held or relevant to sector, including common names, key features and behavioural characteristics
- types of aquatic animals, including:
  - fish
  - aquatic invertebrates (including crustaceans and corals)
  - amphibians
  - turtles
- relevant commonly held products and additional services provided
- relevant legislation relating to the sale, transportation and ownership of aquatic animals
- basic aquatic animal biology
- general husbandry and care requirements of commonly selected aquatic animal species, including:
  - nutritional requirements
  - feeding techniques for a range of species

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    - housing requirements and general maintenance and cleaning of aquaria
    - welfare, enrichment and social needs
    - safe and low stress aquatic animal handling techniques
    - health requirements, including preventative care
    - common diseases and treatment strategies
    - species compatibility
- principles of animal ethics and welfare as they apply to aquatic animals
- workplace communication procedures and systems, including sales techniques
- workplace health and safety requirements, including hygiene standards and environmental sustainability relevant to the aquatic animal care
- key requirements of Commonwealth and relevant state/territory legislation, licensing and codes of practice related to aquatic animal species, biosecurity, health and safety, and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an aquatic animal retail or service workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - equipment and materials commonly used in the care of aquatic animals
- relationships:
    - clients.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN307 Maintain aquariums and/or aquascapes and aquatic animals

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 monitor water quality in aquariums and/or aquascapes, and monitor the health and behaviour of aquatic animals. Aquatic animals may include fish, aquatic invertebrates (including crustaceans and corals), amphibians and turtles.

This unit applies to individuals working in the animal industry sector who maintain aquariums and/or aquascapes and aquatic animals. They work independently and take responsibility for the quality of their own work, including carrying out assigned tasks, organising processes, selecting products and techniques, solving routine problems and working to required timeframes.

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

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow effective personal health management practices	1.1 Maintain personal hygiene and cleanliness according to workplace health and safety policies and procedures 1.2 Identify disease agents and their impact on aquatic animals 1.3 Implement work practices to protect self and minimise risk of zoonotic diseases
2. Monitor the health and wellbeing of aquatic animals	2.1 Identify signs of unhealthy aquatic animals, and record information according to workplace procedures 2.2 Identify injured aquatic animals, and report to supervisor 2.3 Identify signs of abnormal behaviour and condition in aquatic animals, and report to supervisor 2.4 Maintain records for aquatic animals according to workplace procedures
3. Maintain water quality	3.1 Collect water samples using appropriate equipment and techniques according to workplace procedures 3.2 Test samples and record results using appropriate equipment according to workplace requirements 3.3 Adjust water quality to suit requirements of aquarium or aquascape and aquatic species if required 3.4 Maintain records of water quality for aquarium or aquascape and species according to workplace requirements
4. Administer aquatic animal treatments	4.1 Identify broad categories of parasitic infestations and viral, fungal and bacterial diseases relevant to aquatic animal species 4.2 Administer appropriate and authorised aquatic animal treatments 4.3 Implement preventative medicine programs for internal and external parasites 4.4 Store and handle treatments and medicines according to workplace procedures 4.5 Maintain records for treatments and medicine programs according to workplace procedures and legislative requirements

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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.

Skill	Description
Reading	• Interpret biological information from valid documents about aquatic animal disease and behaviour • Interpret accurately product information and instructions on animal products and animal care equipment
Numeracy	• Calculate volume, weight, area, percentage, ratio, time and application rates • Use tables, graphs or other techniques to document trends and changes in sampling data over time

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN307 Maintain aquariums and/or aquascapes and aquatic animals	ACMCAS305 Maintain aquascapes and aquatic animals	Title changed Changes to elements and performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN307 Maintain aquariums and/or aquascapes and aquatic animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- maintained at least three different aquariums or aquascapes and ensured optimal health of those animals – each tank or pond must house a different species of aquatic animals than the other tanks or ponds
- collected and tested at least two water samples and adjusted water quality to suit the aquariums or aquascape and species requirements
- administered appropriate and authorised aquatic animal treatments on at least one occasion
- maintained records and required documentation for treatments and medicine programs for each aquarium or aquascape.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of aquatic animals, including:
  - fish
  - aquatic invertebrates (including crustaceans and corals)
  - amphibians
  - turtles
- principles and practices of aquariums and/or aquascapes and aquatic animal maintenance
- basic aquatic animal biology
- aquatic animal health, including:
  - signs of normal and abnormal behaviour of relevant aquatic species reflecting health conditions

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    - signs of common aquatic animal diseases and parasitic infestations and their transmission between aquatic animals
    - broad categories of parasitic infestations and viral, fungal and bacterial diseases
    - preventative medicine programs for internal and external parasites
    - appropriate and authorised aquatic animal treatments
    - types of and transmission of zoonotic diseases
- water quality, including:
    - basic water chemistry
    - ideal water conditions and quality for a range of aquatic animals, including pH, nitrate, nitrite, ammonia, salinity, calcium and/or hardness
    - water sampling, testing and analysis procedures and techniques
    - water quality adjustment procedures
    - chemicals used to correct water conditions and the water quality of aquariums or aquascapes
- key features of Commonwealth and relevant state/territory legislation, licensing and codes of practice related to aquatic animal species, biosecurity, health and safety, and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an aquatic animal workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live aquatic animals specified in the performance evidence
    - materials and equipment to create and maintain aquascapes specified in the performance evidence
    - aquarium or aquascape water quality testing and treatment equipment and materials
    - aquatic animal treatment resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN308 Walk and exercise dogs

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 manage dog walking and exercise activities for clients or the workplace.

This unit applies to individuals working in the companion animal industry sector where dog walking and exercise services are provided, and may include boarding/day care facilities, welfare organisations and animal shelters. They work independently and take responsibility for the quality of their own work, including carrying out assigned tasks, selecting products and techniques, solving problems and working to required timeframes.

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. Local animal management regulations relating to dogs in the community vary according to jurisdiction and should be checked by users of this unit.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish dog walking and exercise requirements	1.1 Identify local animal management regulations applicable to dogs in the community 1.2 Assess hazards to self and dog/s, relating to walking and exercise activities, and determine measures to minimise risks 1.3 Identify workplace procedures for responding to emergencies or incidents 1.4 Establish or implement a workplace system for identifying each dog and keeping records
2. Organise arrangements and collect dog/s	2.1 Identify client and/or workplace and animal exercise requirements 2.2 Obtain information on dog, including medical conditions, health and vaccination status, and behavioural concerns 2.3 Assess basic health, emotional state and physical capability of the dog to undertake exercise, and advise client or workplace of any issues 2.4 Confirm arrangements for services, schedule and location 2.5 Organise walking equipment, waste bags, water supply, enrichment and positive reinforcement items, and other supplies if required 2.6 Select, check and correctly fit dog walking equipment 2.7 Assess dog compatibility if activity involves more than one dog 2.8 Collect dog/s and handle and secure using safe, low stress techniques
3. Walk and exercise dog/s on lead	3.1 Establish suitable walking route for on-lead activities 3.2 Reinforce training relating to walking on lead, including use of lead, positioning dog, speed and direction, and visual and verbal cues 3.3 Monitor interactions with other dogs and people and reinforce calm, socially healthy responses towards other dogs and unfamiliar people at all times 3.4 Use management and training techniques to optimise positive welfare outcomes for dog/s at all times
4. Finalise walk or exercise activity	4.1 Return dog/s according to agreed arrangements 4.2 Handle and dispose of dog waste according to local and environmental regulations 4.3 Clean, sanitise and store equipment and transport, where used,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace requirements 4.4 Maintain log of activities and records according to workplace requirements 4.5 Organise payment information according to workplace procedures as required

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.

Skill	Description
Reading	• Interpret animal management regulations relating to dogs in the community
Writing	• Use industry terminology when completing records
Oral communication	• Determine requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Estimate and calculate weight, distance, slope, area, ratio, time, temperature and speed

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN308 Walk and exercise dogs	Not applicable	Unit created to address an emerging skill required by industry	Newly created

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Links

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

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Assessment Requirements for ACMGEN308 Walk and exercise dogs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- walked at least three individual dogs on lead according to individual dog requirements and environmental conditions.

In doing the above, the individual must have:

- obtained client information and dog history for each dog
- assessed each dog's suitability for walking, including basic health, emotional state and physical capability of the dog to undertake exercise, and advised client or workplace of any issues
- identified hazards and minimised risks related to self and dog/s
- positively reinforced appropriate behaviour for each dog
- handled each dog in a safe, low stress manner using appropriate equipment
- maintained a workplace log and records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key requirements of local animal management regulations relating to dogs in the community
- insurance requirements relating to dog walking activities
- methods for identifying dogs
- methods for obtaining background information, including medical conditions, health/vaccination status and behavioural issues
- basic animal anatomy and physiology relevant to dog exercise and restraint
- safe, low stress and proactive dog handling and restraint techniques
- behavioural characteristics of dogs, including**:**

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  - canine communication with people and other dogs
  - signs of distress and increased arousal
  - basic overview of emotional states, including positive, neutral and negative
- enrichment/positive reinforcement items and activities
- positive reinforcement behaviour management techniques
- hazards and risks relevant to walking activities, including:
  - cars/traffic
  - other dogs, people, wildlife
  - toxic substances, pesticides and poisons
  - personal injuries – bites, scratches and manual handling
- workplace policies, procedures and requirements, including:
  - safety and emergency procedures
  - hygiene and infection control
  - waste disposal
  - animal welfare and humane handling
  - personal protective equipment
- safe use of disinfectants and cleaning agents, including safety data sheets
- requirements of relevant record-keeping system.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live dogs for walking and exercising specified in the performance evidence
  - equipment and supplies for walking and exercising dogs
- specifications:
  - local government animal management regulations relating to dogs in the community.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN309 Provide basic animal first aid

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 provide essential first aid for animals. The first aider is not expected to deal with complex cases or incidents, but to provide an initial response where first aid is required.

The unit applies to individuals working in the animal care and management industry in a range of small to large facilities who may be required to apply animal first aid. They work under broad direction, typically in a team environment, and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation	1.1 Recognise if the situation is an emergency and follow workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
and plan response	procedures 1.2 Identify the animal and hazards and take action to minimise immediate risks to self, other people, the injured animal and other animals 1.3 Use personal protective equipment (PPE) and follow workplace health and safety procedures when handling animals 1.4 Assess options for assisting animal according to workplace procedures
2. Approach, secure and protect animal	2.1 Select appropriate equipment for handling and securing the animal 2.2 Approach and handle animal safely, using low stress techniques to minimise stress, pain and further injuries 2.3 Reassure animal in a caring manner and make comfortable using available resources 2.4 Assess physical condition and vital signs of the animal
3. Provide first aid assistance	3.1 Provide basic first aid according to established animal first aid procedures 3.2 Seek first aid assistance or advice from others as appropriate and required 3.3 Keep supervisor or appropriate personnel informed of animal condition 3.4 Record relevant information for animal and/or incident according to workplace procedures

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.

Skill	Description
Writing	• Record animal or incident information accurately using industry terminology
Oral communication	• Speak clearly and calmly when seeking assistance or conveying information to others

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Skill	Description
	• Listen actively when seeking advice from supervisor or other personnel

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN309 Provide basic animal first aid	ACMGAS206 Provide basic animal first aid	Redesigned unit that includes content from ACMGAS206 Provide basic animal first aid and ACMGAS305 Rescue animals and apply basic first aid	Not equivalent
ACMGEN309 Provide basic animal first aid	ACMGAS305 Rescue animals and apply basic first aid	Redesigned unit that includes content from ACMGAS206 Provide basic animal first aid and ACMGAS305 Rescue animals and apply basic first aid	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

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Assessment Requirements for ACMGEN309 Provide basic animal first aid

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the animal and hazards, and assessed and minimised risks to self, other people, injured animal and other animals for two separate incidents
- provided basic first aid for at least two animals with different first aid needs, including:
  - approached, secured and handled each animal safely using low stress techniques and following workplace health and safety procedures
  - updated supervisor or relevant personnel of animal condition
  - accurately recorded and maintained records for each animal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- risks of providing first aid to animals, including:
  - risks to self and other people, including bites, scratches, envenomation, zoonoses and manual handling
  - risks to other animals
  - risks to injured animal
- first aid management principles
- methods used to catch, restrain and secure animals, including commonly used equipment
- personal protective equipment (PPE), including when and how it should be used, and correct fitting
- safe and humane animal handling techniques and procedures
- basic examination techniques to determine health status
- basic animal first aid techniques, including how to:
  - check airway and clear if required

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    - control bleeding
    - minimise impact of shock by keeping animal quiet, warm and away from activity or noise
    - immobilise limb injuries, if safe to do so, where soft tissue damage or fractures are suspected
    - apply water appropriately, if available, in cases of burns or overheating
    - transport animal to veterinary assistance as soon as possible using methods appropriate to illness or injury
- organisation policies and procedures, including health safety, and emergency procedures
- animal emergency networks, where applicable, including:
    - veterinary services
    - animal welfare bodies and support facilities
    - state and local government emergency services relevant to animal incidents.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live animals or animal models/replicas specified in the performance evidence – live animals can only be used where first aid is undertaken as part of routine workplace activity and the animal's welfare is not compromised
    - PPE for handling animals
    - animal first aid equipment specified in the performance evidence
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN310 Provide reception services for an animal care facility

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 undertake office reception and administration activities, including scheduling and basic financial tasks for an animal care facility.

This unit applies to individuals in the animal care industry who work under broad direction, typically in a team environment, and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Complete reception	1.1 Provide facility services and fee structure information to clients in

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
services	a courteous manner 1.2 Schedule and monitor appointments or bookings 1.3 Identify animals according to species, breed and permanent markings 1.4 Create or update records according to workplace procedures 1.5 Compile appointment details and records, and provide to relevant team members 1.6 Process client and animal on arrival, and monitor waiting clients and keep them informed of appointment progress or delays 1.7 Maintain reception area in a clean, tidy and hygienic state at all times
2. Perform routine office activities	2.1 Process incoming communications and relay to relevant team members according to workplace practices 2.2 Maintain information and records system to ensure integrity 2.3 Perform routine tasks, including processing financial transactions, using relevant office equipment 2.4 Invoice or receipt services and products in line with workplace fee structure 2.5 Monitor stock levels of office supplies and animal care products and order supplies following supervisor approval
3. Provide basic animal care assistance	3.1 Identify animals accurately and assist with animal care tasks, as directed by supervisor 3.2 Secure, restrain and handle animals in a safe and humane manner using low stress methods 3.3 Document interactions with clients according to workplace procedures and client confidentiality requirements
4. Maintain records	4.1 Identify client follow-up requirements and document according to workplace procedures 4.2 Update and store client records according to workplace procedures

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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.

Skill	Description
Oral communication	• Interact appropriately with clients on phone and face-to-face, using appropriate industry terminology • Use active listening skills and questioning techniques to determine and respond to client needs
Numeracy	• Calculate financial transactions and percentages accurately • Measure and calculate quantities, time, and weight

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN310 Provide reception services for an animal care facility	ACMGAS207 Provide reception services for an animal care facility	Minor changes to application, element and performance criteria for clarity Unit code AQF identifier changed to reflect work outcomes Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN310 Provide reception services for an animal care facility

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided reception services completing all reception tasks required of the role at the facility, including:
  - organised at least three client bookings
  - created, updated and stored two client records
  - completed at least two financial procedures or transactions
  - communicated effectively with at least two clients and team members
  - provided basic animal care assistance on two occasions.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- effective communication methods to use with clients across a range of interactions, including:
  - inquiries or instructions about products and services
  - collecting and/or advising of problems with payments
  - providing information within the limits of business policy and personal responsibility
  - referring clients to senior staff
  - privacy and confidentiality of client information
- workplace procedures for dealing with:
  - distressed clients
  - initial complaints about products, service or staff
  - reporting on animal welfare or progress
  - stock control

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- appropriate telephone communication techniques used when providing reception services
- types of information added to client records, including:
  - animal identification
  - animal health information
  - client/owner information
- routine tasks carried out in an animal care facility, including:
  - collecting and documenting information
  - moving animals to housing or handling area
  - handing animal over to other team members or returning to client
  - fitting animal equipment, including collars, leads and/or clothing
  - confirming identity
  - weighing an animal
- range of species handled by the animal care facility
- safe and humane animal restraint and handling techniques
- office equipment and software packages typically used in an animal care facility
- typical financial and administrative procedures relative to receptionist role.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that represents workplace conditions
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - equipment and resources appropriate to work undertaken in an animal care environment, including reception office equipment
  - information management/customer relationship record-keeping system
- specifications:
  - workplace policies and procedures for reception services, including management of client and animal records
- relationships:
  - clients, team members and supervisor specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN311 Maintain and monitor animal health and wellbeing

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 follow animal health management practices to monitor animal health via daily observations of behaviour and condition. The animals may include a range of species housed long-term or cared for short-term in a workplace.

This unit applies to individuals undertaking animal care activities in small to large scale animal facilities where it may be necessary to care for a range of animal species and to monitor the wellbeing of healthy, ill or injured animals. They work under broad direction, typically in a team environment, and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow animal health management practices	1.1 Maintain personal health and hygiene standards according to workplace requirements 1.2 Select, fit and correctly use personal protective equipment 1.3 Categorise broad types of common animal disease and their impact on animals and humans 1.4 Identify and describe broad categories of parasitic infestations in animals 1.5 Prepare and maintain isolation and/or quarantine areas in accordance with workplace procedures 1.6 Identify and isolate and/or quarantine relevant animals, and maintain records
2. Monitor and maintain the physical wellbeing of animals	2.1 Identify key features and changes in physical appearance and body structure of animal species housed or cared for in the workplace 2.2 Monitor and test indicators of animal health regularly, and follow isolation and/or quarantine requirements involving movement of animals within or between facilities 2.3 Assess the physical environment of animals for evidence of problems that may affect the physical wellbeing and welfare of animals 2.4 Maintain records of animal observations, activity monitoring, and health information
3. Identify and report signs of ill health or injury in animals	3.1 Recognise signs of illness or injury and report to supervisor 3.2 Recognise abnormal animal behaviour and conditions, and report according to workplace procedures 3.3 Collect samples and record as required 3.4 Separate sick or injured animals from other animals and care for as advised by supervisor or veterinarian 3.5 Handle animals that are ill or injured safely and appropriately using low stress methods
4. Administer and record animal treatments	4.1 Administer prescribed animal treatments under supervision, and record dosages 4.2 Monitor, administer and record routine preventative health treatments as required 4.3 Store treatments and medications appropriately according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace procedures 4.4 Complete records relating to the nature of treatment, and animal health status before and after treatment

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.

Skill	Description
Reading	• Interpret animal treatment plans accurately
Writing	• Use industry terminology when completing records
Numeracy	• Calculate volume, weight, area, ratio, time and application rates • Interpret numerical information provided with animal treatment products and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN311 Maintain and monitor animal health and wellbeing	ACMGAS301 Maintain and monitor animal health and wellbeing	Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN311 Maintain and monitor animal health and wellbeing

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has maintained and monitored the health and wellbeing of a minimum of three different animals and, on each occasion, the individual must have:

- applied work practices for personal safety and personal hygiene standards
- monitored and tested indicators of animal health
- assessed the physical environment of animals for evidence of conditions that may have affected the physical wellbeing and welfare of animals
- maintained records of observations, monitoring activities and samples, including isolation and/or quarantine records where required
- selected, fitted and correctly used personal protective equipment
- administered treatments under supervision.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical and physiological structures and functions related to animal health and wellbeing
- overview of anatomical and physiological terminology
- broad categories of parasitic infestations and preventative treatments
- common infectious diseases and their causes and transmission, including:
  - bacteria
  - fungi
  - virus
  - zoonoses
- common non-infectious diseases, including:

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  - allergies
  - chemical toxicities
  - genetic
  - metabolic
  - neoplastic
  - nutritional
- observing and reporting normal species-specific behaviour and indicators of ill health, injury or distress
- indicators of poor response to treatment or management of young, ill, injured or compromised animals
- indicators of recovery from illness or injury
- isolation and/or quarantine protocols
- safe work practices related to animal handling, including infection control
- methods used to measure, interpret and record animals' weight and other objective measures of animal health
- key principles of animal welfare and ethics.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - videos/photos may be used for identification of diseases where live samples are not available
  - equipment and resources typically available in an animal care environment for animal health assessment and isolation and/or quarantine, including personal protective equipment
- specifications:
  - workplace policies and procedures, and current, relevant legislation and codes of practice related to animal health assessment and isolation and/or quarantine
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMGEN312 Provide nutritional requirements for animals

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 rations based on animal species needs and availability of food products.

The unit applies to individuals working in the animal care industry who feed and provide nutritional requirements for animals, in a range of small to large facilities. They work under broad direction, typically in a team environment and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify nutritional requirements of animals	1.1 Identify natural nutrient sources and types of digestive systems for animal species or groups within the workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Align normal feeding behaviours and nutritional requirements of a range of animals 1.3 Evaluate feeding strategies and methods to maximise activity and behavioural enrichment 1.4 Identify characteristics of under-supply or over-supply of nutrients, and evaluate methods used to monitor nutritional uptake
2. Review food sources and calculate dietary requirements	2.1 Classify food products according to nutrient content for animals cared for in the workplace 2.2 Assess foodstuffs for shelf life, preparation requirements, availability and cost 2.3 Identify hazards to animal and human health from food sources, and implement procedures to manage risks 2.4 Estimate with reasonable accuracy or calculate feed and water requirements, based on provided diet plan 2.5 Identify key food groups of animal food or diet 2.6 Identify other dietary issues included in animal diets 2.7 Document diet provided to animals according to workplace procedures or instructions
3. Prepare diets and provide food and water	3.1 Prepare food as required by diet plan 3.2 Store food safely to avoid contamination and minimise degradation or nutrient loss 3.3 Provide food and water according to animal’s requirements
4. Monitor feeding and watering practices	4.1 Monitor and record food and water consumption according to the workplace procedures 4.2 Identify and report abnormal feed intake or feeding behaviour according to the workplace procedures 4.3 Monitor animals for condition, metabolic and behavioural changes 4.4 Identify reasons for poor response to diet and seek specialist advice 4.5 Determine required dietary changes in consultation with supervisor 4.6 Document required dietary variations and update workplace records

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.7 Hand over individual dietary information to team member or client

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.

Skill	Description
Reading	• Interpret species-specific dietary and nutritional terminology in workplace policies and procedures
Writing	• Use biological and industry terminology when completing records
Oral communication	• Use open-ended questioning, active listening, paraphrasing and summarising to identify animal dietary issues and possible resolutions with relevant personnel
Numeracy	• Calculate volume, weight, area, ratio, time and application rates • Measure, interpret and record animal weight, length and other relevant objective indicators of change in physiological status

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN312 Provide nutritional requirements for animals	ACMGAS303 Plan for and provide nutritional requirements for animals	Title changed Changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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

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Assessment Requirements for ACMGEN312 Provide nutritional requirements for animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has provided a nutritionally appropriate diet for a minimum of three different animals. The three animals selected must include two species and include at least two different individual dietary needs.

In doing the above, the individual must have undertaken the following for each animal:

- prepared animal diet in consultation with relevant personnel
- prepared, stored and distributed food according to animal needs and workplace quality control procedures and hygiene practices
- monitored animal response to feeding program and reviewed diet in consultation with supervisor.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal classifications that influence dietary needs and styles of eating
- key food groups in animal food or diet, including protein, carbohydrate, vitamin and mineral supplement and fibre content
- behavioural features related to feeding styles and unsuitable responses to diets
- methods used to monitor nutritional uptake, including:
  - comparing food distributed and food not eaten
  - estimating condition scores
  - weighing animals
- principles of contamination and cross-contamination
- species-specific feed products available and approved in Australia, including availability, cost, shelf life, method of storage, preparation and presentation to animals

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- feeding methods of different animals, including the use of safe, low stress animal handling/interaction techniques
- appropriate food storage and feeding containers for different animals
- common nutrition-related health problems and health problems that impact an animal's diet
- importance of compliance with veterinary or supervisor instructions for specific animals
- sources of nutrients for particular animal classes and groups
- potential causes of poor response to diets.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that represents workplace conditions
- resources, equipment and materials:
  - live animals specified in the performance evidence
  - animal care environment equipment and resources required for the nutrition tasks specified in the performance evidence
- specifications:
  - workplace procedures relevant to animal diets and nutritional requirements
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN313 Carry out simple breeding procedures

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.1.
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 plan mating and breeding, parturition or hatching and weaning of animals under supervision in ethical contexts. The unit can be contextualised to be species-specific.

The unit applies to individuals working in the animal care industry who carry out simple breeding procedures ethically in a range of small to large facilities. They work under broad direction, typically in a team environment, and are required to take responsibility for their own work, including carrying out assigned tasks, organising processes, solving routine problems 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

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select animals for breeding	1.1 Identify the basic principles of genetics related to breeding program requirements 1.2 Identify breeding program requirements and clarify with supervisor 1.3 Select animals for mating according to the breeding program and animal welfare and ethics requirements 1.4 Schedule examinations and tests to confirm suitability of selected animals according breeding program requirements 1.5 Monitor individual animals to determine the current stage of their reproductive cycle 1.6 Identify health and safety hazards associated with working with animals, assess the risks and implement control measures in case of emergency 1.7 Select, correctly fit and use appropriate personal protective equipment
2. Implement breeding procedures	2.1 Place animals selected for mating in an appropriate environment 2.2 Apply appropriate breeding systems according to the breeding program 2.3 Apply appropriate mating methods according to the breeding program 2.4 Monitor animals during and after the mating period to determine success of mating
3. Monitor post-mating progress	3.1 Observe and document changes in behaviour and condition, where appropriate, in breeding females to determine possible pregnancy 3.2 Schedule examinations and tests to determine pregnancy according to breeding program requirements 3.3 Estimate and document hatching or parturition dates
4. Prepare for and assist with birth or hatching	4.1 Provide a suitable environment to assist with the birth or hatching 4.2 Identify signs of hatching or parturition and report potential problems to supervisor or animal health practitioner 4.3 Provide appropriate monitoring to ensure the safe birth or hatching of young animals 4.4 Identify sex and measure offspring and document results 4.5 Monitor mother and offspring to ensure appropriate bonding, feeding and behaviours, and report problems to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Wean animals	5.1 Modify offspring diets in preparation for weaning 5.2 Schedule vaccinations, other treatments and permanent identification protocols as required 5.3 Select and implement suitable weaning process according to workplace protocols 5.4 Carry out post-weaning management according to the breeding program 5.5 Update breeding records according to workplace requirements

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.

Skill	Description
Reading	• Identify and interpret industry specific terminology from valid documents about breeding systems and mating methods
Writing	• Use industry terminology and symbols to create accurate records of breeding, schedules for vaccinations, treatments and requirements for permanent identification markers
Numeracy	• Identify and compare numerical information and data within written texts, including weights and other measurements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN313 Carry out simple breeding procedures Release 2	ACMGEN313 Carry out simple breeding procedures Release 1	Updated to correct the mapping information	Equivalent

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Links

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

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Assessment Requirements for ACMGEN313 Carry out simple breeding procedures

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.1.
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out simple breeding procedures for at least two animals, including for each:
  - followed animal welfare and ethics requirements relating to breeding animals
  - applied safe work practices, including the selection, fit and use of personal protective equipment
  - monitored and observed animals and reported on breeding cycle
  - carried out breeding, hatching or parturition and weaning procedures
  - carried out post-weaning management
  - maintained accurate breeding program and animal health-related records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- overview of animal welfare and ethics requirements relating to breeding animals
- animal behaviour for the relevant species, including:
  - normal and maladaptive
  - mating and sexual behaviour
- male and female reproductive anatomy
- nutrition and health requirements of one or more species at various stages of their life and reproductive cycle
- purpose of keeping breeding data and records
- signs of animal wellbeing, illness or injury

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- basic principles of genetics
- ways of determining current reproductive cycle status, through identifying specific indicators, including oestrus, spermatogenesis, sexual behaviour and aggression between males and evidence of mating
- breeding systems, methods and traits to produce the best possible breeding outcomes, health and wellbeing of animals related to species concerned
- functions and requirements of a breeding colony, where relevant
- housing requirements for mother and young of relevant species
- weaning and post-wean management procedures
- key requirements of workplace procedures for health and safety and animal welfare related to animal breeding
- key requirements of state/territory legislative and regulatory and licensing requirements related to animal breeding.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal breeding facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals as specified in the performance evidence that would be part of routine workplace breeding program
- specifications:
  - workplace procedures and documents required for the breeding tasks specified in the performance evidence, including a documented breeding plan for the relevant species or breeds
  - workplace procedures for health and safety and animal welfare.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN314 Identify animal anatomy and physiology for animal care work

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 identify animal anatomy and physiological functions of animals. It incorporates knowledge of animal classification, animal body systems, physiological functions and external anatomical features of animals to recognise normal health.

The unit applies to individuals who work primarily with mammals, but also birds and reptiles, in animal care environments.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Classify animals	1.1 Classify animals using industry terminology 1.2 Identify and describe the differences between different animal groups

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Identify anatomy and physiology of mammals	2.1 Identify and describe the external anatomical features of mammals 2.2 Identify and describe the body systems of mammals 2.3 Describe the physiological functions of the body systems of mammals
3. Identify comparative anatomy and physiology	3.1 Identify and describe the external anatomical features of birds and reptiles 3.2 Identify and describe the body systems of birds and reptiles 3.3 Describe the physiological functions of the body systems of birds and reptiles

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.

Skill	Description
Oral communication	• Use appropriate industry terminology to describe animal anatomy and physiology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN314 Identify animal anatomy and physiology for animal care work	ACMGAS307 Identify animal anatomy and physiology for animal care work	Unit sector changed to better reflect work outcomes Minor change to knowledge evidence for clarity	Equivalent

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Links

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

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Assessment Requirements for ACMGEN314 Identify animal anatomy and physiology for animal care work

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- classified animals from a minimum of two different species
- identified the anatomical features, body systems and physiological functions of organs of:
  - three different mammals
  - one bird and one reptile.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- terminology relevant for classifying animals
- structure and function of body systems of mammals, including:
  - muscular system
  - skeletal system
  - digestive system
  - cardiovascular system
  - respiratory system
  - urinary system
  - nervous system
  - sensory system
  - reproductive system
  - endocrine system
  - integumentary system
  - lymphatic/immune system
- structure and function of comparative body systems

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- external anatomical features of different animals
- characteristics of herbivores and carnivores
- characteristics of monotremes and marsupials.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- resources, equipment and materials:
  - model animals, skeletons, 2D or 3D graphics of animals, or real animals
  - access to animal anatomy and physiology reference material.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN315 Communicate effectively with clients and team members

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 communicate effectively with clients, a supervisor, team members and industry representatives.

The unit applies to individuals who work in organisations in operational roles with some supervision.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate effectively with clients and industry representatives	1.1 Use verbal and non-verbal communication to enhance understanding and demonstrate respect 1.2 Communicate information in a manner that is appropriate, clear and easily understood 1.3 Use electronic and digital communication tools effectively

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Listen to requests, clarify meaning and respond appropriately 1.5 Exchange information clearly in a timely manner 1.6 Empathise with those experiencing distress 1.7 Follow privacy and confidentiality protocols
2. Communicate with team	2.1 Listen to and clarify instructions for carrying out workplace tasks 2.2 Use industry terminology in verbal, written and digital communications 2.3 Follow communication protocols that apply to interactions with team members 2.4 Participate actively in team meetings and discussions
3. Address constraints to communication	3.1 Identify constraints to effective communication and resolve using appropriate communication strategies and techniques 3.2 Use communication skills to avoid, defuse and resolve conflict situations
4. Complete workplace documentation	4.1 Complete paper-based and electronic documents in line with workplace standards 4.2 Carry out routine numerical calculations relevant to work role and requirements 4.3 Document agenda and minutes for meetings 4.4 Store or save correspondence and documentation in line with workplace protocols 4.5 Follow workplace communication policies and procedures for using digital media

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	**previous version**		
ACMGEN315 Communicate effectively with clients and team members	ACMGAS308 Communicate effectively with clients and team members	Unit sector changed to better reflect work outcomes Foundation skills updated Minor change to performance evidence for clarity	Equivalent

Links

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

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Assessment Requirements for ACMGEN315 Communicate effectively with clients and team members

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- communicated effectively on a minimum of three different occasions, including each of the following:
  - interacted appropriately with clients in writing using digital media
  - interacted appropriately with a client or industry representative by telephone
  - participated actively in a team meeting.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- models of effective communication across a range of modes, including written, verbal, electronic and digital
- the role of non-verbal communication
- effective communication principles for working in a team
- conflict resolution techniques
- social media platforms used for business
- ways to show empathy and support those in distress
- appropriate industry language and terminology
- communication systems, procedures and technology commonly used in workplaces
- confidentiality and privacy legislation, regulations and protocols.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - communication equipment and resources appropriate to work undertaken
- specifications:
  - access to organisational policies and procedures
- relationships:
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN401 Develop animal diets

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 develop and communicate information to others about animal diets.

This unit applies to experienced or senior animal carers, keepers who generally supervise others and provide and communicate solutions to a range of predictable and unpredictable problems. Tasks may vary in scale from individual animal welfare to social group management, working across a range of programs and/or animal groups in a facility.

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 are known to 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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a feed regime	1.1 Evaluate current diets of animals 1.2 Research current, scientifically validated information on natural

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and artificial diets and feeding regimes 1.3 Formulate and modify diets and feeding regimes to assist in correct diet development 1.4 Substitute natural feed with artificial or alternative feeds after consultation with supervisor and/or veterinarian 1.5 Coordinate preparation and presentation of diets according to workplace health and safety and animal requirements
2. Monitor food	2.1 Order sufficient quantities of food supplies 2.2 Monitor food quality according to facility policies and procedures 2.3 Maintain and store food to avoid spoilage and contamination according to facility and section requirements 2.4 Update and maintain accurate feeding records
3. Communicate effectively with others about animal nutritional requirements	3.1 Contribute to the facility's nutritional policy 3.2 Assist with nutrition and hygiene training of keepers or carers 3.3 Coordinate nutritional projects and communication with internal and external personnel 3.4 Prepare and present nutritional reports to relevant team members according to facility policies and procedures

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.

Skill	Description
Reading	• Interpret nutritional values from product information and labels
Oral communication	• Communicate effectively with staff and management on all aspects of animal nutrition
Numeracy	• Weigh animals or estimate weight (g, Kg, t) with reasonable accuracy • Calculate nutritional requirements for specific animals and costs of food supplies

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Skill	Description
	• Measure (ml, L) and weigh (g, Kg) food rations accurately using appropriate equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN401 Develop animal diets	ACMCAN403 Develop animal diets	Minor changes to performance criteria and assessment requirements for clarity	Equivalent

Links

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

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Assessment Requirements for ACMGEN401 Develop animal diets

Modification History

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

Performance Evidence

An individual demonstrating competency in this unit must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has:

- developed diets for a minimum of three animals, each with different needs, including:
  - two different species or two different age groups
  - one interim corrective diet
- supervised at least two team members on at least two occasions each, to prepare diets and feed regimes to meet specific animal requirements
- prepared one nutrition report for a section or species group.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of nutrition and the impact of poor nutrition on the health and condition of animals:
  - natural animal diets
  - signs of poor nutrition
  - importance of vitamin and mineral substitution in artificial diets
- characteristics of animal groups for which diets will be planned, including:
  - anatomy and physiology, particularly digestive systems, styles of eating, nutritional needs
  - dietary requirements for different age groups
  - behavioural features related to feeding styles and unsuitable responses to diets
  - feeding techniques to suit different animal behaviours
- feedstuffs available and approved in Australia for animals, including:
  - availability and cost
  - shelf life and method of storage

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    - preparation and presentation to animals
- animal welfare principles and ethics related to nutrition and diets, including:
    - Australian Animal Welfare Standards and Guidelines for Exhibited Animals
    - animal welfare assessment frameworks including the Five Domains
    - restrictions on feeding animals live vertebrate prey
    - state/territory regulations
- relevant facility policies and procedures for managing animal nutrition and diets, including:
    - health and safety and emergency procedures
    - hygiene standards - cleaning and infection control
    - food handling, storage and waste disposal
    - pest and vermin control
- facility record keeping requirements relevant to feeding regimes, including:
    - information management software
    - animal husbandry manuals
    - monitoring and scoring body condition.

Assessment Conditions

Assessment of skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - live animals, or specific detail about the condition of different animals to be able to plan diets
    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - facility policies and procedures relating to diet and nutrition
- relationships:
    - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN402 Advise on animal industry compliance and practices

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 provide advice to clients or carers on animal management, facilities and activities, and to manage workplace compliance within the relevant sector of the animal care and management industry.

This unit applies to individuals working in supervisory or expert level roles in a range of animal workplaces, including pet/aquarium shops, boarding/day care or mobile facilities, grooming or breeding establishments, animal training or wildlife and exhibited animal facilities. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide advice on management of animals	1.1 Assess needs of the client/carer and the animal 1.2 Provide advice on behaviour and training for particular species and/or breeds 1.3 Provide advice on appropriate housing and equipment for animals to meet their physical, behavioural and social requirements 1.4 Discuss appropriate strategies for providing food and water for animals 1.5 Advise on care or referral of young, sick or injured animals and animals with other special requirements
2. Provide advice on animal facilities and activities	2.1 Investigate a range of facilities and services available to clients/carers relevant to workplace 2.2 Advise clients/carers on features of available facilities and/or activities for their own needs and/or animal requirements
3. Provide advice on legislative requirements	3.1 Provide advice on local, state/territory and animal legislative requirements relevant to sector and workplace 3.2 Provide advice on animal relocation options according to legislative requirements 3.3 Provide advice on transportation and quarantine requirements applicable to sector
4. Establish procedures and comply with relevant codes of practice and legislative requirements	4.1 Develop, document and promote policies and procedures for animal management, health and safety, and security relevant to sector and workplace 4.2 Advise clients/carers of workplace requirements relevant to animal health and welfare, and record and/or collect and store proof of compliance 4.3 Implement workplace procedures for interactions with clients/carers and their animals 4.4 Implement effective waste management strategies and environmentally sustainable work practices 4.5 Maintain animal records and/or records of advice or information provided to clients/carers
5. Manage external relationships	5.1 Liaise with and maintain relationships with veterinarians and other professionals as required in the workplace 5.2 Maintain relationships with suppliers, relevant industry

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	associations and other stakeholders

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.

Skill	Description
Reading	• Interpret technical and complex terminology in companion animal compliance documents
Writing	• Use accurate industry and regulatory terminology when completing records
Oral communication	• Use open-ended questions, active listening and paraphrasing to gather information • Provide accurate advice using language appropriate to the audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN402 Advise on animal industry compliance and practices	ACMCAS401 Manage compliance in the companion animal industry	Title changed Changes to application, elements and performance criteria to ensure applicability to companion animals and other animal sectors Assessment requirements updated	Not equivalent

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Links

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

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Assessment Requirements for ACMGEN402 Advise on animal industry compliance and practices

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched and maintained current information on relevant legislation, regulations and codes of practice applicable to the animal sector or workplace for two of the following:
  - management of animal welfare (physical, behavioural and/or social requirements)
  - workplace health and safety
  - hygiene, infection control, quarantine
  - vaccine and parasite control
  - security (animal, facility or staff)
  - handling or transportation of animals
- developed at least two policies and two procedures for the workplace, selected from two of the areas above
- provided advice to at least three clients/carers about individual or animal requirements, and maintained accurate records for each
- communicated effectively with at least two external stakeholders on issues relating to animal care and management and compliance requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key requirements of Commonwealth, state/territory and local government legislation, regulations and codes of practice relating to animal care and management relevant to the workplace, including:
  - health and safety of workers
  - animal welfare
  - ownership or care of domestic/companion, native wildlife or exotic animals

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  - biosecurity
  - transportation
- processes and techniques to develop policies and/or procedures based on legislation, regulations and codes of practice, for an individual workplace
- animal facilities and activities available to clients/carers
- external stakeholders, including:
  - veterinarians and/or other qualified professionals
  - product or equipment suppliers
  - relevant industry associations
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- specifications:
  - workplace policies, procedures, processes and/or forms
  - current Commonwealth, state/territory and local government legislation, regulations and codes of practice relating to animal care and management specified in the performance and knowledge evidence
- relationships:
  - clients/carers
  - external stakeholders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards

Links

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

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ACMGEN403 Manage and maintain avian housing

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 determine the housing and maintenance needs of specific species and breeds of birds.

This unit applies to individuals working in animal industry sectors that include aviaries and bird rooms as part of their operations or facility. They analyse information and exercise judgement to complete a range of skilled activities and demonstrate in-depth knowledge in a specific technical area. They develop and communicate solutions for a range of commonly encountered problems.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine housing needs	1.1 Identify housing requirements of particular species and breeds, and provide appropriate security and housing

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Implement environmental enrichment appropriate to the species or breed 1.3 Determine husbandry practices of species, and provide appropriate resources
2. Maintain enclosures	2.1 Develop maintenance plans for avian housing according to workplace and seasonal or cyclical requirements 2.2 Select and correctly use appropriate tools, equipment, materials, and personal protective equipment 2.3 Conduct maintenance activities according to maintenance plans and workplace procedures, and safety, hygiene, infection control and environmental requirements 2.4 Record maintenance activities and update plans according to workplace procedures
3. Identify and control pests and report notifiable diseases	3.1 Identify parasites and diseases, implement appropriate treatment procedures, and maintain records 3.2 Identify pests and maintain records of pest control 3.3 Identify notifiable diseases, and document and report in accordance with legislative and workplace requirements

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.

Skill	Description
Reading	• Interpret technical information about avian housing and pest control from valid scientific documents
Writing	• Use industry terminology when completing records
Numeracy	• Calculate volume, weight, area, ratio, time and application rates • Interpret numerical information provided with bird care products and equipment

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN403 Manage and maintain avian housing	ACMCAS402 Manage and maintain aviaries and bird rooms	Title changed Changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN403 Manage and maintain avian housing

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed and maintained at least two different bird species, with one species in an avian house and the other species in a separate avian house. In doing so, the individual must have:

- completed a total enclosure clean-out or set-up
- provided routine daily husbandry for birds
- provided specific enrichment resources for the birds
- prepared for a change of season or cycle
- identified at least two bird parasites and/or disease risks, and implemented appropriate treatment or preventative procedures
- identified avian housing pests and applied pest control techniques
- maintained enclosures, including disinfection according to workplace requirements
- maintained accurate records and workplace documentation.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common names for avian species and breeds commonly held in facilities
- physical, behavioural and social requirements of a range of avian species and breeds kept in captivity
- avian biology related to the care and wellbeing of commonly held avian species and breeds
- housing requirements of bird species and/or breeds, including environmental enrichment
- species and/or breed nutritional requirements and feeding techniques
- species compatibility
- avian ectoparasites and endoparasites and diseases and treatment strategies

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- notifiable diseases and reporting process
- zoonotic diseases associated with bird care, and methods of prevention and control
- safe, low stress avian handling techniques and procedures
- safe work practices, including:
  - appropriate use of personal protective equipment (PPE)
  - infection/disease control and hygiene standards
  - handling chemicals and cleaning agents
- record-keeping systems
- general maintenance and cleaning requirements of avian housing, including:
  - seasonal and cyclic maintenance schedules
  - waste management strategies
  - cleaning techniques, equipment and materials used in avian housing
  - workplace guidelines and approaches to environmental sustainability
  - control of environmental pests
- key requirements of Commonwealth and relevant state/territory legislation, licensing and codes of practice related to avian species, biosecurity, health and safety, and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live birds in avian housing (aviaries and/or bird rooms) specified in the performance evidence
  - animal care equipment and products required for husbandry, cleaning, maintenance and pest control activities for birds
  - record-keeping system or resources
- specifications:
  - workplace policies, procedures and plans related to avian housing maintenance.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGEN404 Design, construct and maintain aquascapes

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 design, construct and maintain aquascapes for a range of aquariums, including ponds, waterfalls and water features.

This unit applies to individuals working in animal industry sectors where aquascapes are designed, constructed and maintained to house aquatic animals, which may include fish, aquatic invertebrates (including crustaceans and corals), amphibians and turtles. They analyse information and exercise judgement to complete a range of skilled activities and demonstrate in-depth knowledge in a specific technical area. They develop and communicate solutions for a range of commonly encountered problems.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements	1.1 Discuss types of aquaria and proposed species to be housed with

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
of aquascape	client or manager 1.2 Identify location and climatic conditions affecting design 1.3 Agree design concept with client or manager, and confirm special installation and maintenance requirements 1.4 Provide advice on suitability of species and location
2. Prepare aquascape design	2.1 Select appropriate heating, lighting and filtration according to design parameters 2.2 Select plants, features and substrate materials according to design parameters
3. Establish aquascape	3.1 Select and correctly use tools, equipment, materials and personal protective equipment appropriate for the job 3.2 Select or construct tank or pond and install substrate according to design specifications 3.3 Install and secure aquascape features and plants according to design specifications and workplace procedures 3.4 Conduct installation, testing and commissioning of lighting, heating and filtration systems according to manufacturer instructions 3.5 Introduce designated aquatic animals using low stress techniques 3.6 Collect, treat and dispose of or recycle waste from construction and installation according to workplace and environmental requirements 3.7 Clean worksite, tools and equipment, and return to operating order and store according to workplace requirements
4. Maintain aquascape	4.1 Discuss ongoing maintenance requirements and arrangements with client or carer 4.2 Conduct water sampling and testing according to species type and environmental requirements 4.3 Prove isolation of electrical equipment prior to maintenance using appropriate techniques, procedures and equipment 4.4 Carry out service and repairs according to manufacturer instructions and workplace procedures 4.5 Monitor and report on health of aquaria and plants 4.6 Identify complex faults and refer for specialist advice and remedial action according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.7 Maintain accurate records according to workplace procedures

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.

Skill	Description
Reading	• Interpret symbols and abbreviations found in aquascape construction plans and drawings
Numeracy	• Calculate distance, angles, volume, weight, area, percentage, ratio, time and application rates • Identify basic geometric shapes and numerical abbreviations on a construction drawing • Calculate quantities and costs of materials required to construct aquascapes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN404 Design, construct and maintain aquascapes	ACMCAS403 Design, construct and maintain aquascapes	Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

Links

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

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Assessment Requirements for ACMGEN404 Design, construct and maintain aquascapes

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- designed and constructed at least two aquascapes, including:
  - installed, secured and tested lighting, heating and filtration systems as required in design specifications
  - introduced live aquatic animals in the aquascape
  - used safe and environmentally responsible procedures for handling aquatic animals
- documented maintenance arrangements for each aquascape
- maintained records and documentation for each aquascape.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of aquatic animals, including:
  - fish
  - aquatic invertebrates (including crustaceans and corals)
  - amphibians
  - turtles
- common names for fish, reptile and/or amphibian species commonly held in facilities
- species compatibility
- environmental requirements for commonly held species
- aquatic animal biology related to the care and wellbeing of commonly held species
- normal and abnormal behaviour of aquatic species, including behaviours and conditions that could be indicative of possible aquatic animal health problems
- safe aquatic animal handling techniques and procedures

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- aquaria and aquascapes design and building elements, including:
  - heating, lighting and filtration systems
  - plants, features and substrate materials
- maintenance of ideal water conditions and quality for a range of aquatic animals, including:
  - water characteristics, including pH, nitrate, nitrite, ammonia, salinity, calcium and/or hardness
  - water sampling, testing and analysis procedures and techniques
  - water quality adjustment procedures and chemicals used to correct water conditions of aquascapes
- principles of animal welfare and ethics relevant to aquatic animals and aquascapes/aquaria
- signs of common aquatic animal diseases and parasitic infestations and their transmission between aquatic animals
- safe work practices, including:
  - appropriate use of personal protective equipment (PPE)
  - infection/disease control and hygiene standards
  - handling chemicals and cleaning agents
- general maintenance and cleaning requirements of aquascapes, including:
  - waste management strategies
  - cleaning techniques, equipment and materials used in aquascapes/aquaria
  - workplace guidelines and approaches to environmental sustainability.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live aquatic animals specified in the performance evidence
  - materials, tools and products for designing, constructing and maintaining aquascapes, including lighting, heating and filtration systems
  - record-keeping system or resources
- specifications:
  - workplace policies, procedures and specifications or plans related to aquascape design, construction and maintenance
- relationships:
  - clients and/or carer.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMGEN405 Manage companion animal breeding

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 plan and monitor companion animal mating and breeding programs, and evaluate their outcomes.

This unit applies to individuals working as supervisors or managers in a companion animal facility where animal breeding is conducted according to regulatory and ethical requirements. They work autonomously and apply specialist knowledge and skills to provide solutions for predictable and unpredictable problems.

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.

Licensing, regulatory or certification requirements apply to this unit but vary according to state/territory jurisdictions. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

General Animal Care (GEN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop breeding programs	1.1 Assess and clarify breeding requirements according to organisational objectives, veterinary advice and relevant legislative requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and obtain resources to support breeding requirements 1.3 Select breeding options to optimise results and consistency 1.4 Formulate breeding programs to meet organisation and animal welfare objectives 1.5 Develop organisational procedures for breeding and managing offspring, according to legislative requirements, industry standards, animal welfare and safe work and environmentally responsible practices
2. Select animals for breeding	2.1 Select animals for mating according to the requirements of the breeding program, animal welfare regulations and ethical practice principles 2.2 Identify genetic conditions that may preclude breeding 2.3 Consult breed registration group and association requirements in selecting breeding stock, if appropriate 2.4 Schedule examinations and tests to confirm suitability of selected animals for breeding program 2.5 Select and apply appropriate breeding systems according to breeding program requirements 2.6 Apply appropriate mating methods according to breeding program
3. Implement breeding programs	3.1 Communicate breeding program strategies and procedures to team members, and provide necessary training 3.2 Identify potential risks to animals during breeding, birth and early life 3.3 Evaluate the options for managing risks according to workplace health and safety procedures, and make preparations in case of emergencies 3.4 Implement breeding program and monitor outcomes according to organisation's objectives and requirements 3.5 Prioritise and implement changes necessary to achieve breeding aims
4. Evaluate breeding programs	4.1 Review and evaluate breeding program processes and outcomes against the organisation's objectives, relevant legislation and ethical practices, and update breeding programs as required 4.2 Assess and update criteria used to select animals for breeding to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	meet breeding program requirements 4.3 Assess procedures for managing the welfare of offspring 4.4 Provide outcomes for retired or non-breeding stock that ensure good quality of life 4.5 Maintain breeding records according to industry standards and breeding program requirements

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.

Skill	Description
Writing	• Use scientific and industry terminology and recognised formats for creating workplace policies and procedures
Oral communication	• Use open-ended questions, active listening and paraphrasing to clarify breeding requirements • Use industry terminology to explain breeding strategies and procedures to team members
Numeracy	• Calculate volume, weight, area, ratio, time and application rates • Set, measure and report numerical performance indicators related to breeding program using industry protocols

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGEN405 Manage companion animal breeding	ACMCAS406 Manage companion animal breeding	Changes to application, elements and performance criteria for clarity and to emphasise animal welfare and ethics New performance criteria	Not equivalent

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		added Assessment requirements updated	

Links

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Assessment Requirements for ACMGEN405 Manage companion animal breeding

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed a breeding program (season) for at least one companion animal species, including:

- identified, developed and implemented breeding program aims
- selected suitable animals for breeding programs
- established appropriate mating systems and methods
- monitored breeding activities and evaluated program outcomes
- identified potential risks to animals in breeding, birth and early life procedures, and planned for emergencies
- maintained breeding program records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical and physiological structures and functions related to the reproduction, care and wellbeing of commonly held female and male animals
- basic genetics and pedigrees, including:
  - genetic conditions that may preclude breeding
  - examinations and tests that confirm animal suitability for breeding
  - issues associated with breeding pedigree or pure breed animals
  - maintenance of integrity of genetic lines
  - breed registration group and association requirements, where relevant
- animal welfare principles relevant to companion animal breeding
- breeding program systems, methods and traits related to commonly held animals
- communication procedures and systems, and technology relevant to the organisation and own work responsibilities

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- companion animal breeding processes
- diseases and ailments of breeding and young animals
- normal and abnormal animal behaviour relating to the characteristics of the species, age, health status and social needs
- situations requiring veterinary advice and/or intervention, including mating and birthing complications
- breed or species-specific health testing procedures
- relevant organisational policies and procedures, including health and safety and emergency procedures
- workplace and/or industry record-keeping requirements
- protocols, legal and ethical considerations in providing care and treatment of breeding animals and their offspring
- relevant state/territory requirements for breeding companion animals, including:
  - state/territory legislation/regulation
  - licensing
  - local government requirements
  - industry codes of practice.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal breeding facility or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live companion animals for breeding program specified in the performance evidence
  - suitable housing and other equipment to support breeding programs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGRM201 Bath, dry and brush domestic dogs

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 bath/wash, dry and brush domestic dogs with different coat types.

The unit applies to individuals who work in the companion animal industry in a range of facilities and businesses, including grooming salons, pet care stores, veterinary clinics, boarding/day care and shelter facilities. They may work under supervision following defined instructions for routine tasks.

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

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm work instructions	1.1 Receive work instructions or client requests according to workplace practices and procedures 1.2 Confirm and clarify washing, drying and brushing instructions

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	with supervisor and/or client 1.3 Identify dog breed, temperament, handling and safety requirements 1.4 Discuss specific instructions relating to health or condition of dog with supervisor and/or client
2. Prepare work areas for bathing and drying	2.1 Select shampoo and products for individual dog 2.2 Select appropriate equipment and tools for bathing and drying, personal protective equipment (PPE) and animal restraints 2.3 Set up equipment and products for convenient access 2.4 Follow workplace health and safety procedures for preparing work areas and completing tasks
3. Collect and wash dog	3.1 Select individual dog to be washed using workplace identification procedures 3.2 Identify dogs with special handling requirements and use safe, low stress handling techniques appropriate to their needs 3.3 Move or lift dog to washing area using appropriate equipment and techniques 3.4 Check water temperature and pressure before thoroughly wetting/washing dog 3.5 Apply shampoo and other products as required using appropriate technique and tools for breed or coat type 3.6 Rinse to remove all product from dog coat 3.7 Apply additional products according to work instructions
4. Dry and brush dog	4.1 Remove excess water using towels and/or chamois 4.2 Move or lift dog to drying area and secure safely 4.3 Dry dog using appropriate technique and equipment, including single motor high velocity (HV) dryer 4.4 Use appropriate brush and/or comb to brush dog according to work instructions and breed or coat specific requirements 4.5 Monitor dog behaviour throughout washing, drying and brushing process and seek help if required
5. Complete bathing process	5.1 Return dog and secure in designated area according to workplace procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.2 Report or record relevant observations of the dog's condition and behaviour to supervisor and/or client 5.3 Clean and disinfect work areas and complete housekeeping tasks according to workplace procedures 5.4 Clean and safely store tools, equipment, products and laundry items

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.

Skill	Description
Reading	• Interpret key information in workplace documents relating to bathing, drying and brushing dogs
Oral communication	• Ask clarifying questions and give clear information to supervisor and/or client
Numeracy	• Measure quantities, including volume, weight, area, ratio and time • Interpret numerical information provided with animal bathing, shampooing and grooming products

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM201 Bath, dry and brush domestic dogs	ACMCAS307 Provide companion animal hydro-bathing services	Some content is covered in this redesigned unit	Not equivalent

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Links

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Assessment Requirements for ACMGRM201 Bath, dry and brush domestic dogs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively:

- bathed, dried and brushed at least three different dogs with different coat types, selected from:
  - curly or wavy
  - long or drop
  - combination or double
  - short or smooth
- used at least two of the following:
  - hydrobathing
  - hydrosurge
  - grooming baths
  - spa
- used equipment, tools and products safely following workplace procedures
- selected, fitted and correctly used personal protective equipment
- handled each dog in a safe and humane manner.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common dog breeds and coat types
- basic dog anatomy relevant to bathing, drying and brushing
- signs of normal and undesirable dog behaviour
- signs of stress in dogs
- basic signs of abnormalities and health concerns in animals, including parasitic infections

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- types and application of shampoos and grooming products
- types of bathing systems or equipment, including:
  - hydrobathing
  - hydrosurge
  - grooming baths
  - spa
- correct use and storage of bathing, drying and brushing equipment, including:
  - single motor high velocity (HV) dryer
  - brushes and combs used on different coat types
- key risks for people and dogs associated with bathing, drying and brushing
- safe work practices related to bathing, drying and brushing dogs, including:
  - personal protective equipment, including protection for hands, face, eyes, ears and feet
  - safe, low stress dog handling and restraint techniques and procedures
  - handling techniques for dogs with special requirements, including for puppies, seniors, stressed dogs and/or dogs with restricted movement
  - personal hygiene and infection control
  - use and storage of disinfectants and chemicals, including safety data sheets
- basic concepts of environmental sustainability, including resource use and waste disposal
- cleaning techniques and equipment used in a companion animal workplace
- basic concepts of animal welfare and ethics.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live dogs for bathing, drying and brushing specified in the performance evidence
  - bathing equipment as specified in the performance evidence
  - drying and brushing equipment and products, including single motor high velocity (HV) dryer
  - personal protective equipment related to bathing, drying and brushing dogs
  - disinfectant and cleaning products
  - workplace record-keeping/information management system
- relationships:
  - supervisor and/or client.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMGRM303 Provide sanitary and hygiene grooms for companion animals

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 undertake sanitary and hygiene grooms, including complete shaves or clips for companion animals, to maintain and/or restore animal health and welfare. It assumes a working knowledge of basic pet first aid and species-specific behaviour and handling.

This unit is applicable to individuals who work in the companion animal industry sector where grooming services are provided. They work independently and take responsibility for the quality of their own work, including carrying out assigned tasks, selecting products and techniques, solving problems and working to required timeframes.

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

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine grooming requirements	1.1 Assess general health, behaviour and coat condition of companion animal 1.2 Identify breed and grooming characteristics of coat type 1.3 Establish client requirements and desired outcome 1.4 Advise client of risks to the animal associated with the proposed work
2. Prepare for grooming	2.1 Identify and minimise the risks associated to groomer and animal according to workplace health and safety and animal welfare requirements 2.2 Consider time management, tools and equipment, and budget in preparing a grooming plan to meet individual animal requirements 2.3 Confirm grooming plan based on animal and client needs 2.4 Select and prepare grooming tools, equipment and supplies, and conduct pre-operational safety checks 2.5 Select and correctly fit personal protective equipment (PPE) appropriate for grooming activity
3. Introduce grooming to companion animal with special handling requirements	3.1 Identify animal with special handling requirements 3.2 Condition animal with special handling requirements to accept handling of body areas for clipping and trimming 3.3 Use techniques to control, secure or restrain animal with special handling requirements during clipping and trimming 3.4 Use scissors to accustom animal to the sensation of trimming 3.5 Use clippers to introduce animal to the sensation of clipping 3.6 Use nail scissors and/or nail file or grinder to accustom animal to the sensation of having nails groomed
4. Groom animal	4.1 Secure animal for grooming, and monitor for signs of distress 4.2 Implement safe grooming techniques to address matted or knotted coat using brushes, combs and/or de-matting tools 4.3 Groom coat to restore animal health, hygiene and welfare 4.4 Clip or file nails using appropriate technique for animal
5. Remove coat for animal health and	5.1 Trim or shave coat safely using appropriate equipment on all body areas to restore animal health, hygiene and welfare

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
wellbeing	5.2 Remove hair from ears and around eyes and feet according to grooming plan 5.3 Bath and dry animal using breed or species appropriate techniques
6. Complete grooming and trimming procedures	6.1 Provide animal with water, house safely and monitor animal until client arrives 6.2 Return animal to client and discuss any follow-up requirements 6.3 Clean, sanitise and store grooming equipment, and audit and record supplies 6.4 Collect and dispose of waste material according to workplace health and safety, environmental and legislative requirements 6.5 Document grooming services for invoicing

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.

Skill	Description
Reading	• Interpret information and instructions related to grooming products and equipment accurately
Writing	• Use industry terminology when completing grooming documents
Oral communication	• Determine client requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Calculate volume, weight, area, ratio and time • Interpret numerical information provided with companion animal grooming products and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMGRM303 Provide sanitary and hygiene grooms for companion animals	ACMCAS306 Provide grooming services for companion animal comfort	Title changed Recoded to reflect grooming sector Changes to performance criteria for clarity and to reflect current industry practice Assessment requirements updated	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

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Assessment Requirements for ACMGRM303 Provide sanitary and hygiene grooms for companion animals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently groomed at least three different companion animals, including:

- two full grooms to remove body coat using a blade or comb attachment
- one groom covering face, feet and sanitary areas and nail trimming or grinding.

In doing the above, the individual must have:

- assessed the health and condition of each animal's coat
- communicated effectively with at least two clients to determine grooming requirements
- handled each animal in a safe and humane manner
- demonstrated appropriate and correct use of the following equipment:
  - clippers, including correct blade selection
  - scissors
  - de-matting tool
  - brushes, including pin, slicker and curry
  - combs, including poodle and fine tooth
- maintained grooming equipment and supplies according to workplace and manufacturer specifications
- selected, fitted and correctly used personal protective equipment
- completed post-grooming cleaning and housekeeping procedures
- maintained records for each animal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common companion animal breed names

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- common and undesirable animal behaviour and traits for relevant species
- basic anatomy and physiology related to grooming procedures and products, including:
  - range of movement
  - signs of pain, distress or illness
  - issues relating to brachycephalic breeds
- safe animal handling and restraint techniques and procedures
- signs of abnormalities and health concerns in animals, including parasitic infections and dental disease
- common health risks associated with sanitary/hygiene and shave and clips, including:
  - haematoma and skin splits
  - ear infections
  - urinary tract infections
  - skin tears
  - urine burning
  - clipper burns
  - unhygienic tools
  - dangers associated with ear plucking and anal gland expression/evacuation
- how diseases are transmitted between animals and to humans
- industry recognised maintenance and restoration grooming techniques, procedures and equipment
- relevant grooming products and services
- appropriate and correct use of the following equipment:
  - clippers, including correct blade selection
  - scissors
  - de-matting tool
  - brushes, including pin, slicker and curry
  - combs, including poodle, greyhound, coarse and fine tooth
- maintenance of grooming equipment, including blade and comb attachments
- personal protective equipment, including protection for hands, face, eyes, ears and feet
- workplace policies, procedures and requirements, including:
  - safety and emergency procedures
  - hygiene and infection control
  - waste disposal
  - animal welfare and humane handling
  - resource use and environmental sustainability
- safe use of disinfectants and cleaning agents, and use of safety data sheets
- cleaning techniques, equipment and materials used in a companion animal workplace
- requirements of workplace record-keeping system.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pet grooming workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals for grooming specified in the performance evidence
  - grooming products, tools and equipment specified in the performance evidence, including personal protective equipment
  - disinfectants and cleaning products and equipment
  - workplace record-keeping/information management system
- specifications:
  - workplace and manufacturer instructions for use and maintenance of the tools, equipment and supplies specified in the performance evidence
- relationships:
  - clients specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGRM304 Perform grooms on cross breed dogs

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 groom the different coat types that occur in cross breed dogs. It covers selecting and safely applying appropriate grooming techniques, including scissoring and clipping, for different coat types.

The unit applies to individuals working in the companion animal industry sector where grooming services of cross breed dogs are provided. They work independently and take responsibility for the quality of their own work, including carrying out assigned tasks, selecting products and techniques, solving problems and working to required timeframes.

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

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine grooming requirements for cross	1.1 Evaluate coat characteristics and conformation of cross breed dogs 1.2 Investigate dog's previous experience of grooming and clarify

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
breed dogs	client requirements for current groom 1.3 Evaluate coat condition and impact on general health of dog, and report to client to determine grooming needs 1.4 Plan individual dog's grooming needs 1.5 Select and correctly fit appropriate personal protective equipment (PPE) for grooming activity
2. Select equipment and techniques for scissoring	2.1 Select, prepare and maintain scissors for different cross breed coat types and different body areas according to organisational requirements and manufacturer specifications 2.2 Identify and manage safety risks to people and dogs when using scissors 2.3 Identify scissoring techniques to trim coat on different body areas
3. Select equipment and techniques for clipping	3.1 Prepare and maintain clippers during clipping according to workplace requirements and manufacturer instructions 3.2 Identify and manage safety risks to people and dogs when using clippers 3.3 Select clippers and blades appropriate for different coat types and specific body areas 3.4 Identify techniques for clipping different coat types and body areas
4. Introduce grooming to dogs with special handling requirements	4.1 Identify dogs with special handling requirements 4.2 Condition dogs with special handling requirements to accept handling of body areas for clipping and trimming 4.3 Use techniques to control, secure or restrain dogs with special handling requirements during clipping and trimming 4.4 Use scissors to accustom dogs to the sensation of trimming 4.5 Use clippers to introduce dogs to the sensation of clipping 4.6 Use nail scissors and/or nail file/grinder to accustom dogs to the sensation of having nails groomed
5. Tidy a cross breed clip	5.1 Identify and evaluate a range of clip styles for cross breed dogs 5.2 Determine previous clip style or shape 5.3 Plan procedure to restore previous clip style 5.4 Restore previous clip style using clippers and scissors

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Use other appropriate technique to complete cross breed clip
6. Complete full groom of cross breed dog	6.1 Select grooming methods according to coat type and individual dog's requirements 6.2 Select and prepare tools and equipment for individual dog's coat type according to workplace standards and manufacturer instructions 6.3 Prepare dog and complete groom using appropriate equipment and techniques for a range of cross breed coat types and needs 6.4 Review groom to ensure it meets client's requirements and agreed grooming plan
7. Complete grooming process	7.1 Provide animal with water, house safely and monitor animal until client arrives 7.2 Return dog to client or supervisor and discuss coat maintenance requirements between grooming appointments 7.3 Clean, sanitise and store grooming equipment, and audit and record supplies 7.4 Collect and dispose of waste material according to workplace health and safety, environmental and legislative requirements 7.5 Document grooming services for invoicing

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.

Skill	Description
Reading	• Interpret grooming equipment instruction manuals to ensure information is correctly applied
Writing	• Use industry terminology when completing records
Oral communication	• Determine client requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Interpret numerical information provided with dog grooming products and equipment

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM304 Perform grooms on cross breed dogs	ACMGRM302 Perform a cross breed clip	Title changed Prerequisites removed Changes to element and performance criteria wording and order for clarity New element 7 Assessment requirements updated	Not equivalent
ACMGRM304 Perform grooms on cross breed dogs	ACMCAS407 Provide professional companion animal grooming services	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

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Assessment Requirements for ACMGRM304 Perform grooms on cross breed dogs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- independently, safely and efficiently performed at least five full grooms for cross breed dogs with different coat types selected from the following:
  - long/drop coat
  - double/heavy coat
  - combination/silky coat
  - fluffy/curly coat
  - short/smooth coat
  - wiry coat
- completed one tidy groom from one of the coat types above
- completed nail cutting/grinding for at least one dog.

In doing the above, the individual must have:

- performed a cross breed groom on at least one dog with special handling requirements – select from one of:
  - inexperienced, stressed or reactive dog
  - senior dog or dog with restricted movement
  - puppy (under 6 months)
- assessed each dog's conformation, health and coat condition and special handling requirements
- used grooming techniques to establish, maintain or restore coat for cross breed dogs
- identified dog behavioural characteristics and special requirements for at least three dogs in consultation with at least three different clients
- handled and secured dogs in a safe, low stress and humane manner
- selected, used and maintained grooming equipment according to workplace and manufacturer instructions

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- selected, fitted and correctly used personal protective equipment (PPE)
- completed post-grooming cleaning and housekeeping procedures
- maintained records for each dog.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- dog anatomy, physiology and conformation related to grooming and clipping procedures
- dog behaviour traits, including signs of distress, illness or restricted movement
- dog coat types and how to determine coat characteristics
- dog grooming products, techniques and services
- industry-recognised grooming and clipping establishment, maintenance and restoration techniques, procedures and equipment for cross breed dog coat types and conditions
- correct use of grooming equipment, including:
  - clippers
  - scissors
  - hand stripping and carding tools
- techniques and strategies for dealing with dogs with special requirements
- lifestyle-related and activity-related considerations for clipping of cross breed dogs
- safe and humane dog handling and restraint techniques and procedures
- types and transmission of zoonoses relevant to dogs
- common parasite infections for dogs, and methods of prevention and control
- workplace policies, procedures and requirements, including:
  - safety and emergency procedures
  - hygiene and infection control
  - waste disposal
  - animal welfare and humane handling
  - environmental sustainability, including resource use
- personal protective equipment, including protection for hands, face, eyes, ears and feet
- safe use of disinfectants and cleaning agents, and use of safety data sheets
- cleaning techniques, equipment and materials used in a companion animal workplace
- requirements of workplace record-keeping system.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pet grooming workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - live cross breed dogs as specified in the performance evidence
  - clippers, scissors and other grooming equipment
  - grooming products
  - PPE suitable for activity
  - cleaning and sanitising products and equipment
  - devices used for securing or restraining of dogs
  - workplace record-keeping/information management system
- specifications:
  - workplace and manufacturer instructions for use and maintenance of the tools, equipment and supplies specified in the performance evidence
- relationships:
  - clients specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGRM305 Groom dogs to meet breed style and coat requirements

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 groom dogs to meet specific breed and coat requirements. This unit applies to pet style grooms based on breed standards.

This unit applies to individuals working in the companion animal industry sector where dog grooming services are provided. They work independently and take responsibility for the quality of their own work, including carrying out assigned tasks, selecting products and techniques, solving problems and working to required timeframes.

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

The prerequisite unit of competency for this unit is:

- ACMGRM304 Perform grooms on cross breed dogs

Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare and plan breed style grooms	1.1 Identify features, conformation and colours for dog breeds according to Australian breed standards 1.2 Identify coat types, characteristics and care requirements for each breed 1.3 Identify grooming requirements, including most appropriate tools and equipment for coat type and breed standard 1.4 Identify hazards for people and dogs associated with the use of grooming tools and equipment, and manage risks
2. Determine grooming requirements for specific dog breeds	2.1 Perform pre-grooming consultation to identify dog health, behaviour and grooming experience 2.2 Determine purpose of groom, coat type and hair phase of individual dog 2.3 Develop a grooming plan in consultation with client 2.4 Select grooming tools and equipment for specific coat type and undertake pre-operational and safety checks 2.5 Select grooming products for application to specific coat type 2.6 Select and correctly fit personal protective equipment (PPE) appropriate for grooming activity
3. Groom dogs to meet breed and coat requirements	3.1 Groom the body, head and tail of the dog using appropriate technique for coat type 3.2 Groom the legs and feet of the dog using appropriate technique for coat type 3.3 Complete groom to meet breed style and coat requirements 3.4 Review groom to ensure it meets client’s requirements and agreed breed style grooming plan
4. Complete breed style grooming process	4.1 Provide animal with water, house safely and monitor animal until client arrives 4.2 Return dog to client or supervisor and discuss coat maintenance requirements between grooming appointments 4.3 Clean, sanitise and store grooming equipment, and audit and record supplies 4.4 Collect and dispose of waste material according to workplace health and safety, environmental and legislative requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Document grooming services for invoicing

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.

Skill	**Description**
Reading	• Interpret grooming equipment instruction manuals and product labels
Writing	• Use industry terminology when completing grooming documents
Oral communication	• Use industry terminology and give clear explanations to others relating to dog coat condition and behaviour
Numeracy	• Calculate volume, weight, area, ratio, time and application rates • Interpret numerical information provided with dog grooming products and equipment

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACMGRM305 Groom dogs to meet breed style and coat requirements	ACMGRM301 Perform dog grooms on different coat types	Title changed Prerequisites updated Reordered, new and revised performance criteria for clarity Performance evidence, knowledge evidence and assessment requirements expanded	Not equivalent
ACMGRM305 Groom dogs to meet	ACMCAS407 Provide professional	Some content is covered	Not equivalent

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breed style and coat requirements	companion animal grooming services	in this revised unit	

Links

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

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Assessment Requirements for ACMGRM305 Groom dogs to meet breed style and coat requirements

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently completed a full groom of six dogs, with at least one dog breed selected from each of the different coat types listed below:

- long/drop coat:
  - Maltese, Shih Tzu, Tibetan Terrier, Bearded Collie, Lhasa Apso, Silky Terrier, Yorkshire Terrier, Havanese, Briard, Chinese Crested – Powderpuff
- double/heavy coat:
  - Malamute, Pomeranian, Japanese Spitz, Collie – Rough, Sheltie, Chow Chow, Siberian Husky, Samoyed, Bernese Mountain Dog, German Shepherd (long stock coat)
- combination/silky coat:
  - English Cocker Spaniel, English Springer Spaniel, Golder Retriever, Border Collie, Tibetan Spaniel, Cavalier King Charles Spaniel, Dachshund – Long Haired, Aussie Shepherd, Chihuahua – Long Haired, Setter (English, Gordon or Irish)
- fluffy/curly coat:
  - Bichon Frise, Poodle, Kerry Blue Terrier, Portuguese Water Dog, Bedlington, Lagotto Romagnolo, Irish Water Spaniel
- short/smooth coat:
  - Boxer, Dalmatian, Staffordshire Bull Terrier, French Bulldog, Chihuahua – Smooth Coat, Great Dane, Dachshund – Smooth, Fox Terrier – Smooth, Pug, Beagle, Labrador, Rottweiler, German Shepherd (stock coat)
- wiry coat:
  - Airedale Terrier, Fox Terrier (wire), Schnauzer, Border Terrier, Scottish Terrier, West White Highland Terrier, Lakeland Terrier, Welsh Terrier, Cairn Terrier, Irish Terrier, Jack Russell (wire).

In doing the above, the individual must have:

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- used industry-recognised grooming techniques for different coat types, including a poodle point technique
- handled each dog in a safe, low stress and humane manner
- demonstrated appropriate and correct use and maintenance of the following equipment:
  - clippers, including correct blade selection and use of snap-on combs
  - scissors, including straight, curved and thinners
  - undercoat rake, including carding tools, de-shedding rake and de-matting tool
  - brushes, including slicker, pin and boar bristle
  - combs, including poodle, greyhound, coarse and fine tooth
  - carding tools, including stripping knives, stones
- selected, fitted and correctly used personal protective equipment (PPE)
- maintained grooming equipment and supplies according to workplace and manufacturer instructions
- completed post-grooming cleaning and housekeeping procedures
- maintained records for each dog.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- Australian National Kennel Council dog breed standards
- dog anatomy and physiology related to grooming procedures, including conformation features of dogs
- dog coat types and colours, coat characteristics and phases of coat/hair growth
- dog behaviour, anatomy and physiology related to grooming procedures and products, including:
  - common behaviour patterns
  - range of movement
  - signs of pain, distress or illness
  - issues relating to brachycephalic breeds
- signs of abnormalities and health concerns in dogs, including common parasitic infections
- dog behaviour traits, including signs of distress or other core emotional states
- industry-recognised grooming techniques for different coat types, including maintenance and restoration
- types of dog grooming and finishing products
- equipment used for a range of coat types and conditions
- correct use and maintenance of the following grooming equipment:
  - clippers, including correct blade selection and use of snap-on combs
  - scissors, including straight, curved and thinners
  - undercoat rake, including carding, de-shedding rake and de-matting tool
  - brushes, including slicker, pin and boar bristle
  - combs, including poodle, greyhound, coarse and fine tooth

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    - carding tools, including stripping knives, stones
- personal protective equipment, including protection for hands, face, eyes, ears and feet
- safe and humane dog handling and restraint techniques and procedures
- overview of types and transmission of zoonoses relevant to dogs, and methods of prevention and control
- workplace policies, procedures and requirements, including:
    - safety and emergency procedures
    - hygiene and infection control
    - waste disposal
    - animal welfare and humane handling
- safe use of disinfectants and cleaning agents, and use of safety data sheets
- cleaning techniques, equipment and materials used in a companion animal workplace
- workplace guidelines and approaches to environmental sustainability, including resource use and disposal of waste
- requirements of relevant record-keeping system.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - a pet grooming workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live dogs for grooming with coats specified in the performance evidence
    - products, tools and equipment for grooming dogs specified in the performance evidence
    - PPE suitable for grooming activity and handling disinfectants and cleaning agents
    - workplace record-keeping/information management system.
- specifications:
    - workplace and manufacturer instructions for use and maintenance of the tools, equipment and supplies specified in the performance evidence

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGRM401 Carry out advanced grooming to dog breed standards

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 groom and style the different coat types that occur in dog breed groups as specified by the Australian National Kennel Council.

The unit applies to experienced dog groomers who work in the companion animal industry sector where specialist breed-specific grooming services are provided, including for conformation or grooming competitions and shows. They take responsibility for their own work and, where relevant, the outcomes of others. They analyse information, solve problems and exercise judgement to complete a range of highly skilled grooming activities and demonstrate in-depth knowledge in specialist grooming techniques.

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

The prerequisite unit of competency for this unit is:

- ACMGRM305 Groom dogs to meet breed style and coat requirements.

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMGRM305 Groom dogs to meet breed style and coat requirements	ACMGRM304 Perform grooms on cross breed dogs

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Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements of dogs within specific breed groups recognised in Australia	1.1 Determine classification of the dog breed 1.2 Identify the range of dogs and coat types within the breed group 1.3 Identify requirements of the breed for grooming to show or competition standards, and confirm with client 1.4 Select and prepare grooming tools, equipment and supplies, and conduct pre-operational safety checks
2. Prepare dog for grooming	2.1 Identify and interpret signs of dog behaviour traits and ill health 2.2 Select and correctly fit personal protective equipment appropriate for grooming tasks 2.3 Use safe and effective techniques to restrain dog and monitor for signs of stress 2.4 Wash dog according to coat types and condition 2.5 Apply products to coat to manage styling techniques for specific breed coat types 2.6 Dry coat according to coat types and specific breed standards
3. Clean or trim specific breed coat furnishings	3.1 Trim nails using appropriate equipment and techniques 3.2 Clean eyes and trim or remove surrounding hair according to breed standards 3.3 Clean ears and trim or remove hair according to breed standards 3.4 Remove stains from white or light coloured coat, if required 3.5 Clean face wrinkles on dog of brachycephalic breeds 3.6 Trim feet hair according to breed standards
4. Groom and style specific breed groups and coat types	4.1 Identify grooming styles for specific breed and coat types 4.2 Perform techniques used to establish and maintain grooming styles for specific breed and coat type 4.3 Use grooming techniques to complete specific breed group style 4.4 Use scissoring and finishing techniques to complete groom of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	specific breed group
5. Complete post-styling procedures	5.1 Return dog to client or supervisor and explain techniques for maintaining groom between styling sessions 5.2 Create or update records for grooming service 5.3 Clean and maintain equipment according to manufacturer instructions and workplace procedures 5.4 Clean styling area and dispose of waste with consideration to workplace health and safety, environmental and biosecurity hazards

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.

Skill	Description
Reading	• Interpret characteristics of dog breed types from recognised industry sources
Writing	• Use industry terminology in completing grooming records
Oral communication	• Determine client requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Calculate dilution ratios for shampoo and cleaning and disinfectant products • Interpret numerical information provided on pet grooming products and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM401 Carry out advanced grooming to dog	ACMGRM406 Carry out breed standard styling on	Title changed Prerequisites updated	Equivalent

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breed standards	dog breed groups	Minor changes to performance criteria for clarity Assessment requirements updated	

Links

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

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Assessment Requirements for ACMGRM401 Carry out advanced grooming to dog breed standards

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently performed Australian National Kennel Council breed standard grooming on a total of five dogs, including one from each of the following three groups:

- Group 1 Toys – breed standard grooming, including scissoring and/or clipping of one of the following breeds:
  - Bichon Frise, Yorkshire Terrier, Papillon, Pomeranian, Cavalier King Charles Spaniel, Havanese, or Maltese
- Group 2 Terriers – breed standard grooming, including hand stripping of one of the following breeds:
  - Airedale, West Highland White Terrier, Border Terrier, Cairn Terrier, Fox Terrier (wire coat), Irish Terrier, Scottish Terrier
- Group 3 Gundogs – breed standard grooming, including some or part hand stripping of:
  - Irish Setter, Cocker Spaniel (American or English), English Springer Spaniel, Lagotto Romagnolo, or Gordon Setter.

In addition to the three dogs selected above, the individual must groom two dogs, one from each of the following:

- one Poodle, including one of the following trims:
  - German, Scandinavian, continental, puppy, English saddle
- one other breed selected from the following:
  - Schnauzer, Portuguese Water Dog, Samoyed, Bernese Mountain Dog, Shih Tzu, or Alaskan Malamute.

In doing the above, the individual must have:

- identified the breed classification and coat grooming requirements correctly
- assessed behaviour, and health and condition of each dog's coat, prior to grooming
- discussed grooming requirements with at least two clients

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- handled and secured each dog in a safe and humane manner
- prepared, washed and dried each dog's coat and used industry-recognised grooming and styling techniques to establish, maintain or restore the dog’s coat
- selected, used and maintained grooming equipment and supplies according to workplace and manufacturer instructions
- selected, fitted and correctly used personal protective equipment
- completed post-grooming cleaning and housekeeping procedures
- maintained records for each dog.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- characteristics of dog breed groups recognised by the Australian National Kennel Council, including:
  - Group 1 Toys
  - Group 2 Terriers
  - Group 3 Gundogs
  - Group 4 Hounds
  - Group 5 Working dogs
  - Group 6 Utility dogs
  - Group 7 Non-sporting dogs
- coat types and requirements for grooming a dog to meet breed standard
- dog anatomy, physiology and conformation related to grooming procedures
- dog behaviour traits and signs of distress or illness
- dog grooming and styling products
- types and uses of grooming tools and equipment, including clippers and blade sizes, and scissors
- industry-recognised grooming and styling establishment, maintenance and restoration techniques, procedures and equipment for specific-breed dog coat
- techniques and equipment for removing stains from light coloured dogs
- risks associated with removal of hairs from ears
- safe dog handling, securing and restraint techniques and procedures, including:
  - low stress handling techniques
  - selection and use of restraints
  - techniques used to introduce puppies and inexperienced dogs to grooming
- personal protective equipment, including protection for hands, face, eyes, ears and feet
- infection control, including:
  - transmission of zoonoses relating to dogs
  - identification and control of parasites, including ectoparasites
  - workplace vaccination policy
  - personal and workplace hygiene standards

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- workplace record-keeping systems and procedures
- workplace health and safety, hygiene and environmental procedures relating to dog grooming, including:
  - safe manual handling
  - use of disinfectants and cleaning agents
  - cleaning and sanitising techniques, equipment and materials
  - disposal of waste
- principles of animal ethics and welfare, and key requirements of animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a dog grooming workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live dogs from the breed groups specified in the performance evidence
  - clippers, scissors and other grooming equipment, including personal protective equipment
  - grooming products
  - cleaning products and equipment
  - devices used for securing or restraining dogs
  - workplace record-keeping/information management system
- relationships:
  - clients specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGRM402 Groom cats of different breeds and coat types

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 groom the different coat types that occur in cat breeds. It assumes a working knowledge of basic pet first aid and cat behaviour and handling.

The unit applies to individuals who work in the companion animal industry sector where cat-specific grooming services are provided for hygiene and welfare purposes. They take responsibility for their own work and, where relevant, the outcomes of others. They analyse information, solve problems and exercise judgement to complete a range of skilled activities and demonstrate in-depth knowledge in a specific technical area.

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

The prerequisite unit of competency for this unit is:

- ACMBEH301 Identify behaviours and interact safely with animals.

Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify cat within recognised cat breed groups	1.1 Identify cat breed group 1.2 Identify the range of coat types within different cat breed groups 1.3 Identify relevant grooming standards and requirements for cat breed groups
2. Plan grooming for individual cat's needs	2.1 Identify and recognise behaviour traits and signs of ill health 2.2 Determine the risks associated with grooming cats, and minimise according to health and safety and animal welfare requirements 2.3 Evaluate coat and skin condition and impact on general health of cat, and discuss with client to determine the cat's grooming needs 2.4 Select and prepare tools and equipment used for specific coat types and purposes, and conduct pre-operational safety checks
3. Prepare cat for grooming	3.1 Select and correctly fit personal protective equipment (PPE) appropriate for grooming activity 3.2 Use safe and effective techniques to secure cat for grooming, taking into consideration anatomy and comfort, and monitor for signs of stress 3.3 Trim nails and apply nail caps if required 3.4 Identify clip requirements for cat breeds and coat types 3.5 Perform sanitary or belly clip if required 3.6 Clip or shave cat to remove excess coat, mats or knots for cat health and comfort
4. Wash and dry cat	4.1 Organise equipment and area for bathing cat 4.2 Select and prepare cat bathing products according to skin and coat types 4.3 Use bathing techniques and products to clean and thoroughly rinse cat and enhance coat properties 4.4 Clean eyes, ears and face wrinkles 4.5 Dry cat using techniques and equipment appropriate for coat types and breed requirements
5. Groom cat coats	5.1 Identify grooming techniques for different cat breeds and coats 5.2 Perform techniques to establish and maintain coat between professional grooms for cat breeds and coat types

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5 3 Perform face trim after bath when cat is clean and dry, if required
6. Complete post-grooming procedures	6.1 Return cat to client and discuss coat maintenance requirements between grooming appointments 6.2 Create or update client records according to workplace procedures 6.3 Clean, sanitise and maintain equipment according to manufacturer instructions and workplace procedures 6.4 Clean and sanitise work areas and dispose of waste according to workplace health and safety, environmental and biosecurity requirements

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.

Skill	Description
Reading	• Interpret information and instructions related to grooming products and equipment accurately • Interpret characteristics of cat breed types from recognised industry sources
Writing	• Use industry terminology when completing grooming documents
Oral communication	• Determine client requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Calculate volume, weight, area, ratio and time • Interpret numerical information provided with cat grooming products and equipment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMGRM402 Groom cats of different breeds and coat types	ACMGRM405 Carry out styling on cats of different breeds and coat types	Title changed Prerequisites updated Changes to performance criteria and assessment requirements for clarity and consistency and to reflect current industry practice	Equivalent

Links

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

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Assessment Requirements for ACMGRM402 Groom cats of different breeds and coat types

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has independently groomed at least three cats, within industry accepted timeframes for cats, including:

- one short-haired coat groom
- one full long-haired coat groom, incorporating a sanitary and/or belly shave and lion cut
- one extra-long-haired coat groom incorporating a guard comb trim.

In doing the above, the individual must have:

- identified the breed of each cat correctly
- assessed behaviour and health and condition of each cat's coat prior to grooming
- discussed grooming requirements with at least two clients
- safely secured and handled each cat in a humane manner
- demonstrated the appropriate and correct use of the following equipment:
  - clippers, including correct blade selection and use of snap-on combs
  - blunt tipped curved face trimming scissors
  - slicker brush and rubber curry brush
  - combs, including coarse and fine tooth
- selected, fitted and correctly used personal protective equipment
- maintained grooming equipment and supplies according to workplace and manufacturer instructions
- completed post-grooming cleaning and housekeeping procedures
- maintained records for each cat.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- features and requirements of cat breed standards
- purpose of grooming cats
- cat behaviour, anatomy and physiology related to grooming procedures and products, including:
  - common behaviour traits
  - range of movement
  - signs of pain, distress or illness
  - issues relating to brachycephalic breeds
- cat coat types, characteristics and breed group grooming requirements
- cat grooming products, techniques and services
- requirements for a safe grooming environment
- types and uses of grooming tools and equipment, including clippers and blade sizes and scissors
- correct use of the following equipment:
  - clippers, including correct blade selection and use of snap-on combs
  - blunt tipped curved face trimming scissors
  - slicker brush and rubber curry brush
  - combs, including coarse and fine tooth
- personal protective equipment, including protection for hands, face, eyes, ears and feet
- safe cat handling and restraint techniques and procedures, including:
  - low stress handling techniques
  - selection and use of cat muzzles and restraints
  - techniques to introduce kittens and inexperienced cats to grooming
  - recognising when chemical sedation is required
- risks to cats of medicines, chemicals and products used for humans, canines and premises, including:
  - products and chemicals that cannot be used on cats
  - potential consequences of unsafe/non-approved products used on cats
  - awareness of the Australian Pesticides and Veterinary Medicines Authority (APVMA)
- issues related to temperature dependant coats
- infection control, including transmission of zoonoses relating to cats
- workplace record-keeping systems and procedures
- workplace health and safety, hygiene and environmental sustainability procedures relating to cat grooming, including:
  - safe manual handling
  - use of disinfectants and cleaning agents
  - cleaning and sanitising techniques, equipment and materials, including safety data sheets
  - resource use and disposal of waste
- principles of animal ethics and welfare, and key requirements of animal welfare legislative requirements and codes of practice.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a pet grooming workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live cats for grooming as specified in the performance evidence
  - products, tools and equipment for grooming cats specified in the performance evidence, including personal protective equipment
  - cleaning products and equipment
  - devices used for securing or restraining of cats
  - workplace record-keeping/information system
- specifications:
  - workplace and manufacturer instructions for use and maintenance of the tools, equipment and supplies specified in the performance evidence
- relationships:
  - clients specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMGRM403 Enhance companion animal coat and skin condition

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 identify and evaluate the condition of companion animal coat and skin and provide appropriate products and services in consultation with clients.

The unit applies to pet groomers and animal carers who work in the companion animal industry sector where specialist grooming services and/or products are provided. They analyse information and exercise judgement to complete a range of skilled grooming activities and demonstrate deep knowledge in a specific technical area.

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

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess health and	1.1 Follow workplace hygiene and infection control procedures when

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
status of animal coat and skin	conducting initial assessment and grooming activities 1.2 Conduct a visual and physical examination and analyse animal coat and skin as part of pre-grooming assessment 1.3 Apply knowledge of skin anatomy, hair shaft and growth phases to identify health and status of skin and coat 1.4 Discuss signs of animal coat or skin condition with client, and previous history where applicable 1.5 Explain benefits of grooming for coat or skin care to client
2. Recognise clinical signs of coat and skin conditions	2.1 Recognise abnormal conditions and report to client 2.2 Refer client to veterinarian to seek treatment advice, where required 2.3 Identify common coat and skin conditions, and consider suitable product options to enhance skin and coat 2.4 Discuss suitable products and obtain client agreement to proceed with recommendations
3. Apply products to enhance coat and skin	3.1 Review product ingredients and select products based on coat and skin analysis 3.2 Determine appropriate water temperature for bathing 3.3 Prepare, apply and remove products according to product instructions 3.4 Select drying process to aid compromised or damaged skin and/or coat 3.5 Use resources efficiently and dispose of waste safely according to workplace hygiene and environmental procedures
4. Provide follow-up service	4.1 Advise client of ongoing grooming schedules required 4.2 Advise on home care routines, including products and equipment 4.3 Update animal records to include full details of service

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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.

Skill	Description
Reading	• Interpret product ingredients and content from labels and manufacturer information • Interpret product information and instructions on grooming products and equipment accurately
Writing	• Use industry terminology when completing grooming documents
Oral communication	• Determine client and animal requirements through open-ended questioning, active listening, paraphrasing and summarising
Numeracy	• Calculate quantities and dilution ratios for shampoos, grooming products and disinfectants

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM403 Enhance companion animal coat and skin condition	Not applicable	Unit created to address an emerging skill required by industry	Newly created

Links

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

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Assessment Requirements for ACMGRM403 Enhance companion animal coat and skin condition

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- independently completed an assessment of the health and status of three different companion animal coats and skins to determine suitable grooming products options
- identified at least ten active ingredients in grooming products (shampoo and/or conditioner) and their purpose/role
- accurately recognised at least five clinical signs of common animal skin or coat conditions, from the following list:
  - hair loss
  - redness
  - pustules
  - dryness
  - flaky skin
  - excess production of sebum
  - thin or fragile skin
  - ectoparasites (fleas, ticks, mites)
  - staining (tear, saliva or urine stains).

In doing the above, the individual must have:

- handled each animal in a safe and humane manner
- communicated effectively with at least two clients to obtain information relevant to the animal's condition
- identified one condition requiring a referral to a veterinarian
- implemented personal and workplace hygiene standards
- selected, fitted and correctly used personal protective equipment
- maintained records for each animal assessed.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of animal coats, including:
  - long/drop coat
  - double/heavy coat
  - combination/silky coat
  - fluffy/curly coat
  - short/smooth coat
- basic skin biology, including:
  - main structure, functions and role of skin
  - layers of skin, epidermis, dermis, hypodermis
  - subcutaneous tissue
  - basement membrane
  - sebaceous gland, papilla and muscle types
  - pH of skin
- hair shaft structure and features, including:
  - cuticle, medulla, cortex, apocrine, sweat gland
  - pigment types – tyrosine, melanin, eumelanin and pheomelanin
  - hair types – guard hairs, under hairs, tactile hairs
  - hair growth phases, including telogen, catagen, anagen
- clinical signs of common companion animal skin or coat conditions, including:
  - hair loss
  - redness
  - pustules
  - dryness
  - flaky skin
  - excess production of sebum
  - thin or fragile skin
  - staining (tear, saliva or urine stains)
- conditions requiring referral to a veterinarian or other animal health practitioner
- scope of practice and state/territory restrictions on the administration of specific medications
- safety of products used on animals, including:
  - approved for use on animals
  - awareness of the Australian Pesticides and Veterinary Medicines Authority (APVMA)
  - potential consequences of unsafe/non-approved products used on animals
- types and purpose of companion animal grooming products (including safety data sheets), including:
  - shampoos and coat conditioning/finishing products

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    - health treatment products
    - internal supplements/nutriments
    - topical applications
- types of bathing systems/equipment and their effects on skin or hair condition
- types and role of shampoo/product ingredients, including:
    - pH value
    - sodium laureth/lauryl sulfate
    - tar
    - cocamide
    - propylene glycol
    - parabens
    - ethyl alcohol
- personal protective equipment, including protection for hands, face, eyes, ears and feet
- impact of water temperature and pH and drying processes on skin and coat condition
- reasons for and key features of standard infection-control precautions.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live companion animals specified in the performance evidence
    - range of grooming products
    - manufacturer product information and support materials, including safety data sheets
    - personal protective equipment required to handle and assess animal coat and skin condition
    - workplace record-keeping/information system
- relationships:
    - clients specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMHBR304 Assist with artificial insemination of mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Application

This unit of competency describes the skills and knowledge required to assist with mare artificial insemination (AI) procedures to maximise conception rates and live foal outcomes. It includes identifying mares in oestrus, attending mares for service, providing support for reproductive services and keeping accurate records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for AI mare procedures	1.1 Interpret the work program to determine work to be undertaken, and confirm with management 1.2 Communicate with other workers to ensure smooth operation of the production process 1.3 Adhere to requirements for the care and handling of horses 1.4 Select, use and maintain personal protective equipment (PPE)
2. Identify mares in a state of oestrus	2.1 Identify and select mares due for teasing or service 2.2 Identify work health and safety hazards, including horse behaviour and body language, assess risks and implement suitable controls 2.3 Catch and restrain selected mare, and foal if present, using safe horse handling techniques, for teasing or other oestrus identification procedures 2.4 Complete stud records according to workplace requirements
3. Attend mares for artificial insemination	3.1 Prepare mare for AI routines according to stud practice 3.2 Restrain mare safely for AI and secure any foal at foot in close proximity 3.3 Attend mare for the artificial insemination process 3.4 Return mare, and foal if present, to box or paddock 3.5 Complete workplace records
4. Handle mares for routine veterinary reproductive procedures	4.1 Handle mare and foal to ensure both are settled and safe 4.2 Lead mare (and foal) into crush, ensuring safety and wellbeing of both mare and foal, if present

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Use an appropriate restraint method in the crush 4.4 Provide support for manual or ultrasound follicle and pregnancy testing procedures and AI 4.5 Assist the veterinarian to prepare for examination, swabbing, treatment or AI of the mare

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.

Skill	Description
Reading	• Interpret information in written work program and instructions
Writing	• Record information relating to mare artificial insemination (AI) and breeding, accurately and legibly
Numeracy	• Estimate, calculate and record routine measures relating to AI and breeding
Navigate the world of work	• Take responsibility for following regulatory and workplace procedures, including safe work, safe horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with a range of personnel in different roles using clear communication techniques to carry out AI activities
Get the work done	• Plan and sequence multiple tasks; monitor activity and prioritise tasks to achieve outcomes • Make decisions about routine AI activities, taking responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR304 Assist	AHCHBR303A Carry out	Updated to meet	No equivalent

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with artificial insemination of mares	mare mating or artificial insemination procedures	Standards for Training Packages Code and title changed to reflect outcome and appropriate industry sector usage Prerequisite added	unit
	AHCHBR204A Assist with mating procedures and parturition of horses	Incorporates artificial insemination content only	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMHBR304 Assist with artificial insemination of mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has carried out artificial insemination (AI) procedures with at least three mares, including at least one with foal at foot, including:

- using industry-accepted oestrus detection methods, including teasing
- handling mare and foal, if present, for AI and assisting using safe horse handling techniques
- preparing mare for AI, cleaning and bandaging according to stud practice
- loading mare in crush and securing or controlling foal appropriately
- applying restraints appropriate for procedure to mare
- providing support to veterinarian or AI technician
- keeping and maintaining accurate records of AI and breeding activities for individual horses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant horse breeding terminology
- relevant anatomy and physiology of male and female reproductive systems in horses, including conception and gestation
- procedures for preparation for AI
- requirements of veterinarians in carrying out follicle and pregnancy testing
- mare handling procedures
- mare identification methods, including mare status and stallion booking
- types and purpose of different handling restraints for mares
- common infertility in mares and what may be treated by veterinarians
- oestrus cycle in mares and dioestrus behaviour and its detection

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- key regulatory requirements relating to animal welfare
- safe work practices:
  - safe horse handling techniques
  - hazard and risk identification and minimisation
  - personal protective equipment (PPE)
  - biosecurity and hygiene practices relevant to mating procedures
- workplace recording and reporting procedures, including stud recordkeeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various mares requiring artificial insemination (AI) assessed as suitable for the experience and skill of the individual
  - tack, equipment and restraints required for AI
  - personal protective equipment (PPE) correctly fitted and applicable for task for individual
  - workplace recording and reporting forms or systems
- specifications:
  - work instructions or program for carrying out AI procedures.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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ACMHBR312 Carry out procedures for foaling down mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to monitor mares and their newborn at foaling, and refer high risk issues or problems for expert advice.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for foaling	1.1 Assess and monitor condition and health status of pregnant mare prior to foaling 1.2 Identify hazards and assess and control risks in assisting with birthing, and follow safe work and safe horse handling practices 1.3 Check and prepare birthing equipment, resources and materials, and environment 1.4 Move mares to an area where intervention can be carried out with minimal disruption and where biosecurity and quarantine procedures can be implemented 1.5 Check mating or artificial insemination records and confirm anticipated foaling date 1.6 Prepare a foaling plan according to workplace practices
2. Monitor the foaling process	2.1 Make regular observations to detect the signs of parturition 2.2 Prepare a pregnant mare for foaling 2.3 Check regularly for signs of problems that may occur during foaling, and seek professional advice if required 2.4 Make regular observations of mare and foal during foaling 2.5 Ensure the foaling environment, facilities and equipment are maintained in a safe, hygienic and operational state 2.6 Update and maintain records of foaling and foaling outcomes
3. Carry out monitoring after foal has been born	3.1 Allow mare to lie and rest for as long as possible 3.2 Allow the foal to stand to break the umbilical cord and treat stump with iodine 3.3 Assist with tying the placenta after the mare stands and checking for expulsion 3.4 Examine the placenta to ensure no part of it has been retained 3.5 Monitor the mare and foal for nursing and general health 3.6 Maintain foaling environment, facilities and equipment in a safe, hygienic and operational state, and report or fix faults 3.7 Update foaling records accurately according to workplace practices
4. Care for newborn foals	4.1 Monitor and report on the health of newborn foal 4.2 Record the markings and other identifying features of newly born foals

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Report conditions or signs of ill health requiring veterinary assistance

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.

Skill	Description
Numeracy	• Use basic arithmetic to calculate gestation times and expected birthing dates
Navigate the world of work	• Comply with workplace procedures, including safe work and horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with other personnel using clear communication techniques to report foaling activity
Get the work done	• Plan and sequence multiple tasks, monitoring activity and prioritising tasks to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR312 Carry out procedures for foaling down mares	AHCLSK330A Implement procedures for foaling down mares	Updated to meet Standards for Training Packages Code and title changed to reflect outcome and appropriate industry sector usage	Equivalent unit
	AHCHBR204A Assist with mating procedures and	Incorporates foaling down content only	No equivalent unit

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	parturition of horses		

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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

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Assessment Requirements for ACMHBR312 Carry out procedures for foaling down mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has foaled down at least one mare, including:

- identifying hazards and controlling risks in foaling environment
- preparing foaling environment, materials and resources to industry standards
- carrying out mare husbandry procedures and detecting signs of imminent foaling
- monitoring mare condition and wellbeing
- assisting at foaling in the event of difficulties
- assisting with tying up placenta once mare stands
- detecting abnormalities in foaling behaviour, expulsion of foetus and placenta, and progress of foal immediately after birth
- handling newly born foals safely
- recording and reporting details of mares and foals according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for foaling down mares, including:
  - signs of dystocia or malpresentation by timing rate of progress in giving birth and the initial presentation of the foal
  - stages of foaling, including water breaking, expulsion of the foetus, and expulsion of afterbirth
  - scenarios where specialist advice or assistance is needed
  - reasons for undertaking and timing of IgG (immunoglobulin) test on newborn foals
  - features of safe and secure post-foaling environment
- safe work practices:
  - safe and ethical horse handling techniques

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  - hazard identification and practices for controlling risks in foaling and post-foaling environment
  - personal protective equipment (PPE)
  - maintaining hygienic and environmentally responsible workplace practices
- workplace recording and reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live mares in-foal and newborn foals assessed as suitable for the experience and skill of the individual
  - appropriate tack for horse and activity
  - PPE correctly fitted and applicable to activity for the individual
  - equipment required for foaling down
- specifications:
  - work instructions for carrying out foaling down of mares
  - foaling recording/reporting forms.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMINF101 Take responsibility for the health and welfare of animals in own care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to care for the health and welfare of companion animals under an individual's personal responsibility. It covers duty of care, personal safety and hygiene, and welfare and health care of companion animals. The unit focuses on dogs and cats. It may cover other companion animals relevant to the community or workplace environment.

The unit applies to individuals who handle and care for companion animals in a community or neighbourhood context including shared animals. They work in known contexts dealing with routine tasks.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify personal duty of care for companion animals	1.1 Participate in oral conversation with relevant personnel to identify the key requirements of animal welfare and responsible pet/animal ownership

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify relevant requirements governing animal ownership in own area, including welfare, registration, microchipping, confinement and desexing
2. Maintain personal safety and hygiene when handling companion animals	2.1 Wash hands before and after handling animals and cleaning animal environments 2.2 Check own skin and cover cuts and abrasions before handling animals to prevent infections 2.3 Observe animal behaviour for safety risks and make a decision that it is safe before approaching or handling the animal 2.4 Select and fit appropriate personal protective equipment (PPE) according to task and organisational requirements
3. Care for the welfare of companion animals	3.1 Supply clean water, appropriate food and bedding or shelter to promote animal health and wellbeing 3.2 Confine or restrain animals safely and humanely to protect from potential injuries, accidents and diseases and prevent behaviours that disturb others 3.3 Treat animals in a humane manner to avoid pain and suffering and maximise wellbeing 3.4 Identify simple strategies that can be used to encourage positive animal behaviours and avoid negative impacts on people and/or other animals
4. Care for the health of companion animals	4.1 Check the recommended vaccination requirements for relevant animals 4.2 Identify signs of poor health and/or disease and check animals regularly for these signs 4.3 Carry out routine control of internal and external parasites according to product or veterinary instructions 4.4 Seek advice or treatments from veterinarian, or local council or regional services, for animals needing care beyond own capability

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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.

Skill	Description
Reading	• Interpret information on labels about products such as cleaning agents and routine animal treatments
Oral communication	• Use active listening and questioning techniques to obtain and give clear information to others
Numeracy	• Interpret measurements and other numerical information on product labels and user instructions
Navigate the world of work	• Recognise the importance of animal welfare and infection control in the concept of 'healthy animals equals healthy people'
Get the work done	• Plan simple activities relating to companion animal care and health to achieve positive outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF101 Take responsibility for the health and welfare of animals in own care	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMINF101 Take responsibility for the health and welfare of animals in own care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- safely handled at least three different companion animals
- correctly recognised two different clinical signs of diseases in at least two different companion animal species
- carried out at least three different animal care and infection control activities, from the list below, covering two live companion animals:
  - providing food and fresh water and checking for contamination
  - treating parasites/skin conditions on animals
  - washing/grooming an animal
  - cleaning animal bedding
  - cleaning enclosures or yards
  - separating an animal with an infectious disease from other animals
  - organising veterinary or local council or regional services treatments
  - personal hygiene when handling or working with animals.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic meaning of duty of care and animal welfare, including:
  - appropriate shelter
  - managing animals in own care
  - provision of food and water
  - health care
  - humane handling and treatment and awareness of consequences of neglecting or mistreating animals

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    - awareness of state/territory legislation relating to animal welfare and cruelty to animals
- simple concepts of benefits to the community and to the animal, including:
    - desexing animals (chemical and surgical) for population control and health of animal and offspring
    - containing animals to protect people, wildlife and other animals
    - preventing and controlling disease
    - vaccination and veterinary treatment
- local government and/or state/territory requirements relating to animal registration, microchipping, confinement and desexing in own area
- basic companion animal behaviour and body language depicting different emotions, including distressed, aggressive and relaxed
- common animal infections and diseases, including:
    - mange/scabies
    - fleas, ticks and lice
    - ringworm
    - worms, including tapeworm, hook worm and round worm
- basic treatments for common infections and diseases that can be administered without veterinary advice
- basic principles of how diseases can be transmitted and spread, including:
    - between animals
    - between animals and people
- basic principles of links between human health and animal health
- common cleaning materials, disinfectants and personal protective equipment and how to use them
- simple strategies to encourage positive companion animal behaviour, including:
    - socialisation
    - rewards--based training methods
    - humane handling and treatment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a community or workplace environment
- resources, equipment and materials:
    - live companion animals
    - cleaning equipment and materials
    - personal protective equipment used in animal care.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMINF201 Handle companion animals safely and follow infection control guidelines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to safely handle companion animals and maintain clean and hygienic conditions for effective infection control in a range of environments where companion animals are cared for on a temporary basis. The unit focuses on dogs and cats. It may cover other companion animals such as birds, fish, rabbits and reptiles.

The unit applies to individuals who are employed and/or volunteer in providing services that cater for companion animals such as shelters, catteries/kennels and day care facilities, and grooming/walking businesses. They work in known contexts dealing with routine tasks and a range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Confirm infection control guidelines	1.1 Check workplace requirements for infection control and biosecurity related to own role 1.2 Identify key personnel within the organisation with responsibility for infection control and biosecurity 1.3 Identify common risks relating to infectious and zoonotic diseases relevant to companion animals 1.4 Check workplace procedures for minimising risk of contracting diseases from companion animals
2. Maintain personal safety and hygiene when handling companion animals	2.1 Wash and sanitise hands according to workplace guidelines 2.2 Check own skin for cuts and abrasions and protect according to workplace guidelines 2.3 Select and fit appropriate personal protective equipment (PPE) according to the task requirements and workplace procedures
3. Handle companion animals safely	3.1 Observe animal behaviour before approaching or handling to check for risks to safety of self, and other people or animals 3.2 Use appropriate techniques, equipment and PPE to safely handle and control the companion animal to avoid being bitten or scratched 3.3 Handle animals calmly and safely according to workplace guidelines and animal welfare principles
4. Monitor companion animals for signs of disease	4.1 Recognise signs of common diseases affecting companion animals handled in the workplace 4.2 Report suspected cases of disease or illness to appropriate person 4.3 Follow instructions or guidelines for controlling access to infected animals 4.4 Update infection control records according to workplace procedures
5. Maintain clean and hygienic animal environments	5.1 Check procedures for cleaning and disinfecting animal environments 5.2 Select and prepare appropriate cleaning products, disinfectants and cleaning equipment for cleaning task 5.3 Clean animal environment and replace companion animal bedding according to workplace practices 5.4 Ensure companion animal environments, feed and water are free of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	contaminants 5.5 Dispose of waste according to workplace infection control and environmental practices, and local government requirements

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.

Skill	Description
Reading	• Interpret information about products such as disinfectants, cleaning agents, cleaning techniques and cleaning equipment • Locate key information in workplace guidelines
Writing	• Record workplace information using accurate terminology and in required format
Oral communication	• Use active listening and questioning techniques to obtain and give clear information to others
Numeracy	• Identify and interpret numerical information found on cleaning product labels and instructions, including quantity, temperature, mixing ratio, application rate and withholding time • Measure and calculate area, weight and volumes
Navigate the world of work	• Recognise the importance of infection control and biosecurity and associated responsibilities of own role and work
Get the work done	• Assemble resources and sequence activities relating to companion animal infection control to achieve positive outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF201	Not applicable	New unit	No equivalent unit

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Handle companion animals safely and follow infection control guidelines			

Links

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

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Assessment Requirements for ACMINF201 Handle companion animals safely and follow infection control guidelines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- checked for animal behaviour risks and safely handled at least three different companion animals using correct techniques, equipment and personal protective equipment (PPE)
- correctly recognised the signs of at least five different diseases in at least two different companion animal species
- carried out at least three of the following infection control activities while caring for three different live companion animals:
  - visual checks of animal for signs of disease
  - cleaning of animal body fluids and excrement
  - cleaning and changing of animal bedding
  - cleaning feeding utensils
  - completion of workplace records related to infection control.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic companion animal behaviour and body language depicting different emotions, including distressed, aggressive and relaxed
- basic principles of infection control and biosecurity, including:
  - prevent spread of disease before it occurs and limit contamination after it has occurred
  - personal hygiene, PPE and vaccination/immunisation
  - disinfecting and/or sanitising equipment
  - cleaning animal housing
  - limiting movement of animals and environmental contamination
  - reporting incidents and infectious diseases
- key terminology related to infection control and basic meanings, including:

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  - biosecurity
  - infectious
  - contagious
  - zoonosis
  - pathogen
  - contaminant
- how diseases can be transmitted and spread, including:
  - between animals
  - between animals and people
- main risks in contracting a zoonosis from companion animals
- signs of common infectious diseases (including zoonoses) affecting companion animals, including:
  - canine parvovirus / feline panleukopenia
  - canine infectious respiratory disease complex (kennel cough) / feline upper respiratory disease complex
  - toxoplasmosis
  - salmonellosis
  - lice, ticks, fleas
  - sarcoptic mange/scabies (parasitic/mite disease)
  - ringworm
  - roundworm, hookworm
- types of cleaning materials and disinfectants and their application and contact requirements
- workplace reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a companion animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live companion animals
  - suitable taxidermy specimens, veterinary simulators, anatomical models or images/video if live animals cannot be obtained
  - cleaning equipment and materials
  - PPE used in animal care environment
- specifications:
  - workplace infection control guidelines
  - cleaning product user instructions.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMINF301 Comply with infection control policies and procedures in animal care work

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to comply with biosecurity and infection control policies and procedures in animal care workplaces and relevant field locations. Workplaces may include veterinary practices, catteries/kennels/shelters, pet grooming and equine services.

This unit applies to animal care workers who have a duty of care to maintain biosecurity and infection control standards. They work under broad direction, take responsibility for their own work, solve routine problems and use discretion and judgement in the use of available resources.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow biosecurity and infection control guidelines	1.1 Apply standard biosecurity and infection control precautions in all aspects of work 1.2 Apply additional, including transmission-based, precautions when standard precautions alone may not be sufficient to prevent transmission of infection 1.3 Follow workplace reporting and documentation requirements related to infection control procedures
2. Recognise signs of abnormal health and disease in animals	2.1 Identify signs of ill health or abnormal condition in animals that may indicate disease 2.2 Recognise signs of potential infectious diseases in animals 2.3 Maintain knowledge of main zoonoses and emerging contagious diseases relevant to animal care sector 2.4 Report signs of ill health, including potential infectious and/or zoonotic disease, to supervisor and/or seek veterinarian advice according to workplace procedures 2.5 Complete workplace records and follow procedures for reporting a notifiable disease to relevant personnel
3. Identify and respond to infection risks	3.1 Identify infection risks and report according to workplace procedures 3.2 Implement specific risk response according to workplace procedures 3.3 Follow workplace protocols for care following cuts, injury or exposure to bodily fluids and excrement 3.4 Remove biological spills following workplace procedures 3.5 Report infection control accidents/incidents and action risk control procedures
4. Maintain personal protection	4.1 Maintain personal vaccinations/immunisations according to workplace requirements 4.2 Maintain hand hygiene before and after animal contact and any activity likely to cause cross-contamination 4.3 Implement hand care in line with workplace procedures 4.4 Select, fit and use personal protective equipment and contamination prevention clothing according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Prevent spread of potential pathogens	5.1 Demarcate and maintain clean and contaminated zones in all aspects of animal care work 5.2 Follow demarcation procedures involving the movement of animals within or between facilities 5.3 Isolate animals identified or suspected of presenting with a contagious or zoonotic disease and seek veterinary advice 5.4 Clean, disinfect and/or sterilise work surfaces, materials, equipment and instruments 5.5 Handle and process soiled laundry and protective clothing according to workplace procedures 5.6 Identify hazards to animal and human health from food sources and implement methods used to manage potential risks 5.7 Follow workplace rodent and vector control procedures 5.8 Handle and dispose of biological and general waste according to environmental and workplace requirements 5.9 Provide animal care facility clients/customers with information regarding biosecurity and infection control, including risks of zoonoses
6. Contribute to incursion readiness processes	6.1 Maintain infectious disease control kit for responding to infectious disease outbreaks and suspected outbreaks 6.2 Make contributions to the review and revision of the workplace biosecurity and infection control plan 6.3 Update and maintain biosecurity and infection control documentation according to workplace policies and procedures

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.

Skill	Description
Reading	• Access and interpret key information in workplace policies and procedures

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Skill	Description
Numeracy	• Identify and interpret numerical information found on cleaning product labels and safety data sheets, including quantity, temperature, mixing ratio, application rate and withholding time
Navigate the world of work	• Recognise the importance of biosecurity and infection control associated with own role and work • Take responsibility for following workplace and regulatory requirements for recording and reporting information
Interact with others	• Work collaboratively with others to achieve joint outcomes
Get the work done	• Plan and assemble resources and sequence activities relating to biosecurity and infection control activities to achieve positive outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF301 Comply with infection control policies and procedures in animal care work Release 2	ACMINF301 Comply with infection control policies and procedures in animal care work Release 1	Minor changes to performance criteria to increase clarity and reflect industry trends relating to biosecurity. Assessment requirements revised.	Equivalent unit

Links

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

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Assessment Requirements for ACMINF301 Comply with infection control policies and procedures in animal care work

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- reviewed workplace biosecurity and infection control policy and procedures in an animal care environment to:
  - identify requirements relevant to an animal carer's role
  - contribute at least two suggestions for updates
- recognised signs of at least four different infectious diseases (including at least two zoonotic diseases) in two different animal species
- carried out infection control activities on at least three separate occasions to prevent the transfer of disease in the following situations:
  - animal to person
  - animal to animal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key principles of biosecurity and infection control for animals, including:
  - personal hygiene, vaccinations/immunisation and personal protective equipment (PPE)
  - prevention of disease (biosecurity) and containment (infection control)
  - ways of spreading infections and diseases including people, animals, environment and equipment
  - cleaning, disinfecting and/or sterilising equipment
  - appropriate reprocessing of reusable equipment
  - limiting movement of animals and contact with people

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    - limiting environmental contamination including pests, vermin and vector
    - reporting incidents and contagious diseases
- standard precautions for the care and treatment of all animals, regardless of their perceived or confirmed infectious status for animal care, including:
    - personal hygiene practices especially washing and drying hands, including before and after animal contact and respiratory hygiene
    - personal vaccination/immunisation requirements
    - safe handling and disposal of sharps and other clinical, related and general waste
    - surface cleaning and management of bodily fluid spills including blood, urine and excrement
    - disposal of biological waste
    - techniques to limit contamination
    - use of PPE
- transmission-based precautions, when standard precautions are not sufficient, tailored to the specific infection agent involved and its mode of transmission, including:
    - additional use of PPE
    - dedicated equipment, to each animal or as appropriate to work function
    - isolation
    - restricted movement of animal, staff and visitors/customers
    - use of a special facility
- aseptic techniques
- basic microbiology, including:
    - bacteria and bacterial spores
    - fungi
    - viruses
    - microbial resistance and use of antibiotics
- common viruses that affect animals
- common zoonotic diseases and transmission
- risk of acquisition
- waste disposal methods compliant with environmental protection (waste management) legislation and regulations
- immunisation/vaccination requirements for animal care workers where applicable
- rodent and vector control procedures
- overview of key requirements in relevant state or territory legislation and regulations relating to health and safety in the workplace, animal welfare, biosecurity procedures and waste disposal
- safe animal handling techniques
- terminology used to describe and document animal health and behavioural signs
- the purpose and use of containment and isolation facilities
- features of infectious disease control kit
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of animals or suitable taxidermy specimens, veterinary simulators, anatomical models or images/video or a combination of these
  - equipment and resources typically available in an animal care facility
  - appropriate PPE and contamination prevention clothing
  - cleaning equipment and materials
  - cleaning product user instructions and/or safety data sheets
- specifications:
  - workplace policies and procedures for infection control and biosecurity
  - access to current legislation, regulations and relevant codes of practice for infection control and biosecurity.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMINF302 Follow equine biosecurity and infection control procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to address public health safety by applying equine biosecurity and infection control procedures. It covers activities designed to prevent and minimise disease transmission within and between equine work sites and populations.

The unit applies to individuals who care for equines and work in various establishments holding, caring, housing or breeding equines. They work under broad direction, take responsibility for their own work, solve routine problems and use discretion and judgement in the use of available resources. The unit is applicable to a range of equine contexts.

Health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow biosecurity and infection control procedures for equine work site	1.1 Access and review workplace infection control and biosecurity procedures applicable to own role and work site 1.2 Follow personal hygiene requirements, select, fit and use personal protective equipment and maintain personal vaccinations/immunisations according to workplace requirements 1.3 Maintain knowledge of equine infectious and zoonotic diseases and emerging trends
2. Monitor equines for signs of ill health and disease	2.1 Carry out and record routine disease prevention for equines in care, including parasite control and routine vaccinations according to veterinary instructions 2.2 Monitor physical condition and recognise clinical signs of common equine infectious and zoonotic diseases 2.3 Take and record the temperature, pulse and respiration of the equine accurately and communicate abnormal conditions according to workplace procedures 2.4 Check equine housing and outdoor environments and control potential sources of contaminants and disease risks 2.5 Separate sick or suspect equines according to workplace infection control and quarantine procedures 2.6 Discuss incubation and infectious periods, diagnosis and treatment options for relevant diseases with supervisor and seek advice from veterinarian
3. Monitor equine movements to minimise disease infection	3.1 Follow instructions and record equine movement to minimise transfer of disease on, off and within the work site 3.2 Check records of visiting equines prior to entry and keep visiting and resident equines separate on site 3.3 Restrict movement of equines to designated zones or pathways relevant to treatment or activity to be carried out 3.4 Prepare equines for travel according to workplace procedures
4. Comply with guidelines for monitoring people on site	4.1 Follow procedures for registering and overseeing the movement of people coming into, moving within and leaving the work site to minimise possible disease transfer 4.2 Direct staff and visitors to washing facilities if handling or inspecting equines and their equipment 4.3 Identify risks and explain workplace procedures to people

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	who visit multiple sites or handle ill equines to prevent risk of disease spread
5. Monitor movement of vehicles and supplies on-site	5.1 Follow procedures for restricting movements of visiting vehicles and deliveries to reduce the risk of disease and contaminants spreading to property 5.2 Store equine tack, equipment and bedding separately for resident and visiting equines 5.3 Check stock feed, fodder and water and locate away from potential sources of contamination and store in designated areas
6. Follow procedures for pest, waste and stock disposal	6.1 Follow waste management movement, collection and storage practices to minimise disease transfer 6.2 Identify pest animals and vermin and follow control program requirements 6.3 Dispose of biological products according to workplace instructions and environmental and local government requirements
7. Keep infection control and biosecurity records up-to-date	7.1 Complete workplace records related to biosecurity and infection control accurately within required timelines and store in designated location 7.2 Comply with workplace and regulatory requirements for reporting suspicions of notifiable diseases 7.3 Ensure personal training records for biosecurity and infection control are maintained

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.

Skill	**Description**
Reading	• Interpret and locate key information in written records and workplace procedures
Oral communication	• Provide clear information and instructions using appropriate tone

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Skill	Description
	and language to worksite employees and visitors • Use active listening and questioning techniques to clarify and confirm information
Navigate the world of work	• Take responsibility for adherence to biosecurity and infection control procedures relating to own role
Interact with others	• Follow workplace practices and protocols and adjust for reporting and communicating with a range of personnel
Get the work done	• Plan and sequence multiple activities and actively monitor equines in own work area • Make decisions and implement standard procedures for routine tasks; reporting or seeking advice on more complex and non-routine situations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF302 Follow equine biosecurity and infection control procedures	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMINF302 Follow equine biosecurity and infection control procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- carried out and recorded routine health care and disease prevention activities for at least three different equines
- carried out at least five different biosecurity and infection control activities relevant to own work site or other equine venue from the following:
  - vaccinated and/or wormed equines and other animals
  - controlled rodents and pest animals
  - protected equine feed and water from contaminants
  - separated and treated sick animals, including in quarantine areas
  - managed movement in and out of potential infection areas
  - reduced the risk of exposure to insects and pests
  - practised personal hygiene, including washing, disinfecting and sanitising hands
  - disposed of biological waste
  - provided prompt and effective first aid treatment to cuts and scratches
  - selected, fitted and used personal protective equipment (PPE) including, overalls, gloves, boots, goggles and aprons
  - cleaned and/or disinfected work spaces and equipment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- meaning and significance of the terms:
  - acute and chronic
  - vector and host
  - notifiable

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    - pathogen
    - zoonosis
    - infectious
- infectious and zoonotic equine diseases, including:
    - diseases caused by bacteria, including strangles, listeriosis, tetanus and equine chlamydiosis (psittacosis)
    - diseases caused by fungi, including ringworm
    - diseases caused by parasites
    - diseases caused by viruses, including Hendra virus, equine herpes virus and equine influenza
- basic overview of infectious and zoonotic equine diseases, including:
    - clinical signs and typical histories
    - incubation period and infectious period
    - common treatment protocols
    - microbial resistance and use of antibiotics
- work activities, job roles and environments most 'at risk' of infection from zoonotic diseases transmitted from contact with equines
- methods of transmission of diseases amongst equines, including:
    - mixing of groups of equines
    - introduction of new equines onto a property
    - contact with equine professionals including, veterinarians, equine dentists and farriers/hoof trimmers
    - movement of vehicles and equipment
    - environmental conditions including vermin and pests
- methods to prevent and control common diseases, including:
    - vaccinating equines and other animals
    - worming equines and other animals
    - controlling rodents and pest animals
    - protecting equine feed and water from contaminants including exposure to excrement and bodily fluids from flying foxes
    - separating and treating sick animals, including quarantine areas
    - managing movement in and out of potential infection areas
    - reducing the risk of exposure to insects and pests
    - practicing good personal hygiene, including washing, disinfecting and sanitising hands
    - providing prompt and effective first aid treatment to cuts and scratches
    - disposing of biological waste, including deceased animals
    - using PPE including, overalls, gloves, boots, goggles, aprons
    - cleaning and disinfecting work spaces and equipment
    - ensuring only veterinarian prescribed antibiotics are administered to limit microbial resistance
- treatments for common animal infections and diseases, including:

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  - state/territory restrictions on the administration of particular drugs
  - use of antibiotics and microbial resistance
- workplace recording and reporting requirements
- notifiable conditions and diseases, including:
  - seeking veterinary advice about reporting
  - state or territory regulations about reporting
  - responsibilities for reporting
  - reasons for reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an equine venue, property or work site or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to live equines assessed as suitable for the skills and experience of the candidate
  - visual and/or documented reports of equines with signs of infectious and zoonotic equine diseases
- specifications:
  - workplace biosecurity and infection control procedures and associated documentation.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMINF303 Implement infection control in the handling and care of native wildlife

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to handle and house sick, injured or orphaned native wildlife safely and follow infection control guidelines to minimise the spread of diseases between wildlife, humans and the environment.

The unit applies to individuals who work or volunteer for animal welfare agencies in a range of wildlife rescue, care and rehabilitation contexts where animals are housed and cared for on a temporary basis. They work under broad direction, take responsibility for their own work, solve problems and use discretion and judgement in the selection, allocation and use of available resources.

State and territory legislation and local government by laws apply in some jurisdictions to the keeping of Australian native animals.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify requirements	1.1 Identify state/territory regulatory requirements for wildlife

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
for caring for sick, injured or orphaned native wildlife	rehabilitation, shelter and/or foster care 1.2 Source and interpret the key principles and requirements for infection control when working with wildlife from responsible agency 1.3 Identify roles of key personnel within the work environment relating to infection control and biosecurity 1.4 Identify common diseases and quarantine periods relating to specific species of native animals in own region or environment 1.5 Identify zoonotic diseases relevant to wildlife handled in the work environment
2. Maintain personal safety and hygiene when handling native wildlife	2.1 Recognise the risks of personal injury, contracting a zoonosis or other health problems, associated with working with wildlife and how these can be minimised 2.2 Maintain personal hygiene when handling animals including washing and sanitising hands and covering cuts and abrasions according to infection control guidelines 2.3 Maintain personal vaccinations/immunisations according to workplace requirements 2.4 Comply with clothing requirements and correctly select, fit, and use personal protective equipment (PPE) 2.5 Ensure personal hygiene and clean clothing when moving between captive animal enclosures to control spread of disease
3. Safely capture and handle native wildlife	3.1 Observe native wildlife behaviour before approaching or handling to assess risks to safety of self, or other people or animals 3.2 Use appropriate techniques, equipment and PPE to capture and handle wildlife to ensure minimum stress and avoid injuries to handlers 3.3 Recognise dangerous species and follow species-specific, safe capture and handling techniques or contact a specialist handler or organisation for assistance 3.4 Secure native wildlife in appropriate enclosure, container and/or vehicle ensuring that the animal is not able to escape or be harmed during transport
4. Assess condition and house captured wildlife	4.1 Recognise signs of common diseases, including handling and transport stress, and/or assess the condition of injuries affecting the captured wildlife

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Carry out basic first aid or take captured wildlife to a veterinarian depending on animal condition and nature of injury 4.3 Set up enclosures in a location and environment that minimises the risk of disease and contamination 4.4 Separate animals according to zoning or protective barrier requirements to limit containment of potential disease risks 4.5 Ensure enclosures and bedding minimise potential contamination of the individual and other wildlife on the premise 4.6 Assess rehabilitation and plan release requirements for individual wildlife according to agency and regulatory requirements
5. Care for wildlife	5.1 Check quality of feed, supplements and water, locate away from potential sources of contamination and store in designated areas 5.2 Clean, disinfect and/or sterilise feeding bottles and containers to prevent contamination and minimise the spread of disease 5.3 Control access to different areas of the work environment and limit human contact according to infection control guidelines 5.4 Monitor the health and condition of the wildlife responding to individual needs
6. Maintain clean and hygienic wildlife captive environments	6.1 Select and prepare appropriate cleaning products, disinfectants and cleaning equipment for activity 6.2 Clean and disinfect animal captive environments according to infection control guidelines and cleaning product instructions 6.3 Change wildlife bedding and/or sort washable items for laundering or disposal 6.4 Ensure enclosures, feed and water are free of contaminants, rodents and vermin 6.5 Dispose of waste according to infection control and environmental practices, and local government requirements
7. Maintain records and report infection control and biosecurity activity	7.1 Fill in organisational records or documentation relating to infection control according to guidelines 7.2 Report infection control incidents and signs of contagious disease according to regulatory and agency requirements

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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.

Skill	Description
Reading	• Interpret information about products such as disinfectants, cleaning agents, cleaning techniques and cleaning equipment • Locate key information in procedures and workplace forms
Oral communication	• Use active listening and questioning techniques to obtain and give clear and precise information to others
Numeracy	• Identify and interpret numerical information found on cleaning product labels and safety data sheets, including quantity, temperature, mixing ratio, application rate and withholding time • Measure and calculate area, weight and volume
Navigate the world of work	• Recognise the importance of infection control and associated responsibilities of own role and work
Interact with others	• Work collaboratively with wildlife care organisations or foster carers to achieve joint outcomes
Get the work done	• Plan and assemble resources and sequence activities relating to wildlife care to achieve positive outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF303 Implement infection control in the handling and care of native wildlife	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMINF303 Implement infection control in the handling and care of native wildlife

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- safely captured and handled at least three different native wildlife animals using correct techniques, equipment and personal protective equipment (PPE), including:
  - one adult animal
  - one animal requiring basic first aid
  - one young orphan
- correctly recognised the signs of at least five different diseases in wildlife, covering at least two of the following native wildlife groups:
  - mammals including marsupials and monotremes
  - birds
  - reptiles
  - amphibians
- assessed the risks and followed infection control guidelines when caring for at least three different native wildlife animals
- completed written records related to handling/caring for an injured, orphaned or diseased animal following animal welfare agency and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- state/territory wildlife and animal welfare regulatory requirements, including:
  - authorisation to provide rehabilitation shelters and/or foster care
  - not keeping wildlife as pets and relevant penalties
  - rules about displaying animals
  - rules about visitors to shelters
  - rehabilitation and release requirements

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  - categories of species including, threatened, unusual and pest species
  - recording and reporting requirements
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, health and safety in the workplace and animal welfare
- basic principles of infection control and biosecurity for wildlife, including:
  - personal hygiene, vaccinations/immunisation and PPE
  - ways of spreading infections and diseases including people, animals, environment and equipment
  - cleaning wildlife enclosures and bedding
  - cleaning, disinfecting and sterilising equipment
  - chemical and disinfectant contact times
  - limiting movement of wildlife and contact with people
  - appropriate levels of human contact
  - limiting environmental contamination including pests, vermin and noxious plants
  - reporting incidents and contagious diseases
- key terminology related to infection control and basic meanings, including:
  - biosecurity
  - contagious
  - zoonosis
  - pathogen
- risks in catching, handling and caring for native wildlife, including:
  - stressed, frightened behaviour from wildlife
  - injuries, including bites, scratches, kicks
  - zoonotic disease transmission
  - personal health and wellbeing including managing compassion fatigue
  - techniques and equipment for capturing wildlife
  - main wildlife species related to own work or environment
- signs of common injuries and infectious diseases (including zoonoses) affecting native wildlife, including:
  - sarcoptic mange (scabies) - parasitic/mite disease
  - lice, ticks, fleas
  - Q fever
  - ringworm
  - bat lyssavirus (ABLV) disease
  - hendra virus
  - parvovirus
  - psittacine circoviral disease (beak and feather disease)
  - salmonella
  - state/territory specific diseases
  - stress myopathy and dermatitis

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    - traumatic injuries including motor vehicles and shootings
    - importance of public safety risks associated with bats/flying foxes and Australian bat lyssavirus
- how diseases can be transmitted and spread, including:
    - via pathogens
    - between animals
    - between animals and humans
    - between animals or humans and the environment
- basic types of pathogens, including:
    - viruses
    - bacteria
    - fungi
    - protozoa
    - internal parasites (worms)
    - external parasites (lice and mites)
- types of cleaning/sterilisation materials and disinfectants and their application and contact requirements
- procedures for reporting suspected infections or disease, including:
    - contacting veterinarian (wildlife) or doctor (humans)
    - agency supervisor
    - state/territory regulations reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a wildlife care shelter workplace or an environment that accurately represents these conditions
- resources, equipment and materials:
    - a range of live native wildlife
    - suitable taxidermy specimens, veterinary simulators, anatomical models or images/video if live animals cannot be obtained
    - disinfectants and cleaning equipment and materials
    - PPE used in animal care
    - wildlife enclosures or containers
- specifications:
    - animal welfare agency infection control guidelines.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMINF304 Promote environmental health and safety for companion animals in remote communities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to promote health and safety related to companion animals in remote Indigenous (Aboriginal and Torres Strait Islander) communities. It focuses on basic infection prevention and control for companion animals (mainly dogs and cats) and humans and covers knowledge of cultural issues and the need to work collaboratively within remote communities.

The unit applies to individuals who provide advice related to human health, veterinary, animal management or education services in remote Indigenous communities. They work under broad direction, take responsibility for their own work, solve problems and use discretion and judgement in the use of available resources.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify a remote community's basic animal environmental	1.1 Confirm the community's attitude and relationship to companion animals

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
health and infection control requirements	1.2 Carry out a basic assessment of human and animal disease risk and access to preventatives or treatment options within the community 1.3 Confirm applicable regulations relating to the keeping and management of companion animals in the community and their relationship to environmental health and infection control 1.4 Identify key issues related to the health and condition of animals and local community priorities 1.5 Establish rapport and trust with the local community to be able to carry out animal welfare activities within the community
2. Handle or interact with companion animals safely within a remote community	2.1 Observe animal behaviour before approaching or handling to assess risks to safety of self or other people or animals 2.2 Select, fit and use personal protective equipment before contact with animals and animal body fluids and excrement 2.3 Use appropriate personal hygiene practices when handling or interacting with companion animals 2.4 Apply basic animal training and behaviour principles when approaching or handling animals to ensure safety 2.5 Apply behaviours and techniques to behaviours to prevent attacks, bites and perceived threats to animals
3. Provide animal environmental health and infection control advice to community members	3.1 Check general condition and look for signs of health and diseases in individual companion animals within a community 3.2 Provide advice on how to access treatments and treat common animal skin and parasitic infections to individual community members, including medications which can only be administered by a veterinarian 3.3 Explain how to contact a veterinarian or local council or regional services for more serious animal health conditions 3.4 Explain the benefits to the community and promote the use of available population control and treatment services

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Provide hygiene and infection control advice to community members	4.1 Identify opportunities to build awareness of the link between animal and human health and the adoption of good hygiene relating to animal care 4.2 Model appropriate personal hygiene and safety when handling or interacting with animals according to health standards 4.3 Provide advice to individual community members on basic hygiene and infection control for self and family members 4.4 Provide advice on seeking medical assistance for signs of zoonotic diseases according to available services in the region
5. Consult to provide ongoing culturally appropriate community awareness activities	5.1 Seek permission to interact with or handle animals according to community requirements and practices 5.2 Involve community members in activities to improve care for animals, prevent and minimise the transmission of diseases and promote responsible animal ownership 5.3 Use communication techniques and work practices that show respect for the culture of the community and other team members according to community standards 5.4 Provide feedback to supervisor and service providers to increase cross-cultural awareness in animal environmental health and management services

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.

Skill	Description
Reading	• Interpret instructions on product labels and packaging • Interpret veterinary terminology and instructions received in various formats including emails and text messages (SMS)
Oral communication	• Explain information in culturally appropriate language and terms for community audience

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Skill	Description
	• Use questioning and active listening techniques to obtain and provide information to veterinarians, health workers and others
Numeracy	• Estimate the number of community animals and changes over time • Calculate medication doses from instructions on labels for routine animal treatments and/or veterinarian prescribed medications
Navigate the world of work	• Recognise the need to incorporate and respect the cultural views of different communities • Understand the nature and purpose of own role and associated responsibilities relating to safety and animal welfare within the community context
Getting the work done	• Plan and prioritise work tasks, adapting to contingencies and changing circumstances to achieve outcomes, targets and timelines • Use basic technologies to report and record information related to work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF304 Promote environmental health and safety for companion animals in remote communities	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMINF304 Promote environmental health and safety for companion animals in remote communities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- interacted with and/or handled at least two companion animals safely and humanely, modelling personal hygiene and use of personal protective equipment (PPE)
- identified and provided information to Indigenous community members about improving the health and condition of individual dogs or other companion animals on at least two occasions
- provided basic advice on hygiene and infection control to at least two individual community members including one child and one adult
- consulted with community members and other stakeholders about appropriate strategies to use in delivering a community awareness activity
- delivered at least one basic education or community awareness activity to two individuals or one group on the importance of healthy animals to the health of people.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- cultural significance and attitude to companion animals (particularly dogs), in Indigenous communities, including:
  - dreaming and creation knowledge, sacred/totem animals, 'skin names'
  - physical security and spiritual protection
  - companionship and friendship bonds
  - assist with hunting
  - differences between dingoes and domestic dogs
- importance of understanding Indigenous community context:
  - impact of cultural beliefs on uptake of animal care services

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  - cultural events that can impact on timing of services
  - limited access to veterinary services
  - adjustment to loss of traditional lifestyle and legacy animal control programs
  - geographic isolation and climatic conditions
  - common areas and areas of difference between remote community attitudes, prevalent social attitudes and personal attitudes
- issues associated with unmanaged animals, including:
  - overpopulation including reproductive cycles and capacity/potential of dogs and cats
  - dealing with unwanted animals and strays, including overview of humane euthanasia techniques accessible to the community
  - common disease that transfer between humans and animals
  - injuries which left untreated, lead to subsequent suffering
  - nuisance, including noise from barking, fighting and mating
  - litter and faeces
  - threat of attack
  - dangers during car chasing
  - conservation issues related to introduced animal species
  - stress and human mental health impacts, including grief over sick or dying animals, frustration resulting from animals causing regular nuisance and shame associated with visibly unhealthy dogs residing in the community
- common companion animal infections and diseases, including:
  - skin sores and infections caused by parasites including mange/scabies and ringworm
  - fleas and ticks
  - heartworm, hook worm, round worm
- treatments for common animal infections and diseases, including:
  - state/territory restrictions on the administration of specific medications
  - use of antibiotics and microbial resistance
- how animals spread disease, including:
  - excrement, including faeces and urine
  - mixing with other animals
  - spreading rubbish
  - close contact with humans
- prevention techniques, including:
  - personal hygiene and hand washing
  - avoiding close contact with animals
  - providing fresh water
  - cleaning animal bedding and blankets
  - disposing of excrement
  - feeding regularly to build health and minimise scavenging
- working safely with companion animals in remote communities, including:

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    - recognising basic emotions and body language for aggressive, 'cheeky', scared and friendly animals
    - types of dog behaviour including protective/territorial behaviours and pack behaviour
    - humane handling techniques for capture, moving, holding and transporting
    - diversion tactics and techniques for defusing and preventing problems and bites
- methods used to control and manage animal populations in communities, including:
    - animal registration and micro chipping
    - surgical desexing and chemical desexing/injectable contraceptives
    - euthanasia
- ways to communicate information in remote communities, including:
    - using culturally appropriate language and communication methods
    - inclusive activities and role of elders
- overview of relevant local and state regulations relating to the keeping and management of companion animals
- range of service providers involved in animal health and management, including:
    - veterinarians and veterinary workers
    - Aboriginal Land Councils
    - Non-Government Organisations
    - local councils
    - state, territory and Australian government departments.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a remote community environment or an environment that accurately represents remote community conditions
- resources, equipment and materials:
    - companion animals
    - PPE
- relationships:
    - community members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

In addition, assessment strategies and tools must be checked for cultural appropriateness for the specific community before assessment is undertaken.

Links

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

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ACMINF401 Oversee site biosecurity and infection controls working with animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and monitor biosecurity procedures, barrier protocols and infection controls in an animal work site.

The unit applies to individuals who have coordination, team leading or supervisory responsibility for site biosecurity and infection controls. It applies to a wide range of animal work sites including veterinary practices, animal shelters and commercial properties caring for various animal species, where there are already established processes, and assumes onsite advice and higher level expertise can be accessed.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to the currency of site hygiene and biosecurity	1.1 Research and assess sources of advice and guidance on site hygiene, biosecurity and emerging trends in animal diseases 1.2 Review current practices to determine improvements to minimise

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
procedures	potential areas of risk 1.3 Provide feedback to responsible person to update site hygiene and biosecurity procedures and associated documents appropriate for animals on site according to industry and regulatory requirements
2. Provide information about site hygiene and biosecurity procedures	2.1 Explain current site hygiene and biosecurity procedures to work group 2.2 Provide information about hazards, relevant infectious diseases and risks to work group 2.3 Organise opportunities to provide further information, support and training for work group according to workplace needs 2.4 Communicate all agreed site hygiene and biosecurity procedures to other parties including contractors, visitors and customers 2.5 Maintain two-way communication with manager, person responsible for work site and/or veterinarian
3. Implement and monitor procedures for infection control to minimise potential contamination to animals and workers	3.1 Provide, maintain and monitor the use of personal protective equipment 3.2 Ensure personnel comply with personal safety and hygiene standards 3.3 Maintain and monitor procedures for cleaning and sanitising equipment and work site areas according to workplace standards 3.4 Ensure correct use of disinfection or sterilisation methods and materials appropriate to equipment and areas according health and safety standards 3.5 Coordinate infection control routines and schedules for work site 3.6 Maintain and monitor specific requirements for infection control including entry and exit requirements, and movement of animals and people in or out of an area 3.7 Maintain barriers and quarantine/isolation areas according to work site procedures 3.8 Monitor compliance with waste management procedures including correct disposal of deceased animals and biological waste
4. Maintain accurate and up-to-date site records	4.1 Encourage work group and others to report signs of infectious diseases and risks promptly and proactively 4.2 Investigate, document and report breaches in biosecurity and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	infection control according to work site procedures 4.3 Ensure appropriate records are maintained according to work site procedures and relevant regulations including notifiable diseases

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.

Skill	Description
Writing	• Prepare succinct documents that use clear language and sequenced instructions
Oral communication	• Use active listening skills and questioning techniques to obtain and clarify information about biosecurity and infection control • Explain terminology, principles and concepts related to biosecurity and infection control to convey information appropriate to audience
Navigate the world of work	• Recognise the importance of biosecurity and infection control to the work site and the need for compliance with regulatory requirements • Work independently and collectively, taking responsibility for plans, decisions and outcomes relating to biosecurity and infection control
Interact with others	• Select and use appropriate written and verbal communication practices to convey information to work group and other relevant personnel
Get the work done	• Plan, sequence and prioritise multiple tasks to achieve outcomes • Use routine business technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMINF401 Oversee site biosecurity and infection controls working with animals	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMINF401 Oversee site biosecurity and infection controls working with animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- documented feedback used to update at least two site hygiene and biosecurity procedures and associated forms and presented information to at least one work group
- implemented and monitored biosecurity and infection control procedures for at least one work area and at least one work group, incorporating:
  - personal safety and hygiene standards including hand hygiene and hand care
  - contamination prevention dress requirements and use of personal protective equipment (PPE)
  - cleaning and sanitising equipment and work site areas
  - disinfection or sterilisation methods and materials
  - infection control routines and schedules for work site
  - specific requirements for entry and exit, and movement of animals and people in or out of an area
  - barriers and quarantine areas according to work site procedures
  - waste management and handling of potentially infectious material
- maintained accurate and up-to-date site records for at least two site activities or procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- overview of key industry and regulatory requirements, including:
  - biosecurity
  - disposal of deceased animals and biological waste
  - notifiable diseases
- meaning and significance of the terms:

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  - acute and chronic
  - vector and host
  - notifiable
  - pathogen
  - zoonosis
  - infectious
- biosecurity and infection control procedures for working with animals, including:
  - personal safety and hygiene standards including hand hygiene and hand care
  - contamination prevention dress requirements and use of PPE
  - cleaning and sanitising equipment and work site areas
  - disinfection and sterilisation methods and materials
  - infection control routines and schedules for work site
  - specific requirements for entry and exit, and movement of animals and people in or out of an area
  - barriers and quarantine areas according to work site procedures
  - waste management and handling of potentially infectious material
  - ensuring only veterinarian prescribed antibiotics are administered to limit microbial resistance
- major routes for disease and pathogen transmission
- different types of contaminants
- common infectious animal diseases relevant to work site, including:
  - clinical signs and typical histories
  - incubation period and infectious period
  - common treatment protocols
- treatments for common animal infectious diseases, including:
  - state/territory restrictions on the administration of specific medications
  - use of antibiotics and microbial resistance
- methods to prevent and control common diseases
- common zoonotic diseases relevant to sector and workplace
- appropriate infection control routines and schedules
- signs of health in different animal species, including:
  - appearance
  - posture and movement
  - behaviour
  - bodily functioning
  - social interaction
- process for updating procedures and workplace documentation
- notifiable conditions and diseases, including:
  - seeking veterinary advice about reporting
  - state or territory regulations about reporting

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- responsibilities for reporting
- reasons for reporting and consequences of not reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a work site housing or caring for animals, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to current research information on biosecurity and infection control relevant to animal care environments
  - templates or guidelines for documenting biosecurity and infection control procedures and forms
  - appropriate PPE and contamination prevention clothing
- specifications:
  - workplace biosecurity and infection control policies and procedures
- relationships:
  - work group.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMINF501 Develop organisational infection control guidelines for animal care workplaces

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop infection prevention and control guidelines, covering policies and procedures, in work contexts where care of animals is provided.

The unit applies to individuals working in roles with managerial responsibilities for infection prevention and control in a range of businesses or community organisations. There may or may not be a team of workers involved.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research requirements for developing infection control guidelines	1.1 Access and interpret key features of regulations or industry requirements impacting on the organisation 1.2 Collate and evaluate information on biosecurity and infection control relevant to the organisation and animal species kept

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Source sample documentation for policies, procedures and supporting documentation suitable for use in own organisation 1.4 Decide on a format and style for documenting the guidelines suitable for the audiences within the organisation
2. Assess infection control risks for organisation	2.1 Assess and categorise risks involved in infection prevention and control relevant to the organisation and animal species kept 2.2 Review and prioritise outcomes of the risk assessment with relevant personnel and incorporate feedback 2.3 Decide on key infection control measures according to workplace practices 2.4 Ensure the aims and objectives of the infection control measures conform to legislative requirements and current best practice
3. Document infection control guidelines	3.1 Document workplace policies, procedures and related documentation for infection prevention and control, including emergency procedures, relevant to organisation size and operation 3.2 Define and allocate infection prevention and control responsibilities 3.3 Implement infection control reporting procedures across the organisation 3.4 Develop a schedule to review and update all documentation in line with organisational practices
4. Implement infection control guidelines	4.1 Communicate infection prevention and control systems, procedures and responsibilities to relevant individuals 4.2 Support infection control implementation by developing resources and facilitating training 4.3 Monitor day-to-day effectiveness of infection prevention and control procedures and address issues of concern 4.4 Record relevant information and data for future evaluation of the guidelines
5. Review and evaluate infection control guidelines	5.1 Collect and analyse data related to organisational performance for infection control 5.2 Use analysis of infection control data to evaluate the effectiveness of guidelines, in consultation with others to maximise infection control 5.3 Update organisational infection control guidelines incorporating

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	improvements identified in review process

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.

Skill	Description
Oral communication	• Use active listening skills and questioning techniques to obtain and clarify information about infection prevention and control • Explain terminology, principles and concepts related to infection control to convey information appropriate to audience
Writing	• Prepare succinct documents that use clear language and sequenced instructions
Navigate the world of work	• Recognise the importance of infection prevention and control to the organisation and industry and the need for compliance with regulatory requirements • Work independently and collectively, taking responsibility for developing guidelines for infection prevention and control
Interact with others	• Select and use appropriate written and verbal communication practices to convey information to a range of personnel
Get the work done	• Plan, sequence and prioritise multiple tasks to achieve outcomes • Use routine business technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF501 Develop organisational infection control guidelines for	Not applicable	New unit	No equivalent unit

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animal care workplaces			

Links

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

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Assessment Requirements for ACMINF501 Develop organisational infection control guidelines for animal care workplaces

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- carried out an infection control risk assessment for at least one organisation or workplace
- developed, documented and implemented at least two infection control policies and four procedures for an organisation, covering:
  - basic safety, hygiene and personal protective equipment (PPE) for workers/team members
  - overview of clinical signs of common infectious diseases for relevant animal species
  - movement of animals into, around and out of workplace
  - movement of vehicles, equipment, feed, and bedding
  - movement of people visiting or working at the workplace
  - pests and contaminants
  - quarantine and protective barriers at workplace
  - waste management practices
  - water supply and storage
  - emergency procedures
  - recording and reporting
- reviewed and updated the infection control guidelines based on information and data collected, collated and analysed over a period of at least three months.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- infection control guidelines covering:
  - safety, hygiene and PPE

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  - movement of animals into, around and out of workplace
  - quarantine and isolation protocols, including protective barriers at workplace
  - movement of vehicles, equipment, feed, and bedding
  - movement of people visiting or working at the workplace
  - water supply and storage
  - pests and contaminants
  - waste management practices
  - emergency procedures including natural disasters and accidents
  - recording and reporting
  - staff vaccinations/immunisation
- process for infection control risk assessment, including:
  - identify and control risks where possible
  - prepare for risks beyond control
  - respond and recover from an incident or crisis
- overview of clinical signs of common diseases for relevant animal species and organisation
- features of an infection control guidelines, including:
  - goals and objectives
  - roles and responsibilities of staff
  - contact details for relevant people and organisations
  - recording forms - visitor register, husbandry records, register of movements
  - emergency animal disease (EAD) action plan
  - Australian Veterinary Emergency Plan (AUSVETPLAN) for specific diseases
  - responsibilities under relevant animal welfare and health and safety regulations and codes of practice
- purpose, features and benefits of guidelines, including:
  - policy and procedures
  - format and templates for policies, procedures and associated documentation
- methods of analysing data and trends and the importance of systematic review to improving guidelines
- importance of ensuring that guidelines and modifications are implemented and disseminated.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a community organisation caring for animals or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - workplace documents and templates for policies, procedures, processes, forms and/or checklists
- specifications:
  - animal welfare, work health and safety and biosecurity regulations applicable to organisation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMINF502 Manage equine biosecurity and infection control

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to manage biosecurity and infection control in a broad range of equine work sites, properties or contexts, and includes preventing the transfer of diseases from horses to horses, and from horses to humans. It covers knowledge of common equine diseases, and biosecurity and infection control principles and practices.

The unit applies to managers of equine businesses or work groups within an equine work site, who have responsibility for biosecurity and infection control.

Health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Pre-requisite Unit

ACMINF302 Follow equine biosecurity and infection control procedures

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the risk of the equine work site to the	1.1 Research information on equine disease, infection control, biosecurity and emergency animal disease response

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
introduction of diseases or contaminants	1.2 Identify and analyse the risks of introducing diseases or contaminants to the equine work site 1.3 Evaluate the level of risk and prioritise unacceptable or high-level risks specific to work site 1.4 Assess the risk of an emergency disease outbreak for work site and geographic area 1.5 Determine options for treating and/or minimising identified risks
2. Develop or update an equine biosecurity and infection control plan for work site	2.1 Document a plan to address areas of risk identified in work site risk assessment 2.2 Discuss proposed biosecurity and infection control plan with relevant personnel including a veterinarian and incorporate feedback 2.3 Prepare forms and documentation to support implementation of plan and to collect relevant information and data 2.4 Develop or update an action plan for addressing suspected emergency animal diseases 2.5 Ensure a travel kit containing first aid, biosecurity and infection control resources is prepared for equine travel and off-site activities
3. Implement disease prevention and biosecurity activities	3.1 Ensure all staff and relevant personnel are trained in procedures and requirements of the equine biosecurity and infection control plan 3.2 Train staff in equine health requirements and how to recognise, report and act on equine disease and/or contaminants according to workplace procedures 3.3 Implement management practices specific to work site to minimise the risk of introducing diseases or contaminants according to biosecurity and infection control plan 3.4 Oversee equine travel and off-site activities according to organisational biosecurity and infection control procedures
4. Monitor disease prevention and biosecurity activities	4.1 Monitor disease prevention and treatment programs against objectives and requirements of equine work site plan 4.2 Monitor isolation, quarantine and biosecurity arrangements according to work site plan 4.3 Monitor equine travel and off-site arrangements according to biosecurity and infection control procedures

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Maintain records on disease prevention and biosecurity activities	5.1 Maintain up to date records relating to biosecurity and infection control for work site including records of training undertaken by work site personnel 5.2 Provide information on work site equine health and practices to relevant authorities 5.3 Report on notifiable diseases according to relevant state or territory government requirements
6. Review disease prevention and biosecurity plan for work site/property	6.1 Maintain a schedule for updating and reviewing biosecurity and infection control plan and supporting documentation 6.2 Collect and analyse information and data relating to equine disease prevention and biosecurity activities to improve risk management for work site/property 6.3 Obtain feedback from staff and/or relevant personnel to contribute to the review of policies, procedures and supporting documentation 6.4 Review biosecurity and biosecurity and infection control plan according to timetable for review and update as required

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.

Skill	Description
Oral communication	• Use active listening skills and questioning techniques to obtain and clarify information about biosecurity and infection control • Explain terminology, principles and concepts related to biosecurity and infection control to convey information appropriate to audience
Writing	• Prepare succinct documents that use clear language and sequenced instructions
Navigate the world of work	• Recognise the importance of biosecurity and infection control to the work site and equine industry and the need for compliance with regulatory requirements • Work independently and collectively, taking responsibility for plans, decisions and outcomes relating to biosecurity and infection

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Skill	Description
	control
Interact with others	• Select and use appropriate written and verbal communication practices to convey information to staff and stakeholders
Get the work done	• Plan, sequence and prioritise multiple tasks to achieve outcomes • Use routine business technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF502 Manage equine biosecurity and infection control	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMINF502 Manage equine biosecurity and infection control

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out an equine biosecurity risk assessment for one property or work site
- documented one equine biosecurity and infection control plan including supporting documentation, covering:
  - movement of equines into, within and out of the work site, other properties and/or geographical areas
  - movement of vehicles, equipment, feed, and bedding
  - movement of people visiting or working at the work site
  - feral and domestic animals and pests
  - design and construction features of the work site
  - waste management practices
  - water supply and storage
  - emergency animal disease (EAD) action plan
- reviewed at least four different equine endemic disease outbreaks and documented a response to minimise the impacts of each outbreak
- implemented, monitored and reviewed the plan over a period of at least six months.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- potential disease or contaminant risks to an equine work site, including:
  - movement of equines between work sites and geographical areas, including international travel
  - movement of vehicles, equipment, feed, and bedding

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  - movement of people visiting or working at the work site
  - feral and domestic animals and pests
  - design and construction features of the work site
  - waste management practices
  - disposal of dead or aborted animals and biological materials
  - water supply and storage
- infectious and zoonotic equine diseases, significant to biosecurity and public health safety, including those caused by:
  - bacteria, including equine chlamydiosis (psittacosis), strangles, listeriosis, brucellosis, salmonellosis, tetanus and rhodococcus equi
  - fungi, including ringworm
  - parasites
  - viruses, including Hendra virus, equine herpes virus, equine influenza, Q fever kunjin virus, Ross River virus, equine viral arteritis, and equine infectious anaemia
  - pests, including processionary caterpillars (itchy grubs), mosquitos, bats, rodents
  - significance to public safety of flying foxes and Hendra virus
- routes for disease and pathogen transmission, including:
  - transfer of equines from work site to another and mixing equines
  - dead animal disposal
  - people as biological sentinels
  - vehicles and equipment
  - air transmission
  - feed and water contamination
  - pests and weeds
  - vector transmission, including flying foxes (Hendra virus)
- risk assessment and management techniques for:
  - preventing controllable risks
  - dealing with risks beyond control
  - responding and recovering from an incident or crisis
- features of a biosecurity and infection control plan, including:
  - goals and objectives
  - roles and responsibilities of staff
  - staff vaccination/immunisation and training records
  - contact details for relevant veterinarians, other people and organisations
  - recording forms including visitor register, husbandry records, register of equine movements
  - EAD action plan
  - Australian Veterinary Emergency Plan (AUSVETPLAN) for specific equine diseases
- overview of infectious diseases in equines, including:
  - clinical signs and typical histories

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    - incubation period and infectious period
    - common treatment protocols
- methods to prevent and control common diseases, including:
    - vaccinating equines
    - worming equines and other animals
    - controlling rodents
    - protecting equine feed and water from flying foxes and other pests
    - isolating and treating sick animals
    - reducing the risk of exposure to mosquitos
    - taking measures to manage movement in and out of potential infection areas
    - early veterinary intervention
- treatments for equine infectious diseases, including:
    - state/territory restrictions on the administration of particular drugs
    - use of antibiotics and microbial resistance
    - ensuring only veterinarian prescribed antibiotics are administered to limit microbial resistance
- common zoonotic diseases that can be spread to humans working with equines
- work activities, job roles and geographic areas most 'at risk' of equine disease infection
- notifiable conditions and diseases, including:
    - seeking advice from a veterinarian
    - state or territory regulations about reporting
    - responsibilities for reporting
    - reasons for reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an equine venue or worksite or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - access to current research information on biosecurity and infection control relevant to equine work sites
    - templates or guidelines for biosecurity and infection control plans.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMMIC401 Implant microchip in cats and dogs

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This 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.

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, and animal control officers.

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.

Pre-requisite Unit

Nil

Unit Sector

Microchipping (MIC)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for microchip implantation	1.1 Identify key statutory, local authority and insurance requirements associated with microchipping cats and dogs 1.2 Explain details of the procedure to the owner 1.3 Relate anatomical and physiological structures and functions to implantation procedures as well as likely migration sites for chips on animal body 1.4 Ensure that microchip implantation workspace is appropriate for the needs of the species 1.5 Follow relevant legislation and Australian Standards for implantation and scanning devices
2. Prepare equipment	2.1 Inspect and check implantation equipment 2.2 Inspect and access first aid equipment for animals and humans 2.3 Select and check electronic reader against a reference chip 2.4 Check microchip to be implanted to confirm it meets relevant Standards and legislative requirements, and scan serial number against packaging number
3. Prepare animal for implantation	3.1 Obtain and record prescribed identifying information 3.2 Assess animal for behavioural problems and refer animal to veterinarian where unmanageable fear or aggressive tendencies are identified 3.3 Obtain owner permission to restrain the animal, if owner present, and select and fit animal restraint device according to animal welfare and regulatory requirements 3.4 Use personal protective equipment according to workplace procedures 3.5 Assess health of animal and identify signs of ill health 3.6 Scan animal to check if previous implantation has occurred, and complete legislative and industry actions for previously implanted microchip if required
4. Undertake implantation procedure	4.1 Check implantation site for abnormalities and refer owner to veterinarian in the event of observed concerns 4.2 Position animal for implantation, taking into account animal welfare, animal size, species, behavioural assessment, and work health and safety risks 4.3 Inspect injection site and prepare for procedure using aseptic techniques according to industry standards

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Prepare the implanting device while maintaining asepsis 4.5 Prepare skin, grasp and lift away skin, and insert needle subcutaneously at recommended angle 4.6 Discharge microchip fully into subcutaneous tissue, withdraw needle from skin, checking microchip has discharged, under the supervision of a veterinary surgeon 4.7 Dispose of needles in an approved sharps container 4.8 Complete post-implantation workplace hygiene clean-up procedures 4.9 Assess injuries sustained to humans and provide first aid treatment and seek medical attention if required 4.10 Assess injuries sustained to animals and provide first aid treatment and seek veterinary attention if required
5. Conduct post-implantation procedures	5.1 Visually check implantation site and scan to ensure correct functioning of microchip 5.2 Provide post-implantation advice to owner 5.3 Note animal condition and seek veterinary assistance if there are signs of adverse reactions 5.4 Explain to owner the processes undertaken by animal registry service, and distinguish from registering with local government/council 5.5 Impress importance of maintenance of ownership records to owner/keeper, and provide procedure to be followed in the event of loss of animal
6. Maintain records in accordance with legislative requirements	6.1 Record procedure using prescribed identifying information, including identification of implanter 6.2 Forward documentation to relevant animal registry services 6.3 Maintain and file copy of records for specific implanter

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.

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Skill	Description
Reading	• Access and interpret statutory, local authority and insurance requirements, policies and procedures, and Australian Standards
Oral communication	• Use effective questioning skills to ascertain from animal owner the animal's existing or previous health conditions that may be affected by microchip implantation
Get the work done	• Maintain the highest standards of hygiene and infection control to reduce the risk of infection and cross-infection

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMMIC401 Implant microchip in cats and dogs Release 2	ACMMIC401 Implant microchip in cats and dogs Release 1	Minor changes to performance criteria for clarity, PC 1.5 deleted Volume and frequency in performance evidence increased/strengthened	Equivalent unit

Links

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

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Assessment Requirements for ACMMIC401 Implant microchip in cats and dogs

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- implanted a microchip in a minimum of 2 animal replicas
- implanted a microchip, under supervision of a veterinarian, in 10 live animals of varying ages, breeds and temperaments, including:
  - 3 cats – one must be conscious
  - 3 dogs – one must be conscious
  - remaining 4 can be cats and/or dogs, either conscious or unconscious.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical and physiological structures and functions related to implantation procedures, including likely migration sites for chips on animal bodies
- animal temperaments and behaviours and the associated hazards and risks related to microchip implanting and appropriate animal control measures
- key requirements of relevant International and Australian Standards covering electronic animal identification and microchip compliance regulations, including:
  - *AS 5018:2001 Electronic animal identification – National coding scheme*
  - *AS 5019:2001 Electronic animal identification – Radiofrequency methods*, including informative Annexes
- animal medical conditions and first aid techniques related to microchip implanting

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- conditions that should be referred to a veterinary practitioner upon suspicion of health problems
- indicators of health, stress and wellbeing in animals
- signs of adverse reactions, including:
  - haemorrhage
  - infection
  - redness, heat, pain and swelling at the implantation site
  - seizures
  - shock
  - subcutaneous lumps
- industry terminology and features used to identify animals
- personal protective clothing and equipment, and when and how it should be used when microchipping cats and dogs
- possible legal and animal welfare consequences resulting from poor quality implantation
- procedures for the safe manual handling of live dogs and cats, including first aid for implanter
- appropriate restraint methods
- professional indemnity and public liability insurance requirements
- information that should be documented related to the identification of animals and implantation of microchips
- registration processes of animal registries
- processes to deal with previously microchipped animals, including second microchip for animals
- client confidentiality and privacy of information relating to personal details
- range of implanting equipment and sources of microchips and readers
- relevant legislation, regulations and codes of practice, including work health and safety, animal welfare and ethics, microchip implantation, domestic animal management and waste disposal
- workplace safety and hygiene standards, including:
  - disinfectants, cleaning agents, techniques, equipment and materials
  - sharps disposal and procedures for needlestick injuries.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - animal replicas and/or cadavers
  - live, conscious cats and dogs
  - equipment and resources typically available in an animal care facility where microchips are implanted

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- specifications:
  - manufacturer operating instructions for specialised equipment
  - organisational policies and procedures, relevant legislation and Australian Standards covering electronic animal identification and microchip implanting
- special conditions:
  - microchip implantation of a cat or dog must be postponed if there have been two unsuccessful attempts on the one animal, during the one day, or in accordance with the relevant state or territory legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. Assessors must also be authorised implanters according to relevant state/territory regulations.

Links

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

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ACMPHR401 Interpret equine behaviour

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency covers the skills and knowledge required to interpret and apply knowledge of equine ethology, cognition and learning to ensure that the behavioural needs and welfare of horses are met while maintaining a safe working environment. It covers all breeds and intended uses and environments. The unit focuses on horses and can be applied to other domestic equids.

The unit applies to individuals who have an independent or management role working with horses, and require a detailed understanding of their behaviour and ethological needs to make decisions relating to their welfare, care, handling, education and management.

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

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

Pre-requisite Unit

Nil

Unit Sector

Performance Horse (PHR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate equine behaviour and the implications for management, handling and education	1.1 Determine the management implications of meeting innate equine behavioural needs 1.2 Identify problem behaviours in horses including likely causes 1.3 Apply evidence-based equine learning theory to the education and management of horses 1.4 Communicate information clearly about the education level and behavioural problems of individual horses to workers and clients 1.5 Reinforce safe handling techniques and the risks associated with interacting with horses to workers and clients
2. Apply knowledge of equine behaviour	2.1 Research current information of equine ethology and learning relevant to the education and management of horses 2.2 Analyse and apply knowledge of equine ethology and learning to specific education methods, systems and techniques 2.3 Develop a plan to manage the behaviour of a horse to perform a specific task using knowledge of equine learning and principles of animal welfare
3. Apply knowledge of equine welfare	3.1 Analyse regulations, codes of practice and animal welfare frameworks relevant to horses 3.2 Conduct a horse welfare assessment, applying a recognised animal welfare framework 3.3 Evaluate the outcomes of the welfare assessment and likely impact on equine behaviour
4. Improve horse welfare using knowledge of equine behaviour	4.1 Plan and implement methods to meet equine welfare requirements and allow for behavioural needs in a variety of situations 4.2 Evaluate management techniques against their impact on the welfare and behaviour of horses 4.3 Adjust organisational policy and procedures to address or incorporate knowledge of equine behaviour

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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.

Skill	Description
Learning	• Actively source current, evidence-based information on equine learning theory and welfare to inform practices
Oral communication	• Adapt communication techniques to convey information effectively to people with diverse views and backgrounds
Reading	• Interpret textual information to identify and select key information about equine behaviour and welfare relevant to work operations
Navigate the world of work	• Recognise the importance of applying knowledge of equine behaviour and welfare to improve safety in interacting with horses and horse wellbeing
Get the work done	• Analyse problems and risks relevant to equine behaviour and welfare in the work environment, and devise clear and practical strategies or plans to address • Use familiar digital systems and tools to access, analyse and present information relevant to role and work area

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR401 Interpret equine behaviour Release 2	ACMPHR401 Interpret equine behaviour Release 1	Minor changes for clarity and consistency of language Element 3 split into two to strengthen animal welfare	Equivalent unit

Links

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

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Assessment Requirements for ACMPHR401 Interpret equine behaviour

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched and collated a portfolio of information on the key features of equine ethology, behaviour and welfare relevant to work operations
- accurately interpreted equine behaviour, including body language, vocalisation, locomotory behaviour and interactions with other horses, on at least five occasions
- investigated approaches used at three horse facilities, including management routines used for similar purposes, to identify good practices and/or recommend changes to improve the wellbeing and behaviour of horses in each facility
- communicated information about the individual behaviour and welfare of two horses to workers and/or clients relevant to work operations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- behavioural needs and patterns of domestic horses, including:
  - handled and unhandled horses
  - herd behaviour
  - individual stabled or yarded horses
- equine behaviour, including:
  - body language and vocalisations
  - evolutionary basis of horse behaviour and its impact on the behavioural needs of horses

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    - affective states, including fear, anxiety, hunger, fatigue
    - behaviours and conditions typically linked to strong fight or flight response
    - high-risk behaviours (biting, kicking, panicking, extreme flight response)
- key features of current research in equine cognition, ethology, behaviour and learning
- key animal welfare frameworks and application to horses, including, Five Freedoms, Five Domains Model, quality of life indicators
- the application of research to the management, handling, housing and education of horses
- identification of situations requiring specialist advice on equine behaviour
- the effect of the environment, housing, handling, education and management decisions on the behaviour and welfare of horses
- regulatory requirements and organisational policies and procedures relevant to equine behaviour, including:
    - work health and safety
    - animal welfare
    - local government regulations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - access to live horses and video scenarios to observe behaviour
    - technology to access information, and/or sources of current information on equine behaviour and welfare.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMPHR403 Evaluate equine training methodologies

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency covers the skills and knowledge required to review, evaluate and select specific equine education and training methodologies and techniques to achieve stated objectives within welfare, workplace and safety requirements. It involves in-depth knowledge of a range of methodologies and techniques used in equine education and training.

The unit applies to individuals who have responsibility for overseeing or implementing education programs for horses to achieve identified objectives, and meet horse welfare and workplace needs in any performance or leisure horse discipline or working horse context.

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

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

Pre-requisite Unit

Nil

Unit Sector

Performance Horse (PHR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine horse education needs	1.1 Assess the education needs of individual horses relevant to the sport, discipline or intended activity 1.2 Identify factors that may impact on horse ability to progress through a program 1.3 Assess the requirements and capabilities of riders, drivers or handlers to achieve outcomes, considering safe horse handling techniques at all times 1.4 Determine specific program objectives and goals, and develop a timeline to achieve these
2. Select methodology and implement education program	2.1 Review current information on potential methodologies and techniques relevant to the identified starting education needs of the horse 2.2 Evaluate identified methodologies and techniques for efficacy, humaneness, cost and suitability to meet horse and client needs 2.3 Select or design a program to meet identified goals, horse and workplace needs 2.4 Determine resources, including specialist advice, required to implement the program 2.5 Develop criteria for selecting an industry education specialist for use in the program, considering alignment with learning theory and horse welfare 2.6 Develop and oversee the implementation of the program in consultation with industry specialists
3. Evaluate program outcomes	3.1 Monitor and record horse progress through the program 3.2 Evaluate horse progression through the program, and assess outcomes against program goals and objectives 3.3 Adjust the program and implement changes as necessary to achieve goals and objectives

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.

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Skill	Description
Reading	• Access information about current education methodologies from a range of sources • Interpret textual information to identify and select key information about education methodologies relevant to work context
Writing	• Produce logically sequenced written program or plans relevant to work context, purpose and need
Numeracy	• Calculate costs and charges, and schedule timelines related to program
Navigate the world of work	• Recognise, follow and comply with standards, rules and regulatory requirements related to interacting with horses
Get the work done	• Assess options for improving equine education programs, taking into consideration a range of relevant factors • Use familiar digital systems and tools to access, record and present information relevant to evaluating methodologies for equine education

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR403 Evaluate equine training methodologies Release 2	ACMPHR403 Evaluate equine training methodologies Release 1	Minor changes for clarity and consistency of language	Equivalent unit

Links

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

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Assessment Requirements for ACMPHR403 Evaluate equine training methodologies

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 3.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- researched and prepared a brief summary comparing and contrasting two equine education methodologies, including:
  - underpinning assumptions and evidence base
  - alignment with learning theory and horse welfare
- assessed the current level of education and physical readiness of two horses, and developed an individual education program for each horse that includes goals, methodology and techniques
- monitored the delivery of the education programs for each horse, and evaluated the horses' responses to and outcomes of the program
- researched and prepared a brief summary of the requirements and capabilities of three individual riders, drivers or handlers to achieve specified program outcomes.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- range of horse education methodologies, including underpinning assumptions, evidence base, alignment with learning theory and horse welfare
- equine behaviour, including body language, vocalisations, locomotory behaviour
- key features of current research in equine cognition, ethology, behaviour and learning
- key animal welfare frameworks and application to horses, including:
  - equine health, care and welfare
  - Five Freedoms, Five Domains Model, quality of life indicators

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- current practices in safe horse handling
- equine conformation and biomechanics
- skills required of riders, drivers or handlers to safely interact with their horse to meet identified goals
- techniques for assessing:
  - horse suitability for riders, drivers or handlers
  - hazards and risks associated with education programs
- equipment, tack and resource requirements for education programs
- criteria to evaluate industry specialists relevant to the sport or discipline
- features to include in an education plan, including objectives, stages and timeframes
- key requirements of regulations and workplace policies and procedures for:
  - work health and safety when interacting with horses
  - animal welfare relevant to horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to live horses
  - technology to access information, and/or sources of current information on equine education methodologies
- specifications:
  - guidelines for preparing a training program and assessing risk and horse suitability.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE301 Provide basic care of amphibians

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify amphibians and their behavioural and physical needs and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for commonly kept amphibians. This may include work in animal shelters or rehabilitation organisations, pet shops, zoos or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify amphibians	1.1 Define the profile of amphibians commonly held in the facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify amphibians using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour, and recognise signs of distressed amphibians and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design to ensure animal welfare needs are met 2.5 Implement behavioural enrichment activities for specific species of amphibian
3. Approach and handle amphibians	3.1 Identify WHS hazards associated with handling and restraining amphibians, and implement treatments to minimise risks 3.2 Select and use appropriate equipment to catch and handle amphibian 3.3 Approach amphibian safely 3.4 Handle amphibians using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of health in amphibian 4.2 Report signs of disease or other conditions to supervisor 4.3 Implement general health maintenance and preventative treatment procedures according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed amphibians	5.1 Identify digestive system features and relate to amphibian-specific feeding routines and diets

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Element	Performance criteria
	5.2 Identify preferred food source and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food and food supplements according to dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to amphibians • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE301 Provide basic care of amphibians	ACMSPE301A Provide basic care of amphibians	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

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

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Assessment Requirements for ACMSPE301 Provide basic care of amphibians

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of amphibians
- provided basic care for a minimum of two amphibians of different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify amphibians
- digestive system features of amphibians anatomical features, including:
  - anatomical features
  - physiological features
  - feeding patterns and natural dietary requirements for the species
  - potential digestive system malfunctions or problems
  - water need
- general health maintenance and preventative treatment procedures for amphibians
- housing, social and activity needs of amphibians and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in amphibians

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- natural amphibian behaviour relating to the characteristics of the species, age, health status, behavioural and social needs and the signs of distress, illness and undesirable behaviours
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- principles of animal welfare
- safe amphibian handling techniques and procedures, potential hazards and control measures
- types of food and food supplements and their role in amphibian diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of amphibians
  - equipment and resources typically available in an animal care facility
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE302 Provide basic care of birds

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify birds and their behavioural and physical needs and provide daily care requirements.

The unit applies to individuals working in the animal care industry where it may be necessary to care for commonly kept avicultural birds. This may include animal shelters or rehabilitation organisations, pet shops, breeding establishments, zoos or similar workplaces. In some cases, birds may have been rescued from the wild, and successful rehabilitation is required to restore bird health and wellbeing before releasing back to their natural environment.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify commonly kept birds	1.1 Define profile of birds commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify birds using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of bird comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current bird housing and nesting requirements to ensure animal welfare needs are met 2.5 Identify and implement behavioural enrichment activities for specific bird species
3. Approach and handle birds	3.1 Identify WHS hazards associated with handling and restraining birds, and implement treatments to minimise risks 3.2 Select and use personal protective equipment to catch, handle and restrain birds 3.3 Approach and catch birds safely 3.4 Restrain birds using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in birds 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Implement health enrichment activities as directed by supervisor
5. Feed and water birds	5.1 Identify digestive system features, and relate to bird-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to birds • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE302 Provide basic care of birds	ACMSPE302A Provide basic care of birds	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

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

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Assessment Requirements for ACMSPE302 Provide basic care of birds

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of birds
- provided basic care for a minimum of two birds of different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify birds
- general health maintenance and preventative treatment procedures for birds
- housing, nesting, social and activity needs of birds, and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in birds, determined by observations of:
  - activity level
  - assessment of body condition
  - excessive self-scratching or self-mutilation
  - feather plucking
  - posture and attitude
  - response to stimuli
  - appetite and dietary history

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    - feathers and faecal matter (for any abnormalities)
- enrichment needs, including:
    - extras to daily base diet
    - physical enrichment items
    - social enrichment
- potential hazards and risks to birds and staff during feeding and cleaning of housing, including zoonoses
- safe bird handling techniques and procedures, potential hazards and control measures, including use of personal protective equipment
- methods used to safely approach and handle birds, including:
    - confining to small area before attempting to catch
    - encouraging bird to approach by offering a treat
    - enticing bird into a smaller enclosure
- the principles of animal welfare
- types of food and food supplements and their role in bird diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of birds from different species
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE303 Provide basic care of common native mammals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify common native mammals and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for native mammals. This may include animal shelters or rehabilitation organisations, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify mammals	1.1 Define the profile of native mammals commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features of native mammals using industry terminology 1.3 Classify native mammals using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific animal species
3. Catch, handle and restrain native mammals	3.1 Identify WHS risks associated with handling and restraining native mammals, and implement methods to minimise risks 3.2 Select and use appropriate equipment to catch, handle and restrain native mammal 3.3 Approach and catch mammals safely 3.4 Restrain native mammals using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in native mammals 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Implement health enrichment activities as directed by supervisor
5. Feed native mammals	5.1 Identify digestive system features and relate to native mammal specific feeding routines and diets 5.2 Identify preferred food sources and assess for quality and

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to native mammals • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE303 Provide basic care of common native mammals	ACMSPE303A Provide basic care of common native mammals	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify content Assessment requirements revised	

Links

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

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Assessment Requirements for ACMSPE303 Provide basic care of common native mammals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of common native mammals
- provided basic care for a minimum of one native mammal, including:
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify common native mammals, including marsupials and monotremes
- general health maintenance and preventative treatment procedures for native mammals
- indicators of the physical condition and signs of good health in native mammals
- housing, social and activity needs of native mammals and environmental impacts on health and wellbeing
- natural native mammal behaviour
- behaviour characteristics that can vary according to:
  - the breeding season
  - the species, breed, age and sex of the animals
  - the time of day or night.
- behaviour characteristics associated with different species:
  - activity levels at certain times of day or night

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    - feeding and foraging
    - social interaction
- defensive and nervous behaviour
- dominance and aggressive behaviour
- stereotypical behaviour
- submissive gestures
- native mammal enrichment needs, including:
    - food or food-related enrichment
    - physical enrichment items
    - nest building or bedding material
    - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- principles of animal welfare
- safe native mammal handling techniques and procedures, potential hazards and control measures, including use of personal protective equipment
- types of food and food supplements and their role in native mammal diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of common native animals
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMSPE304 Provide basic care of domestic dogs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify dogs and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where domestic dogs are bred, reared, trained, cared for or housed. This may include animal shelters, pet shops, breeding or boarding kennels, companion animal training or grooming establishments or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify common dog breeds	1.1 Define the profile of dog breeds commonly held within facility, including appearance, nutrition, health and behavioural characteristics 1.2 Identify physical characteristics of dogs using industry terminology 1.3 Identify breeds of dogs using industry terminology 1.4 Define, interpret and document breed, colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of the dogs kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific dog
3. Handle and restrain dogs	3.1 Identify WHS risks associated with handling and restraining dogs, and implement methods to minimise risks 3.2 Select and use appropriate equipment to restrain and handle dogs 3.3 Approach and restrain dogs in a way that minimises risks to the animal and others using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in dogs 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed dogs	5.1 Identify digestive system features and relate to dog-specific feeding routines and diets 5.2 Identify preferred food sources and assess for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to domestic dogs • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE304 Provide basic care of domestic dogs	ACMSPE304A Provide basic care of dogs	Updated to meet Standards for Training Packages Minor changes to clarify content Retitled to include ‘domestic’ dogs Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

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Assessment Requirements for ACMSPE304 Provide basic care of domestic dogs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of domestic dogs
- provided basic care for a minimum of two dogs of different breeds, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
- maintained feed and treatment records for one dog.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify common breeds of domestic dog
- Australian National Kennel Council breed standard guidelines
- general health maintenance and preventative treatment procedures for dogs
- housing, social and activity needs of dogs and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in dogs
- natural dog behaviour, including body language, vocal and other forms of communication
- normal behaviour patterns:
  - activity levels appropriate for age and breed
  - normal feeding, resting and eliminative behaviour
  - social behaviour towards conspecifics and other species, including humans
- inappropriate behaviour:

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    - destructive behaviour
    - excessive vocalisation
    - inappropriate arousal levels
    - repetitive or stereotypic behaviour patterns
    - signs of anxiety and distress
- dog enrichments, including:
    - food or food-related enrichment
    - physical enrichment items
    - occupational activity options
    - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe dog handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in dog diets
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to domestic dogs, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of domestic dogs
    - equipment and resources typically available in an animal care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE305 Provide basic care of domestic cats

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify domestic cats and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where domestic cats are bred, reared, trained, cared for or housed.

This may include animal shelters, pet shops, catteries, or grooming establishments or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify common cat breeds	1.1 Define the profile of domestic cat breeds commonly held within facility, including appearance, nutrition, health and behavioural characteristics 1.2 Identify physical characteristics using industry terminology 1.3 Identify cats using industry terminology 1.4 Define, interpret and document breed, colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of the animals kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific cat
3. Handle and restrain cats	3.1 Identify WHS risks associated with handling and restraining cats, and implement methods to minimise risks 3.2 Select and use appropriate equipment to restrain and handle cats 3.3 Approach and restrain cats in a way that minimises risks to the animal and others using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in cats 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed cats	5.1 Identify digestive system features and relate to cat-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to domestic cats • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE305 Provide basic care of domestic cats	ACMSPE305A Provide basic care of domestic cats	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

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Assessment Requirements for ACMSPE305 Provide basic care of domestic cats

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of domestic cats
- provided basic care for a minimum of one domestic cat, including:
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify common cat breeds
- housing, social and activity needs of cats and environmental impacts on health and wellbeing
- general health maintenance and preventative treatment procedures for cats
- natural cat behaviour
- behaviour characteristics that can vary according to:
  - the breed, age and sex of the animals
  - behaviour characteristics associated with different species
- normal behaviour patterns, including:
  - normal feeding, resting, eliminative behaviour
  - activity levels appropriate for age and breed
  - social behaviour towards conspecifics and other species, including humans

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- inappropriate behaviour, including:
  - changes to expected normal behaviour
  - excessive vocalisation
  - destructive behaviour
  - inappropriate elimination
  - signs of anxiety and distress
- indicators of the physical condition and signs of good health in cats
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe cat handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare
- types of food and food supplements and their role in cat diets
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to domestic cats, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a real, live domestic cat
  - equipment and resources typically available in an animal care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE306 Provide basic care of marine fish

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify marine fish and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for marine fish. This may include aquariums, pet stores, zoos, animal technology facilities, catchers and distributors or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify marine fish	1.1 Define the profile of marine fish commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify marine fish using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality 2.2 Identify indicators of normal behaviour 2.3 Recognise signs of distressed marine fish and report to supervisor 2.4 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.5 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.6 Implement behavioural enrichment activities for fish species
3. Catch, handle and restrain marine fish	3.1 Identify WHS risks associated with handling and restraining marine fish and implement methods to minimise risks 3.2 Approach, catch and restrain marine fish in a way that minimises risks, using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in marine fish 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed marine fish	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
	5.4 Prepare food according to dietary needs 5.5 Distribute food according to schedule/feeding plan 5.6 Culture animal and plant species commonly used to feed marine fish
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to marine fish • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE306 Provide basic care of marine fish	ACMSPE306A Provide basic care of marine fish	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

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Assessment Requirements for ACMSPE306 Provide basic care of marine fish

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of fish
- provided basic care for a minimum of one marine fish, including:
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
  - maintaining feed and treatment records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify commonly available marine fish
- general health maintenance and preventative treatment procedures for marine fish
- housing and environmental factors related to fish wellbeing
- indicators of poor water quality, including:
  - colour
  - odour
  - unsuitable water chemistry parameters
- indicators of the physical condition and signs of good health in marine fish
- signs of distressed fish, including:
  - any change in normal behaviour, including swimming patterns
  - discolouration
  - erratic swimming patterns

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    - fins clamped against body
    - floating
    - hiding
    - immobility
    - presence of external disease organisms
    - subdued or aggressive behaviour
- enrichment activities
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe marine fish handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare
- types of food and food supplements and their role in marine fish diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in fish care workplaces
- state/territory legislation and codes of practice related to marine fish, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately reflects a real workplace
- resources, equipment and materials:
    - a real, live marine fish
    - equipment and resources typically available in a fish care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE307 Provide basic care of freshwater fish

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify freshwater fish and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for freshwater fish. This may include aquariums, pet stores, zoos, animal technology facilities, catchers and distributors or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify freshwater fish	1.1 Define the profile of freshwater fish commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify freshwater fish using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour, and recognise signs of distressed freshwater fish and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current housing design in relation to the welfare of fish kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific fish species
3. Catch, handle and restrain freshwater fish	3.1 Identify WHS risks associated with handling and restraining freshwater fish, and implement methods to minimise risks 3.2 Approach, catch and restrain freshwater fish in a way that minimises risks to animal and others using a range of approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in freshwater fish 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures, and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed freshwater fish	5.1 Identify digestive system features and relate to fish species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food according to schedule/feeding plan 5.6 Culture animal and plant species commonly used to feed freshwater fish
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to freshwater fish • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE307 Provide basic care of freshwater fish	ACMSPE307A Provide basic care of freshwater fish	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

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

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Assessment Requirements for ACMSPE307 Provide basic care of freshwater fish

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of freshwater fish
- provided basic care for a minimum of two freshwater fish of different species, including (for each):
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
- maintained feed and treatment records for one freshwater fish.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify commonly maintained freshwater fish
- general health maintenance and preventative treatment procedures for freshwater fish
- housing and environmental factors related to fish wellbeing
- indicators of poor water quality, including:
  - colour
  - odour
  - unsuitable water chemistry parameters
- indicators of the physical condition and signs of good health in freshwater fish
- signs of distressed fish, including:
  - any change in normal behaviour, including swimming patterns
  - discolouration

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  - erratic swimming patterns
  - fins clamped against body
  - floating
  - hiding
  - immobility
  - presence of external disease organisms
  - subdued or aggressive behaviour
- enrichment activities
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe freshwater fish handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare
- types of food and food supplements and their role in freshwater fish diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to freshwater fish, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of freshwater fish
  - equipment and resources typically available in a fish care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE308 Provide basic care of marine invertebrates

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify marine invertebrates and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for marine invertebrates. This may include aquariums, pet stores, zoos, animal technology facilities or similar workplaces. The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify marine invertebrates	1.1 Define the profile of marine invertebrates commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify marine invertebrates using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour, and recognise signs of distressed marine invertebrates and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Implement behavioural enrichment activities
3. Catch, handle and restrain marine invertebrates	3.1 Identify WHS hazards associated with handling and restraining marine invertebrates and implement methods to minimise risks 3.2 Approach, catch and restrain marine invertebrates in a way that minimises risks to animal and others using a range of approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in marine invertebrates 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed marine invertebrates	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food according to schedule/feeding
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to marine invertebrates • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE308 Provide basic care of marine invertebrates	ACMSPE308A Provide basic care of marine aquatic invertebrates	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

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Assessment Requirements for ACMSPE308 Provide basic care of marine invertebrates

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of marine invertebrates
- provided basic care for a minimum of two marine invertebrates of different species, including (for each):
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
- maintained feed and treatment records for a minimum of one invertebrate.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify marine invertebrates
- general health maintenance and preventative treatment procedures for marine invertebrates
- indicators of the physical condition and signs of good health in marine invertebrates
- housing, social and activity needs of marine invertebrates and environmental impacts on health and wellbeing
- natural marine invertebrate behaviour, including:
  - behaviours that vary according the time of day or night
  - behaviour characteristics associated with different species
  - defensive behaviour
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- indicators of poor water quality, including:

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    - colour
    - odour
    - unsuitable water chemistry parameters
- enrichment needs
- safe marine invertebrate handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in marine invertebrate diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in marine care workplaces
- state/territory legislation and codes of practice related to marine invertebrates, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of marine invertebrates
    - equipment and resources typically available in a marine care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify terrestrial and freshwater invertebrates and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for terrestrial and freshwater invertebrates. This may include aquariums, pet shops, zoos, animal technology facilities or similar workplaces. The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species specific (SPE)

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Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify terrestrial and freshwater invertebrates	1.1 Define the profile of terrestrial and freshwater invertebrates commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify terrestrial and freshwater invertebrates using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality for freshwater species and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour 2.3 Recognise signs of distressed terrestrial and freshwater invertebrates and report to supervisor 2.4 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.5 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.6 Implement behavioural enrichment activities for specific species
3. Catch, handle and restrain terrestrial and freshwater invertebrates	3.1 Identify WHS associated with handling and restraining terrestrial and freshwater invertebrates, and implement methods to minimise risks 3.2 Approach, catch and restrain terrestrial and freshwater invertebrates in a way that minimises risks to animal and others using a range of approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in terrestrial and freshwater invertebrates 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Feed terrestrial and freshwater invertebrates	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food according to schedule/feeding
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.*

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to terrestrial and freshwater invertebrates • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE309 Provide basic	ACMSPE309A Provide basic care	Updated to meet Standards for Training	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
care of terrestrial and freshwater invertebrates	of terrestrial and freshwater invertebrates	Packages Minor changes to clarify content Assessment requirements revised	

Links

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

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Assessment Requirements for ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of terrestrial and freshwater invertebrates
- provided basic care for a minimum of one terrestrial and one freshwater invertebrate species, including (for each):
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
- maintained feed and treatment records for one invertebrate.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify terrestrial and freshwater invertebrates
- general health maintenance and preventative treatment procedures for terrestrial and freshwater invertebrates
- housing, social and activity needs of marine terrestrial and freshwater invertebrates, and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in terrestrial and freshwater invertebrates
- natural terrestrial and freshwater invertebrate behaviour
- behaviour characteristics associated with different species:
  - activity levels at certain times of day or night
  - feeding behaviours
- defensive behaviour:

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  - defending territory, other animals or food
  - hiding or retreating
- enrichment needs
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe terrestrial and freshwater invertebrates handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in terrestrial and freshwater invertebrates diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to terrestrial and freshwater invertebrates, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of terrestrial and freshwater invertebrates
  - equipment and resources typically available in an invertebrate care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE310 Provide basic care of mammals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify placental mammals and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for placental mammals. This may include animal shelters or rehabilitation organisations, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify mammals	1.1 Define the profile of placental mammals commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify mammals using industry-specific terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distressed mammals and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific species
3. Catch, handle and restrain mammals	3.1 Identify WHS hazards associated with handling and restraining mammals, and implement methods to minimise risks 3.2 Select and use appropriate equipment to handle and restrain mammal 3.3 Approach and catch mammals while minimising risks to animal and others 3.4 Restrain mammals using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in mammals 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in accordance with level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed mammals	5.1 Identify digestive system features and relate to

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	mammal-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licenses and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to mammals • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE310 Provide basic care of mammals	ACMSPE310A Provide basic care of mammals	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify content Assessment requirements revised	

Links

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

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Assessment Requirements for ACMSPE310 Provide basic care of mammals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of three different placental mammals of different species
- provided basic care for a minimum of two different placental mammals from two different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
- maintained feed and treatment records for one mammal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify placental mammals
- general health maintenance and preventative treatment procedures for mammals
- housing, social and activity needs of mammals and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in mammals
- natural mammal behaviour
- characteristics that vary according to:
  - the breeding season
  - the species, breed, age and sex of the animals
  - the time of day or night
- behaviour characteristics associated with different species:

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  - activity levels at certain times of day or night
  - feeding and foraging
  - social interaction
  - feeding behaviours
- defensive and aggressive behaviour:
  - dominance gestures
  - submissive gestures
- enrichment needs of mammals, including:
  - food or food-related enrichment
  - physical enrichment items
  - nest building or bedding material
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe mammal handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare, including personal protective equipment
- types of food and food supplements and their role in mammal diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of common placental mammals
  - equipment and resources typically available in an animal care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMSPE311 Provide basic care of non-venomous reptiles

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify non-venomous reptiles and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for non-venomous reptiles. This may include animal shelters or rehabilitation organisations, zoos or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify reptiles	1.1 Define the profile of non-venomous reptiles commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify reptiles using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality, heating and lighting and make adjustments to maintain the environment appropriate for the species being housed, as directed by supervisor 2.2 Recognise signs of distressed reptile and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of reptiles kept and legislation requirements 2.5 Assess and implement enrichment activities for specific reptile species
3. Catch, handle and restrain reptiles	3.1 Identify WHS risks associated with handling and restraining reptiles, and implement methods to minimise risks 3.2 Select and use appropriate equipment used to catch, handle and restrain reptiles 3.3 Approach and catch non-venomous reptiles while minimising risks to animal and others 3.4 Restrain reptiles using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in reptiles 4.2 Report signs of disease or other conditions to supervisor 4.3 Implement general health maintenance and preventative treatment procedures according to level of job responsibility 4.4 Identify options for enrichment activities and implement as directed by supervisor

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Feed reptiles	5.1 Identify digestive system features and relate to reptile-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute feed according to schedule/feeding plan
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to reptiles • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE311 Provide basic care of	ACMSPE311A Provide basic care of non-venomous	Updated to meet Standards for Training	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
non-venomous reptiles	reptiles	Packages Minor changes to clarify content Assessment requirements revised	

Links

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

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Assessment Requirements for ACMSPE311 Provide basic care of non-venomous reptiles

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of non-venomous reptiles
- provided basic care for a minimum of two common non-venomous reptiles from two different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assessing heating and lighting suitability and adjusting as appropriate
- maintained feed and treatment records for one non-venomous reptile.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify reptiles, including:
  - lizards
  - monitors and goannas
  - non-venomous snakes
  - tortoises and turtles
- general health maintenance and preventative treatment procedures for reptiles
- housing, social and activity needs of reptiles and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in reptiles
- appropriate heat sources and temperature gradients
- appropriate lighting for reptile housing

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- natural reptile behaviour, including:
  - behaviour characteristics associated with different species
  - defensive behaviours
- appropriate enrichment activities for reptiles
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe reptile handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in reptile diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of non-venomous reptiles
  - equipment and resources typically available in reptile care facility
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE312 Provide basic care of rodents and rabbits

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify rodents and rabbits and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for rodents and rabbits. This may include animal shelters, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Species Specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify rodents and rabbits	1.1 Define the profile of rodents and rabbits commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify rodents and rabbits using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific rodent and rabbit species
3. Catch, handle and restrain rodents and rabbits	3.1 Identify WHS risks associated with handling and restraining rodents and rabbits, and implement methods to minimise risks 3.2 Select and use appropriate equipment to catch, handle and restrain rodents and rabbits 3.3 Approach and catch rodents and rabbits safely 3.4 Restrain rodents and rabbits using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in rodents and rabbits 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures, and implement in accordance with level of job responsibility 4.4 Implement health enrichment activities as directed by supervisor
5. Feed and water rodents and rabbits	5.1 Identify digestive system features and relate to rodent- and rabbit-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.*

Skill	Description
Reading	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to 'rodents and rabbits • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE312 Provide basic care of rodents and rabbits	ACMSPE312A Provide basic care of rodents and rabbits	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify content Assessment requirements revised	

Links

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

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Assessment Requirements for ACMSPE312 Provide basic care of rodents and rabbits

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the physical and behavioural characteristics and needs of rodents and rabbits
- provided care for a minimum of two rabbits or two rodents, or one rabbit and one rodent, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food and water
  - assisting with routine health care needs
  - maintaining housing and bedding
- maintained feed and treatment records for one rabbit or one rodent.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify common rodents and rabbits
- general health maintenance and preventative treatment procedures for rodents and rabbits
- housing, social and activity needs of rodents and rabbits and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in rodents and rabbits
- natural rodent and rabbit behaviour
- characteristics that vary according to environmental conditions, including:
  - lighting
  - noise
  - temperature

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    - the breeding season
    - the species, breed, age and sex of the animals
    - the time of day or night
- characteristics associated with different species, including:
    - activity levels at certain times of day or night
    - social interaction
    - feeding behaviours
    - enurination/spraying
- defensive and aggressive behaviours
- submissive gestures
- enrichment needs, including:
    - food or food-related enrichment
    - physical enrichment items
    - nest building or bedding material
    - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe rodent and rabbit handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- types of food and food supplements and their role in rodent and rabbit diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a rabbit and a rodent
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMSPE313 Provide general care of amphibians

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 identify amphibians and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for commonly kept amphibians. This may include work in animal shelters or rehabilitation organisations, pet shops, zoos or similar workplaces. In some cases, animals may have been rescued from the wild and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify amphibians	1.1 Define the habitat, activity cycle and general features of amphibians commonly cared for in the facility 1.2 Identify and describe external features using industry terminology 1.3 Classify amphibians according to taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour and recognise signs of distressed amphibians and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design to ensure animal welfare needs are met 2.5 Implement behavioural enrichment activities for specific species of amphibian
3. Approach and handle amphibians	3.1 Identify workplace health and safety hazards associated with handling and restraining amphibians and implement controls to minimise risks 3.2 Select and use appropriate handling equipment and personal protective equipment to catch and handle amphibian 3.3 Approach amphibian safely 3.4 Handle amphibians using low stress handling techniques to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of health in amphibian 4.2 Report signs of disease or other conditions to supervisor 4.3 Implement general health maintenance and preventative treatment procedures according to level of job responsibility
5. Feed amphibians	5.1 Identify digestive system features and relate to amphibian-specific feeding routines and diets 5.2 Identify preferred food source and assess samples for quality and suitability

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food and approved supplements according to dietary needs 5.5 Distribute food and water according to schedule, feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels accurately
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE313 Provide general care of amphibians	ACMSPE301 Provide basic care of amphibians	Changed title Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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Assessment Requirements for ACMSPE313 Provide general care of amphibians

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the habitat, activity cycle and general features and needs of two different species of amphibians
- provided general care for a minimum of two amphibians of different species, including for each:
  - demonstrated appropriate restraint and safe handling techniques
  - evaluated appropriate housing to ensure animal welfare needs are met
  - prepared and provided food
  - assisted with health care needs
  - maintained feed and husbandry records for each animal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify amphibians
- digestive system features of amphibians, including:
  - anatomical features
  - physiological features
  - feeding patterns and natural dietary requirements for the species
  - potential digestive system malfunctions or problems
  - water need
- general health maintenance and preventative treatment procedures for amphibians
- housing, social and activity needs of amphibians and environmental impacts on health and wellbeing

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- indicators of physical condition and signs of good health in amphibians
- natural amphibian behaviour relating to the characteristics of the species, age, health status, behavioural and social needs, and the signs of distress, illness and undesirable behaviours
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- principles of animal welfare and animal welfare assessment frameworks/models, including the Five Domains
- safe amphibian handling techniques and procedures, potential hazards and control measures
- types and impacts of food in amphibian diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to captured wildlife, biosecurity, work health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live amphibians as required for the performance evidence
  - equipment and resources typically available in an animal care facility including personal protective equipment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMSPE314 Provide general care of birds

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 identify birds and their behavioural and physical needs, and provide daily care requirements.

The unit applies to individuals working in the animal care industry where it may be necessary to care for commonly kept avicultural birds. This may include animal shelters or rehabilitation organisations, pet shops, breeding establishments, zoos or similar workplaces. In some cases, birds may have been rescued from the wild, and successful rehabilitation is required to restore bird health and wellbeing before releasing back to their natural environment.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify commonly kept birds	1.1 Define habitat, activity cycle and general features of birds commonly housed in facility 1.2 Identify and describe external features using industry terminology 1.3 Identify common birds according to taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of bird comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current bird housing and nesting requirements to ensure animal welfare needs are met 2.5 Identify behavioural enrichment activities for specific bird species
3. Approach and handle birds	3.1 Identify workplace health and safety hazards associated with handling and restraining birds and implement controls to minimise risks 3.2 Select and use personal protective equipment to catch, handle and restrain birds 3.3 Approach, catch and restrain birds using low stress handling techniques and equipment to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in birds 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility
5. Feed and water birds	5.1 Identify digestive system features and relate to bird-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule, feeding plan or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE314 Provide general care of birds	ACMSPE302 Provide basic care of birds	Changed title Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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Assessment Requirements for ACMSPE314 Provide general care of birds

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the habitat, activity cycle and general features and needs of birds in two of the following groups:
  - parrots
  - raptors
  - passerines
  - fowls
  - pigeons
- provided general care for a minimum of three birds of different species, including for each:
  - demonstrated appropriate restraint and safe handling techniques
  - evaluated appropriate housing to ensure animal welfare needs are met
  - prepared and provided food
  - assisted with health care needs
  - maintained feed and husbandry records for each bird.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify birds
- overview of Aviculture Society services and guidelines
- general health maintenance and preventative treatment procedures for birds
- housing, nesting, social and activity needs of birds, and environmental impacts on health and wellbeing

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- indicators of physical condition and signs of good health in birds, determined by observations of:
  - activity level
  - assessment of body condition
  - excessive self-scratching or self-mutilation
  - feather plucking
  - posture and attitude
  - response to stimuli
  - appetite and dietary history
  - feathers and faecal matter for any abnormalities
- indicators of stress or fear, including:
  - screeching
  - aggression
  - attempted reproductive behaviours
  - feather plucking
  - self-mutilation
- possible causes of distress, including:
  - frustration of natural behaviours
  - unfulfilled reproductive behaviour
  - lack of flight opportunity
  - inadequate socialisation for the species
- enrichment needs, including:
  - extras to daily base diet
  - physical enrichment items
  - social enrichment
  - access to native foliage and food
- potential hazards and risks to birds and staff during feeding and cleaning of housing, including zoonoses
- safe bird handling techniques and procedures, potential hazards and control measures, including use of personal protective equipment
- methods used to safely approach and handle birds, including:
  - utilising catch cage facilities to allow for capture and restraint
  - positive reinforcement to encourage bird approach behaviours
- the principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including the Five Domains
- types and impacts of food in bird diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces

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- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to captured wildlife, biosecurity, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of live birds from the groups specified in the performance evidence
  - equipment and resources typically available in an animal care facility including personal protective equipment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE315 Provide general care of common native mammals

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 identify common native mammals and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for native mammals. This may include animal shelters or rehabilitation organisations, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify mammals	1.1 Define the habitat, activity cycle and general features of native mammals commonly cared for in facility 1.2 Identify and describe external features of native mammals using industry terminology 1.3 Classify native mammals according to their taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific animal species
3. Catch, handle and restrain native mammals	3.1 Identify workplace health and safety risks associated with handling and restraining native mammals and implement methods to minimise risks 3.2 Select and use appropriate handling equipment and personal protective equipment to catch, handle and restrain native mammals 3.3 Approach, catch and restrain native mammals safely using low stress handling techniques to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in native mammals 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility
5. Feed native mammals	5.1 Identify digestive system features and relate to native mammal specific feeding routines and diets 5.2 Identify preferred food sources and assess for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule, feeding plan or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE315 Provide general care of common native mammals	ACMSPE303 Provide basic care of common native mammals	Changed title Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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Assessment Requirements for ACMSPE315 Provide general care of common native mammals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the habitat, activity cycle and general features and needs of two different species of common native mammals
- provided general care for a minimum of one native mammal, including:
  - demonstrated appropriate restraint and safe handling techniques
  - evaluated appropriate housing to ensure the welfare of animals
  - prepared and provided food
  - assisted with health care needs
  - maintained feed and husbandry records for each animal.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify native mammals, including marsupials and monotremes
- general health maintenance and preventative treatment procedures for native mammals
- indicators of physical condition and signs of good health in native mammals
- housing, social and activity needs of native mammals and environmental impacts on health and wellbeing
- natural native mammal behaviour
- behaviour characteristics that can vary according to:
  - breeding season
  - species, breed, age and sex of the animals
  - activity cycles

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- behaviour characteristics associated with different species:
  - feeding and foraging
  - social interaction
  - territorial behaviours
- native mammal enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - nest building or bedding material
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including the Five Domains
- safe native mammal handling techniques and procedures, potential hazards and control measures, including use of personal protective equipment
- types and impacts of food in native mammal diets, including natural dietary requirements for specific species, and appropriate plant recognition
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to captured wildlife, biosecurity, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - common live native mammal as required in the performance evidence
  - equipment and resources typically available in an animal care facility, including personal protective equipment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMSPE316 Provide general care of domestic dogs

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 identify dogs and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where domestic dogs are bred, reared, trained, cared for or housed. This may include animal shelters, pet shops, breeding or boarding kennels, companion animal training or grooming establishments or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify common dog breeds	1.1 Define the breed characteristics of dogs commonly cared for within the facility

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and describe physical characteristics of dogs using industry terminology 1.3 Identify breeds of dogs using industry classification and terminology 1.4 Define, interpret and document breed, colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of the dogs kept and legislation requirements 2.5 Identify behavioural enrichment activities for specific dog
3. Handle and restrain dogs	3.1 Identify workplace health and safety risks associated with handling and restraining dogs 3.2 Implement methods to minimise safety risks and use appropriate personal protective equipment 3.3 Select and use humane equipment to restrain and handle dogs according to current scientifically validated approaches 3.4 Approach and restrain dogs using low stress handling techniques to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in dogs 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures, and implement in line with level of job responsibility
5. Feed dogs	5.1 Identify digestive system features and relate to dog-specific feeding routines and diets 5.2 Identify preferred food sources and assess for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule feeding plan or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE316 Provide general care of domestic dogs	ACMSPE304 Provide basic care of domestic dogs	Changed title Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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Assessment Requirements for ACMSPE316 Provide general care of domestic dogs

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of domestic dogs for three different breeds covering two different life stages selected from puppy, adult, or senior
- provided general care for a minimum of two dogs of different breeds or different life stages, including for each:
  - demonstrated appropriate restraint and safe, low stress handling techniques
  - evaluated appropriate housing to ensure the welfare of the dogs
  - prepared and provided food
  - assisted with health care needs
  - maintained feed and husbandry records for each dog.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify common breeds of domestic dog
- overview of the Australian National Kennel Council breed standard guidelines
- general health maintenance and preventative treatment procedures for dogs
- housing and social needs of dogs and environmental impacts on health and wellbeing
- indicators of physical condition and signs of good health in dogs
- natural dog behaviour, including body language, vocal and other forms of communication
- normal behaviour patterns:
  - activity levels appropriate for age, including puppy socialisation
  - social behaviour towards conspecifics and other species, including humans

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- inappropriate or undesirable behaviours:
  - destructive behaviour
  - excessive vocalisation
  - repetitive or stereotypic behaviour patterns
  - signs of anxiety, stress and fear
- dog enrichments, including:
  - food or food-related enrichment
  - physical enrichment items
  - activity options
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe, low stress dog handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare and overview of animal welfare assessment frameworks/models, including the Five Domains
- types and impacts of food in dog diets
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to domestic dogs, biosecurity and quarantine, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live domestic dogs of different breeds as required in the performance evidence
  - equipment and resources typically available in an animal care environment, including personal protective equipment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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ACMSPE317 Provide general care of domestic cats

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 identify domestic cats and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where domestic cats are bred, reared, trained, cared for or housed.

This may include animal shelters, pet shops, catteries, or grooming establishments or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify common cat	1.1 Define the breed characteristics of domestic cats commonly cared

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
breeds	for within the facility 1.2 Identify and describe physical characteristics using industry terminology 1.3 Identify cats according to industry classification and terminology 1.4 Define, interpret and document breed, colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of the animals kept and legislation requirements 2.5 Identify behavioural enrichment activities for specific cat
3. Handle and restrain cats	3.1 Identify workplace health and safety risks associated with handling and restraining cats. 3.2 Implement methods to minimise safety risks and use appropriate personal protective equipment 3.3 Select and use humane equipment to restrain and handle cats according to current scientifically validated approaches 3.4 Approach and restrain cats safely using low stress handling techniques to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in cats 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility
5. Feed cats	5.1 Identify digestive system features and relate to cat-specific feeding routines and diets 5.2 Identify preferred sources of food and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule, feeding plan or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE317 Provide general care of domestic cats	ACMSPE305 Provide basic care of domestic cats	Title changed Minor changes for clarity to performance criteria and assessment requirements	Equivalent

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Links

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Assessment Requirements for ACMSPE317 Provide general care of domestic cats

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of domestic cats for three different breeds, covering two different life stages – selected from kitten, adult or senior
- provided general care for a minimum of two domestic cats of different breeds or different life stages, including:
  - demonstrated appropriate restraint and safe, low stress handling techniques
  - evaluated appropriate housing to ensure the welfare of the animals
  - prepared and provided food
  - assisted with health care needs
  - maintained feed and husbandry records for each cat.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify common cat breeds
- housing, social and activity needs of cats and environmental impacts on health and wellbeing
- general health maintenance and preventative treatment procedures for cats
- natural cat behaviour
- behaviour characteristics that can vary according to the breed, age and sex of the animals
- normal behaviour patterns, including:
  - normal feeding, resting, eliminative behaviour
  - activity levels appropriate for age and breed
  - social behaviour towards conspecifics and other species, including humans

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- inappropriate or undesirable behaviour, including:
  - changes to expected normal behaviour
  - excessive vocalisation
  - destructive behaviour
  - inappropriate elimination
  - signs of anxiety and distress
- indicators of physical condition and signs of good health in cats
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- use of personal protective equipment
- safe, low stress cat handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including the Five Domains
- types and impacts of food in cat diets
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to domestic cats, biosecurity and quarantine, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live domestic cats specified in the performance evidence
  - equipment and resources typically available in an animal care environment, including personal protective equipment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMSPE318 Provide general care of fish

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 identify fish and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for marine and/or freshwater fish. This may include aquariums, pet stores, zoos, animal technology facilities, catchers and distributors or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify fish	1.1 Define the habitat, activity cycle and general features of fish commonly housed in facility

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify and describe external features using industry terminology 1.3 Classify marine and freshwater fish according to taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality 2.2 Identify indicators of normal behaviour 2.3 Recognise signs of distressed fish and report to supervisor 2.4 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.5 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.6 Implement behavioural enrichment activities for fish species
3. Catch, handle and restrain fish	3.1 Identify workplace health and safety risks associated with handling and restraining fish 3.2 Implement methods to minimise safety risks and use appropriate personal protective equipment 3.3 Catch and restrain fish in a way that minimises risks, using low stress handling techniques and equipment to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in fish 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to supervisor instructions
5. Feed fish	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food according to dietary needs 5.5 Distribute food according to schedule, feeding plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.6 Culture animal and plant species commonly used to feed fish
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Record abnormalities and advise supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE318 Provide general care of fish	ACMSPE306 Provide basic care of marine fish	Redesigned unit *ACMSPE306 Provide basic care of marine fish* and *ACMSPE307 Provide basic care of freshwater fish* merged Minor changes to make content generic to fish Assessment requirements updated to address marine	Equivalent

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		and freshwater fish	
ACMSPE318 Provide general care of fish	ACMSPE307 Provide basic care of freshwater fish	Redesigned unit *ACMSPE306 Provide basic care of marine fish* and *ACMSPE307 Provide basic care of freshwater fish* merged Minor changes to make content generic to fish Assessment requirements updated to address marine and freshwater fish	Equivalent

Links

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

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Assessment Requirements for ACMSPE318 Provide general care of fish

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of marine and freshwater fish
- provided general care of fish selected from one of the following options:
  - two different species of marine fish
  - two different species of freshwater fish; or
  - one species of marine fish and one species of freshwater fish.

In doing the above, the individual must have:

- demonstrated appropriate safe handling techniques
- prepared and provided food
- evaluated appropriate housing and water quality to ensure the welfare of animals
- assisted with health care needs
- maintained feed and husbandry records for each fish.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify commonly available marine and/or freshwater fish
- general health maintenance and preventative treatment procedures for fish, including water and tank management
- housing and environmental factors related to fish wellbeing
- indicators of poor water quality, including:
  - colour
  - odour

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    - unsuitable water chemistry parameters
- indicators of physical condition and signs of good health in fish
- signs of distressed fish, including:
    - any change in normal behaviour, including swimming patterns
    - discolouration
    - erratic swimming patterns
    - fins clamped against body
    - floating
    - hiding
    - immobility
    - presence of external disease organisms
    - subdued or aggressive behaviour
- enrichment activities
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe, low stress fish handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including the Five Domains
- types and impacts of food in fish diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, veterinary approved diets, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in fish care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to fish, biosecurity, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects a real workplace
- resources, equipment and materials:
    - live fish (marine and/or freshwater) as specified in the performance evidence
    - equipment and resources typically available in a fish care environment, including personal protective equipment
- specifications:
    - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
    - supervisor.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMSPE319 Provide general care of invertebrates

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 identify invertebrates and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for terrestrial, marine and freshwater invertebrates. This may include aquariums, pet shops, zoos, animal technology facilities or similar workplaces. The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify invertebrates	1.1 Identify key types of invertebrates using industry terminology

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Define the profile of invertebrates commonly housed in facility 1.3 Identify external features using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour 2.3 Recognise signs of distressed invertebrates and report to supervisor 2.4 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.5 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.6 Implement behavioural enrichment activities for specific species
3. Catch, handle and restrain invertebrates	3.1 Identify workplace health and safety risks associated with handling and restraining invertebrates 3.2 Implement methods to minimise safety risks and use appropriate personal protective equipment 3.3 Approach, catch and restrain invertebrates using low stress handling techniques and equipment to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in invertebrates 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility
5. Feed invertebrates	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Distribute food according to feeding schedule
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE319 Provide general care of invertebrates	ACMSPE308 Provide basic care of marine invertebrates	Redesigned unit *ACMSPE308 Provide basic care of marine invertebrates* and *ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates* merged Minor changes to make content generic to invertebrates	Equivalent

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		Updated assessment requirements to address terrestrial, marine and freshwater invertebrates	
ACMSPE319 Provide general care of invertebrates	ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates	Redesigned unit *ACMSPE308 Provide basic care of marine invertebrates* and *ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates* merged Minor changes to make content generic to invertebrates Updated assessment requirements to address terrestrial, marine and freshwater invertebrates	Equivalent

Links

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

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Assessment Requirements for ACMSPE319 Provide general care of invertebrates

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of terrestrial, marine and freshwater invertebrates
- provided general care for two invertebrates, either from:
  - two different classification groups – terrestrial, marine or freshwater; or
  - two different species of invertebrates from the same classification group.

In doing the above, the individual must have:

- demonstrated appropriate safe handling techniques
- prepared and provided food
- evaluated appropriate housing to ensure the welfare of animals
- assisted with health care needs
- maintained feed and husbandry records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify terrestrial and freshwater invertebrates
- general health maintenance and preventative treatment procedures for terrestrial, marine and freshwater invertebrates
- housing, social and activity needs of invertebrates, and environmental impacts on health and wellbeing
- indicators of physical condition and signs of good health in invertebrates
- natural invertebrate behaviour
- behaviour characteristics associated with different species:

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    - activity levels at certain times of day or night
    - feeding behaviours
- defensive behaviour:
    - defending territory, other animals or food
    - hiding or retreating
- enrichment needs
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe, low stress invertebrate species-specific handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including the Five Domains
- types and impacts of food in invertebrate diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to invertebrates, biosecurity, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live invertebrates as stipulated in the performance evidence
    - equipment and resources typically available in an invertebrate care environment, including personal protective equipment
- specifications:
    - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE320 Provide general care of mammals

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 identify placental mammals and their behavioural and physical needs and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for placental mammals. This may include animal shelters or rehabilitation organisations, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify mammals	1.1 Define the habitat, activity cycle and general features of placental mammals commonly housed in the facility 1.2 Identify and describe external features using industry terminology 1.3 Classify placental mammals according to taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distressed mammals and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific species
3. Catch, handle and restrain mammals	3.1 Identify workplace health and safety hazards associated with handling and restraining mammals 3.2 Implement methods to minimise safety risks and select and use appropriate personal protective equipment 3.3 Approach, catch and restrain mammals safely, using low stress handling techniques and equipment to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in mammals 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in accordance with level of job responsibility
5. Feed mammals	5.1 Identify digestive system features and relate to mammal-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Distribute food
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licenses and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE320 Provide general care of mammals	ACMSPE310 Provide basic care of mammals	Changed title Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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

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Assessment Requirements for ACMSPE320 Provide general care of mammals

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of different placental mammals selected from three of the following groups:
  - carnivores
  - ungulates
  - primates
  - marine mammals
  - common, small exotic mammals
- provided general care for a minimum of two different placental mammals from two different species, including for each:
  - demonstrated appropriate techniques for safe interaction, restraint and/or handling
  - prepared and provided food
  - assisted with health care needs
  - maintained housing and enrichment needs
  - maintained feed and husbandry records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify placental mammals
- general health maintenance and preventative treatment procedures for mammals
- housing, social and activity needs of mammals, and environmental impacts on health and wellbeing

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- indicators of physical condition and signs of good health in mammals
- natural mammal behaviour – species-specific
- characteristics that vary according to:
  - breeding season
  - species, breed, age and sex of the animals
  - time of day or night
- behaviour characteristics associated with different species:
  - activity levels at certain times of day or night
  - feeding or foraging
  - social interaction
  - feeding behaviours
- defensive and aggressive behaviour:
  - dominance gestures
  - submissive gestures
- enrichment needs of mammals, including:
  - food or food-related enrichment
  - physical enrichment items
  - nest building or bedding material
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses and need for personal protective equipment
- safe, low stress mammal handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including Five Domains
- types and impacts of food in mammal diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to captured wildlife, biosecurity and quarantine, health and safety, and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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    - a range of live placental mammals as specified in the performance evidence
    - equipment and resources typically available in an animal care environment, including personal protective equipment
- specifications:
    - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSPE321 Provide general care of non-venomous reptiles

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 identify non-venomous reptiles and their behavioural and physical needs and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for non-venomous reptiles. This may include animal shelters or rehabilitation organisations, zoos or similar workplaces. In some cases, animals may have been rescued from the wild and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify reptiles	1.1 Define the habitat, activity cycle and general features of non-venomous reptiles commonly housed in facility 1.2 Identify and describe external features using industry terminology 1.3 Classify reptiles according to taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality, heating and lighting and make adjustments to maintain the environment appropriate for the species being housed, as directed by supervisor 2.2 Recognise signs of distressed reptile, and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of reptiles kept and legislation requirements 2.5 Assess and implement enrichment activities for specific reptile species
3. Catch, handle and restrain reptiles	3.1 Identify workplace health and safety risks associated with handling and restraining reptiles 3.2 Implement methods to minimise safety risks and use appropriate personal protective equipment 3.3 Select and use appropriate equipment to catch, handle and restrain reptiles 3.4 Approach, catch and restrain non-venomous reptiles using low stress handling techniques to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in reptiles 4.2 Report signs of disease or other conditions to supervisor 4.3 Implement general health maintenance and preventative treatment procedures according to level of job responsibility
5. Feed reptiles	5.1 Identify digestive system features and relate to reptile-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute feed according to schedule or feeding plan
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels and in work instructions accurately
Numeracy	• Measure quantities of food and/or health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE321 Provide general care of non-venomous reptiles	ACMSPE311 Provide basic care of non-venomous reptiles	Changed title Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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

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Assessment Requirements for ACMSPE321 Provide general care of non-venomous reptiles

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the specific characteristics and needs of at least two species of non-venomous reptiles
- provided general care for a minimum of two common non-venomous reptiles from two different species, including for each:
  - demonstrated appropriate restraint and safe handling techniques
  - prepared and provided food
  - evaluated housing and assessed heating and lighting suitability and adjusted as appropriate to ensure the welfare of reptiles
  - assisted with health care needs
  - maintained feed and husbandry records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomical structures and physiological features used to identify and classify reptiles, including:
  - lizards
  - monitors and goannas
  - non-venomous snakes
  - tortoises and turtles
- general health maintenance and preventative treatment procedures for reptiles
- housing, social and activity needs of reptiles and environmental impacts on health and wellbeing
- indicators of physical condition and signs of good health in reptiles

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- appropriate heat sources and temperature gradients
- appropriate lighting for reptile housing
- natural reptile behaviour, including:
  - behaviour characteristics associated with different species
  - defensive behaviours
- appropriate enrichment activities for reptiles
- potential hazards and risks to animals and staff during feeding and cleaning of housing including zoonoses
- safe, low stress reptile handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare and basic overview of animal welfare assessment frameworks/models, including the Five Domains
- types and impacts of food in reptile diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, freshness and shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to captured wildlife, biosecurity and quarantine, health and safety and animal welfare.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of live, non-venomous reptiles as required for the performance evidence
  - equipment and resources typically available in reptile care facility, including personal protective equipment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMSPE322 Provide general care of rodents or rabbits

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 identify rodents and/or rabbits and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for rodents and/or rabbits. This may include animal shelters, pet shops, zoos and animal technology facilities or similar workplaces.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

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

Species Specific (SPE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify rodents and/or	1.1 Define the habitat, activity cycle and general features of rodents

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
rabbits	and/or rabbits commonly housed in a facility 1.2 Identify and describe external features using industry terminology 1.3 Classify rodents and/or rabbits according to taxonomy 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Identify behavioural enrichment activities for specific rodent and/or rabbit species
3. Catch, handle and restrain rodents and/or rabbits	3.1 Identify workplace health and safety risks associated with handling and restraining rodents and/or rabbits 3.2 Implement methods to minimise safety risks and use appropriate personal protective equipment 3.3 Select and use appropriate equipment to catch, handle and restrain rodents and/or rabbits 3.4 Approach, catch and restrain rodents and/or rabbits safely using low stress handling techniques to minimise risks to the animal and others
4. Assist with health care needs	4.1 Identify signs of good health in rodents and/or rabbits 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in accordance with level of job responsibility
5. Feed and water rodents and/or rabbits	5.1 Identify digestive system features and relate to rodent-specific and/or rabbit-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule, feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records, noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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.

Skill	Description
Reading	• Interpret key information and quantities specified on product labels
Numeracy	• Measure quantities of food and health treatments accurately

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE322 Provide general care of rodents or rabbits	ACMSPE312 Provide basic care of rodents and rabbits	Minor changes to performance criteria for clarity Assessment requirements updated	Equivalent

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Links

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

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Assessment Requirements for ACMSPE322 Provide general care of rodents or rabbits

Modification History

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

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified the physical and behavioural characteristics and needs of rodents and/or rabbits
- provided care for a minimum of two rabbits or two rodents, or one rabbit and one rodent, including for each:
  - demonstrated appropriate restraint and safe handling techniques
  - prepared and provided food and water
  - assisted with routine health care needs
  - maintained housing, bedding and enrichment
  - maintained feed and husbandry records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic anatomical structures and physiological features of rodents and/or rabbits
- basic identification and classification of common rodents and/or rabbits by breed, age and sex
- general health maintenance and preventative treatment procedures for rodents and/or rabbits
- housing, social and activity needs of rodents and/or rabbits, and environmental impacts on health and wellbeing
- indicators of physical condition of and signs of good health in rodents and/or rabbits
- basic overview of the rodent grimace scale to identify pain
- natural rodent and/or rabbit behaviour, including:
  - defensive and aggressive behaviours
  - submissive gestures

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  - breeding seasons
  - species, breed, age and sex of the animals
  - day or night activity
- characteristics associated with different species, including:
  - activity levels at certain times of day or night
  - social interaction
  - feeding behaviours
  - breeding season
  - enurination or spraying
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - nest building or bedding material
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe, low stress rodent and/or rabbit handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- types and impacts of food in rodent and/or rabbit diets, including natural dietary requirements for specific species
- indicators of food quality, including nutritional value, freshness, shelf life, free from spoilage and pests
- types of information reported and recorded in animal care workplaces
- key requirements of Commonwealth and state/territory legislation, licensing and codes of practice related to captive animals, biosecurity and quarantine, health and safety and animal welfare
- principles of animal welfare and basic overview of animal welfare assessment frameworks or models, including the Five Domains.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - an animal care workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live rodents and/or rabbits as specified in performance evidence
  - equipment and resources typically available in an animal care facility, including personal protective equipment
- specifications:

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- organisational policies and procedures, current legislation and relevant codes of practice
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSUS201 Participate in environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to measure current resource use effectively, and to carry out improvements, including those that will reduce the negative impacts of work practices on the environment.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

Work routines meet organisational and compliance requirements for ethical handling and welfare of animals, environmental sustainability, work health and safety, and biosecurity appropriate to the work role.

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

Pre-requisite Unit

Nil

Unit Sector

Environmental Sustainability (SUS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify current resource use	1.1 Identify workplace environmental and resource efficiency issues 1.2 Identify resources used in own work role 1.3 Measure and document current usage of resources 1.4 Report workplace environmental hazards to appropriate personnel
2. Comply with environmental regulations	2.1 Follow procedures and processes to ensure compliance with relevant environmental regulations 2.2 Report breaches or potential breaches of relevant environmental regulations to appropriate personnel
3. Seek opportunities to improve resource efficiency and reduce environmental hazards	3.1 Follow organisation plans to improve environmental practices and resource efficiency 3.2 Make suggestions for improvements to workplace practices and resource efficiency

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.

Skill	**Description**
Numeracy	• accurately calculate the volume or mass of resource usage in the workplace over a period of time
Oral communication	• participate actively in work meetings and other opportunities to make suggestions for improved work practices

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSUS201 Participate in environmentally sustainable work practices	ACMSUS201A Participate in environmentally sustainable work practices	Updated to meet Standard Training Packages	Equivalent unit

Links

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

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Assessment Requirements for ACMSUS201 Participate in environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has demonstrated that they have contributed on at least two activities regarding environmental sustainability in the workplace and includes:

- identified and complied with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities
- identified and reported on current resource usage measurements and identified inefficiencies and suggested opportunities for improvements
- followed organisation information to participate in and support an improved resource efficiency process and reported as required
- identified and reported environmental hazards/risks in the workplace and suggested opportunities for improvements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- environmental and resource efficiency procedures and processes applicable to work role
- methods for the measurement and documentation of usage of resources
- environmental regulations relevant to the work role in the animal care industry
- environmental, and resource hazards and risks associated with the animal care sector in which the individual works
- procedures for reporting environmental and resource hazards and risks, and environment and resource efficiencies and inefficiencies.

Assessment Conditions

Assessment of this unit of competency must take place under the following conditions:

- physical conditions:

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- skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions.
- specifications:
  - environmental legislation and regulations

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMSUS401 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to apply environmentally sustainable work practices in an animal care and management facility.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others.

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

Pre-requisite Unit

Nil

Unit Sector

Environmental Sustainability (SUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate current practices in relation to resource usage	1.1 Identify environmental regulations applying to the organisation 1.2 Analyse procedures for assessing compliance with environmental/sustainability regulations 1.3 Collect information on environmental and resource efficiency systems and procedures

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Collect, analyse and organise information from a range of sources to provide information/advice and tools/resources for improvement opportunities 1.5 Measure and document current resource usage of members of the work group
2. Set targets for improvement	2.1 Seek input from stakeholders, key personnel and specialists 2.2 Access external sources of information and data as required 2.3 Evaluate alternative solutions to workplace environmental issues 2.4 Set efficiency targets
3. Implement performance improvement strategies	3.1 Source and use appropriate techniques and tools to assist in achieving efficiency targets 3.2 Apply continuous improvement strategies to own work area of responsibility, including ideas and possible solutions to communicate to the work group and supervisor 3.3 Implement and integrate environmental and resource efficiency improvement plans for own work group 3.4 Supervise and support team members to identify possible areas for improved practices and resource efficiency in work area 3.5 Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act on where appropriate
4. Monitor performance	4.1 Use and/or develop evaluation and monitoring tools 4.2 Document and communicate outcomes to report on efficiency targets to key personnel 4.3 Evaluate strategies and improvement plans 4.4 Set new efficiency targets, and investigate and apply new tools and strategies 4.5 Promote successful strategies and reward participants where possible

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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.

Skill	Description
Get the work done	• Solve problems and resolve issues with overuse of resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSUS401 Implement and monitor environmentally sustainable work practices	ACMSUS301A Implement and monitor environmentally sustainable work practices	Updated to meet Standards for Training Packages Minor changes to content to clarify intent Recoded to AQF 4 Assessment requirements revised	Equivalent unit

Links

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

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Assessment Requirements for ACMSUS401 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied environmentally sustainable work practices in an animal care and management facility on at least two separate occasions, including:

- monitoring resource usage in an animal care environment on at least one occasion and making recommendations to supervisor for improvement
- planning and organising a work activity that generates ideas for improving sustainability performance on at least one occassion
- implementing one strategy to improve sustainability.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic environmental sustainability principles
- relevant internal and external sources of information that can be used to identify environmentally sustainable improvements
- common environmental and energy efficiency issues within the industry
- environmental hazards and risks associated with work in the animal care industry
- organisation’s sustainability work policies and procedures
- principles of resources efficiency and life cycle management
- practices for disposal or recycling of waste in the animal care industry
- organisational recording and reporting systems and requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - records of resource usage
  - equipment and resources typically available in an animal care environment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with work team
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET201 Assist with veterinary nursing reception duties

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to compile patient (animal) histories including client details, maintain records and consult the veterinarian as required.

This unit applies to new entrants to the veterinary industry who carry out basic veterinary reception duties working under supervision of a qualified veterinary nurse or registered veterinarian, in a veterinary practice.

Legislative and regulatory requirements apply to the performance of veterinary tasks (or work). These vary according to state/territory jurisdictions and users must check with the relevant regulatory authority before training delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Compile patient and client histories	1.1 Identify patients according to species, breed and permanent identification features 1.2 Identify and retrieve existing client and patient histories 1.3 Establish new client or patient records 1.4 Complete patient admission and discharge documentation
2. Consult the duty veterinarian	2.1 Recognise and report emergency situations to veterinarian, in line with practice procedures 2.2 Present patient and details to the veterinarian 2.3 Restrain animal as instructed by veterinarian with consideration of advice from the owner 2.4 Obtain treatment details as directed by veterinarian 2.5 Comply with practice policy provisions, WHS and relevant legislative requirements in the sale of veterinary products prescribed to clients
3. Identify information required	3.1 Identify customer information needs using appropriate interpersonal skills 3.2 Handle customer enquiries courteously and promptly according to practice policies 3.3 Provide information on treatments that address customer requirements in a timely and professional manner 3.4 Present products and services that meet client requirements to customers as directed
4. Maintain practice records according to practice policies	4.1 Record and store visit details 4.2 Record details of treatments provided for the client 4.3 Complete office routines

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.

Skill	**Description**

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Skill	Description
Reading	• Interpret and follow detail in practice policies, procedures and current legislation
Writing	• Record information using computer based technology
Oral communication	• Use industry standard terminology to relay information to the duty veterinarian
Numeracy	• Carry out sale of veterinary products

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET201 Assist with veterinary nursing reception duties Release 2	ACMVET201 Assist with veterinary nursing reception duties Release 1	Corrected legislative statement in application	Equivalent unit

Links

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

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Assessment Requirements for ACMVET201 Assist with veterinary nursing reception duties

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- compiled histories for a minimum of two new patients of different species, including:
  - obtained client details
  - identified patient according to species, breed and permanent identification features
- maintained a minimum of two patient and client records, as directed
- handled and restrained two different animals in a safe, humane and calm manner
- communicated effectively with the supervisor and with clients, using appropriate industry terminology.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- practice policies and procedures related to reception duties, patient history, client confidentiality and treatment documentations
- information typically included in patient histories, including:
  - species, colour, breed, sex and markings
  - brands, tattoos, or microchip as applicable
  - age, height and weight
  - past or current treatment, including vaccination status
  - animals' belongings
- information typically included in client histories, including owner's name, address and contact details

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- core practice treatments, including vaccinations, parasite control and basic nutritional requirements for animals
- relevant legislation and regulations, including WHS, animal welfare and the sale of medications and animal treatments
- specific patient admission and discharge documentation requirements, including:
  - admission forms
  - anaesthetic forms
  - discharge instructions
  - after care sheets
- types of animal restraints, including:
  - collars and muzzles
  - rearing bits, twitch or hobbles (used on horses)
  - holding leads
  - holding cages
- typical office routines, including:
  - cash register sales
  - communication by telephone and email
  - completing animal discharge documents
  - dispatching pre-packed specimens
  - making appointments
  - photocopying
  - processing credit cards and conducting electronic banking
  - sending and receiving faxes
  - unpacking orders
  - word processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents a veterinary clinic
- resources, equipment and materials:
  - a range of real, live animals
  - equipment and resources typically available in a veterinary practice
- specifications:
  - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with team members
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET202 Carry out daily practice routines

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assist in providing treatments for patients (animals) on a daily basis, to maintain practice hygiene and assist with inventory and practice security.

This unit applies to new entrants to the veterinary industry who work under the supervision of a qualified veterinary nurse or registered veterinarian, in a veterinary practice.

Legislative and regulatory requirements apply to the performance of veterinary tasks (or work). These vary according to state/territory jurisdictions and users must check with the relevant regulatory authority before training delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain practice hygiene in accordance with WHS and industry standards	1.1 Remove animals and complete housing cleaning and disinfection 1.2 Clean and return animals to housing, reinstate food, water or treatment regimes in accordance with the supervisor's instructions 1.3 Clean and disinfect walkways, floors and fixtures, according to industry standards 1.4 Wash and dry bedding and materials 1.5. Follow isolation procedures in line with clinic procedures 1.6 Dispose of animal waste in accordance with local government and biosecurity regulations
2. Carry out daily treatment of patients under veterinary supervision	2.1 Check animal's condition and vital signs and record details 2.2 Clean, disinfect and prepare treatment area 2.3 Carry out specified treatments or daily routine procedures 2.4 Administer treatments as instructed by supervising veterinary surgeon 2.5 Carry out veterinarian support routines 2.6 Use restraint techniques and equipment to hold patients for examination
3. Assist in stock control and practice security	3.1 Assist with inventory of veterinary supplies and medicines 3.2 Check practice stocks against orders as they are received 3.3 Handle and store drugs according to practice and legislative requirements 3.4 Comply with practice procedure security measures

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.

Skill	Description
Reading	• Access and follow practice policies and procedures, relevant legislation, relevant regulations and product information

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Skill	Description
Numeracy	• Take and interpret animal vital signs • Follow instructions to accurately mix cleaning products and disinfectants • Measure, calculate and record animal medications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET202 Carry out daily practice routines Release 2	ACMVET202 Carry out daily practice routines Release 1	Corrected legislative statement in application	Equivalent unit

Links

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

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Assessment Requirements for ACMVET202 Carry out daily practice routines

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- cleaned and disinfected animal housing, treatment area and general practice areas of clinic
- carried out daily patient treatments and observations on three different animals, covering two different species, including:
  - handling and restraining animal appropriately
  - measuring and monitoring animal's vital signs
  - recognising signs and symptoms of illness or abnormalities
  - following instructions for food and water
- communicated effectively with supervisor using appropriate industry vocabulary
- assisted in stock control.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- observation protocols and checking animal vital signs and expected normal ranges for animals, including:
  - temperature
  - heart rate/pulse
  - respiration rate
- veterinary terminology relevant to observations of patients and treatments
- practice policies, including:

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    - cleaning of animals, housing and equipment, and disposal of waste
    - practice security procedures, including computer passwords, deadlocks, lighting, and locked cabinets for drugs and safe
- patient histories of animals housed at the practice
- isolation procedures
- consequences of administering prescribed medication to animals
- disinfectants, cleaning agents and techniques
- risks associated with working with animals, including animal bites, kicks, scratches and crush injuries
- hazards associated with the use, misuse, spillage and disposal of veterinary medicines, chemicals and animal waste
- key features of legislative requirements relating to the handling, administration, storage and security of medications
- key features of relevant regulations for veterinary medicines and their use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - in the workplace or an environment that accurately reflects a veterinary clinic
- resources, equipment and materials:
    - a range of real, live animals
    - equipment and resources typically available in a veterinary hospital
- specifications:
    - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
    - interactions with real clients
    - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET203 Assist with surgery preparation

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assist with the preparation of patients (animals) and the theatre for surgery, provide pre- and post-operative patient care, and clean surgical and theatre equipment in a veterinary practice.

This unit applies to new entrants to the veterinary industry who work under the supervision of a qualified veterinary nurse or registered veterinarian, in a veterinary practice.

Legislative and regulatory requirements apply to the performance of veterinary tasks (or work). These vary according to state/territory jurisdictions and users must check with the relevant regulatory authority before training delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare animal for surgery under direction	1.1 Confirm patient intakes and pre-operative procedures have been carried out 1.2 Follow practice procedures and WHS requirements related to theatre procedures 1.3 Assist with pre-operative animal preparation including minimising risks to self, others and the animal 1.4 Transfer patient to theatre 1.5 Provide relevant patient records to the veterinarian
2. Prepare theatre or surgical operating area for use under direction of supervisor	2.1 Clean and disinfect operating table, required equipment and environs 2.2 Transfer surgical packs and equipment selected by surgical supervisor to the operating area ensuring sterility is maintained 2.3 Assist other theatre staff with gloving and gowning according to aseptic techniques 2.4 Open surgical packs and equipment according to aseptic techniques
3. Provide pre- and post-operative patient care	3.1 Clean patient post-surgery 3.2 Transfer patient to recovery area 3.3 Record vital signs observations as instructed by veterinarian 3.4 Recognise and report signs of pain
4. Clean theatre equipment in line with practice policies	4.1 Clean and disinfect theatre equipment and surrounds 4.2 Clean, maintain and sterilise surgical equipment 4.3 Clean, remove, prepare and sterilise theatre linen 4.4 Store equipment, surgical instruments and gowns after use

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.

Skill	Description

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Skill	Description
Reading	• Access and interpret practice policies and procedures
Numeracy	• Prepare antiseptic solutions for surgical procedures • Measure and interpret animal vital signs, including temperature, pulse, respiration rate

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET203 Assist with surgery preparation Release 2	ACMVET203 Assist with surgery preparation Release 1	Corrected legislative statement in application	Equivalent unit

Links

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

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Assessment Requirements for ACMVET203 Assist with surgery preparation

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared operating area appropriately on at least one occasion
- assisted with the preparation at least two different animals for surgery, including:
  - assisting with pre- and post-operative care for both animals
- cleaned operating area appropriately on a minimum of one occasion.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- practice policies and procedures, including work health and safety requirements related to surgical preparation, clean-up and the care of pre- and post-operative animals
- risks involved with working with animals in surgery, including:
  - animal bites, kicks, scratches and crush injuries
  - biological hazardous waste and sharps disposal
  - handling of chemicals and medicines
  - anaesthetic gas leakage
  - intraoperative radiology
  - inhalation of aerosol particles
  - intraocular contamination
  - manual handling, including carrying, lifting and shifting

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    - sharps injuries
    - slippery or uneven work surfaces
    - zoonosis
- general theatre etiquette, dress rules and 'no-go' areas related to surgery preparation assistant role
- practice protocols for the storage, use and disposal of chemicals and biological debris from veterinary surgical procedures
- techniques used to transfer patients for surgical procedures
- range of equipment and surgical packs required in both the preparation, recovery and theatre areas, including:
    - anaesthetic equipment
    - bandaging
    - disposables
    - drapes
    - surgical instruments
    - sutures
- instrument processing and sterilisation procedures according to relevant Australian Standards
- autoclave operation
- aseptic techniques
- factors affecting sterility
- veterinary terminology related to patient observations
- methods used to monitor a general range of vital signs of animals serviced at the nominated practice, including:
    - pulse rate and quality
    - respiration rate and effort
    - temperature
    - capillary refill time
    - mucous membrane colour
    - heart rate
- signs of pain that may be audible, visual or measured
- pain scoring systems
- post-surgical cleaning of animals
- post-surgical equipment storage requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - in the workplace or an environment that accurately reflects a veterinary clinic
- resources, equipment and materials:

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  - a range of real animals
  - equipment and resources typically available in a veterinary hospital
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET401 Coordinate veterinary reception duties

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to coordinate and undertake patient admission and discharge. It also includes providing initial veterinary nursing care to patients (animals) and grief support to clients (animal owners).

This unit applies to individuals who work as veterinary nurses under the supervision of a registered veterinarian. Veterinary nurses who coordinate admissions and discharges need to hold and apply knowledge of animal anatomy and physiology and veterinary procedures, to triage patients, and use effective communication skills to support animal owners in grief.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Coordinate practice	1.1 Schedule appointments and other practice procedures

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Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
admissions	1.2 Advise animal owners on patient intake and pre-treatment procedures for specific periods 1.3 Answer routine and non-routine enquiries 1.4 Send or set reminders for appointments 1.5 Consult veterinarian on relevant details and convey the intended actions to the client
2. Compile patient and client histories	2.1 Identify patients according to species, breed and permanent identification features 2.2 Retrieve and update existing client and patient histories 2.3 Establish new client and patient records
3. Undertake admission procedure	3.1 Complete admission documentation 3.2 Carry out preliminary examination, handling animal to minimise stress 3.3 Explain procedure to client
4. Provide veterinary nursing care	4.1 Use triage procedures for all admissions 4.2 Recognise and report emergency situations to veterinarian, in line with practice procedures 4.3 Recognise need for isolation 4.4 Use appropriate personal protective equipment for the veterinary nursing care required 4.5 Recognise and report signs of pain 4.6 Apply animal first aid measures to sustain life and to minimise pain as required, under the supervision of a veterinarian 4.7 Provide support to the veterinarian
5. Provide grief support to clients	5.1 Identify client needs in consultation with the veterinarian 5.2 Provide sympathy and comfort to the client 5.3 Identify level of grief and take appropriate action 5.4 Use varied techniques in communicating with the client and providing support 5.5 Manage own stress and fatigue
6. Implement discharge	6.1 Carry out final checks on vital signs and record results in

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
procedures as directed by veterinarian	patient record 6.2 Clean, groom and prepare patient for discharge 6.3 Transfer the animal back to its owners 6.4 Provide home care advice to the client, including medication needs, wound management, nutrition, pain management exercise and veterinary review for routine and non-routine procedures

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.

Skill	Description
Writing	• Record information on paper-based records or using computer-based technology
Oral communication	• Use negotiating and questioning techniques to clarify animal care requirements with clients • Use veterinary terminology when interacting with practice staff and clients
Numeracy	• Measure and interpret animal vital signs, including temperature, pulse and respiration rate
Get the work done	• Prioritise animals for consultation with veterinarian • Differentiate between enquiries that can be handled by a veterinary nurse and those that need veterinarian intervention • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET401 Coordinate veterinary	ACMVET401A Coordinate patient	Updated to meet Standards for Training Packages	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
reception duties	admission and discharge	Minor changes to clarify content Assessment requirements revised Work placement requirement included	

Links

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

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Assessment Requirements for ACMVET401 Coordinate veterinary reception duties

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has coordinated and undertaken the admission of a minimum of five patients, covering two species, for routine and non-routine procedures, including:

- carrying out triage procedures for a minimum of two patients
- demonstrating a simulation of applying animal first aid in order to sustain life and minimise pain
- coordinating the discharge of a minimum of three patients
- communicating appropriately with practice staff and clients in varying situations
- performing the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- emergency situations at that may occur with animals, including:
  - dystocia
  - hit by a car or other trauma
  - fractures
  - collapse
  - haemorrhage
  - poisoning
  - respiratory distress
  - heat stroke
  - snake envenomation
  - tick paralysis

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  - hypothermia
  - medical emergencies
- first aid procedures related to sustaining life and minimising pain, including:
  - establish airway
  - provide oxygen
  - control haemorrhage
  - support injured or broken limbs
  - support the veterinarian and assisting in cardiopulmonary resuscitation (CPR) procedures
- practice policies and procedures related to admissions, treatment and discharge of animals
- appropriate handling and restraining techniques to minimise animal stress and discomfort
- drugs within each drug schedule and the regulations applicable in state or territory legislation
- clinical signs of illness, disease and trauma
- triage classification
- need for isolation
- interview, listening and questioning techniques, including:
  - gather relevant information to triage and admit patients
  - record patient history (current medication, normal toilet functions, eating routines)
- advice for post-treatment home care, including medication needs, wound management, bandaging/casting, immediate housing, prevention of self-trauma, nutrition, pain management exercise and veterinary review
- pain management as part of triage and admission processes
- normal and abnormal vital signs of animals commonly seen in the practice
- the recognised stages of grieving and tactics for managing grief, including:
  - verbal assurance and communication
  - provision of grief hotline details and literature, including brochures
  - providing advice on burial or cremation decisions
  - follow-up contact and support
- strategies to manage own stress and fatigue
- veterinary terminology relevant to the observations of patients and medical conditions
- patient records management
- practice appointment scheduling systems.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - a range of real, live animals

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    - equipment, instruments and resources typically available in a veterinary practice
- specifications:
    - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
    - interactions with real clients
    - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET402 Apply imaging routines

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement and complete imaging routines, including x-rays, ultrasound and endoscopes, according to established industry sequences and practice policies and procedures.

It applies to individuals who work as veterinary nurses, under the supervision of a registered veterinarian or qualified veterinary nurse with radiation operator licence in a veterinary practice. Veterinary nurses who perform imaging routines need to hold and apply specialised knowledge of animal anatomy and physiology.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare imaging environment	1.1 Prepare the room and position machine for the required procedure as instructed 1.2 Follow radiation safety and WHS procedures
2. Prepare imaging equipment	2.1 Prepare imaging equipment and materials and check for common faults 2.2 Prepare appropriate chemicals and materials or digital system 2.3 Ensure all involved staff prepare and wear personal protective equipment
3. Implement imaging procedures under the supervision of a veterinary surgeon	3.1 Measure size and thickness of the area to be imaged and collimate beam and set factors, according to workplace procedures for radiography 3.2 Prepare patient and apply protective and positioning aids, according to workplace procedures 3.3 Produce x-ray image 3.4 Assist with positioning patient for ultrasound or endoscopy 3.5 Monitor patient and record observations 3.6 Recognise and correct common imaging faults 3.7 Return patient to housing or owner
4. Carry out post-imaging procedures	4.1 Record and store images and outcomes 4.2 Dispose of used chemicals or debris, according to workplace and environmental procedures 4.3 Maintain adequate fresh processing chemicals or other stock, according to workplace procedures 4.4 Clean and maintain imaging equipment

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.

Skill	**Description**
Reading	• Interpret imaging technique charts • Interpret relevant radiation safety information

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Skill	Description
Oral communication	• Use industry appropriate language when communicating with team members
Numeracy	• Measure and prepare chemicals and materials accurately • Program information for digital imaging
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET402 Apply imaging routines Release 2	ACMVET402 Apply imaging routines Release 1	Corrected typographical error in Knowledge Evidence	Equivalent

Links

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

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Assessment Requirements for ACMVET402 Apply imaging routines

Modification History

Release	Comments
Releae 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out imaging routines for a minimum of three different animals, covering at least three different body parts
- assisted with one ultrasound or endoscopy procedure
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal anatomy and physiology related to positioning animals for imaging
- animal sedation, restraint, anaesthetic monitoring and recording procedures related to imaging procedures
- preparation of room for different procedures, including table, positioning devices, restraints, position required equipment
- common positioning techniques for imaging procedures, including the use of aids, including:
  - cradles
  - gags
  - ropes
  - sand bags
  - sedation

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- anatomical orientation terminology in relation to positioning animals for imaging
- use of contract media for imaging (injectable, rectal and oral preparations)
- types of imaging equipment, including:
  - radiographic equipment (X-ray machine, digital X-ray modalities, developing process either chemical or digital, cassettes, films, table, darkroom chemicals, contract media, markers and labels), positioning aids, digital processing equipment and software
  - other imaging equipment and processes (digital X-ray, nuclear scintigraphy, Computed Tomography (CT), Magnetic Resonance Imaging (MRI)
  - endoscopy
  - ultrasound
- common imaging faults, including:
  - set-up and film factors
  - poor positioning
  - inappropriate restraint or movement of patient
  - failure to adequately maintain and operate machine or equipment
  - problems with exposure settings or the development process
- state or territory legislation and regulations relating to radiation safety, work health and safety and animal welfare
- safe work practices in the use of radiography and other imaging equipment, including the use of appropriate personal protective equipment.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
  - resources, equipment and materials:
  - a range of real, live animals or animal models
  - equipment and resources typically available in a veterinary practice, including imaging equipment
- specifications:
  - manufacturer’s operating instructions for imaging equipment
  - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse with radiation operator licence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMVET403 Perform clinical pathology procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to collect biological samples and perform pathology procedures, including maintaining the integrity of samples and preparing consignments for diagnostic laboratories.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who perform clinical pathology procedures need to hold and apply specialised knowledge of laboratory procedures and pathology tests.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement pathology procedures	1.1 Clean and maintain pathology equipment according to manufacturer's instructions 1.2 Prepare patient for sampling procedure according to WHS requirements 1.3 Follow infection control and work health and safety procedures 1.4 Obtain samples as directed and place in labelled containers 1.5 Prepare slides for microscopic examination 1.6 Record patient and sample details 1.7 Facilitate sample transfer to laboratory 1.8 Receive, record and report laboratory test results using industry terminology
2. Perform and record appropriate tests as directed by veterinarian	2.1 Perform haematological and blood chemistry tests using specific laboratory equipment 2.2 Perform practice pathology tests 2.3 Record test results in practice patient record and notify the attending veterinarian
3. Assist with post-mortem examination	3.1 Prepare equipment for post-mortem as instructed 3.2 Label and store pathological samples 3.3 Dispose of post-mortem debris and biological wastes in line with legislative requirements

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.

Skill	Description
Reading	• Access and follow manufacturer's instructions, practice policies and procedures, and relevant legislation
Writing	• Label specimens accurately

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Skill	Description
	• Record test results on patient chart and/or history
Get the work done	• Prepare biological samples in line with procedures • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET403 Perform clinical pathology procedures	ACMVET403A Perform clinic pathology procedures	Updated to meet Standards for Training Packages Title updated Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

Links

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

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Assessment Requirements for ACMVET403 Perform clinical pathology procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- collected, appropriately handled, labelled and stored biological samples from a minimum two different species, including:
  - blood
  - faeces
  - urine
- collected, appropriately handled, labelled and stored biological samples of at least two of the following:
  - microbial swab
  - skin scrapings
  - hair samples
  - saliva
  - tissue
  - vomitus
  - wound material
- prepared microscope and slides for examination
- performed practice laboratory tests and recorded results, including:
  - Diff-Quik
  - PCV
  - TPP
  - USG
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal anatomy and physiology related to practice pathology sampling procedures
- biological sample collection methods and procedures, appropriate biological sampling sites and relevant industry laboratory techniques and procedures
- types of laboratory tests
- blood tests, including:
  - biochemistry
  - haematocrit
  - haematology
  - total serum protein
  - white cell count
- microscopic examination of samples
- urinalysis
- use of dipstick tests
- Hendra virus exclusion tests
- setting-up and using a microscope
- routine microscope stains, including Gram, Diff-Quik
- types of pathology tests, including tests for antigens and antibodies, internal and external parasites
- faecal floats
- types of collection containers and their use
- set up for post-mortem
- equipment used during a post-mortem, including:
  - cleaning equipment trolleys
  - knives and needles
  - necropsy saw
  - scales
  - specimen containers
  - surgical instruments
  - personal protective equipment
- practice policies, procedures and WHS and infection control requirements related to the collection of pathology samples and disposal of sharps and biological waste
- normal ranges for pathology test results that veterinary nurses perform
- pathology tests and the requirements for sample preparation, handling, storing
- requirements for dispatch and transport of samples from practice
- record-keeping of tests and results
- quality assurance in pathology procedures.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - a range of real animals
  - equipment and resources typically available in a veterinary practice
- specifications:
  - manufacturer's operating instructions for specialised equipment
  - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET404 Perform practice office procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform office procedures in a veterinary practice, including maintaining veterinary supplies, controlling stock, maintaining practice accounts, generating and responding to practice correspondence.

This unit applies to a veterinary nurse working under supervision of a registered veterinarian in a veterinary practice. Veterinary nurses use discretion and judgement in the selection, allocation and use of available resources and communicate solutions to a range of predictable and sometimes unpredictable problems.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain veterinary supplies in compliance with regulatory and practice practices	1.1 Maintain practice supplies according to practice protocols and WHS requirements 1.2 Carry out practice order to wholesaler 1.3 Follow practice stock pricing policy 1.4 Implement stock-ordering procedures using inventories provided 1.5 Communicate effectively with supervising veterinarian regarding practice stock levels 1.6 Document, store and secure veterinary medicines according to legislative requirements and practice policy
2. Maintain practice accounts according to practice policies	2.1 Prepare and issue accounts 2.2 Complete reconciliation of daily takings 2.3 Receive and record payment of customer accounts 2.4 Maintain basic monetary records according to established industry business practices
3. Process and prepare correspondence according to practice policies	3.1 Complete correspondence for clients 3.2 Write practice correspondence using industry terminology and appropriate styles for clients, suppliers and other health care providers 3.3 Process correspondence and mail documents to relevant parties 3.4 File and store correspondence

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.

Skill	Description
Reading	• Access and follow practice policies and procedures and relevant legislation

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Skill	Description
Get the work done	• Effectively use computer software, including word processing, accountant and database patient records • Problem-solve issues with accounts and correspondence • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET404 Perform practice office procedures	ACMVET404A Perform clinic office procedures	Updated to meet Standards for Training Packages Title updated to reflect changes to content Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

Links

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

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Assessment Requirements for ACMVET404 Perform practice office procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- maintained practice stock, including veterinary medicines, supplies, food and bedding for hospitalised patients
- ordered weekly supplies on at least two occasions
- maintained, filed and stored accurate practice records for a minimum of five customers
- processed practice correspondence and reconciled daily takings for a minimum of two days
- communicated effectively with the veterinarian, clients, consultants and suppliers
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- daily transaction, reconciliation and banking processes
- practice policies and procedures with respect to the administration of the practice, including practice accounts and correspondence
- scope of information required for practice clients, consultants, suppliers and contractors
- the requirements of drugs and poisons scheduling legislation and workplace practices related to the ordering, storing, prescribing and dispensing procedures for medications, pharmaceuticals and general supplies
- state or territory legislation and regulations relating to work health and safety
- considerations for storing veterinary medicines, including:
  - expiry dates and special storage requirements, including light and temperature
  - relevant drugs and poisons schedules and legislation

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- safe work practices related to the storing, handling and monitoring of veterinary supplies and medications.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice office
- resources, equipment and materials:
  - equipment and resources typically available in a veterinary practice office, including access to client records, veterinary software, veterinary drugs and poisons
- specifications:
  - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with wholesalers and suppliers
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET405 Coordinate and perform surgical nursing routines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to coordinate surgery schedules, prepare the surgical environment and provide support for the veterinary surgeon, including before, during and after routine and non-routine surgical procedures and monitoring patients (animals) while they are under anaesthesia.

This unit applies to veterinary nurses, who work independently under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who coordinate surgical routines need to hold and apply specialised knowledge of animal anatomy and physiology, and surgical procedures, typically carried out in a veterinary practice or hospital.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare surgery	1.1 Prepare and prioritise surgery schedules using industry

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Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
schedules	terminology in consultation with the veterinarian and theatre nurse 1.2 Prepare and collate consent forms, anaesthesia monitoring records and other surgical documentation according to practice policy 1.3 Manage surgery schedule in cooperation with the veterinarian
2. Prepare for surgical procedures	2.1 Communicate effectively with veterinarian and clients in relation to surgical preparation, procedures and post-recovery needs 2.2 Select and position surgical packs, equipment and supplies for scheduled procedures 2.3 Perform routine surgical site preparation procedures, including clipping, preparation of skin, and positioning animal 2.4 Position anaesthetic machine and monitoring equipment 2.5 Confirm that staff are appropriately dressed for surgery
3. Provide support for surgical routines	3.1 Hold, restrain or position anaesthetised animals during the surgical procedure 3.2 Provide sterile and non-sterile assistance to the veterinarian according to aseptic techniques 3.3 Provide theatre equipment to the veterinarian as required 3.4 Dispose of clinical and other waste in compliance with biosecurity and hazardous waste protocols
4. Perform post-operative procedures	4.1 Monitor wound or surgical site for signs of abnormality 4.2 Carry out defined post-operative patient management procedures according to veterinarian’s instructions 4.3 Provide post-operative advice to the animal owner according to veterinarian’s instructions
5. Clean, maintain and store theatre instruments, equipment and supplies	5.1 Clean theatre environs 5.2 Clean and sterilise instruments and theatre linen according to relevant Australian Standards 5.3 Handle and store sterilised instruments and theatre equipment in a manner that maintains sterility 5.4 Maintain equipment and stock of supplies 5.5 Implement equipment maintenance procedures to ensure

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	machines are operational

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.

Skill	Description
Reading	• Access and follow information in policies and procedures, relevant Australian Standards and relevant legislation • Interpret consent forms and anaesthesia monitoring records
Numeracy	• Measure, monitor and interpret animal vital signs
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET405 Coordinate and perform surgical nursing routines	ACMVET405A Carry out surgical nursing routines	Updated to meet Standards for Training Packages Titled updated to reflect changes to content Assessment requirements revised Two units merged into one Work placement requirement included	No equivalent unit
ACMVET405 Coordinate and perform surgical	ACMVET408A Coordinate and perform theatre	Updated to meet Standards for Training Packages Titled updated to reflect	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
nursing routines	routines	changes to content Assessment requirements revised Two units merged into one Work placement requirement included	

Links

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

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Assessment Requirements for ACMVET405 Coordinate and perform surgical nursing routines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- coordinated and performed surgical nursing routines on a minimum of two occasions, covering at least two different species, including (for each):
  - preparing the surgical environment and personnel
  - maintaining asepsis and following aseptic techniques
  - preparing animals for anesthesia and surgical procedures as directed by the veterinarian
  - completing post-operative care patient routines
  - cleaning theatre and replenishing supplies
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal anatomy and physiology related to surgical nursing routines
- aseptic techniques in veterinary surgery, including general theatre etiquette, dress rules and restricted areas
- practice policies and procedures related to preparation and cleaning of surgical suites
- legislative requirements and health regulations for the storage, use and disposal of chemicals and biological waste from veterinary procedures
- practice protocols for the storage, use and disposal of chemicals and biological debris from veterinary surgical procedures
- surgery schedule considerations, including:
  - sterile and non-sterile

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  - body cavity invasive or superficial
  - orthopaedic
  - orthodontic
  - soft tissue
  - emergency or urgent
  - presence of infection
  - thoracic
- common surgical procedures and the appropriate equipment used for each, relevant to the practice
- skin antiseptics and their actions
- cardiopulmonary resuscitation techniques
- surgical instruments and their use, including:
  - air-powered and electrical powered equipment
  - bone chucks
  - bone plates and screws
  - clamps
  - forceps
  - needle holders
  - retractors
  - scalpels
  - scissors
  - suture materials
- appropriate preparation of surgery packs, including identifying which packs are required for which procedures, grouping them for each patient and adding extra requirements, including scalpel blades and suture materials
- appropriate wound management procedures
- post-operative bandage, splint and cast care
- equipment used in theatre, including:
  - lighting
  - active warming
- surgical supplies and their use, including:
  - catheters
  - drains
  - laparotomy sponges
  - needles and sutures
  - swabs
  - syringes
- Australian Standards relevant to sterilisation techniques
- sterilisation techniques, including the operation of autoclaves and alternative sterilisation techniques, including gamma irradiation, ethylene oxide and chemical sterilisation and their associated health hazards

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- anaesthetic equipment and supplies
- dangers related to anaesthetic agents
- audible, visual or measured signs of pain, including:
  - arching back
  - behavioural changes
  - biting and kicking
  - elevated temperature
  - increased respiration
  - increased vocalisation
  - withdrawal of affected limbs
  - straining
  - trembling and changes in normal physiology
- pain scoring systems
- vital signs and reflexes monitored under anaesthesia, including:
  - blood pressure
  - pulse rate and quality
  - respiratory rate and effort
  - rectal temperature
  - pulse oximetry and blood gases
  - end tidal carbon dioxide
  - electrocardiography
  - capillary refill time
  - palpebral reflex
  - heart rate and rhythm
  - mucous membrane colour
  - pedal withdrawal reflex
- relevant state and territory legislative requirements for animal welfare
- relevant Veterinary Surgeons' Act and Regulations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary surgery
- resources, equipment and materials:
  - a range of real, live animals
  - equipment, instruments and resources typically available for veterinary surgery, including equipment used for post-operative care
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice

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- relationships (internal and/or external):
  - interactions with real clients
  - interactions with a registered veterinarian who regularly carries out surgical procedures on animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET406 Nurse animals

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide high quality nursing care for patients (animals) treated or housed in a veterinary practice. It includes providing advice to clients (animal owners), monitoring animals and providing animal first aid as required.

This unit applies to veterinary nurses, who work independently under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who nurse animals need to hold and apply specialised knowledge of animal anatomy, physiology and pharmacology.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify patients and monitor clinical signs	1.1 Identify patients according to features and fixed identification 1.2 Perform preliminary examination of animal, document results and communicate to the veterinarian 1.3 Interview client to obtain relevant information about animal 1.4 Establish patient needs in consultation with the veterinarian 1.5 Apply animal first aid according to veterinary advice
2. Communicate with clients concerning hospitalised patients	2.1 Counsel and inform clients of patient's progress and condition at regular intervals 2.2 Check patient records to ensure routines are communicated to client
3. Provide animal care in pain situations	3.1 Identify animal anatomy and physiology, pharmacology and a range of analgesics as they relate to nursing animals 3.2 Identify and record audible, visual or measurable signs of pain to assist in the identification of the need for analgesics 3.3 Identify and report behavioural changes indicating pain 3.4 Use an empathetic and caring approach in the husbandry of animals in pain 3.5 Use compassionate and safe handling techniques according to WHS requirements 3.6 Use industry recognised pain management techniques to minimise patient trauma
4. Care for animals	4.1 Provide nursing intervention for individual animals 4.2 Implement prescribed routines and record treatments 4.3 Carry out and record patient observations using industry terminology 4.4 Return animals to owner or housing after treatment
5. Care for hospitalised animals	5.1 Provide basic animal welfare requirements 5.2 Maintain environment specifically required for individual animals 5.3 Monitor and facilitate patient’s bodily functions 5.4 Carry out and record regular monitoring of patients 5.5 Carry out industry-recognised animal psychological support in conjunction with patient monitoring

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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.

Skill	Description
Numeracy	• Weigh and measure animals • Monitor animal vital signs • Calculate, measure and administer treatments as directed
Get the work done	• Observe animals to recognise signs of pain or changes in condition • Problem-solve appropriate strategies for pain management techniques • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET406 Nurse animals Release 2	ACMVET406 Nurse animals Release 1	Corrected terminology error in Performance Evidence	Equivalent

Links

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

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Assessment Requirements for ACMVET406 Nurse animals

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided nursing care for a minimum of two hospitalised animals, covering at least two species, including:
  - observing patients and maintaining accurate records for clinical signs, pain and behavioural changes
  - informing clients of patient's progress
  - handling animals appropriately and providing psychological care techniques to reduce stress and discomfort
- implemented prescribed routines, including:
  - bandage and wound care
  - providing exercise and physical therapy
  - providing enrichment
  - supporting toileting
  - providing nutritional support
  - calculating drug and intravenous (IV) fluid dosages
  - managing indwelling apparatus, including catheters, intravenous catheters or feeding tubes
- provided animal first aid as required for at least two of the following:
  - haemorrhage
  - fractures or dislocations
  - burns
  - shock
  - proptosis
  - head trauma

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  - envenomation
  - poisoning
  - lacerations
  - respiratory distress/dyspnea
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal behaviour characteristics and traits
- animal pain management procedures and techniques
- techniques to measure animal vital signs, including:
  - blood pressure
  - pulse rate and quality
  - respiratory rate and effort
  - rectal temperature
  - pulse oximetry and blood gases
  - electrocardiograph (ECG)
  - capillary refill time
  - palpebral reflex
  - heart rate and rhythm
  - mucous membrane colour
  - pedal withdrawal reflex
  - end tidal carbon dioxide
- signs of pain, including:
  - biting, kicking and scratching
  - increased blood pressure
  - elevated temperature
  - increased heart rate
  - increased respiration
  - increased vocalisation
  - pale mucous membranes
  - straining or arching of the back
  - trembling and changes in normal physiology
  - protecting/guarding effected area
  - hiding
  - inappetence
- objective pain scoring systems

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- barrier nursing principles
- animal anatomy and physiology, applied pharmacology and a range of analgesics related to nursing animals
- work health and safety and animal welfare legislative regulations and requirements
- routine animal health advice
- veterinary medications and chemicals, the relevant poisons schedule and the legislative requirements relevant to their use.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - a range of real, live animals
  - equipment, instruments and resources typically available for nursing animals
- specifications:
  - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with real clients
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET407 Carry out medical nursing routines

Modification History

Release	Comments
Release 3	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to implement medical nursing routines, including the preparation and handling of patients (animals) and equipment for specific routines.

This unit applies to veterinary nurses who work independently, under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who perform medical nursing routines need to hold and apply specialised knowledge animal anatomy and physiology and medical procedures carried out in a veterinary practice.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for and assist with medical procedures according to practice policies	1.1 Prepare equipment, instruments and materials for the required medical procedure at practice or owner site 1.2 Identify anatomy and physiology as it relates to medical routines 1.3 Confirm diagnostic equipment to be used for procedure 1.4 Prepare patient and apply appropriate restraint according to WHS and animal welfare requirements 1.5 Perform scheduled medical procedure under supervision 1.6 Return patient to housing or owner and provide post-procedure care instructions 1.7 Record procedures and animal responses in practice records using industry standard terminology
2. Prepare for specific practice routines	2.1 Prepare and calibrate equipment for specific practice routines, according to manufacturer instructions and practice guidelines 2.2 Prepare patient and apply restraint as instructed and according to WHS and animal welfare requirements 2.3 Assist with medical procedures according to practice policies and relevant state/territory legislation 2.4 Record medical procedures as instructed by supervising veterinarian using industry standard terminology 2.5 Clean patient as required and return to housing or owner according to practice policy 2.6 Clean and store equipment according to manufacturer instructions and practice guidelines

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.

Skill	Description
Reading	• Interpret and apply practice policies and procedures for medical

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Skill	Description
	procedures, including infection control procedures
Numeracy	• Monitor animal vital signs during and after medical procedures • Effectively operate equipment
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET407 Carry out medical nursing routines Release 3	ACMVET407 Carry out medical nursing routines Release 2	Corrected Performance Criteria number 2.6	Equivalent

Links

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

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Assessment Requirements for ACMVET407 Carry out medical nursing routines

Modification History

Release	Comments
Release 3	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared for and assisted with medical procedures as directed by the veterinarian that include at least three of these procedures:
  - major ear clean
  - urinary catheterisation
  - major enemas
  - thoracocentesis
  - cerebral spinal fluid tap
  - blood transfusion or synthetic colloid
  - crystalloid
  - electrocardiogram (ECG)
- prepared for and performed medical procedures under immediate veterinary direction that include administration of at least three of the following:
  - oral medication
  - subcutaneous injections
  - intramuscular injections
  - IV injections
  - oxygen supplementation by any of these methods: flow-by, nasal prongs, head tent, mask, oxygen cage, placed nasal tube

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- administration of intravenous (IV) fluids (via gravity feed or fluid pump) on at least one occasion
- prepared, operated, calibrated (where required), cleaned, sterilised, stored and maintained medical equipment
- appropriately handled and restrained animals to minimise animal stress and discomfort
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal anatomy and physiology related to medical nursing routines
- legislative requirements and health regulations for the storage, use and disposal of chemicals and biological debris from medical procedures
- relevant state or territory legislative requirements for animal welfare related to veterinary medical routines
- examination techniques to check health status
- vital signs and their normal range, and reasons for concern for measurements outside normal range
- medical procedures, including:
  - administration of intravenous fluid
  - IV blood products
  - oxygen supplementation
  - ear cleaning
  - urinary catheterisation
  - enemas
  - biopsies
  - thoracocentesis
  - cerebral spinal fluid tap
  - blood transfusion
  - endoscope/bronchoscope/laproscope
  - electrocardiogram (ECG)
  - other procedures commonly carried out in the veterinary practice
- the identification, operation, cleaning and basic maintenance of equipment, including:
  - intravenous fluid pumps and equipment
- biosecurity policies and procedures and legislation
- storage and security requirements for medications
- state and territory legislation relevant to work health and safety and animal welfare.

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Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice surgery
  - resources, equipment and materials:
  - a range of live animals
  - equipment and resources typically available in a veterinary practice surgery where medical procedures are carried out
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET408 Provide nutritional advice and support for animals

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge to provide advice to animal owners about the nutritional requirements of specific animals, and support nutritional needs of hospitalised patients across a range of medical and surgical conditions.

The unit applies to veterinary nurses who work independently, under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who provide animal care advice need to hold and apply specialised knowledge of animal anatomy, physiology, health and nutrition for different life stages and conditions.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess nutritional requirements of animals	1.1 Evaluate the patient's needs as the basis for provision of support and advice 1.2 Document animal's dietary history 1.3 Classify animals according to natural nutrient sources and types of digestive systems 1.4 Align normal feeding behaviours and nutritional requirements of animal for stage of life 1.5 Evaluate feeding strategies and methods to maximise enrichment 1.6 Identify characteristics of under or over supply of nutrients
2. Evaluate food sources and calculate dietary requirements	2.1 Interpret nutritional information on food label 2.2 Identify most appropriate feeding method for animal 2.3 Evaluate methods used to monitor nutritional uptake 2.4 Identify WHS hazards to animal and human health from food sources and implement procedures to manage risks 2.5 Determine feed and water requirements based on animal profile 2.6 Estimate protein, carbohydrate, vitamin and mineral supplement and fibre needs based on animal profile 2.7 Identify other dietary issues relevant to the animal and factor into dietary calculations
3. Assess and provide nutritional needs of hospitalised patient	3.1 Evaluate the patient's need for method of supported feeding 3.2 Align the nutritional requirements to the animal's condition 3.3 Prepare patient for feeding 3.4 Feed animal in line with the animal's nutritional plan, using supporting equipment and methods, as required
4. Plan and monitor animal nutrition	4.1 Prepare and document nutrition and feeding plan for client 4.2 Demonstrate feeding technique to client 4.3 Provide advice for monitoring animal diet including feed intake, feeding behaviour, condition, metabolic and behavioural changes

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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.

Skill	Description
Reading	• Interpret food labels, including ration definitions such as 'balanced' and 'complete'
Oral communication	• Use appropriate industry terminology to discuss nutritional support • Discuss, question and clarify information with animal owner
Numeracy	• Determine and measure rations and doses
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET408 Provide nutritional advice and support for animals Release 2	ACMVET408 Provide nutritional advice and support for animals Release 1	Corrected typographical error in Performance Evidence	Equivalent

Links

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

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Assessment Requirements for ACMVET408 Provide nutritional advice and support for animals

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided specific nutritional advice for a minimum of two animals from different species, with different medical conditions, including two of the following:
  - renal disease
  - liver disease
  - pancreatitis
  - cardiac disease
  - diabetes
  - joint disease
  - obesity
  - urinary tract disease
- fed a minimum of one animal using an assisted feeding method, including one of the following:
  - syringe feeding
  - crop feeding
  - tube feeding
  - bottle feeding
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal classifications that influence dietary needs and eating behaviour
- practice policies and procedures related to providing advice
- components of animal digestive systems and feeding behaviours of species serviced by the practice
- behavioural features related to feeding styles and unsuitable responses to diets
- feedstuffs available and approved in Australia for animals, their availability, cost, shelf life, method of storage, preparation and presentation to animals
- medical and surgical conditions that require specific diets or assisted feeding
- nutrition-related diseases
- protein, carbohydrate, vitamin and mineral supplement and fibre needs for a range of animal groups
- nutritional requirements and considerations of different species serviced by the practice, including:
  - environmental interactions, including housing and exercise options
  - gestation and lactation
  - life stage (growth, geriatrics, young animal feeding)
  - obesity control
  - surgical or disease rehabilitation
  - working and performance
- sources of nutrients for particular animal classes and groups
- information on:
  - additives
  - maintenance of energy requirements
  - adverse reactions
  - feeding regimes
  - feeding levels
  - lactation and gestation
  - supplements and commercial foods
  - treats
- information on prescribed diets:
  - diets necessary with disease
  - obesity and weight reduction diets
  - life stage diets (young, active or old)
- feeding regimes for conditions, including:
  - anorexia
  - cardiovascular disease
  - diabetes mellitus

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  - gastrointestinal tract disorders
  - hospital feeding
  - intensive care
  - malnutrition
  - neoplasia
  - obesity
  - pancreatitis
  - urinary system disease
  - urolithiasis
- the potential causes of poor response to diets and tests used to investigate dietary problems
- the value of home-prepared rations versus commercially-prepared diets
- feeding methods, including:
  - hand feeding
  - syringe feeding
  - crop feeding
  - total parenteral nutrition (TPN)
  - gastrostomy tube
  - Percutaneous Endoscopic Gastronomy (PEG) tube
- procedures maintaining feeding tubes
- appropriate care for a patient being tube fed
- state or territory legislation and regulations relating to work health and safety and animal welfare
- Veterinary Surgeons' Act requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice or hospital
- resources, equipment and materials:
  - a range of real, live animals
  - equipment and resources typically available in a veterinary practice
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET409 Provide specific animal care advice

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide advice to clients (animal owners) about animal health, behaviour, disease and reproduction.

The unit applies to veterinary nurses who work independently, under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who provide animal care advice need to hold and apply specialised knowledge of animal anatomy and physiology, animal health, disease and reproduction, and products available for care.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide specific animal health advice	1.1 Evaluate the patient and client needs as the basis for provision of advice 1.2 Provide primary care advice according to WHS and animal welfare requirements 1.3 Provide advice on animal health, disease and reproduction
2. Offer animal care product advice	2.1 Prepare and document information on animal care products available in the practice 2.2 Establish client product requirements through discussion and evaluation 2.3 Provide specific product advice to clients
3. Provide animal behaviour advice	3.1 Explain and discuss types of normal and abnormal behaviour with the owner 3.2 Provide basic advice on techniques to modify problem behaviours 3.3 Record details of advice and strategies in the patient's history

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.

Skill	**Description**
Reading	• Interpret product labels
Oral communication	• Discuss, question and clarify information with animal owner
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**

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Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET409 Provide specific animal care advice	ACMVET409A Provide specific animal care advice	Updated to meet Standards for Training Packages Nutritional aspects removed and included in new unit ACMVET408 Provide nutritional advice and support for animals Assessment requirements revised Work placement requirement included	No equivalent unit

Links

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

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Assessment Requirements for ACMVET409 Provide specific animal care advice

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided specific animal care advice for at least two different species, and including advice on:
  - healthcare
  - reproduction
  - behaviour
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- practice policies and procedures related to providing advice
- animal husbandry requirements for the prevention and control of disease and illness
- types and sources of information available for treatments, medications and other animal services, including:
  - company representatives and advice service
  - industry associations
  - library resources
  - Medical Information Management System (MIMS) and other veterinary medication reference sources
  - product brochures and safety data sheets (SDS)
  - supervisor and other workplace staff
  - validated internet sites

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- animal health advice
- animal husbandry
- breeding issues:
  - mating
  - desexing
  - care of newborn and orphan animals
  - oestrus cycle
  - whelping
- control of external and internal parasites
- training and socialisation:
  - vaccination schedules, including heartworm preventative systems
- common vaccinations
- factors influencing animal behaviour
- animal behaviour issues, including:
  - aggression
  - anxiety
  - barking
  - destructive behaviour
  - digging holes
  - feather picking (birds)
  - phobias
  - vocalisation
  - wind sucking
- behaviour modification techniques and equipment
- pet insurance and mortality policies
- work health and safety and animal welfare legislative regulations and requirements
- relevant Veterinary Surgeons' Act requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - a range of real, live animals with varying needs
  - equipment and resources typically available in a veterinary practice
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with real clients

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- interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET410 Carry out veterinary dental nursing procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0

Application

This unit describes the skills and knowledge required to perform dental prophylaxis and assist with simple extractions. Dental prophylaxis involves oral examinations of the conscious and anaesthetised patient, sub- and supra-gingival tooth scaling and polishing, and the subsequent development of a homecare plan, as well as assisting in the performance of simple dental extractions.

Veterinary dental nursing procedures are most often carried out on dogs and cats.

The unit applies to veterinary nurses who work independently, under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who carry out dental nursing procedures need to hold and apply specialised knowledge of anatomy of the animal oral cavity, including teeth, bone and gums.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Perform oral examination	1.1 Identify anatomy of the oral cavity, including teeth, bone and gingiva as it relates to dental procedures 1.2 Perform extra and intraoral examination of the conscious patient 1.3 Restrain and position patient for examination and anaesthetic induction 1.4 Conduct extra and intraoral examination of the patient under anaesthesia 1.5 Record and report findings to the veterinary surgeon using industry terminology
2. Complete dental chart	2.1 Record patient details and current home dental care 2.2 Use a recognised dental encoding system 2.3 Record veterinary surgeon’s pre-treatment pathology and treatment plan 2.4 Record post-treatment dentition using industry terminology
3. Perform dental procedures under veterinary supervision	3.1 Follow safe work practices and wear required personal protective equipment 3.2 Set up the dental station, associated dental equipment and dental table 3.3 Position patient for dental procedure 3.4 Carry out routines specific for dental prophylaxis and provide dental equipment to the veterinarian 3.5 Comply with WHS, animal welfare, biosecurity, hazard management and hygiene requirements related to dental prophylaxis and surgical procedures 3.6 Clean and polish teeth following the Australian Veterinary Association (AVA) Dental Policy and Guidelines 3.7 Assist the veterinarian with simple extractions 3.8 Clean, sharpen and maintain dental instruments and equipment during procedure 3.9 Document veterinarian’s post-operative patient management

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	programs using industry terminology
4. Undertake post-dental treatment routines	4.1 Clean, sharpen, maintain and store dental instruments and equipment 4.2 Monitor patient post-operatively for signs of abnormality and pain, and report findings to veterinarian 4.3 Provide post-dental advice to the animal owner according to veterinarian's instructions

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.

Skill	Description
Reading	• Interpret and follow relevant policies and procedures, and the Australian Veterinary Association Dental Policy and Guidelines
Numeracy	• Calculate and record medication dosages • Effectively monitor anaesthesia
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET410 Carry out veterinary dental nursing procedures	ACMVET410A Carry out veterinary dental nursing procedures	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Work placement requirement included	

Links

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

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Assessment Requirements for ACMVET410 Carry out veterinary dental nursing procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared, sharpened, cleaned and maintained equipment and instruments for dental procedures
- performed an oral examination on a minimum of two different animals, covering both canine and feline patients, including:
  - observed, recorded and reported on animal condition, health and dental procedures and history
  - examined and recorded in a dental chart the pre- and post-treatment condition of the oral cavity
  - performed dental prophylaxis (cleaning and polishing) under veterinary supervision
  - provided post-operative care and home advice for patient
- assisted with a minimum of one simple extraction
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anatomy of the oral cavity, including teeth, bone and gums
- Australian Veterinary Association Dental Policy and Guidelines
- post-operative homecare advice to reduce dental and gingival disease, including dietary recommendations, appropriate oral-care products and procedures available and the principles and practice of daily brushing for relevant species
- instruments and equipment required to perform a dental prophylaxis under general anaesthetic and simple teeth extractions

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- safe set up and effective use of dental machine (veterinary nurse may or may not use all components, but must be able to set up for veterinary use), including:
  - water supply
  - suction
  - oral irrigation (air/water flush)
  - low speed hand-piece (polishing head)
  - polishing cups and prophy paste
  - high speed hand-piece (dental bur/drill)
- safe set up and effective use of hand-held instruments, including:
  - dental explorers and probes
  - dental elevators
  - root pick
  - retractors and gags
  - toothpaste
  - toothbrush
- techniques used to maintain serviceability of instruments and equipment in clean, sharp and lubricated condition
- work health and safety and animal welfare legislative requirements and codes of practice related to dental procedures
- personal protective equipment required in veterinary dental procedures
- post-operative care and home advice
- techniques for performing dental prophylaxis and assisting with simple extractions
- biosecurity, hazard management and hygiene requirements related to dental prophylaxis and dental surgical procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice or dental surgery
- resources, equipment and materials:
  - a range of real, live animals
  - equipment and resources typically available in a veterinary dental surgery
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice and guidelines
  - access to organisational policies and procedures for dental processes
- relationships (internal and/or external):
  - interactions with real clients

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- interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET411 Prepare, deliver and review animal care education programs

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to participate in the preparation and review of animal care education programs and their implementation within the community at large.

This unit applies to veterinary nurses who work independently, under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who deliver animal care education programs need to hold and apply specialised knowledge of animal anatomy, physiology and animal care methods. It may also apply to other animal care and management workers that deliver education programs in a community.

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.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate with local community groups	1.1 Identify suitable target groups and group leaders and establish their interest in educational programs 1.2 Organise and conduct meetings with principal community groups 1.3 Determine and record reciprocal benefits and objectives 1.4 Develop action plans and schedule meetings
2. Prepare animal care education material in consultation with target group	2.1 Obtain information on existing community animal care education programs and assess relevancy 2.2 Design materials and determine communication and delivery options including relevant health and safety and animal welfare requirements 2.3 Contact associated industry groups and discuss the provision of resources 2.4 Prepare materials for program delivery in consultation with the relevant parties
3. Deliver and review animal care education programs	3.1 Provide animal care education programs to community groups 3.2 Review animal care program outcomes and adjust content and delivery methods as required

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.

Skill	Description
Oral communication	• Use appropriate verbal and non-verbal skills to relate and interact with people from a range of different social and cultural backgrounds

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET411 Prepare, deliver and review animal care education programs Release 2	ACMVET411 Prepare, deliver and review animal care education programs Release 1	Minor changes to Application, Foundation Skills and Assessment Conditions to broaden the use of the unit	Equivalent

Links

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

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Assessment Requirements for ACMVET411 Prepare, deliver and review animal care education programs

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared, delivered and reviewed animal care education programs for a minimum of two different groups, including:

- established needs and interest for the educational program
- gathered information and developed materials for the program
- presented animal care information in a format appropriate to the audience
- used appropriate written and oral communication skills to prepare and present animal care education programs.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal care needs for specific species including nutrition, housing, health and behaviour management
- risks associated with working with animals, including:
  - animal bites, kicks or scratches
  - manual handling and shift loading
  - release of infective agents (animal and human)
  - zoonosis
- existing animal education programs, including:
  - Cats in Schools
  - Dogs 'n' Kids
  - Pets and People Education Program (PetPEP)

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    - Safe Pets Out There (SPOT)
- instructional design principles and delivery strategies for target audiences
- educational resource production and costing
- demographics of target audience
- legislative requirements and codes of practice related to health and safety in the workplace and animal welfare
- regulations that influence animal care and management advice and procedures.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - an animal care workplace or an environment that accurately reflects animal care workplace, including a veterinary practice
- resources, equipment and materials:
    - animals relevant to the educational program
- equipment and resources required to prepare and deliver animal care education programs specifications:
    - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships:
    - live community group audiences as specified in the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET412 Coordinate practice promotional activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to manage the promotion of the practice within the community through contact with individuals and mass media activities.

The unit applies to veterinary nurses who work independently, under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who coordinate promotional activities need to hold and apply specialised knowledge of veterinary products and services.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish, market and implement promotional	1.1 Conduct research to identify the target market 1.2 Establish communication strategies to promote practice

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
strategies	services in consultation with other practice personnel and in line with the practice business plan 1.3 Plan work to be carried out within allocated budget 1.4 Prepare promotional material in consultation with other practice personnel 1.5 Utilise practice personnel to accomplish promotional goals, as required 1.6 Prepare and present promotional materials and monitor impact
2. Promote practice according to practice policies and budgets	2.1 Determine practice public access times in consultation with other personnel 2.2 Implement advertising activities 2.3 Determine level of involvement with the community and associated groups in consultation with the relevant parties 2.4 Develop strategies to meet community involvement objectives 2.5 Notify personnel of their respective roles and record details 2.6 Evaluate and monitor practice community involvement strategy outcomes 2.7 Make policy adjustments as a result of measured outcomes

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.

Skill	Description
Oral communication	• Using interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities • Promote a team approach
Numeracy	• Cost various aspects of promotional strategy and document in a format accessible to others • Compare costs of different activities and promotions

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Skill	Description
Get the work done	• Use and regularly evaluate promotional and marketing materials to maximise community awareness of the veterinary practice • Use social media resources • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET412 Coordinate practice promotional activities	ACMVET412A Coordinate clinic promotional activities	Updated to meet Standards for Training Packages Title updated to reflect changes to content Minor changes to clarify content Assessment requirements revised	Equivalent unit

Links

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

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Assessment Requirements for ACMVET412 Coordinate practice promotional activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- coordinated a minimum of two different practice promotional activities that target different audiences.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- community groups associated with animal care
- animal health industry networks
- practice audience demographics
- animal populations in the local community
- practice policies and procedures
- local animal health issues
- veterinary products and services
- marketing practices and suitable promotional strategies for veterinary practices
- social media strategies for promoting veterinary practice activities
- relevant legislative and industry codes of practice and policies that are relevant to practice promotional activities

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a real workplace
- resources, equipment and materials:

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    - equipment and resources typically available in a veterinary practice for promotional activities
- specifications:
    - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
    - interactions with real clients
    - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET413 Prepare for anaesthesia and monitor animal anaesthesia and analgesia

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare for and monitor anaesthesia and analgesics in animals for surgical and medical procedures.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who prepare and monitor patients for anaesthesia and analgesics need to hold and apply specialised knowledge of animal anatomy and physiology.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for anaesthesia	1.1 Prepare surgery and ensure personnel are ready for anaesthesia according to practice policy and procedures 1.2 Prepare and test equipment to ensure appropriate function for procedure 1.3 Set-up anaesthetic and analgesia monitoring equipment according to practice policy and procedures 1.4 Ensure the correct use and storage of anaesthetic gases including scavenging of gases according to practice policy and procedures
2. Prepare animals for anaesthesia procedures	2.1 Handle, restrain and position animals safely according to practice policies and procedures 2.2 Assess animal physical health status and body condition and note any abnormalities 2.3 Perform a pre-anaesthetic evaluation on animals according to practice polies and procedures 2.4 Prepare anaesthetic and analgesic plan for each patient, under the guidance of the veterinarian 2.5 Calculate and prepare anaesthetic and analgesic drugs specific for the animal under the guidance of the veterinarian 2.6 Identify and locate animal anatomical features relevant to the administration of drugs for induction of anaesthesia and anaesthetic monitoring 2.7 Identify and know the physiological effects of anaesthesia on different body systems 2.8 Follow safe work practices according to WHS and practice policies and procedures
3. Assist in administering anaesthesia and monitoring animals	3.1 Assist in the induction of anaesthesia according to legislative requirements and practice policies and procedures 3.2 Assist with endotracheal intubation 3.3 Monitor animal and chart animal’s vital signs 3.4 Identify stages and planes of anaesthesia and communicate with the veterinarian any abnormal values and be able to initiate an appropriate response to correct abnormality 3.5 Identify an anaesthetic emergency and provide assistance under the guidance of the veterinarian 3.6 Monitor and record changes in the post-operative period

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Assist in administering analgesia for animals	4.1 Identify, monitor and assess analgesic requirements in animals 4.2 Provide analgesia to manage pain in animals under veterinary guidance 4.3 Provide supportive therapies to manage pain 4.4 Monitor animals by evaluating behaviour, vital signs, clinical signs and using recognised pain scoring scales 4.5 Recognise and respond to emergencies immediately according to practice policies and procedures

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.

Skill	Description
Oral Communication	• Listen to and clarify veterinarian's instructions
Numeracy	• Calculate accurate dosages of anaesthetics and analgesics
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET413 Prepare and monitor anaesthetics and analgesics in animals Release 2	ACMVET413 Prepare and monitor anaesthetics and analgesics in animals Release 1	Corrected typographical error in Knowledge Evidence	Equivalent

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Links

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

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Assessment Requirements for ACMVET413 Prepare for anaesthesia and monitor animal anaesthesia and analgesia

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has prepared for anaesthesia, and monitored anaesthesia and analgesia, for a minimum of two different animals, including (for each):

- calculating dosage of anaesthetic and other medications and verifying with supervising veterinarian
- assisting with premedication, induction and maintenance of anaesthetic recovery
- assisting with endotracheal intubation and extubation
- monitoring animal vital signs and reflexes before, during and after anaesthesia and accurately recording findings
- assessing and monitoring each animal's analgesic requirements
- using equipment and materials according to manufacturer and practice policies and protocols
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for monitoring anaesthesia and analgesia in animals
- procedures for pre-anaesthetic evaluation on animals, including:
  - clinical examination
  - pathology, including haematology and biochemistry
  - ASA physical status

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- physiological effects of anaesthesia/analgesia drugs on different body systems, including:
  - respiratory
  - cardiovascular
  - central, peripheral and autonomic nervous systems
  - renal
  - hepatic
- clinical indications of an emergency, including:
  - respiratory
  - cardiovascular
  - thermoregulation
  - regurgitation
- fluid therapy, including types of fluids and rates in emergency cases
- emergency procedures, including:
  - anaesthetic emergencies
  - haemorrhage
  - hypothermia or hyperthermia
  - respiratory distress
  - shock
  - hypotension
- techniques for cardio-pulmonary resuscitation (CPR)
- information that should be documented for the administration of anaesthetic and related substances
- methods used to administer anaesthetics and analgesics, including intravenous (IV) and intramuscular (IM)
- types of surgical and medical procedures that require local and general anaesthesia
- basic anaesthetic agents, including injectable and gaseous compounds
- audible, visual or measured signs of pain, including pain scoring guides
- vital signs and reflexes monitored under anaesthesia, including:
  - blood pressure
  - pulse rate, rhythm and quality
  - arterial oxygen saturation
  - respiratory rate and effort
  - rectal temperature
  - pulse oximetry
  - anaesthesia depth
  - capillary refill time
  - palpebral reflex
  - heart rate and identification of normal rhythm
  - mucous membrane colour
  - pedal withdrawal reflex

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    - end tidal carbon dioxide
- the planes and stages of anaesthesia
- methods and equipment used to monitor animals during anaesthesia and post anaesthesia
- anaesthetic equipment and supplies, including:
    - anaesthetic machine
    - gas sources
    - gas cylinders
    - anaesthetic machine anaesthetic trolley/emergency crash cart
    - vaporisers anaesthesia circuits (rebreathing and non-breathing)
    - scavenger systems
- monitoring equipment, including:
    - stethoscope
    - thermometer
    - pulse oximeter
    - blood pressure monitor
    - capnography monitor
    - electrocardiogram
- anaesthetic premedicantsand analgesic agents
- sedatives and analgesics used in animals and the effects
- organisational policies and safe work procedures, including work health and safety and emergency procedures
- organisational policies and procedures for different classes of drugs
- safe animal handling techniques and procedures
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions where procedures requiring anaesthesia are carried out on real, live animals
- resources, equipment and materials:
    - a range of real animals
    - equipment and resources typically available for procedures that require anaesthesia
- specifications:
    - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
    - interactions with team members

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- interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET414 Nurse foals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to care for newborn foals during the neonatal period.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice.

Veterinary nurses who nurse foals need to hold and apply specialised knowledge of foal anatomy, physiology and behaviour and make reliable clinical assessments and judgements of foal health and growth.

Legislative and regulatory requirements apply to veterinary nurses and vary between state/territory jurisdictions. All users of this unit are advised to check requirements with the relevant state or territory authority.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement

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Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess and maintain health of neonatal foals	1.1 Observe and assess neonatal foal behaviour and development 1.2 Assess foal's passive immune status 1.3 Recognise foals at risk of developing illnesses 1.4 Use humane, safe work and manual handling techniques to handle and restrain foals for routine procedures
2. Assess foal growth and development to six weeks of age	2.1 Identify normal growth and development of foals 2.2 Identify common abnormalities in growth and development of foals
3. Perform a physical examination of an equine neonate	3.1 Obtain and record foal and foaling history 3.2 Perform physical examination of foal 3.3 Record examination findings using industry standard terminology
4. Care for and handle sick or compromised foals	4.1 Carry out foal care procedures according to WHS requirements including assessing and controlling risks 4.2 Carry out infection control protocols for new foals 4.3 Catch, hold and restrain sick or compromised foals using safe horse-handling techniques 4.4 Provide nursing assistance for compromised foals 4.5 Assist with assessment to determine whether special nursing and intensive care is required 4.6 Assess foal maturity status

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Provide initial care for critically ill foal	5.1 Provide temperature control for critically ill foals 5.2 Feed critically ill or compromised foals 5.3 Assist veterinarian before, and during referral to, neonatal intensive care unit
6. Identify the clinical signs of common foal diseases in the early neonatal period	6.1 Identify and assess symptoms of common foal diseases 6.2 Record and report observations using industry standard terminology

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.

Skill	Description
Numeracy	• Measure indicators to assist in determining foal health, including volume of colostrum consumed, levels of immunoglobins (igg) in colostrum • Measure foal vital signs, including temperature, pulse, respiration and mucous membranes • Measuring dosages and recording treatments
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET414 Nurse foals	ACMVET414A Nurse foals	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised Prerequisite added	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Safety requirements added in line with Safety in Equine Training Project	

Links

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

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Assessment Requirements for ACMVET414 Nurse foals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has cared for a minimum of two newborn foals, including:

- appropriately restraining a foal
- teaching a weak foal to rise
- providing temperature support
- moving a compromised foal
- providing limb support
- providing respiratory support
- providing nutritional support.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common foal diseases and indicators of each, including:
  - meconium retention
  - septicaemia
  - neonatal maladjustment syndrome/hypoxic ischaemic syndrome
  - localised infections
  - neonatal seizures
  - infectious and non-infectious diarrhoea
  - gastroduodenal ulcers
  - haemolytic disease (NI)
  - ruptured bladder
  - septic arthritis (joint ill)
  - umbilical infection and/or herniation

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  - congenital and genetic disorders
  - hypoglycaemia
  - rhodococcus equi
- indicators of normal behaviour for neonatal foals, including blinking, sitting up, suckling reflex, attempts to rise, stand and walk, search for udder, suckling mare, awareness of immediate surroundings, defecation, urination
- normal and abnormal health parameters for newborn foals
- aspects of foal growth and development to be assessed, including:
  - growth rate
  - weight gain
  - limb conformation
  - illness
  - dam's condition and ability to produce milk
- safe and humane handling techniques for impaired foals
- normal and abnormal behaviour patterns for newborn foals
- nutritional requirements and options for impaired foals
- types of assistance, including:
  - restrain a foal
  - teach a weak foal to rise
  - provide temperature support to a compromised foal
  - provide limb support
  - provide respiratory support
  - provide nutritional support
- nursing techniques for impaired foals and critically ill foals, including:
  - respiratory support
  - feeding of appropriate cases
  - safe transport to neonatal intensive care unit (NICU)
- principles and practices of infection control related to the care and handling of foals and staff
- principles and practices of routine care of hospitalised animals
- principles of animal welfare as they relate to nursing care of newborn foals and foals with compromised health issues
- resuscitation techniques and equipment
- work health and safety and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:

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  - newborn foals
  - equipment and resources typically available in a veterinary practice
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET415 Provide intensive foal care and nursing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide intensive care of compromised newborn foals during hospitalisation in a neonatal intensive care unit (NICU).

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice; however, the functions in this unit are likely to be carried out under minimal supervision within industry guidelines.

Veterinary nurses providing intensive foal care need to hold and apply specialised knowledge of foal anatomy, physiology and behaviour and make reliable clinical assessments and judgements of foal health.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMVET414 Nurse foals

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMVET414 Nurse foals	ACMEQU202 Handle horses safely

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Admit new arrivals to a neonatal intensive care unit (NICU)	1.1 Prepare and admit new arrivals according to practice procedures 1.2 Place foals correctly in intensive care unit 1.3 Conduct preliminary general clinical examination 1.4 Record relevant history, identification data and clinical findings on appropriate forms 1.5 Maintain patient records
2. Provide nursing care for recumbent foals	2.1 Apply safe handling techniques when assisting foal to rise 2.2 Provide aseptic techniques and nursing care 2.3 Carry out regular monitoring according to veterinary directions 2.4 Use specialised monitoring equipment according to manufacturer instructions
3. Provide respiratory support and perform emergency ventilation for foals	3.1 Assist respiration in recumbent foals 3.2 Maintain oxygen supplementation 3.3 Carry out safe work practices when handling oxygen equipment 3.4 Assist with initial resuscitation according to industry practice 3.5 Provide emergency ventilation for foals
4. Assemble crash kit items	4.1 Identify crash kit items from inventory list 4.2 Check and restock pharmacy inventory

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Prepare and administer enteral and parenteral nutrition to impaired foals in NICU	5.1 Prepare enteral and parenteral nutrition 5.2 Feed impaired foals according to instruction 5.3 Monitor enteral and parenteral therapies
6. Prepare parenteral medications	6.1 Prepare medications aseptically 6.2 Administer medications according to instructions 6.3 Monitor and maintain intravenous fluids and intravenous catheters 6.4 Operate and maintain infusion pump 6.5 Monitor and maintain plasma and blood transfusions
7. Implement routine industry standard infection controls in a foal NICU	7.1 Maintain aseptic techniques and strict hygiene protocol for the NICU 7.2 Perform regular, ongoing, hygienic maintenance of the floor, counter, cabinets and stalls 7.3 Complete routine daily checks of specialist equipment 7.4 Isolate critically ill and infected foals and observe strict sanitary procedures
8. Provide routine care for mare in NICU	8.1 Carry out routine tasks involving hospital care of the dam (brood mare) 8.2 Milk out mares as per instructions
9. Discharge foals from NICU	9.1 Discharge foals according to industry guidelines 9.2 Prepare facilities for incoming patient

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.

Skill	Description
Oral communication	• Work as part of a team and in close working arrangements with the supervising veterinarian

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Skill	Description
Numeracy	• Measure and monitor foal vital signs • Monitor and maintain intravenous fluids and plasma and/or blood transfusions • Accurately measure medication dosages
Get the work done	• Maintain the highest standards of hygiene and infection control • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET415 Provide intensive foal care and nursing	ACMVET415A Provide intensive foal care and nursing	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised Prerequisites added Safety requirements added in line with Safety in Equine Training Project	No equivalent unit

Links

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

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Assessment Requirements for ACMVET415 Provide intensive foal care and nursing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has provided intensive foal care and nursing in a neonatal intensive care unit (NICU), for a minimum of two foals, including:

- implemented biosecurity and infection controls for the management of ill and infected foals, with consideration of zoonotic and exotic disease possibilities
- measured parameters of health in foals
- administered enteral and parenteral nutrition to impaired foals
- provided respiratory support and performed emergency ventilation to impaired foals
- documented and maintained foal identification, history, observation, medication and treatment records
- identified and assembled 'crash kit' items on at least one occasion
- followed aseptic procedures
- admitted and discharged a patient from NICU
- cared for a mare in NICU
- demonstrated simulated foal resuscitation techniques.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- normal health parameters for foals
- handling techniques for compromised newborn foals
- nutritional requirements and options for compromised newborn foals
- principles and practices of infection control and biosecurity risks related to nursing newborn foals
- principles and practices of routine care and nursing techniques for compromised newborn foals, including:

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    - performing specialised nursing techniques as required
    - safely assisting foals to stand and support
    - rotating foal position regularly between left to right sternal recumbency
    - close monitoring of all vital signs and body functions, including pressure points (bed sores)
- use of monitoring equipment, including:
    - blood pressure (BP) monitor
    - glucometer
    - lactate monitor
    - refractometer
    - BRIX sugar refractometer (degrees Brix [symbol °Bx]
    - electrocardiogram (ECG) machine
    - pulse oximeter
    - ISTAT or IDEXX machines (haematology analysers)
- principles of animal welfare
- legislation, regulations and codes of practice, including WHS, animal welfare and ethics, veterinary practices and waste disposal related to compromised newborn foals
- function and use of equipment, including:
    - monitoring foal health status and vital signs
    - respiratory support
    - crash kits
    - intravenous catheters
    - infusion pumps
    - milking mares
- items that may be encountered in a crash kit and how they are used, including:
    - oxygen tank, regulator and flow meter
    - oxygen tubing
    - endotracheal tubes
    - self-inflating bag-valve resuscitator
    - syringes and needles
    - fluid-giving sets
    - catheter placement kit
    - fluid pump
    - pharmaceuticals as specified by hospital policy and procedures and/or veterinary directions
    - a chart with a list of all drugs and their doses
- purpose and use of medications and treatments used in intensive foal care
- workplace hygiene standards and biosecurity, including: disinfectants, cleaning agents and techniques, cleaning and appropriate disinfection or sterilisation of equipment, materials and personal protective equipment related to intensive foal care.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects an NICU
- resources, equipment and materials:
  - foal patients and nursing mares
  - equipment and resources typically available in an NICU
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
  - workplace procedures for caring and nursing foals in NICU
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Links

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

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ACMVET416 Assist with the preparation of veterinary drugs and poisons

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and assist with the preparation of veterinary drugs and poisons in a veterinary practice.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who assist with the preparation of veterinary drugs and poisons for animals need to hold and apply specialised knowledge of animal pharmaceuticals, and the relevant legislation and regulations that apply to working with veterinary drugs and poisons.

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

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Profile physiological features of nominated animal relevant to health and application of treatments	1.1 Identify animal health, nutritional needs and medication, under supervision 1.2 Determine veterinary drugs and poisons known to produce allergic or toxic reactions in nominated animal 1.3 Identify methods of administration for treatments and medications
2. Prepare veterinary drugs and poisons under supervision of a veterinary surgeon	2.1 Identify and comply with relevant legislation for preparing veterinary medicines 2.2 Identify drug schedules and drug classes 2.3 Identify classes and effects of veterinary medicines 2.4 Follow veterinarian's instructions for preparation of medicine 2.5 Prepare packaging for pharmaceutical following instructions 2.6 Update animal clinical record as directed 2.7 Update practice record of (non S8) drugs dispensed, for sign off by veterinarian 2.8 Secure (non S8) drug store according to legislation
3. Provide support for veterinary drugs and poisons under supervision	3.1 Assist with providing veterinary pharmaceuticals to animal owner 3.2 Explain dosage requirements to client 3.3 Explain possible commonly listed side effects of veterinary drugs and poisons 3.4 Explain how to administer products 3.5 Explain follow-up treatment plan recommended by veterinarian

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.

Skill	Description
Oral Communication	• Listen to and clarify veterinarian's instructions

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Skill	Description
Numeracy	• Calculate required dosages of drugs • Carry out cash or credit card sale of product
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET416 Assist with the preparation of veterinary drugs and poisons	Not applicable	New unit	No equivalent unit

Links

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

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Assessment Requirements for ACMVET416 Assist with the preparation of veterinary drugs and poisons

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has assisted with the preparation of veterinary drugs and poisons, including:

- undertaking the preparation of pharmaceuticals for a minimum of three animals of different species, including:
  - at least two formulations, including parenteral and topical or oral
- providing information to a client, on at least one occasion, about the veterinary drug or poison and follow-up treatments, under supervision
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- legal and ethical requirements (national, state/territory) for pharmacy work, and how these are applied in organisations
- guidelines, including the Australian Veterinary Association Guidelines for Prescribing, Authorising and Dispensing Veterinary Medicines (including the PAD checklist)
- record keeping, disposal, storage, administration and sales of veterinary drugs and poisons
- prescribing and dispensing veterinary drugs and poisons (by veterinarian only)
- legislation relevant to veterinarians and veterinary nurses
- specific legislation, including:
  - relevant state or territory Veterinary Surgeons' Act
  - *Therapeutic Goods Act 1989*
  - Poisons Standard, February 2017

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  - Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) and relevant state and territory legislation and regulations
  - *Agricultural and Veterinary Chemicals (Administration) Act 1992*
  - *Agricultural and Veterinary Chemicals Code Act 1994*
  - *Work Health and Safety Act 2011* in conjunction with Guidelines on use of cytotoxic drugs and related waste (Qld)
- codes of conduct, including the Australian Veterinary Association Code of Professional Conduct
- drugs schedules and categories of drugs, actions and side effects
- prescriptions and who can write prescriptions
- stock control of medications
- legal requirements and principles of veterinary drugs and poisons product labelling (product name, batch numbering and expiry date)
- specific labelling requirements
- key information for inclusion, including:
  - date on which the container was filled
  - constraints
  - directions for use of each medicine
  - name, strength, form and quantity of all medicines supplied in the container
  - veterinarian details
  - expiry date
- withholding periods for commonly medications commonly prescribed in practices
- compounded medications
- infection control principles and their relevance to packaging, administering and storing veterinary drugs and poisons
- handling and administration of cytotoxic drugs under veterinary supervision
- packaging principles and processes, including:
  - calculations, weights and measures
  - properties of container types and selection for use
  - various pack sizes and selection for use
  - types of packaging materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a veterinery practice
- resources, equipment and materials:
  - equipment and resources typically available in a veterinary practice for the preparation of pharmaceuticals
  - veterinary drugs and poisons, appropriately stored
- specifications:

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  - organisational policies and procedures, current legislation, regulations, drug schedules, relevant guidelines and codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET501 Manage nursing requirements for specialised surgical procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to manage nursing requirements for specialised surgical procedures on animals.

This unit applies to veterinary nurses who work in a veterinary practice under the supervision of a registered veterinarian who is at a minimum a Member of the Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced surgical procedures on animals. Managing these nursing requirements requires access to a veterinary practice where specialised surgical procedures are performed by veterinary surgeons on patients using the required equipment, instruments and resources. This unit applies to veterinary nurses with extensive vocational expertise who are responsible for providing advanced nursing skills and support for veterinarians in general practice.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct admission processes for specialised surgical procedures under supervision of a veterinary surgeon	1.1 Coordinate appointment and provide pre-operative instructions and hospital routines information to the client 1.2 Compile patient histories and client details according to surgeon’s requirements 1.3 Obtain patient samples and submit for analytical tests according to surgeon’s directions 1.4 Incorporate pathological and diagnostic aid results with patient's history
2. Supervise theatre environment preparation	2.1 Coordinate theatre preparation to achieve aseptic conditions before and during surgery 2.2 Prepare and check specialised materials and equipment suitable for individual animals ready for surgeon according to WHS and practice policies and procedures 2.3 Perform personal preparation for theatre 2.4 Supervise gloving and gowning of others
3. Complete specific pre-operative procedures	3.1 Identify animal anatomy and physiology as it relates to surgical nursing procedures 3.2 Perform pre-surgical evaluation and report observations 3.3 Report patient medical status to and assist the surgeon with patient stabilisation 3.4 Design an individual intravenous fluid therapy plan in consultation with surgeon 3.5 Supervise patient preparation for surgery and position on the operating table
4. Monitor anaesthesia under the direction and supervision of the surgeon	4.1 Apply specific anaesthetic procedures 4.2 Apply specific artificial respiration systems 4.3 Apply specific intra-operative medication 4.4 Monitor and record anaesthesia trends and respond appropriately
5. Provide intra-operative support to surgeon	5.1 Support the surgeon's personal preparation for theatre if required 5.2 Anticipate progress of surgery and surgeon's requirements 5.3 Aseptically handle and pass instruments, materials and

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Element	Performance criteria
	equipment to the surgeon 5.4 Provide specific surgical operating support
6. Provide post-operative support to patient under supervision of veterinary surgeon	6.1 Monitor and support anaesthetic recovery of patients 6.2 Perform pain assessment on post-operative patients and develop pain management plan in consultation with surgeon
7. Manage equipment cleaning and maintenance	7.1 Oversee the cleaning and maintenance of theatre equipment, drapery and surgical equipment according to infection control procedures 7.2 Coordinate the packing and storage of instruments and surgical equipment

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.

Skill	Description
Reading	• Access and follow information in practice policies and procedures (including specialised procedures), relevant legislation, relevant Australian Standards
Numeracy	• Monitor surgical equipment, surgical routines and patient vital signs • Accurately measure and monitor dosages of medications
Interact with others	• Apply workplace protocols for communicating with clients and staff • Issue verbal instructions on a range of subjects, including maintenance of theatre equipment, cleaning and storage of instruments and surgical equipment
Get the work done	• Prioritise tasks • Problem solve issues with available resources • Maintain the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection • Address irregularities and contingencies in the context of the work role

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET501 Manage nursing requirements for specialised surgical procedures	ACMVET501A Manage nursing requirements for specialised surgical procedures	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

Links

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

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Assessment Requirements for ACMVET501 Manage nursing requirements for specialised surgical procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed nursing requirements for at least two different specialised surgical procedures covering two species, and for each procedure has:

- evaluated pain prior to sedation and anaesthetic choice under supervision of a veterinary surgeon
- monitored:
  - fluid therapy plan under supervision of a surgeon
  - mucous membrane colour
  - heart rate and rhythm
  - pulse rate and quality
  - rectal temperature
  - respiratory rate and effort
- prepared one animal and theatre for specific surgical procedures, including at least two of these procedures:
  - thoracotomy
  - abdominal surgery
  - cystotomy
  - spinal surgery
  - orthopaedic surgery
- managed theatre requirements and overseen the cleaning and maintenance requirements of surgical equipment, including at least two of these:
  - endoscope
  - laparoscope
  - arthroscope
  - electrosurgical unit/diathermy
  - ECG

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    - ventilator
    - suction equipment
- maintained hygiene and infection control standards to reduce the risk of contamination, infection and cross-infection in surgical, pre-and post-operative contexts
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary hospital or veterinary practice where specialist surgical procedures are regularly performed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anaesthetic routines and anaesthetic types, including gaseous and injectables
- animal anatomy and physiology related to specialised surgical procedures
- specialised and anaesthetic surgical equipment and instruments and how to use each one, including:
    - anaesthetic equipment
    - blood pressure monitoring equipment
    - capnographs
    - catheters
    - wound drains
    - electrocardiogram (ECG)
    - electrosurgical units
    - endoscopes
    - fluid therapy pumps
    - heated operating tables
    - laryngoscopes
    - oesophageal stethoscopes
    - orthopaedic equipment including drills and saws
    - pulse oximeters
    - scavenger
    - suction pumps
    - syringe driver
    - ventilators
- Australian Standard for cleaning, disinfecting and sterilising re-useable medical and surgical instruments and equipment and maintenance of associated environments in health care facilities
- intravenous fluid therapy, radiographic and other imaging routines relating to specialised surgical routines
- pain management and sedation medications and techniques
- how to recognise emergencies

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- state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare relevant to surgical procedures
- state or territory legislation covering the use of therapeutic and controlled substances in surgical procedures and nursing care
- processes involved, equipment used and nursing duties in specialised surgical procedures, including thoracotomy, abdominal surgery, cystotomy, spinal surgery and orthopaedic surgery
- specialised surgical nursing theatre routines
- specialised bandages and their use
- workplace hygiene standards, disinfectants and sterilisation, cleaning agents, cleaning techniques and cleaning equipment and materials required in pre-and post-surgical procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary hospital or surgery
- resources, equipment and materials:
  - a range of real patients
  - equipment, instruments and resources typically available for veterinary surgery, including specialised equipment used for intra-operative care
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian who is at a minimum a Member of the Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced surgical procedures on animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET502 Carry out post-operative nursing routines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to carry out post-operative nursing routines, and discharge patients (animals) that have undergone specialised surgical procedures into the care of clients (owners).

This unit applies to nurses who work in a veterinary practice under the supervision of a registered veterinarian who is at a minimum a Member of the Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced surgical procedures on animals. Managing these nursing requirements requires access to a veterinary practice where specialised surgical procedures are performed by veterinary surgeons on patients using the required equipment, instruments and resources.

This unit applies to individuals who exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced skilled activities. They demonstrate deep knowledge in a specific technical area and work in a range of routine and non-routine contexts.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

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Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor patients post-operatively under supervision of veterinary surgeon	1.1 Communicate effectively with surgeon on all aspects of post-operative patient care 1.2 Identify animal anatomy and physiology as it relates to post-operative surgical nursing procedures 1.3 Record vital signs and observations and abnormalities 1.4 Prepare and implement nursing care plans including pain management techniques in consultation with surgeon and comply with WHS, infection control and animal welfare requirements 1.5 Apply recognised physical therapy techniques according to patient needs 1.6 Recognise, respond to and assist with post-operative emergencies 1.7 Oversee the cleaning and maintenance of post-operative equipment according to infection control procedures 1.8 Complete all relevant documentation in consultation with surgeon
2. Maintain patient fluid requirements	2.1 Aseptically place and maintain intravenous catheters 2.2 Maintain intravenous fluid therapy, under supervision of veterinary surgeon 2.3 Monitor patient fluid output
3. Maintain patient nutritional requirements	3.1 Meet specific nutritional requirements for individual patient needs 3.2 Calculate energy requirements according to patient needs 3.3 Carry out assisted feeding procedures
4. Monitor wound or surgical site post-operatively, under supervision of veterinary surgeon	4.1 Select and apply appropriate post-operative dressings and bandages 4.2 Manage active and passive surgical drains 4.3 Manage open wounds post-operatively

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Monitor recumbent patients post-operatively	5.1 Select housing and bedding appropriate to specific patient needs 5.2 Use specific nursing techniques to prevent and treat complications associated with recumbent patients 5.3 Use positioning aids and techniques appropriate to surgical procedure, disease process and individual patient needs
6. Discharge patients into the care of clients with veterinarian's instructions	6.1 Communicate specific home care nursing requirements to client 6.2 Communicate instructions on patient's physiotherapy and exercise to client as required 6.3 Organise follow up appointments as required

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.

Skill	Description
Numeracy	• Measure and monitor animal vital signs • Accurately measure and monitor medication dosages
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET502 Carry out post-operative nursing routines	ACMVET502A Carry out post-operative nursing routines	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised Work placement requirement included	

Links

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Assessment Requirements for ACMVET502 Carry out post-operative nursing routines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out post-operative nursing routines for at least three patients, covering a minimum of two species, and including:
  - implementing minimum of two nutritional plans
  - maintaining and monitoring a fluid therapy plan and intravenous catheter site for a minimum of one patient
  - applying assisted feeding procedures at least once, including enteral nutrition via feeding tubes and performing maintenance of tubes
  - monitoring and maintaining indwelling urinary catheters at least once, including calculating urinary output reporting abnormalities to surgeon
- applied physical therapy techniques to surgical patients including at least three of the following:
  - cryotherapy
  - thermotherapy
  - massage
  - active and passive exercises
  - assisted mobility
- applied and monitored a minimum of two different wound dressing and bandages
- monitored active and passive drains at least once
- monitored and managed at least one open wound that included the individual having:
  - applied moist wound healing principles
  - wound bed preparation
  - lavage and debridement
- monitored at least two recumbent patients post-operatively

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- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary hospital or veterinary practice where specialist surgical procedures are regularly performed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal anatomy and physiology related to post-operative nursing routines
- nutritional requirements after specialised surgical procedures, including calculation of energy requirements using the correct formula
- pain management techniques for post-operative recovery
- principles of animal welfare and ethics related to surgical procedures and post-operative recovery
- how to recognise post-operative emergencies
- state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare in surgical recovery contexts
- state or territory legislation covering the use of therapeutic and controlled substances related to surgical and post-operative contexts
- nursing care plan design and models
- fluid therapy, including:
  - intravenous catheter placement techniques
  - catheter maintenance procedures
  - fluid types
  - calculation of fluid plans
  - additives to fluids
- appropriate nutrition for various disease states and surgical recovery
- enteral feeding tube placement techniques and maintenance procedures
- physical therapy techniques, including:
  - cryotherapy
  - thermotherapy
  - massage
  - active and passive exercises
  - assisted mobility strategies
- wound dressings and bandages, including:
  - abdominal bandage
  - thoracic bandage
  - head bandage
  - ear bandage
  - Velpeau
  - Ehmer sling
  - dressings and bandages for open wounds

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- specialised bandages and their use
- active and passive drain maintenance procedures
- open wound management strategies, including:
  - physiology of wound healing
  - moist wound healing principles
  - wound bed preparation
  - lavage and debridement techniques
  - signs of wound breakdown and complications
- recumbent patient care, including:
  - bladder management
  - bedding and positioning aids
  - patient positioning and turning
  - urine scald preventative measures and treatment
  - decubital ulcer preventative measures and treatment
  - body temperature monitoring
  - respiratory care including postural drainage, coupáge and nebulisation techniques
  - patient hygiene and grooming
  - patient mental health care
- workplace hygiene standards, disinfectants and sterilisation, cleaning agents, cleaning techniques and cleaning equipment and materials related to post-operative routines
- sources of information and providers of physical therapy techniques and procedures for post-operative recovery
- home care requirements and potential problems with home nursing of post-operative patients.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary hospital or surgery
- resources, equipment and materials:
  - a range of real patients
  - equipment, instruments and resources typically available for veterinary surgery, including specialised equipment used for post-operative care
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian who is at a minimum a Member of the Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced surgical procedures on animals.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET503 Produce veterinary dental oral cavity images

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare and monitor patients during imaging procedures, preparing imaging equipment, developing images and recording and storing image results for advanced veterinary dental surgery cases.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian who is at a minimum a Member of the Veterinary Dental Chapter, Australia and New Zealand College of Veterinary Scientists (ANZCVS). Veterinary nurses who work in this role have extensive vocational experience and are responsible for nursing skills and support for veterinarians who perform advanced veterinary dentistry procedures. This unit applies to veterinary nurses who are responsible producing dental cavity images.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare and monitor patient during imaging procedure	1.1 Apply specific sedation and anaesthetic procedures according to safe imaging procedures and WHS standard 1.2 Determine appropriate imaging technique in consultation with veterinarian 1.3 Position patient film or cassette to suit patient needs 1.4 Monitor patient vital signs during anaesthesia and recovery and record observations using industry standard terminology 1.5 Recognise, respond to and assist with emergencies related to dental imaging procedures
2. Prepare imaging equipment	2.1 Prepare digital, manual, automatic processor or chair side darkroom 2.2 Prepare pre-packed dental films or cassettes 2.3 Position radiographic machine and set for required procedure 2.4 Ensure all involved staff prepare and wear personal protective equipment to comply with radiation hazard procedures
3. Develop diagnostic images	3.1 Develop and display exposed film, or digital image for examination 3.2 Dispose of waste generated from the imaging process (including sedation chemicals) according to waste management protocols
4. Record and store diagnostic image results	4.1 Record results using industry standard terminology 4.2 Store films in a cool, dry place away from ionising radiation and light

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.

Skill	Description
Reading	• Identify, analyse and evaluate a range of complex text relating to WHS standards and imaging procedures

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Skill	Description
Numeracy	• Measure and monitor medication dosages including those administered intravenously

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET503 Produce veterinary dental oral cavity images	ACMVET503A Produce veterinary dental oral cavity radiographs	Updated to meet Standards for Training Packages Titled updated to reflect changes to content Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

Links

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

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Assessment Requirements for ACMVET503 Produce veterinary dental oral cavity images

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- produced veterinary dental oral cavity images for a minimum of five animals, covering at least two of these:
  - feline
  - canine
  - equine
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice or hospital where specialist advanced dental procedures are regularly performed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- practice dental imaging information recording systems
- legislative requirements, practice policies and work health and safety requirements for the operation of radiographic and other imaging mediums and equipment
- positioning and bisecting angles techniques and terminology for a range dental images for animals
- principles of animal welfare and ethics related to sedation and dental imaging procedures
- radiographic and other imaging development procedures
- radiography and other imaging equipment, supplies and personal protective equipment
- types of emergencies that may occur in dental imaging procedures
- relevant state or territory legislation and regulations relating to radiation safety, work health and safety and animal welfare in sedation and dental imaging techniques
- type of sedation typically used for dental procedures

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- storage requirements for dental images
- regulations and practice policies related to the disposal of imaging and sedation chemicals and old images.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary dental surgery
- resources, equipment and materials:
  - a range of real animals requiring advanced dental procedures
  - equipment, instruments and resources typically available for dental veterinary surgery, including dental imaging equipment
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian who is at a minimum a Member of the Veterinary Dental Chapter, Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced dental procedures on animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET504 Provide veterinary dental nursing support for advanced veterinary dental surgery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to provide veterinary dental nursing support for advanced veterinary dental surgery.

The unit applies to veterinary nurses, who work under the supervision of a registered veterinarian who is, at a minimum, a Member of the Veterinary Dental Chapter, Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced veterinary dentistry procedures. This unit applies to veterinary nurses with extensive vocational expertise who are responsible for providing advanced dental nursing skills.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary nursing (VET)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out admission procedures	1.1 Compile patient dental history 1.2 Coordinate referral and associated documentation 1.3 Collate dental pathology and diagnostic results
2. Prepare theatre for dental surgery	2.1 Prepare theatre furniture and equipment 2.2 Display patient images for the scheduled procedure 2.3 Access and check dental equipment and sterile dental packs 2.4 Complete gloving and gowning procedures
3. Prepare patient for dental surgery under the direction and supervision of the surgeon	3.1 Identify anatomy and physiology as it relates to dental health procedures 3.2 Comply with WHS, infection control and animal welfare requirements related to dental health procedures 3.3 Apply specific anaesthetic procedures under supervision of veterinarian 3.4 Assist with pre-operative medications 3.5 Position patient and apply restraints 3.6 Examine endotracheal tube to ensure it is functioning and apply pharyngeal pack
4. Prepare specific materials and anticipate veterinarians' requirements	4.1 Prepare specific dental materials for the scheduled procedure 4.2 Anticipate progress of surgery and respond to veterinarian's requirements 4.3 Hand instruments, equipment and materials to the veterinarian as requested 4.4 Provide specific dental surgical support 4.5 Take and maintain record of procedure 4.6 Dispose of clinical and other hazardous waste appropriately
5. Clean, store and maintain dental instruments and equipment	5.1 Clean or sterilise instruments and equipment 5.2 Store packed instruments and equipment 5.3 Identify damaged and ineffective instruments, equipment and their attachments and replace or set aside for repair or maintenance

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Complete maintenance routines for instruments and equipment
6. Communicate with client and discharge patient	6.1 Report patient progress to client 6.2 Communicate specific home nursing requirements to client 6.3 Provide instructions on administering prescribed medications to client

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.

Skill	Description
Numeracy	• Measure and monitor medication dosages including anaesthetics
Interact with others	• Recognise the importance of building rapport to establish effective working relationships
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET504 Provide veterinary dental nursing support for advanced veterinary dental surgery	ACMVET504A Provide veterinary dental nursing support for advanced veterinary dental surgery	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

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Links

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Assessment Requirements for ACMVET504 Provide veterinary dental nursing support for advanced veterinary dental surgery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements, performance criteria and foundation skills in this unit.

There must be evidence that the individual has:

- provided dental nursing support on a minimum of four occasions for at least three of the following procedures:
  - periodontics
  - endodontics
  - restorative dentistry
  - oral surgery
  - prosthodontics
  - orthodontics
  - exotic animal dentistry
- for each procedure, the individual must:
  - prepare the theatre, patients, personnel and all relevant materials and equipment for dental surgery
  - clean, maintain and store dental instruments and equipment according to manufacturers' specifications
  - communicate effectively with clients prior to surgery and post-operatively in respect to specific home-nursing requirements
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice or hospital where specialist advanced dental procedures are regularly performed.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- anatomy and physiology related to dental health and procedures for animals including canine, equine, feline and other exotic animals
- animal (canine, equine, feline) dental health issues and management
- dental procedures and related industry terminology in periodontics, endodontics, restorative dentistry, oral surgery, prosthodontics, orthodontics and exotic animal dentistry
- veterinary dental personal protective equipment, gloving and gowning procedures
- principles of animal welfare and ethics related to dental health and surgical procedures
- requirements of state or territory legislation and regulations relating to work health and safety, animal welfare and waste management associated with dental health and surgical procedures
- requirements of state or territory legislation covering the use of therapeutic and controlled substances for dental health and surgical care
- identification and purpose of surgical dental materials, including:
  - pins
  - plates
  - prosthesis
  - restorative materials
  - screws
  - sutures
  - wire
- prophylactic strategies used in veterinary dental care
- pre-and post-surgery advice and information for clients
- veterinary dental instruments and equipment and their uses, including:
  - air-driven dental base, including high and low speed hand pieces
  - amalgamator saws, pumps and elevators
  - chisels and curettes
  - curing lights
  - endodontic files
  - forceps
  - operating table
  - pharyngeal packs
  - radiograph displays
  - sterile dental packs
  - suction equipment
  - surgical instrument trays and trolleys
  - ultrasonic and sonic dental scalers
- veterinary dental equipment maintenance routines, including:
  - calibration
  - cleaning
  - disassembly
  - drying

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  - packing and oiling
  - reassembly
  - re-stocking
  - sharpening
- workplace hygiene standards, disinfectants and sterilisation, cleaning agents, cleaning techniques and cleaning equipment and materials related to dental surgical procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in a workplace that is a specialist veterinary dental practice or hospital, or a referral veterinary dental practice or hospital where registered veterinary dental specialists perform advanced veterinary dentistry
- resources, equipment and materials:
  - a range of real animals requiring advanced dental procedures
  - equipment, instruments and resources typically available in a dental practice or hospital, including specialised dental equipment
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with real clients
  - interactions with a registered veterinarian who is at a minimum a Member of the Veterinary Dental Chapter, Australia and New Zealand College of Veterinary Scientists (ANZCVS), and who regularly performs advanced dental procedures on animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET505 Prepare for veterinary emergency response

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to assist in preparing a veterinary practice for a veterinary emergency response. It is targeted at veterinary nurses who work in a veterinary hospital or emergency/specialist veterinary practice where an extensive range of emergency and critical care procedures are performed under the supervision of a registered or specialist veterinarian in a referral centre or in an emergency centre. Managing these nursing requirements requires access to an emergency care setting where emergency care procedures are regularly performed by veterinary surgeons on patients using specialised equipment, instruments and resources.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for emergency response	1.1 Prepare the environment for specific emergency scenarios and test equipment viability and personnel performance 1.2 Provide the critical care team with policies for emergencies 1.3 Provide critical care team practice drills for practice staff 1.4 Prepare and deliver in-house training sessions 1.5 Maintain a state of preparedness for emergency response
2. Assist with the preparation of emergency and critical care protocols	2.1 Assist with the development or review policies and procedures for critical care in consultation with the veterinarian 2.2 Conduct assessment of standard operation procedures including legislation, WHS and animal welfare requirements, and record a performance appraisal 2.3 Assist with the development of improved procedures in consultation with the veterinarian

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.

Skill	**Description**
Oral communication	• Provide clear and concise instructions to staff in implementing practice drills
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACMVET505 Prepare for veterinary emergency response Release 2	ACMVET505 Prepare for veterinary emergency response Release 1	Minor update in the Application, Performance Evidence and Knowledge Evidence for clarity	Equivalent

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Links

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

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Assessment Requirements for ACMVET505 Prepare for veterinary emergency response

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- organised and prepared resources and equipment for emergency and critical care procedures, including each of the following:
  - a trauma
  - surgical procedures, including thoracic and abdominal
  - a blood transfusion
  - a cardiac or respiratory arrest
  - multiple organ dysfunction syndrome (MODS)
- prepared veterinary practice staff for a veterinary emergency response on a minimum of one occasion
- developed one emergency or critical care protocol
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks in relation to emergency and critical care outlined in the elements and performance criteria of this unit. This includes knowledge of:

- emergency and critical care procedures, including:
  - medical emergencies
  - surgical procedures (thoracic and abdominal)
  - haematological diseases requiring blood transfusions

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  - systemic inflammatory response syndrome (SIRS)
  - sepsis
  - multiple organ dysfunction syndrome (MODS)
  - cardiac and respiratory arrest
  - trauma
- purpose of equipment, instruments and resources required to perform critical care procedures or processes, including:
  - toxin recognition
  - management of topical and ingested toxins
  - emergency situations that may result from specific clinical conditions
  - requirements for practice personnel mental and physical preparedness for emergencies
- identification and purpose of equipment and resources required in an emergency station, including:
  - antidotes, antivenoms and antitoxoids
  - blood products including individual components
  - cardiopulmonary resuscitation equipment
  - intravenous fluids including crystalloids and colloids
  - crash carts
  - vital sign monitors
  - respiratory resuscitation equipment
  - restraints (physical and chemical)
  - emergency procedure wall charts
- state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare in emergency response environments.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects emergency veterinary care practice or hospital where emergency patients are received
- resources, equipment and materials:
  - a range of real animals
  - specialised equipment, instruments and resources typically available for in a veterinary practice where emergency patients are received
- specifications:
  - practice policies and procedures for emergencies
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):

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- interactions with a workplace team
- interactions with a registered veterinarian who regularly performs emergency and specialised critical care procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMVET506 Perform emergency procedures to sustain life

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to respond with urgency to perform pre-hospital evaluations, apply and maintain first aid to sustain life, and carry out triage procedures for emergency and critical care cases.

This unit applies to veterinary nurses with extensive vocational expertise who are responsible for providing advanced nursing skills for emergency procedures. It is targeted at veterinary nurses who work in a veterinary hospital or emergency/specialist veterinary practice where an extensive range of emergency and critical care procedures are performed under the supervision of a registered or specialist veterinarian in a referral centre or in an emergency centre. Veterinary nurses who work in emergency care exercise autonomy in undertaking complex work.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Perform pre-hospital evaluation	1.1 Establish immediate patient history with client 1.2 Communicate emergency first aid advice for the patient to the client 1.3 Communicate transportation advice and the practice's location to the client
2. Assess patient to confirm the need for emergency response	2.1 Conduct visual patient assessment 2.2 Conduct assessment of patient using safe handling techniques for protection of self, others and patient 2.3 Interpret and evaluate signs and symptoms to confirm life threatening or other situation status in consultation with veterinarian
3. Apply and maintain first aid to sustain life	3.1 Apply cardiopulmonary resuscitation procedures according to patient's needs and under veterinary supervision 3.2 Apply procedures for haemorrhage control and oxygen therapy according to patient's needs and under veterinary supervision
4. Carry out triage procedures and stabilise patient under veterinarian direction	4.1 Complete and evaluate triage parameters 4.2 Report triage findings to attending veterinarian 4.3 Provide clear and concise directions to supporting personnel 4.4 Provide specific emergency and critical care nursing assistance ensuring hygiene and infection control protocols are followed
5. Complete history and secondary survey	5.1 Confirm patient history with client records 5.2 Perform secondary survey in conjunction with veterinarian 5.3 Update patient records

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.

Skill	Description

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Skill	Description
Numeracy	• Weigh and measure animals • Monitor and record animal vital signs
Get the work done	• Work with other team members and under veterinarian's directions to implement emergency procedures • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET506 Perform emergency procedures to sustain life Release 2	ACMVET506 Perform emergency procedures to sustain life Release 1	Minor update in the Application, Performance Evidence and Knowledge Evidence for clarity	Equivalent

Links

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

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Assessment Requirements for ACMVET506 Perform emergency procedures to sustain life

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- handled a minimum of five emergency situations and patients, including (for each):
  - dealt with animals gently and calmly and exhibited appropriate care for animals so that stress and discomfort was minimised
  - maintained hygiene and infection control to reduce the risk of infection and cross-infection during emergency life support situations
  - worked as a member of a team and worked closely with the supervising veterinarian in emergency life support situations
- carried out triage procedures for a minimum of two animals
- demonstrated cardiopulmonary resuscitation (CPR) procedures on a minimum of two occasions, on a real or model animals
- demonstrated procedures for haemorrhage control on a minimum of one occasion, on a real or model animal
- successfully intubated a minimum of one patient, under supervision
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks in relation to emergency and critical care outlined in the elements and performance criteria of this unit. This includes knowledge of:

- anaesthesia and anaesthetic agents in emergency procedures

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- animal anatomy and physiology related to emergency situations, animal health status assessment and monitoring and emergency procedures
- animal first aid techniques
- safety risks of:
  - animal bites, kicks, scratches, crush injuries
  - biological hazardous waste and sharps disposal
  - handling of chemicals and medicines
  - inhalation of aerosol particles
  - intraocular contamination
  - manual handling including carrying, lifting and shifting
  - needle stick injury and cuts from other sharps
  - zoonosis
- visual assessment techniques to observe and report on animal condition and health status to the veterinarian, including:
  - level of consciousness
  - external bleeding
  - swelling
  - ataxia
  - body guarding
  - behaviour
  - vocal sounds
  - abnormal body, head or limb presentation
  - presence, colour, texture and volume of discharge from any orifice
- manual assessment techniques to observe and report on animal condition and health status to the veterinarian, including:
  - temperature
  - pulse
  - respiration
  - capillary refill
  - hydration status
  - pupillary reflex
  - mucous membrane colour
  - pain or guarding on palpation
- nursing support required in first aid procedures to sustain life, including:
  - performing CPR
  - defibrillation
  - hemorrhage control
  - open-chest cardiac massage
  - tracheostomy procedure
  - providing intravenous fluid therapy under veterinarian direction

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- techniques involved in:
  - applying direct digital pressure or pressure bandages
  - clearing airway
  - giving oral fluids for caustic ingestion
  - identifying poison evidence for snakes, toads, ticks, rat bait, snail bait, flea collars and organophosphate pesticides
  - supporting penetrating foreign bodies
  - supporting fractures
  - ventilation and cardiac compression techniques
  - emergency drug and fluid administration
  - monitoring patients during and post resuscitation
- critical care procedures
- safe handling techniques for trauma patients
- medications and therapies for emergency procedures and first aid
- emergency situations that may result from specific clinical conditions
- intravenous fluid therapy applications in emergency medicine
- state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare in relation to emergency and first aid procedures
- triage purpose, procedures and priorities for emergency situations that are life threatening
- CPR procedures and protocols in line with current industry standards.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary surgery where emergency and critical care procedures are regularly performed by veterinarians
- resources, equipment and materials:
  - a range of real animals in need of emergency care
  - equipment, instruments and resources typically available to perform critical care procedures
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - supervision by a registered veterinarian who regularly performs emergency and specialised critical care procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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ACMVET507 Provide nursing support for critical care surgery

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to prepare for critical care surgery and support the veterinarian during the surgery.

It is targeted at veterinary nurses who work in a veterinary hospital or emergency/specialist veterinary practice where an extensive range of emergency and critical care procedures are performed under the supervision of a registered or specialist veterinarian in a referral centre or in an emergency centre. It applies to veterinary nurses with extensive vocational experience.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for a critical care surgical patient	1.1 Identify the patient's requirements and prepare patient for surgery 1.2 Prepare surgical and monitoring equipment
2. Monitor patient from induction to recovery	2.1 Provide assistance to the veterinarian for induction and apply safe work practices and animal welfare protocols 2.2 Identify anatomy and physiology as it relates to monitoring patient vital signs and response to anaesthetic agents 2.3 Monitor anaesthetic continuously and record data under the direct supervision of a veterinarian 2.4 Monitor vital signs constantly and respond to abnormal signs 2.5 Administer analgesia and monitor response under veterinary supervision 2.6 Apply specific emergency procedures as directed by the veterinarian 2.7 Provide specific surgical operating support in response to the veterinarian’s requirements
3. Collect and administer blood and blood products	3.1 Identify blood type; source or collect and store blood under the supervision of a veterinarian 3.2 Prepare and administer blood and blood products under the supervision of a veterinarian 3.3 Recognise and treat adverse reactions to transfusions under the supervision and direction of a veterinarian
4. Provide critical care nursing	4.1 Determine patient short-term positioning, environment, medication, nutrition, nursing care and physical therapy in consultation with veterinarian 4.2 Develop nursing care plan using industry standard terminology and including all relevant aspects of treatment and care in conjunction with veterinarian 4.3 Provide intensive nursing care and monitor the patient according to the nursing care plan 4.4 Consult with the veterinarian regularly on the patient's progress
5. Discharge patient	5.1 Organise transportation for the critical care patient according to practice policies and WHS requirements 5.2 Prepare patient for transport within and from the practice 5.3 Provide the client with instructions concerning the patient's care requirements in the home environment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Collate the patient's history, records and veterinarian's report and present to client 5.5 Advise client on the delivery of referral documentation to their regular practitioner

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.

Skill	Description
Oral communication	• Articulate clear information to clients in relation to the patient
Numeracy	• Accurately measure and record animal's vital signs
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET507 Provide nursing support for critical care surgery Release 2	ACMVET507 Provide nursing support for critical care surgery Release 1	Minor update in the Application, Performance Evidence and Knowledge Evidence for clarity	Equivalent

Links

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

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Assessment Requirements for ACMVET507 Provide nursing support for critical care surgery

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided appropriate nursing support for critical care surgery for a minimum of three animals, including all of the following procedures:
  - placement and care of catheters, chest and other drains and tracheostomy tubes
  - fluid therapy
  - oxygen therapy
  - monitoring urinary output
  - emergency procedures
  - emergency anaesthetic procedures
  - artificial and assisted respiration
  - administration of life support techniques and medicines
- handled animals gently and calmly and exhibited appropriate care for animals so that stress and discomfort is minimised
- used safe work practices during critical care surgical procedures
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks in relation to emergency and critical care outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- after care requirements including medication, wound management, nutrition, exercise, physical therapy and environment
- animal anatomy and physiology related to the monitoring of vital signs and the management of animals through critical care nursing and surgical procedures
- vital sign monitoring, including:
  - capillary refill time
  - central venous pressure
  - chest auscultation
  - blood pressure
  - femoral pulse
  - heart rate and rhythm
  - mucous membrane colour
  - pupillary light reflex
  - respiration
  - temperature
- blood gas analysis
- instruments for monitoring vital signs, including:
  - capnographs
  - electrocardiogram (ECG)
  - oesophageal stethoscopes
  - pulse oximeters
  - blood pressure monitoring device
- blood, blood types, blood supply sources and blood product transfusions, transfusion reactions and monitoring of a patient undergoing transfusion, transfusion rates, donor blood collection and management
- clinical signs of shock
- critical care and intensive nursing routines, including:
  - placement and care of catheters, chest and other drains and tracheostomy tubes
  - fluid therapy
  - oxygen therapy
  - monitoring urinary output
  - emergency procedures
  - emergency anaesthetic procedures
  - artificial and assisted respiration
  - administration of life support techniques and medicines
- planes and stages of anaesthesia and anaesthesia equipment
- anaesthetics, including injectable and gaseous compounds, including:
  - pre-emptive analgesia
  - intra-operative analgesia
  - post-operative analgesia
- analgesics administered by the veterinarian or under veterinary supervision, including:

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  - non-steroidal anti-inflammatory
  - narcotics
  - other analgesics and opiate antagonists
- other emergency procedures, including:
  - response to anaesthetic recovery/shock complications with particular attention to transport to recovery ward
  - supervision of anaesthetic monitoring equipment
  - intravenous fluid therapy
- state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare in critical care surgery
- requirements for referral documentation
- transportation procedures
- patient care plan requirements, including:
  - animal husbandry
  - environmental conditions
  - environmental enrichment
  - patient hygiene and grooming
  - housing
  - need for analgesia and medication
  - nutrition
  - positioning of patient
  - physical therapy.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary surgery where emergency and critical care procedures are regularly performed by veterinarians
- resources, equipment and materials:
  - a range of real animals in need of emergency care
  - equipment, instruments and resources typically available to perform critical care procedures
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - supervision by a registered veterinarian who regularly performs emergency and specialised critical care procedures.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMVET508 Support veterinary practice communication and professional development

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to communicate at an advanced clinical level with veterinarians, other allied health professionals, practice staff and clients as well as contributing to the knowledge base and professional development of the veterinary practice.

This unit applies to veterinary nurses with extensive vocational expertise who are responsible for managing practice communications and staff development and support for veterinarians in general practice. The unit applies to veterinary nurses who work in a veterinary practice under the supervision of a registered veterinarian, in senior supervisory role.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Facilitate admission and discharge referral patients	1.1 Explain admission and discharge procedures to the relevant parties and complete procedures for referral patients 1.2 Document patient case history, diagnostics and treatments information and relay information to stakeholders 1.3 Comply with practice policies on information security and privacy requirements 1.4 Explain specific nursing requirements to stakeholders and make follow-up appointments as per veterinary instructions 1.5 Forward details of patient's treatment and after care to the referring veterinarian
2. Interact with other veterinary health care professionals	2.1 Identify the range of veterinary health care professionals and services available for veterinary practice needs 2.2 Align veterinary health care professionals and support services to specific veterinary case needs 2.3 Use effective communication strategies and appropriate veterinary terminology when liaising with consulting veterinary health care professionals
3. Communicate with clients about veterinary processes	3.1 Explain veterinary terminology to clients to ensure they understand relevant treatments 3.2 Use effective communication strategies to verify and clarify instructions from veterinarians or other health care professionals 3.3 Interpret abbreviations used in workplace specific contexts and use them in recording information
4. Seek out and apply veterinary nursing information	4.1 Critically evaluate collected data using a variety of methods and sources relevant to the clinical setting 4.2 Improve existing workplace practices and procedures using knowledge of the historical, theoretical and philosophical aspects of the field of practice 4.3 Evaluate new treatments, protocols and procedures within the scope of work role and report them to supervisor 4.4 Evaluate research strategies and methodologies for relevance, reliability and quality of evidence 4.5 Critically evaluate specific research information
5. Contribute to	5.1 Establish links with veterinary nurses and other relevant allied

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
professional development	healthcare professionals 5.2 Identify and use personal professional development opportunities to plan skills and knowledge enhancement for self and others 5.3 Monitor changes in veterinary nursing procedures and techniques and report findings to others 5.4 Present case study and literature review to others in a public or peer setting 5.5 Transfer skills and knowledge to new contexts

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.

Skill	Description
Reading	• Proofread texts to ensure clarity of meaning, accuracy of grammar and terminology • Read and interpret a variety of research texts
Writing	• Prepare general information, reports and papers to meet the needs of the target audience
Interacting with others	• Play a lead role in situations requiring effective collaboration, demonstrating effective veterinary skills
Get the work done	• Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET508 Support veterinary practice communication and	ACMVET508A Support veterinary practice communication and	Updated to meet Standards for Training Packages Minor changes to clarify content	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
professional development	professional development	Assessment requirements revised Work placement requirement included	

Links

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Assessment Requirements for ACMVET508 Support veterinary practice communication and professional development

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- facilitated a minimum of three separate professional development activities for others in a public or peer setting, covering a variety of circumstances, patients, cases and responsibilities, and including:
  - admission and discharge processes and procedures
  - new treatments or research relevant to work at practice
  - case study of animal care
  - literature review of relevant products or processes
- created a professional development plan for self and one junior staff member
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice supervising the work of others.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of animal welfare and ethics in the conduct of veterinary practice and nursing care
- information and research sources for veterinary nursing and related practice policies, regulations and protocols
- roles and responsibilities of relevant parties, including:
  - in-house veterinarian and other staff
  - referring veterinarian
  - consulting health care professionals
  - animal insurance company representative
  - medication or specialist surgical or equipment industry representatives

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- workplace policies, guidelines, protocols and procedures, including:
  - accessing and updating files
  - admission and discharge of patients
  - admittance of visitors
  - treatment, preparation for surgery and post treatment management of patients
  - compliance with relevant legislative requirements
  - post-surgery clean-up and treatment of patients
  - guidelines for the sale of medicines and animal treatments (prescription and non-prescription)
  - information specific to the practice
  - recording information
  - security, confidentiality and privacy
  - type and scope of information and advice that can be provided by staff or clients
  - practice hierarchy when confirming or verifying information or instructions
- types of information and sources in veterinary practice
- research strategies and methodologies relevant to veterinary practice
- veterinary terminology, including:
  - case taking and case notes
  - describing health conditions and disease processes
  - describing medical, nursing and surgical procedures; equipment and instruments
  - labeling specimens
  - reading and interpreting labels
  - interpreting prescriptions
  - completing animal assessments, reporting and interpreting vital signs and symptoms
- professional development opportunities for veterinary nurses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - equipment and resources typically available for veterinary
  - practice records and client/patient information
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with veterinary staff.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMVET509 Manage veterinary nursing procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to manage nursing procedures in order to support veterinarians and achieve the best possible patient outcomes. Nursing procedures range from veterinary support in consultations and surgery to the daily care of hospitalised patients. Nursing support includes the preparation of equipment, materials, medications and the patient, monitoring anaesthesia, providing assistance in theatre, administering drugs, providing wound care, drain maintenance, critical care and infection control.

This unit applies to veterinary nurses with extensive vocational expertise who are responsible for providing advanced nursing skills and support for registered veterinarians in general practice. It is assumed that such nurses will have a leadership role in their practice and be involved in the development, implementation and review of practice policies and procedures.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Supervise nursing support for veterinary procedures	1.1 Coordinate available nursing staff to support veterinary activities 1.2 Coordinate preparation of materials and equipment in anticipation of need 1.3 Supervise nursing staff assistance in a range of medical and surgical nursing procedures 1.4 Coordinate nursing staff to monitor and communicate anaesthetic depth and patient vital signs during general anaesthesia under veterinary supervision 1.5 Coordinate nursing staff requirements for post-operative procedures 1.6 Organise appropriate rostering of nursing staff
2. Organise, monitor and document referral requests, procedures and follow-up processes	2.1 Notify referral veterinarian or other health care professional and service regarding reason for referral according to practice procedures and referring veterinarian's instructions 2.2 Arrange transfer of copies of client records and referral information while maintaining client confidentiality 2.3 Advise clients of referral procedures and provide copies of relevant documentation 2.4 Document referrals in case notes using industry standard terminology 2.5 Document referral veterinarian patient case report outcomes and required after care in case notes using industry standard terminology
3. Manage hospitalised patients	3.1 Implement specific veterinarian instructions for the care of hospitalised patients 3.2 Coordinate nursing care of hospitalised patients according to WHS, infection control and animal welfare requirements 3.3 Develop and implement infection control policies and procedures to comply with infection control requirements 3.4 Conduct hospital rounds with attending veterinarian ensuring effective nurse handovers
4. Monitor the maintenance of accurate records	4.1 Develop and implement a range of practice policies and procedures to facilitate nursing activities 4.2 Confirm staff follow policies and procedures to maintain

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	appropriate documentation of hospitalised patients 4.3 Review policies and procedures to improve patient outcomes and customer service

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.

Skill	Description
Numeracy	• Monitor patient vital signs and calculate drug doses and fluid rates
Get the work done	• Apply problem-solving skills to use available resources and anticipate veterinarians' requirements • Consistently evaluate and monitor own performance • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET509 Manage veterinary nursing procedures	ACMVET509A Manage veterinary nursing procedures	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

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Links

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Assessment Requirements for ACMVET509 Manage veterinary nursing procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed a minimum of three veterinary nursing procedures, including for each procedure:

- coordinated and rostered staff
- coordinated preparation of equipment
- coordinated admissions and discharges
- managed nursing care of hospitalised patients on at least three occasions, including (on each occasion):
  - completed hospital rounds with veterinarian
  - ensured nurse handovers were effective
  - rostered nursing staff
  - ensured treatment plans were followed and abnormalities reported to the attending veterinarian
- developed and implemented a minimum of one infection control procedure
- monitored the maintenance of records, including policies and procedures relevant to veterinary nursing care
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice supervising the work of others.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles of animal welfare and ethics
- processes used to develop policies and procedures
- how to roster staff against practice requirements
- processes to manage referrals

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- effective communication principles and strategies
- records management
- principles of supervision and leadership in managing veterinary nursing care
- sources of information related to professional development opportunities
- quarantine of patients and infection control measures in an isolation facility
- practice policies and procedures related to veterinary nursing procedures
- relevant state or territory legislation and regulations relating to the practice of veterinary science, codes of practice, workplace health and safety, animal welfare and biosecurity
- relevant state or territory legislation covering the use of therapeutic and controlled substances.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary hospital
- resources, equipment and materials:
  - hospitalised animals
  - equipment, instruments and resources typically available in a veterinary hospital
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a team of veterinary nurses
  - interactions with a registered veterinarian.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET510 Apply veterinary nursing pathophysiology

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit covers the fundamentals of disease and common disease processes. It includes diagnostic tests, treatment options and nursing care.

This unit applies to veterinary nurses with extensive vocational expertise who are responsible for providing advanced nursing skills and support for veterinarians in general practice. It is assumed that such nurses will have a leadership role in their practice and use specialised skills and knowledge for pathophysiological work.

This unit applies to veterinary nurses who work in a veterinary practice under the supervision of a registered veterinarian.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret fundamentals of disease	1.1 Collect detailed patient history from client 1.2 Assist with physical examination of the patient's body systems 1.3 Assist to identify clinical signs consistent with basic disease processes 1.4 Assist in conducting effective triage of patients 1.5 Advise veterinarian of patient history and clinical signs using industry standard terminology
2. Assist diagnosis of disease by a veterinarian	2.1 Collect and process diagnostic samples and report results to veterinarian 2.2 Assist to determine causative agents or contributing factors in support of veterinary diagnosis 2.3 Comply with infection control, WHS and animal welfare requirements in disease outbreak scenarios 2.4 Implement strategies to prevent zoonosis
3. Coordinate veterinary treatments for disease processes	3.1 Identify the benefits from, and potential adverse responses to, veterinary medications used in general practice 3.2 Assist with preparation and administration of veterinary medications 3.3 Implement appropriate treatment as directed by a veterinarian 3.4 Use safe waste handling and disposal procedures
4. Manage outpatients under treatment for disease	4.1 Provide specific written and verbal instructions to clients 4.2 Identify environmental factors relevant to the management of common disease processes 4.3 Coordinate follow up procedures that encourage owner compliance and monitor patient progress

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.

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Skill	Description
Get the work done	• Work with other team members and under veterinarian's directions to coordinate diagnostic tests, treatment regimens and follow up procedures • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET510 Apply veterinary nursing pathophysiology	ACMVET510A Apply veterinary nursing pathophysiology	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised Work placement requirement included	No equivalent unit

Links

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

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Assessment Requirements for ACMVET510 Apply veterinary nursing pathophysiology

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied veterinary nursing pathophysiology, including:

- collected a detailed patient history of two animals
- collected, stored and processed samples for a minimum of ten clinical pathology tests on five or more patients
- assisted with each of the following, at least once:
  - performing effective physical examination
  - conducting effective triage of patients
  - administering fluid therapy including blood products
  - administering medications by intravenous means, including using fluid pumps
  - identifying cause and clinical signs of common disease processes
- identified abnormal body function in a minimum of three animals
- implemented practice protocols and procedures for the prevention of zoonosis in a range of companion animals
- complied with relevant infection control and workplace health and safety requirements
- identified benefits from and adverse responses to a range of veterinary medications used in general practice
- managed outpatients
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

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- after care requirements, including wound management, nutrition, exercise, physical therapy and environment
- potential benefits from and adverse responses to a range of veterinary medications used in general practice
- anatomy and function of the eleven body systems
- animal nutrition and husbandry
- basic disease processes, including:
  - inflammation
  - infection
  - neoplasia
  - heritable and congenital abnormalities
  - endocrine disorders
  - toxicity
- causative agents or contributing factors in disease and infection
- common infectious diseases, including zoonosis
- detailed physical examination, including:
  - patient behaviour and clinical signs
  - demeanour and stance
  - full examination from nose to tail, including all body systems
  - mucous membrane colour and capillary refill time
  - auscultation of the chest
  - palpation of the abdomen
  - rectal temperature
  - pulse and respiratory rates
- purpose and techniques involved in diagnostic tests, including:
  - antigen test
  - biochemistry
  - biopsy
  - blood cross match
  - cytology
  - haematology
  - faecal floatation
  - fluid analysis
  - fine needle aspirate
  - fungal assay
  - hormone assay
  - microbial culture and sensitivity (MC&S) preparation
  - sediment examination
  - serological tests, including enzyme linked immunosorbent assay (ELISA) tests on blood serum to detect antigen or antibodies (evidence of infection)
  - smear

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  - skin scrape
  - urinalysis
- types and pharmacology of veterinary medications, including:
  - anaesthetic induction agents
  - analgesics
  - antibiotics
  - anticonvulsants
  - antiemetics
  - corticosteroids
  - cytotoxic drugs
  - emetics
  - hormones
  - non-steroidal anti-inflammatory drugs
  - sedatives
  - vitamins
  - other drugs as directed
- principles of triage in relation to clinical signs and disease management
- state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare in relation to disease outbreak and management
- signs of common disease processes in companion animals
- safe waste disposal in disease outbreaks.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - a range of real, live animals
  - equipment, instruments and resources typically available in a veterinary practice where medical and surgical procedures are routinely performed
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
  - drug and poison schedules and legislation
- relationships (internal and/or external):
  - interactions with real clients
  - interactions with a registered veterinarian.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMVET511 Apply principles of animal behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to assess and respond to animal behaviour in general veterinary practice. It requires a holistic application of veterinary nursing, distinguishing normal and abnormal behaviours, acceptable and unacceptable behaviours, current behavioural therapies, animal legislation and effective client communication.

This unit applies to veterinary nurses with extensive vocational expertise who are responsible for providing advanced nursing skills and support for veterinarians with a special interest in animal behaviour. It is assumed that such nurses will have a leadership role in their practice and apply specialised knowledge of animal behaviour to promote responsible pet ownership within the veterinary practice and with animal owners.

This unit applies to veterinary nurses who work in a veterinary practice under the supervision of a registered veterinarian.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

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Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Promote responsible pet ownership	1.1 Identify basic animal needs and relate to behavioural patterns 1.2 Advise clients on the benefits of socialisation and humane training methods 1.3 Advise clients on behavioural issues and legal responsibilities of pet ownership
2. Interpret animal behaviour	2.1 Identify anatomy and physiology as it relates to the stress response and behaviour management in animals 2.2 Review animal learning theory and identify current techniques in behavioural management 2.3 Provide appropriate environment and enrichment to promote and support normal behaviour in species 2.4 Investigate socialising, environmental and activity behaviours in different species 2.5 Determine a range of acceptable and unacceptable animal behaviours in different species 2.6 Collect patient histories and identify a range of normal and abnormal behaviours in different species 2.7 Assess the physical and social environment of the patient 2.8 Assess risks or hazards to patient, other animals, self, owner, staff and public 2.9 Inform the veterinarian of identified behavioural issues
3. Facilitate behavioural consults	3.1 Coordinate appropriate actions to reduce risk according to WHS requirements and practice policies as directed by veterinarian 3.2 Assist in providing an appropriate environment for each behaviour consultation to occur 3.3 Provide nursing support for behavioural consultations 3.4 Provide appropriate behavioural advice as directed by veterinarian 3.5 Prepare behavioural medications according to legislative

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	requirements and as prescribed or directed by the veterinarian
4. Provide after care for behavioural cases	4.1 Design behaviour modification plan for patients using current humane methods that complies with legislative requirements 4.2 Educate clients on behaviour management and implementation of behaviour modification plans 4.3 Follow up and review behaviour modification plans in response to patient outcomes and progress with veterinarian 4.4 Provide grief support to clients as required

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.

Skill	Description
Reading	• Read and analyse a variety of research texts in relation to animal behaviour and animal learning theory, and apply outcomes to client education programs
Oral communication	• Presentation skills to conduct client education programs
Get the work done	• Apply problem-solving skills to use available resources and anticipate veterinarians' requirements • Address irregularities and contingencies in the context of the work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET511 Apply principles of animal behaviour	ACMVET511A Apply principles of animal behaviour	Updated to meet Standards for Training Packages Minor changes to clarify content	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Assessment requirements revised Work placement requirement included	

Links

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

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Assessment Requirements for ACMVET511 Apply principles of animal behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria skills in this unit.

There must be evidence that the individual has:

- developed and delivered a minimum of three animal behaviour programs, covering two species, that benefits animals or animal owners, including (for each):
  - collecting patient histories and identifying normal and abnormal animal behaviours
  - determining acceptable and unacceptable animal behaviours
  - providing nursing support for behavioural consultations
  - designing a behaviour modification program
  - providing follow-up support for client
- reviewed a minimum of one behaviour education program for an animal who was prescribed a behavioural modification drug
- performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in a veterinary practice.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- animal anatomy and physiology relating to the stress response and behaviour management
- animal learning theory and current techniques in behavioural management
- early socialisation and physical environment requirements of animals
- animal nutrition and husbandry related to behaviour
- common behavioural problems in companion animals
- abnormal behaviour and the potential role of physical illness in behavioural problems
- fundamentals of animal behaviour
- principles of animal welfare and ethics in behaviour management
- rights of animals

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- legal responsibilities of pet ownership
- normal animal behaviour, development and communication
- medications commonly used to manage behavioural disorders
- nursing support of behavioural management, including:
  - directing clients
  - collecting history
  - restraining animals
  - performing a physical examination
  - producing reports
  - supplying medications
  - organising revisits and other follow-up procedures
  - coordinating referrals when required
- relevant state or territory legislation and regulations relating to the practice of veterinary science, work health and safety and animal welfare
- relevant state or territory legislation covering the use of therapeutic and controlled substances
- client education programs
- risks and hazards related to animal behavior.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- resources, equipment and materials:
  - a range of real animals that require behavioural treatment
  - equipment, instruments and resources typically available for in a veterinary practice
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with real clients
  - interactions with a registered veterinarian with a special interest in animal behaviour.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMVET512 Develop and implement specific practice policies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop, review, update and implement policies for specific practice needs and communicate them to practice personnel to ensure the sound management of the veterinary business.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who review and implement practice policies need to hold in-depth knowledge of the operations of the veterinary practice.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review, prepare, develop and implement practice policies	1.1 Collate legislative and other reference materials about veterinary practice from relevant sources 1.2 Consult with colleagues and collect and record directions, concerns and recommendations of practice personnel 1.3 Prepare and write policy materials to suit practice needs 1.4 Review and update current policies to suit practice needs 1.5 Circulate draft policies for staff comment and management approval 1.6 Organise systems and structures for policy implementation in consultation with staff members or specialist advisers
2. Communicate practice policies to relevant personnel	2.1 Distribute developed policies to staff and management 2.2 Facilitate training programs in the use of, and adherence to, policies 2.3 Conduct regular reviews to monitor staff adherence to policies and measure training outcomes

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.

Skill	Description
Writing	• Plan and prepare policy documents that incorporate appropriate language and clear layout, to ensure accessibility to practice staff
Interact with others	• Recognise the importance of building rapport to establish effective working relationships

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET512 Develop and implement specific practice policies	ACMVET413A Develop and implement specific clinic policies	Updated to meet Standards for Training Packages Recoded to AQF 5 Titled updated to reflect changes to content Minor changes to clarify content Assessment requirements revised	Equivalent unit

Links

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

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Assessment Requirements for ACMVET512 Develop and implement specific practice policies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has developed and implemented specific practice policies, including:

- researched and developed two new practice policies
- reviewed and updated a minimum of two practice policies, one of which must relate to work health and safety
- implemented a minimum of one new or revised policy.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- information relevant to preparing and developing practice policies, including:
  - Australian Veterinary Association (AVA) guidelines and codes of practice
  - organisational workplace health and safety risk management programs
  - relevant work health and safety hazard identification, risk assessment and control measures
  - the handling and disposal of biological wastes
  - the handling, use, storage, transport and disposal of chemicals
- policies relevant to a veterinary practice, including:
  - professional services
  - human resource management
  - nursing care
  - office procedures
  - workplace health and safety
  - security
- communication techniques relevant to relaying practice operations and policies to staff

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- staff training techniques relevant to policy development and dissemination
- policy development and review processes
- relevant legislation, regulations, codes of practice and current practice policies
- techniques to monitor staff understanding and compliance to practice policies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary practice
- specifications:
  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMWHS201 Participate in workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to work safely and participate in work health and safety processes in an animal care environment.

This unit applies to individuals who require knowledge of work, health and safety to carry out their own work under routine supervision. They work in known contexts dealing with routine tasks and a limited range of predicable problems.

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

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to work safely	1.1 Locate and interpret information on workplace health and safety related to work area 1.2 Identify workplace health and safety responsibilities in the workplace 1.3 Identify hazards, including signs of common animal diseases, in the work area 1.4 Take action to control risks related to own safety 1.5 Report other hazards and risks to supervisor 1.6 Carry out pre-start checks according to workplace procedures
2. Conduct work safely	2.1 Use personal protective equipment correctly 2.2 Follow work procedures and work instructions, including infection control, to ensure safe work 2.3 Report incidents and injuries to supervisor 2.4 Undertake workplace health and safety housekeeping in work area 2.5 Identify own levels of stress and fatigue to ensure ability to work safely and sustainably
3. Participate in work health and safety activities	3.1 Contribute to workplace meetings, workplace inspections and other workplace health and safety consultative activities 3.2 Raise workplace health and safety issues with designated personnel in line with workplace policies and procedures 3.3 Contribute to improving workplace health and safety systems and processes
4. Follow emergency response procedures	4.1 Identify and report emergency situations 4.2 Follow organisation procedures for responding to emergencies

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.

Skill	Description

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Skill	Description
Reading	• Access and follow information in standard workplace procedures, work instructions and emergency procedures
Oral communication	• Provide accurate descriptions of hazards, risks, incidents and injuries to supervisor
Navigate the world of work	• Understand main tasks, responsibilities and boundaries of own role in relation to workplace health and safety

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS201 Participate in workplace health and safety processes Release 2	ACMWHS201 Participate in workplace health and safety processes Release 1	Minor changes to make infection control more explicit as a workplace health and safety issue	Equivalent unit

Links

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

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Assessment Requirements for ACMWHS201 Participate in workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has:

- followed workplace instructions to carry out a minimum of three animal care tasks safely, including:
  - identified hazards, including the transfer of disease from the animal to humans
  - controlled risks related to own safety
  - supported others to work safely
  - reported risks to supervisor
  - used appropriate personal protective equipment (PPE)
- contributed to a minimum of two workplace health and safety activities
- identified requirements for a minimum of two types of emergency situations that may occur in an animal care environment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- organisation policies and procedures relevant to own work
- common workplace hazards that occur in an animal care environment, including those caused by:
  - animal bites, envenomation, kicks, scratches, crush injuries
  - animal diseases that can be transmitted to humans (zoonoses)
  - hazardous chemicals
  - body fluids
  - chemicals and medicines

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    - sharps
    - manual tasks
    - noise
    - gravity
    - machinery and equipment
    - extreme temperatures
    - spills
- controls to eliminate hazards typical in the animal care environment
- PPE, including:
    - clothing and footwear
    - face and eye protection
    - hand protection
    - head protection
    - hearing protection
    - respiratory protection
- typical workplace safety signs found in an animal care environment
- personal hygiene and hand washing
- signs of personal stress and fatigue and potential to affect safe work
- typical emergency situations that may occur in an animal care environment, including:
    - serious injury events
    - events requiring evacuation
    - fires and explosions
    - hazardous substance and chemical spills
    - explosion and bomb alerts
    - security emergencies, such as intruders and disturbed persons
    - internal emergencies, such as loss of power or water supply and structural collapse
    - external emergencies and natural disasters, such as flood, storm and traffic accident
- the workplace health and safety roles and responsibilities of employees, supervisors and managers in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
    - equipment and resources appropriate to work being undertaken in an animal care environment
- specifications:
    - relevant organisational policies and procedures

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    - current workplace health and safety legislation and regulations
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, support and contribute to work health and safety processes in an animal care environment.

This unit applies to individuals who have responsibility for maintaining and contributing to compliance of workplace health and safety as part of their role, including duty of care for other workers. They work under broad direction, take responsibility for their own work, solve routine problems and use discretion and judgement in the use of available resources.

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

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and conduct work safely	1.1 Locate and access workplace health and safety information relevant to own work role 1.2 Plan work in accordance with workplace health and safety legislation, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures 1.3 Identify hazards, including signs of common animal and zoonotic diseases, and report to supervisor 1.4 Address identified hazards and select risk controls prior to starting work 1.5 Report incidents and injuries in accordance with organisation policies 1.6 Undertake workplace health and safety housekeeping in work areas 1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably
2. Support others to work safely	2.1 Provide information on safe work practices and procedures to members of the work group 2.2 Check workplace health and safety practices of less experienced members of the workgroup 2.3 Provide guidance to less experienced members of the team to support them in working safely 2.4 Provide support to members of the team to accurately record incidents and complete associated workplace documentation
3. Contribute to work health and safety participative processes	3.1 Raise workplace health and safety issues in line with organisation procedures within prompt timeframes 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Encourage workgroup members to work safely 3.4 Apply knowledge of the roles and responsibilities of health and safety representatives and workplace health and safety committees
4. Contribute to hazard identification, work health and safety risk assessment and risk control activities	4.1 Check workplace for hazards using itemised checklists 4.2 Make contributions to risk assessments 4.3 Report identified hazards and inadequate risk controls 4.4 Provide input to develop and implement control measures, with reference to the hierarchy of risk control

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Participate in the control of emergency situations	5.1 Identify emergency signals and alarms, and respond to them appropriately 5.2 Take action to control and confine emergency, accounting for the nature and scope of the emergency, within scope of role

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.

Skill	Description
Reading	• Interpret organisational and legislative documentation
Writing	• Accurately complete workplace health and safety checklists and documentation
Oral communication	• Discuss workplace health and safety issues with team members and supervisor • Present information using language appropriate to audience • Collaborate with others to achieve joint outcomes
Get the work done	• Keep up-to-date on changes to legislation relevant to own role • Sequence and schedule activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS301 Contribute to workplace health and safety processes Release 2	ACMWHS301 Contribute to workplace health and safety processes Release 1	Minor changes to include infection control as a workplace health and safety issue Minor changes to assessment requirements	Equivalent unit

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Links

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

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Assessment Requirements for ACMWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has planned and conducted a minimum of two animal care work tasks, on at least two separate occasions, including:

- following relevant workplace health and safety legislation, standards, codes of practice
- identifying and reporting hazards, including signs of common animal diseases, to supervisor
- selecting and implementing appropriate risk controls
- carrying out workplace health and safety housekeeping tasks
- supporting at least two work group members to work safely
- contributing to at least one workplace health and safety meeting or participative process
- demonstrating awareness of how to respond to at least one emergency situation that may occur in an animal care environment.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic hazard identification procedures, including workplace inspections and review of workplace data
- hierarchy of risk control (from *Safe Work Australia Model Code of Practice: How to manage work health and safety risks* or similar code from relevant jurisdiction)
- common hazards that occur in an animal care environment, including crush injuries, chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery

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- workplace health and safety legislation, regulations, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures
- basic methods used in the prevention and control of common zoonotic diseases
- basic risk control measures, including:
  - personal protective equipment (PPE) requirements, including use, storage and maintenance
  - personal hygiene and hand washing
  - workplace health and safety housekeeping
  - safety signs
- safety signs and their meanings, including:
  - dangerous goods class signs
  - emergency equipment
  - PPE
  - specific hazards, including sharps and radiation
- roles and responsibilities of health and safety representatives and workplace health and safety committees
- workplace health and safety information within in the workplace
- external sources of workplace health and safety information
- standard emergency signals, alarms and required responses
- types of emergencies that occur in an animal care environment
- the legal rights and responsibilities of the workplace parties
- the role of Safe Work Australia and current workplace health and safety legislative obligations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - organisational policies and procedures
  - current workplace health and safety legislation and regulations
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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

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ACMWHS401 Maintain workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to maintain workplace health and safety processes in an organisation.

This unit applies to individuals working in team leader or supervisory roles who have responsibility for others' work, and where risk needs to be managed.

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

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information to	1.1 Explain relevant requirements of workplace health and safety

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
the work group	legislation, standards, codes of practice/compliance codes, guidance materials and safe working procedures to the work group clearly and accurately 1.2 Provide clear information on organisation policies and procedures to the work group in a readily accessible and understandable format 1.3 Explain the roles and responsibilities of health and safety representatives and workplace health and safety committees, supervisors and managers 1.4 Provide information on hazards, including signs of common animal and zoonotic diseases, the outcomes of risk assessments and required risk controls to the work group in an accessible and understandable format
2. Ensure others are able to implement safe work practices	2.1 Ensure the availability and functionality of appropriate personal protective equipment 2.2 Implement processes to confirm that others in the work group can identify hazards, assess risks, assess required risk controls, follow safe work practices and observe organisation policies and procedures 2.3 Identify workplace health and safety training needs and either address them or report them to relevant personnel
3. Implement work health and safety participative processes	3.1 Consult with and provide advice to the work group in relation to workplace health and safety matters relevant to their work 3.2 Deal with workplace health and safety issues promptly or refer to appropriate personnel 3.3 Record and communicate the outcomes of consultation regarding workplace health and safety to the work group
4. Monitor compliance with work procedures	4.1 Check work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate personnel 4.2 Identify and address any deviations from procedures or report them to appropriate personnel 4.3 Evaluate hazard identification and reporting processes for effectiveness, and address any deficiencies or report them to appropriate personnel 4.4 Monitor workplace health and safety housekeeping and hygiene practices to ensure the maintenance of workplace standards, and take action to address any deficiencies 4.5 Ensure own behaviour is consistent with organisation safe working

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures and practices
5. Implement hazard identification, risk assessment and risk control procedures	5.1 Identify, assess, eliminate and report hazards with residual risk 5.2 Conduct risk assessments according to workplace processes 5.3 Develop control measures, taking account of the hierarchy of risk control 5.4 Implement outcomes of risk assessments and support identified risk controls 5.5 Identify deficiencies in workplace health and safety risk controls and address them or report them 5.6 Identify personal professional limitations and seek expert advice as required
6. Implement organisation procedures for maintaining work health and safety records	6.1 Obtain feedback to ensure that the work group is aware of organisation reporting requirements 6.2 Review workplace health and safety records to confirm their accurate, thorough and timely completion 6.3 Use aggregate information and data from records to identify hazards and monitor risk controls
7. Implement emergency procedures	7.1 Obtain feedback to ensure that emergency procedures are available and known by the work group 7.2 Implement processes to ensure availability of emergency equipment and to ensure routine checking of equipment for functionality 7.3 Implement processes to ensure the ability of others in the work group to respond appropriately to emergencies 7.4 Conduct or contribute to investigations, to identify cause of emergencies 7.5 Identify, and implement or support, control measures to prevent recurrence and minimise risk of emergencies

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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.

Skill	Description
Reading	• Interpret workplace health and safety legislation and organisational documents
Writing	• Prepare and maintains records using appropriate structure and vocabulary • Record workplace health and safety issues and actions taken, according to reporting requirements
Oral communication	• Use open questions and active listening techniques when seeking feedback from others
Navigate the world of work	• Take responsibility for following explicit and implicit workplace health and safety policies, procedures and legislative requirements relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS401 Maintain workplace health and safety processes Release 2	ACMWHS401 Maintain workplace health and safety processes Release 1	Minor changes to make infection control more explicit as a workplace health and safety issue	Equivalent unit

Links

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

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Assessment Requirements for ACMWHS401 Maintain workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that the individual has:

- made at least two different presentations to a group on workplace health and safety related processes
- ensured at least two personnel are able to implement safe work practices
- consulted a work group about a workplace health and safety issue and communicated the outcomes of the consultation to the group
- reviewed at least two work procedures for clarity, accuracy and availability to work group, and reported any deficiencies to appropriate personnel
- carried out at least three hazard/risk assessments, including at least one that deals with infection control from animals to humans, and identified appropriate risk controls
- reviewed organisation's workplace health and safety records and identified any hazards and risks
- reviewed at least two emergency procedures and obtained feedback from work group about their accessibility and usability
- investigated at least one emergency to determine cause and identified and implemented or supported control measures to prevent recurrence and minimise risk.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- current workplace health and safety legislation, standards, compliance codes and guidance material relevant to work area
- organisation's workplace health and safety policies and procedures

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- the roles and responsibilities of designated personnel, health and safety representatives, workplace health and safety committees under workplace health and safety legislation and within the organisation's workplace health and safety system
- common workplace hazards (from Safe Work Australia's Work Health and Safety Risks – Code of Practice), including:
  - manual tasks – overexertion or repetitive movement can cause muscular strain
  - gravity – falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
  - electricity – potential ignition source and knowledge that exposure to live electrical wires can cause shock, burns or death from electrocution
  - machinery and equipment – being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
  - hazardous chemicals – chemicals (such as acids, hydrocarbons and heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
  - extreme temperatures – heat can cause burns, heat stroke or fatigue. Cold can cause hypothermia or frostbite
  - noise – exposure to loud noise can cause permanent hearing damage
  - radiation – ultraviolet, welding arc flashes, microwaves and lasers can cause burns, cancer or blindness
  - biological – micro-organisms can cause hepatitis, Legionnaires' disease, Q fever, HIV/AIDS or allergies
  - psychosocial hazards – effects of work-related stress, bullying, violence and work-related fatigue
- hazards relating to common zoonotic diseases and workplace procedures for infection prevention and control
- organisation's processes for:
  - ensuring personal protective equipment and emergency equipment is available and functional
  - checking that work group members have knowledge and skills to comply with organisation's workplace health and safety policies and procedures
  - identifying workplace health and safety training needs
  - addressing training needs
  - reporting workplace health and safety related matters to relevant personnel
  - emergency situations
- techniques for:
  - consulting, providing advice and communicating with work group members on workplace health and safety matters
  - recording and reporting outcomes
  - monitoring own performance and recognising own professional limitations.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work being undertaken
- specifications:
  - relevant and current workplace health and safety organisational policies and procedures, legislation, and regulations
  - documents relating to workplace safety, hazard identification and risk assessment
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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ACMWHS501 Manage workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to manage work health and safety.

This unit applies to managers of small organisations or several work groups within an organisation, who manage systematic processes to control risk. Work is likely to have a focus on maintaining already established processes and the unit assumes that workplace health and safety advice and expertise would be available.

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

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

Pre-requisite Unit

Nil

Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work health and safety information and records	1.1 Identify, access and evaluate relevant workplace health and safety legislation, standards, codes of practice, compliance codes, guidance materials and other sources of workplace health and safety information for their relevance to the specific work context 1.2 Collect, collate and provide information on workplace health and safety requirements, trends and risk controls 1.3 Review records and record-keeping processes to ensure they meet legal requirements for workplace health and safety record-keeping 1.4 Implement and monitor processes to ensure the accurate completion, collection and storage of workplace health and safety records
2. Manage work health and safety participative processes	2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures 2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable 2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety 2.4 Evaluate processes for addressing workplace health and safety issues to ensure the prompt resolution of issues raised through consultation 2.5 Provide information about the outcomes of consultation in a format readily accessible to employees
3. Manage work health and safety risk management processes	3.1 Review processes for hazard, incident, and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies 3.2 Monitor processes to ensure that hazard identification and risk assessments occur 3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements 3.4 Identify and address any workplace health and safety implications of either proposed or implemented changes to the workplace, work processes or organisation of work 3.5 Recognise limits of own professional expertise and consult with

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	expert advisors as required
4. Manage work health and safety training program	4.1 Undertake workplace health and safety training needs assessment for work group members that takes account of existing skills of work group members and risk control requirements 4.2 Implement and monitor training programs to ensure identified workplace health and safety training requirements are addressed 4.3 Implement and monitor processes to ensure that all new employees receive workplace health and safety induction 4.4 Access and consult with relevant workplace health and safety and training specialists, as required, when developing and implementing the WHS training program
5. Manage work health and safety continuous improvement process	5.1 Consider input from individuals and workgroup in identifying and implementing workplace health and safety improvements 5.2 Determine workplace health and safety priorities in consultation with appropriate managers and stakeholders 5.3 Develop workplace health and safety action plans, taking account of priorities and training needs 5.4 Monitor achievements against workplace health and safety plans and update plans accordingly

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.

Skill	Description
Reading	• Analyse and interpret workplace health and safety legislation, policies, procedures
Oral communication	• Adjust language and communication style to suit target audience
Navigate the world of work	• Recognise the significance of own role in managing compliance and effectiveness of workplace health and safety policies and procedures in the work environment

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS501 Manage workplace health and safety processes Release 2	ACMWHS501 Manage workplace health and safety processes Release 1	Minor changes to make infection control more explicit as a WHS issue	Equivalent unit

Links

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

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Assessment Requirements for ACMWHS501 Manage workplace health and safety processes

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 2.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has managed work health and safety processes for one work group of at least four employees, on at least one occasion, including:

- identifying workplace health and safety legal requirements applicable to the organisation
- reviewing and monitoring workplace health and safety hazard identification and risk management processes and ensuring consistency with legal requirements
- ensuring work group members comply with workplace health and safety requirements
- implementing and monitoring participative processes to ensure that the work group members contribute to decisions that may affect their health and safety
- implementing and monitoring workplace health and safety induction and training for work group members to ensure safe work.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- sources of information on workplace health and safety legislation, standards, compliance codes and guidance material relevant to the work site
- sources of information on infection control and/or biosecurity relevant to the work site
- sources of information on WHS trends, including zoonotic diseases, and risk controls relevant to the work site
- legal requirements for workplace health and safety in a workplace
- processes, including:
  - manage workplace health and safety information, records and reporting
  - manage consultation and participative opportunities

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  - manage workplace health and safety employee training
  - manage workplace health and safety risk
  - develop a workplace health and safety action plan
  - continuously improve workplace health and safety investigate hazards, injuries and incidents
  - undertake workplace health and safety training needs assessment
  - develop training programs
  - implement and monitor training programs
- techniques, including:
  - managing information
  - resolving issues
  - managing work priorities
  - monitoring own performance and recognising own professional limitations
  - consulting with managers, stakeholders, advisors and workplace health and safety training specialists
  - developing workplace health and safety action plans
  - risk assessment
  - implementing plans, programs and processes
  - evaluating and reviewing plans, programs and processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- specifications:
  - organisational policies and procedures
  - current workplace health and safety legislation and regulations
- relationships:
  - team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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

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AHCAGB512 Plan and manage infrastructure

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to plan and manage property infrastructure in agricultural or horticultural production enterprises, including maintaining existing infrastructure, purchasing or constructing new infrastructure or selling or de-commissioning plant and equipment.

This unit applies to farm or enterprise managers who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

All work must be carried out to comply with workplace procedures, work health and safety legislation and codes, and sustainability practices.

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

Pre-requisite Unit

Nil

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine infrastructure requirements	1.1 Access information regarding the characteristics of products and their respective market requirements 1.2 Confirm characteristics of land under production and production

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	processes used, from colleagues and other planning processes 1.3 Identify and access organisation data for input to infrastructure planning processes 1.4 Collect and use information from other organisational planning processes to inform infrastructure planning process 1.5 Identify and compare infrastructure required to efficiently achieve targeted production requirements, with those existing and available in the organisation 1.6 Identify workplace health and safety hazards, assess risks and incorporate suitable controls into planning process 1.7 Plan and budget for replacements, improvements, purchases and sales of plant and vehicles 1.8 Ensure details about infrastructure requirements and improvements are built into other organisational planning processes
2. Obtain, prepare or build infrastructure	2.1 Identify solutions to bridge gaps between required and existing infrastructure 2.2 Use a cost benefit analysis to determine preferred solution to infrastructure gaps identified 2.3 Negotiate to obtain infrastructure or componentry at best rate for organisation 2.4 Organise and undertake preparation work required for existing infrastructure 2.5 Plan and commission required works 2.6 Ensure all alterations to infrastructure or new developments give due consideration to environmental and waste management requirements
3. Manage infrastructure	3.1 Determine infrastructure maintenance programs including timelines and responsibilities 3.2 Replace, purchase, sell or decommission infrastructure items according to organisational plans 3.3 Ensure any reallocations of land are undertaken with the planning and consultation required by the organisation, and within all relevant guidelines and regulations 3.4 Manage situations that require unplanned maintenance within organisation guidelines and policy

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Make checks to ensure that program specifications are adhered to and amendments are made where necessary 3.6 Make checks to ensure all workplace health and safety requirements are adhered to including appropriate use of personal protective equipment 3.7 Make checks to ensure potential detrimental environmental impacts are minimised or eliminated
4. Record and manage information	4.1 Analyse data, observations and documentation recorded during production cycle, against infrastructure plan 4.2 Prepare recommendations for future plans based on analysis of data 4.3 Prepare a report that documents the plan's implementation 4.4 Create and maintain records and documentation as described in business plan 4.5 Complete records and documentation clearly and accurately throughout production 4.6 Ensure relevant records are available, accessible, meaningful and useful

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.

Skill	Description
Reading	• Interpret, analyse and extract information from a range of sources
Interact with others	• Build and develop networks to support maintenance programs and buying and selling of infrastructure

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCAGB512 Plan and manage infrastructure	AHCAGB502 Plan and manage infrastructure requirements	Title updated Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAGB512 Plan and manage infrastructure

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has planned and managed infrastructure requirements for at least one agricultural or horticultural production enterprise, including:

- identified infrastructure requirements for the enterprise
- planned and sourced requirements for at least one infrastructure improvement
- developed an infrastructure maintenance program including scheduling and responsibilities
- recognised potential opportunities to use or install more environmentally efficient systems or equipment
- established a recording system for infrastructure improvement, purchase, construction and maintenance.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems for managing maintenance schedules and continuous improvement of infrastructure
- property planning, financial management and enterprise budgeting systems and procedures
- environmental controls and codes of practice relevant to the organisation
- management practices and processes to minimise noise odours and debris from production processes
- current legislation and regulations relating to infrastructure management and workplace health and safety.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - computer-based technology and software used to record information relevant to a primary production business
- specifications:
  - access to relevant regulations and guidelines for infrastructure management and workplace health and safety.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCAGB513 Develop a farm plan

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to develop a farm plan. It includes auditing and managing the natural resources (water, soil, biodiversity including vegetation and wildlife), integrating the management of natural resources with business objectives and production plans.

This unit applies to farm managers whose role is to manage a property's natural resources alongside business objectives and production plans. They usually work autonomously and exercise judgement to complete a range of advanced skilled activities.

All work must be carried out to comply with workplace procedures, work health and safety legislation and codes, and sustainability practices.

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

Pre-requisite Unit

Nil

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine directions for business	1.1 Establish long-term directions and goals for business through identification and analysis of values, expectations and goals of stakeholders

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Identify business and personal strengths, weaknesses, opportunities and threats 1.3 Develop and document strategies to address strengths, weaknesses, opportunities and threats consistent with business vision
2. Audit natural resources and infrastructure of property	2.1 Survey land and record physical characteristics, natural resources, soil characteristics and any culturally significant sites 2.2 Produce a soil map of property and record land classes using classification terminology 2.3 Identify water resources and condition 2.4 Determine land capability and identify land management options for each land class 2.5 Show natural property features and infrastructure on property map, noting its condition 2.6 Identify areas at risk of soil degradation 2.7 Classify native vegetation and assess condition 2.8 Identify any rare, threatened or endangered species or vegetation communities, as appropriate
3. Address legal requirements that impact on management of property	3.1 Identify legislation, regulations and codes of practice relevant to activity on property 3.2 Ensure legal requirements are addressed in business management plans
4. Develop management strategies to address natural resource management issues	4.1 Develop, cost and prioritise property improvement plans, or action plans, to assist natural resource management 4.2 Develop plans to repair degraded land and stimulate biodiversity 4.3 Plan water supply and water management, vegetation and revegetation management, and wildlife management strategies to ensure natural resources are maintained 4.4 Develop strategies for weed and pest animal control 4.5 Develop plans to address fire risk and fire management 4.6 Ensure business and production plans for the farm incorporate sustainable management of natural resources

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Review farm plan	5.1 Review and revise business and production plans to meet changing circumstances 5.2 Use digital finance and farm management tools to produce and update farm plans

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.

Skill	Description
Learning	• Carry out research to gather information about farm management, relevant to business
Writing	• Document business plans
Numeracy	• Estimate, calculate and record workplace measures
Get the work done	• Recognise trends • Use digital technology to document and update farm plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCAGB513 Develop a whole farm plan	AHCAGB505 Develop a farm plan	Title updated Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAGB513 Develop a farm plan

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has developed a farm plan for one property, including:

- audited, recorded and mapped the natural resources, infrastructure and at-risk areas of the property
- monitored legal requirements that impact on the management of the property
- developed management strategies to maintain natural resources
- integrated business objectives and production plans, with sustainable land management practices, in a whole farm plan
- reviewed and evaluated farm plan.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- processes used to analyse strengths, weaknesses, opportunities and threats
- sustainable land management practices to maintain natural resources and stimulate biodiversity
- property planning processes and approaches
- farm management planning tools
- land usage/capability for local area
- water, vegetation, soil, fire and wildlife management strategies
- legal requirements that impact on agricultural businesses
- risk associated with agricultural businesses and use of natural resources.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - designated land/farm site
    - digital finance and farm management tools
- specifications:
    - access to land management information, legislation, regulations and codes of practice relevant to business.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCAIS402 Supervise artificial breeding and embryo transfer programs

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.

Application

This unit of competency describes the skills and knowledge required to determine livestock breeding method, and supervise, monitor and maintain livestock artificial breeding and embryo transfer (ET) programs.

The unit applies to individuals who apply specialist skills and knowledge to supervise livestock artificial breeding and embryo transfer programs. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, animal welfare legislative, regulatory and codes of practice requirements, and biosecurity practices.

Accreditation requirements apply in some jurisdictions to performing commercial artificial breeding and embryo transfer. Users are advised to check with the relevant State or Territory regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

Artificial Insemination (AIS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine breeding	1.1 Review options for artificial breeding to determine most suitable

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
method	and affordable method according to breeding objectives 1.2 Select and match artificial breeding option to resources and breeding objectives 1.3 Identify, source and arrange breeding program resources 1.4 Prepare program schedules according to available resources 1.5 Source personal protective equipment for staff and self, according to workplace health and safety procedures
2. Implement breeding method	2.1 Check the disease status of donor and recipient animals according to biosecurity requirements 2.2 Obtain genetic material from appropriate and reliable source 2.3 Select tools and or materials required 2.4 Receive, check and store genetic material according to workplace procedures 2.5 Handle animals according to workplace animal welfare practices 2.6 Ensure females are inseminated at the optimal stage of oestrus cycle where artificial insemination is the selected option 2.7 Check to ensure intended recipients are prepared and correctly scheduled where ET is the selected option 2.8 Provide hormone injections to intended recipients or donors at appropriate stages of transfer programs where ET is selected option according to veterinary prescription 2.9 Conduct embryo transfers according to codes of practice and industry standards where ET is selected option
3. Monitor and maintain program	3.1 Monitor environment and health of livestock in breeding program 3.2 Review adjustments in genetic material transfer practices to enhance success of future programs 3.3 Document and maintain data on genetic material transfer programs

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.

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Skill	Description
Reading	• Identify and interpret textual information from a range of sources to identify relevant and key information about livestock artificial breeding and embryo transfer programs
Writing	• Use clear language, accurate industry terminology and logical structure to prepare genetic material transfer program documents

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCAIS402 Supervise artificial breeding and embryo transfer programs	AHCAIS401 Supervise artificial breeding and embryo transfer programs	Minor changes to application Minor changes to performance criteria Foundation skills added Assessment requirements updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAIS402 Supervise artificial breeding and embryo transfer programs

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has supervised a livestock artificial breeding or an embryo transfer program on at least one occasion, and has:

- determined breeding method
- applied relevant workplace health and safety and environmental and biosecurity legislation, regulations, and workplace procedures
- implemented breeding method
- applied workplace animal welfare practices
- monitored and maintained breeding program.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for supervising livestock artificial breeding and embryo transfer programs, including appropriate use of personal protective equipment (PPE)
- environment and biosecurity legislation and regulations and workplace practices relevant to supervising livestock artificial breeding and embryo transfer programs
- principles and practices of livestock artificial breeding and embryo transfer programs, including:
  - animal welfare industry standards, legislation and codes of practice and procedures relevant to supervising livestock artificial breeding and embryo transfer programs
  - codes of practice, industry standards and procedures for livestock artificial insemination and embryo transfer
  - resources requirements, types and characteristics of livestock artificial breeding methods and programs

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- advantages, disadvantages and cost-benefit analysis of livestock artificial breeding programs for the livestock workplace
- requirements, methods and procedures for sourcing, acquiring, transporting and storing genetic material
- reproductive physiology, reproductive behaviour and pregnancy development of female livestock
- procedures for artificial insemination
- procedures for embryo transfer
- causes, signs, treatment and management of reproductive diseases and complications in female livestock
- methods and procedures for improving the success of livestock artificial breeding programs and their impacts on herd performance
- documentation and record requirements.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - work instructions and workplace procedures applicable to supervising livestock artificial breeding and embryo transfer programs
  - live animals
  - materials, tools and equipment applicable to supervising livestock artificial breeding and embryo transfer programs
  - PPE applicable to supervising livestock artificial breeding and embryo transfer programs
- specifications:
  - workplace requirements applicable to health and safety in the workplace for supervising livestock artificial breeding and embryo transfer programs
  - environment and biosecurity legislation and regulations and workplace practices applicable to supervising livestock artificial breeding and embryo transfer programs
  - industry standards, legislation and codes of practice and procedures for animal welfare applicable to supervising livestock artificial breeding and embryo transfer programs
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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AHCBAC313 Establish pastures and crops for livestock production

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.

Application

This unit of competency describes the skills and knowledge required to prepare and establish pasture and crops for livestock and implement grazing strategies for livestock production.

The unit applies to individuals who work under broad direction and take responsibility for own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources and complete routine activities.

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

Pre-requisite Unit

Nil

Unit Sector

Broad Acre Cropping (BAC)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for pasture and crop establishment	1.1 Confirm the pasture and crop establishment program with supervisor 1.2 Conduct pre-treatment of seed prior to sowing according to program 1.3 Select sowing methods for crop and pasture species

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Apply fertilisers according to production program 1.5 Select, check and operate machinery and equipment, digital technology and personal protective equipment (PPE) 1.6 Identify work health and safety hazards, assess risk and implement controls
2. Implement pasture and crop establishment program	2.1 Prepare machinery and equipment or technology according to program 2.2 Calibrate machinery and equipment to delivery specified rates of application of seed and treatments 2.3 Sow the pasture crop according to specifications and program requirements 2.4 Conduct pasture and crop sowing procedures using equipment and time efficiently 2.5 Apply fertilisers and treatments according to program
3. Implement grazing strategies during establishment	3.1 Implement stubble and fallow weed control using livestock according to grazing and crop establishment program 3.2 Implement controlled grazing of crops and pastures during pasture and crop establishment according to grazing strategy 3.3 Implement grazing management according to sustainable land management practices

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.

Skill	Description
Reading	• Interpret plans and strategies for crop establishment and grazing procedures
Numeracy	• Calculate rates of application of seed, treatments and fertilisers, and calibrate equipment and machinery to deliver specified rates

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBAC313 Establish pastures and crops for livestock production	AHCBAC302 Establish pastures and crops for livestock production	Edited Application for clarity Minor edits and sequencing changes to Performance Criteria Foundation Skills refined Performance Evidence and Knowledge Evidence clarified and terminology updated Amended structure of Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBAC313 Establish pastures and crops for livestock production

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has established at least one pasture and one crop for grazing or fodder for livestock and has:

- interpreted and implemented crop and pasture production plan
- selected personal protective equipment (PPE) for the job task
- selected plant species, sowing method and application to achieve optimal yield
- selected and operated machinery and equipment or technology for establishing crops and pasture, including:
  - demonstrated safe operation and working around machinery
  - used digital technologies of equipment and machinery to improve efficiencies
- calibrated each of the following types of equipment according to specifications set in the crop establishment program:
  - boom spray
  - drill
  - fertiliser spreader
- identified pests, diseases and weeds
- implemented pest and weed control strategies without damage to crop or pasture
- mixed and treated seed safely according to crop and pasture production plan
- assessed existing pastures and crops to maximise livestock production
- sowed and monitored new pastures and crops
- identified seed and seedling stages of pasture and crop species
- implemented grazing systems including weed and stubble control
- followed work health and safety and environmental policies and procedures.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- pastures and crops used for pasture, their establishment and management, including:
  - advantages and disadvantages of pasture and crop establishment programs
  - types of grasses, legumes and crops
  - types of seed inoculants and fertilizers
  - paddock preparation
  - maintenance and establishment activities
  - livestock grazing strategies and determining feed on offer (FOO)
  - timing of pasture and crop establishment
  - seed and fertilizer placement for optimal germination and growth
- pests, diseases and weed control strategies in pastures and fodder crops, including:
  - identifying common pests, diseases and weeds
  - chemical control
  - cultural practices
  - grazing management
  - integrated pest management
- equipment and machinery used in crop and pasture establishment, including:
  - types and selection of equipment, including personal protective equipment (PPE)
  - safe operation while using or working around farm equipment
- principles of precision agriculture and the role of technology in improving efficiencies, including:
  - self-drive, auto steer, global navigation satellite systems (GNSS) and laser technologies
  - digital and remote sensors
  - remote piloted systems
  - controlled traffic farming (CTF) principles and impacts
  - variable rate technology (VRT)
- workplace health and safety policies and procedures, including:
  - safe use of chemicals
  - use and maintenance of personal protective equipment (PPE)
  - farm fire safety with dried crops and stubble and accumulation in equipment
  - power lines and elevated equipment safety
- procedures for minimising environmental impact.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated on a broadacre farm or an environment that accurately represents workplace conditions
- resources, equipment or technology and materials:
  - livestock for grazing
  - equipment or technology and machinery for preparing and sowing pasture seed and crops
  - personal protective equipment (PPE)
- specifications:
  - workplace policies, procedures, processes
  - safety data sheets for treatments
  - workplace plans and specifications
- relationships:
  - supervisor(s)
- timeframes:
  - according to specified timeframes and efficiencies.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBER302 Work effectively in a biosecurity emergency response

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to work in an emergency environment where there is a response to a biosecurity threat.

The unit applies to individuals who have been appointed or engaged to undertake and support an emergency response. They work under broad supervision and take responsibility for their own work including limited responsibility for the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

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

Pre-requisite Unit

Nil

Unit Sector

Emergency Response (BER)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify information required for emergency	1.1 Access information for emergency response 1.2 Apply information to emergency response work tasks according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
response	legislative, regulatory and biosecurity codes of practice
2. Perform work in an emergency response environment	2.1 Access and interpret work instructions and seek clarification from supervisor if unclear 2.2 Assess workload and prioritise competing demands to achieve work team and workplace goals and objectives 2.3 Assess and communicate with team resource requirements according to workplace resourcing procedures 2.4 Identify hazards, assess risks and implement controls according to workplace health and safety procedures 2.5 Recognise and respond to stress of individuals within work team 2.6 Promote a positive and cooperative work team environment 2.7 Adhere to time frames outlined in response plan
3. Comply with biosecurity requirements	3.1 Access and implement workplace biosecurity procedures 3.2 Maintain personal protective equipment according to biosecurity procedures 3.3 Maintain fomites according to biosecurity procedures 3.4 Report breaches in biosecurity procedures to site supervisor 3.5 Complete biosecurity records according to workplace procedures
4. Review performance and implement change	4.1 Review work team performance during emergency response 4.2 Identify and assess changes in work practices to reflect performance issues 4.3 Seek approval for changes in work practice according to workplace approvals procedures 4.4 Implement approved changes in work practice 4.5 Monitor and assess effectiveness of changes in work practice and report findings according to workplace procedures

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.

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Skill	Description
Reading	• Evaluate and integrate emergency response information from a range of sources into response work tasks and activities
Oral Communication	• Select and use appropriate communication strategies to establish and maintain a supportive and positive environment under stressful emergency response conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBER302 Work effectively in a biosecurity emergency response	AHCBER301 Work effectively in an emergency disease or plant pest response	Unit code changed Title changed to reflect broader usage of unit Changes made to Application Elements edited and consolidated Performance Criteria changed and reordered Performance Evidence, Knowledge Evidence and Assessment Conditions updated	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBER302 Work effectively in a biosecurity emergency response

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in at least two emergency response activities, where one must be for a plant scenario and one must be for an animal or insect scenario.

There must also be evidence that the individual has:

- accessed and applied information for emergency response work and resources
- performed work activities to conform with biosecurity response procedures and legislative and regulatory requirements
- conducted a workplace health and safety assessment and implemented controls
- interpreted and applied work instructions
- recognised and responded to stress
- promoted a positive and cooperative work team
- complied with biosecurity requirements for personal protective equipment and fomites,
- reported breaches in biosecurity according to workplace procedures
- reviewed team work practices during emergency response and identified changes for approval and implementation
- completed biosecurity records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- standards and legislative requirements for biosecurity emergency response, including:
  - state and territory and Commonwealth policies, legislation and regulations
  - emergency response plans relevant to industry sector
  - nationally agreed standard operating procedures

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    - a basic understanding of emergency response deeds relating to biosecurity emergencies
- workplace procedures for communication in an emergency response
- resources required for emergency response, including:
    - human
    - materials
    - equipment
- common workplace health and safety, and biosecurity hazards in an emergency response, including:
    - assessing risk and common controls used to mitigate risk
    - personal protective equipment, and fomites relevant to emergency response
    - signs of personal stress and potential impact on work team and stakeholders
- coordinating a small team during an emergency response, including:
    - planning and implementing work activities
    - time management
    - assessing work team performance
    - implementing changes to work practices
- communication principles for working effectively in teams, and reporting information
- records required during an emergency response.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an emergency response situation or an environment that represents an emergency response condition
- resources, equipment and materials:
    - tools, equipment and materials used to respond to a specific emergency response
    - personal protective equipment
- specifications:
    - specific workplace policies, procedures and processes for biosecurity and emergency response
    - workplace instructions for emergency response activity
    - specific legislation, codes of practice and information regarding the specific biosecurity emergency
- relationships
    - stakeholders
    - work team, supervisor
- timeframes:
    - emergency response completed according to time specified in response plan.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AHCBIO301 Identify and report signs of unusual disease or pest

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to identify and report signs of diseases and pests that are not commonly found during day-to-day work. The unit is typically performed by those who have daily contact with plants or animals and is carried out in conjunction with routine animal or plant husbandry tasks.

The unit applies to individuals who work in a range of production environments under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify signs of unusual disease or pest	1.1 Identify signs of disease or pest on target species 1.2 Compare signs with those common to the target species 1.3 Seek advice from supervisor or other professional when signs indicate an unusual disease or pest

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Report signs of unusual disease or a plant pest	2.1 Report signs of unusual disease or pest to supervisor in a timely manner 2.2 Implement biosecurity measures according to enterprise biosecurity plans and instructions from appropriate authority

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.

Skill	Description
Oral Communication	• Use clear communication when describing the symptoms of unusual pest or disease for identification to supervisor or professional

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBIO301 Identify and report signs of unusual disease or pest	AHCBIO302 Identify and report unusual disease or plant pest signs	Changed unit code Minor title change Changes to Application and Performance Criteria for clarity Updated Performance Evidence, Knowledge Evidence and Assessment Conditions	Equivalent

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Assessment Requirements for AHCBIO301 Identify and report signs of unusual disease or pest

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that on two occasions the individual has:

- identified signs of unusual disease or pest
- sought advice from supervisors or professionals
- notified supervisor
- implemented biosecurity measures according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- signs of common endemic diseases or pests for the target species
- key exotic pests and disease threats for the target species
- abnormal signs indicating unusual disease or pest
- methods for assessing severity and extent of problem
- biosecurity measures associated with enterprise biosecurity plans, including local government, State and Federal biosecurity policies and legislation
- the process of reporting any unusual findings to appropriate authorities.

Assessment Conditions

Assessment of skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:

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    - plants or animals showing signs of disease or pest infestation
- specifications:
    - workplace procedures for managing a biosecurity threat
    - reference materials for comparing observations
- relationships:
    - supervisor and/or professional.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS516 Develop and review a business plan

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to develop and review a business plan.

This unit applies to individuals whose role is to set the short, medium or long term goals and targets for the business plan. Roles may relate to marketing and production targets, resource and asset development and management, supply chain management, acquisitions, capital, property improvements, and operational systems.

At this level, workers take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced skilled activities.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

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

Pre-requisite Unit

Nil

Unit Sector

Business (BUS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine scope of business plan	1.1 Determine scope of the business plan and associated systems in consultation with key and specialist personnel 1.2 Access information to inform business plan development including potential business opportunities 1.3 Account for and incorporate trends and seasonal variations 1.4 Account for strategic goals, targets and directions of the enterprise 1.5 Identify legal obligations and compliance requirements
2. Prepare business plan	2.1 Develop operational goals and targets that enhance opportunities to meet the enterprise strategic plan 2.2 Check indicators of operational performance are clear and measurable and allow for realistic analysis of performance 2.3 Identify and include resource requirements and input supply chain options 2.4 Identify and incorporate human resource strategies 2.5 Identify and incorporate marketing strategies 2.6 Identify risks for the business and develop minimisation strategies 2.7 Trial systems to test budgetary impact and operational potential before implementation
3. Document and review business plan	3.1 Develop the business plan 3.2 Incorporate financial and operational systems that enhance performance management and suit enterprise requirements 3.3 Communicate business plan to relevant parties 3.4 Monitor performance against the business plan to identify strengths, weaknesses and areas for improvement 3.5 Make recommendations to improve the business plan and associated systems

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.

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Skill	Description
Reading	• Access and interpret complex information including legislation and business documentation relevant to enterprise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCBUS516 Develop and review a business plan	AHCBUS506 Develop and review a business plan	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS516 Develop and review a business plan

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has developed and reviewed a business plan for at least one enterprise, including:

- set strategic goals, targets and directions for the enterprise
- determined clear and measurable indicators of operational performance
- identified and designed risk management strategies
- developed appropriate operational plans
- documented the business plan
- monitored the business plan to identify strengths, weaknesses and areas for improvement.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- profit and loss and cash flow systems
- forecasting trends in expenditure and production for an enterprise
- communication techniques typically used to negotiate business strategies and directions
- risk management strategies relevant to the enterprise
- marketing strategies relevant to the enterprise
- measures of operational performance
- financial and operational systems and resource considerations relevant to business planning
- logical and analytical methods to interpret and analyse financial reports
- industrial relations, taxation, corporate and industry legislation, environmental and work health and safety legislation as they relate to the enterprise
- capital investment analysis.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to business records for an enterprise.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM304 Transport and store chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to safely handle, transport and store chemicals.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle and	1.1 Identify health and safety hazards, assess risks and implement

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
transport chemicals	controls according to workplace procedures 1.2 Ensure contact details for emergency services are available in transport vehicle according to workplace procedures and transport regulations 1.3 Ensure transport vehicle complies with transport regulations 1.4 Ensure containers are secured, protected and in a condition to be safely transported according to workplace procedures, manufacturer instructions, legislative and regulatory requirements 1.5 Ensure emergency equipment and procedures are available in the vehicle according to workplace safety procedures and regulations 1.6 Ensure transport arrangements comply with legislative and regulatory requirements for the transport of hazardous substances and dangerous goods 1.7 Obtain and use safety data sheets (SDS) for chemicals to be transported according to health and safety in the workplace procedures and legislative and regulatory requirements
2. Handle and transport chemicals	2.1 Handle, transport and load chemicals according to chemical safety data information, chemical label, legislative and regulatory requirements 2.2 Carry out emergency procedures according to chemical label, SDS and workplace procedures 2.3 Report transport incidents according to workplace procedures and health and safety in the workplace regulations
3. Store chemicals in the workplace	3.1 Select, ensure serviceability, fit and use personal protective equipment according to SDS and chemical label instructions 3.2 Identify chemical storage requirements and store chemicals according to chemical label, safety data information and health and safety in the workplace procedures 3.3 Maintain storage area according to legislative and regulatory requirements, health and safety in the workplace and environmental procedures. 3.4 Dispose of chemicals and chemical waste according to chemical label instructions and environmental regulations 3.5 Monitor chemical expiration dates and dispose of expired chemicals according to chemical label instructions, workplace and legislative and regulatory requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Record storage details	4.1 Maintain register of stored chemicals and SDS according to workplace procedures and legislative and regulatory requirements 4.2 Report storage incidents according to legislative and regulatory requirements and workplace procedures

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.

Skill	Description
Reading	• Read and interpret SDS, chemical labels, manufacturer instructions, operating instruction and other workplace documentation and consolidates information to safely transport and store chemicals
Writing	• Accurately record and complete organisational records using clear language, correct spelling and terminology when completing transport and storage records
Numeracy	• Perform mathematical calculations to determine chemical weights, volumes and quantities to determine handling and storage requirements
Navigate the world of work	• Take responsibility for following workplace policies, procedures and legislative and regulatory requirements • Identify and implement chemical label requirements for handling and storage
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks required for chemical handling and storage activities • Address problems and initiate standard procedures in response to emergencies applying problem solving processes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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AHCCHM304 Transport and store chemicals Release 3	AHCCHM304 Transport and store chemicals Release 2	Changes to Performance Criteria for clarity. Consolidated where content duplicated. Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM304 Transport and store chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have safely transported and stored chemicals, including:

- identified health and safety hazards, assessed risks and implemented controls
- ensured emergency services contact details are available
- ensured transport vehicle meets regulations and that chemicals were loaded, secured and protected according to regulations and procedures
- ensured emergency equipment and procedures were available
- handled, transported and stored chemicals safely
- carried out emergency procedures safely and according to procedures
- maintained a chemical storage manifest and safety data sheets (SDS) according to legislative and regulatory requirements
- complied with chemical label instructions and SDS for transporting and storage of chemicals and legislative and regulatory requirements
- maintained inventory and records according to workplace procedures and legislative and regulatory requirements
- monitored chemical expiration and disposed of chemicals and waste according to workplace procedures and legislative and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- chemical labels and SDS their purpose, use and terminology, including:

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  - chemical signs, symbols and coding
  - basic chemical properties and reactivity related to SDS and labels
- legislation and regulations that apply to transporting and storing chemicals, including:
  - transport vehicle requirements
  - information and documentation
  - dangerous and hazardous chemicals
  - placarding requirements
- risk factors including human and animal health and environmental
- processes and procedures for the disposal of excess, unwanted, expired chemicals and chemical waste including industry disposal programs
- health and safety in the workplace requirements including personal protective equipment (PPE) and manual handling
- emergency procedures for spills and accidents
- recording and monitoring of chemical stores including, expiration and disposal procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
  - access to storage facility for chemicals
  - access to vehicle for transporting chemicals
- resources, equipment and materials:
  - chemicals
  - PPE
  - materials and equipment to handle, secure and protect chemical loads
- specifications:
  - specific workplace documents, including work instructions and procedures for chemical handling, storage and transport
  - chemical labels and safety data
  - legislation and regulations about handling, storage and transport of chemicals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely prepare and apply chemicals for the control of pests, weeds and diseases, using general application equipment.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the need for chemical use and prepare an application plan	1.1 Identify the pest, weed or disease, and assess the need for control 1.2 Assess the requirement for chemical use 1.3 Assess health and safety hazard, risks and controls for different chemicals

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Confirm requirement for chemical application according to workplace procedures 1.5 Assess off target risk of each application method 1.6 Assess the environmental risk for application method 1.7 Notify stakeholders of intended chemical application according to workplace procedures and legislative and regulatory requirements 1.8 Prepare application plan according to workplace procedures
2. Prepare chemical mixes	2.1 Identify and select chemical required for target according to application plan 2.2 Calculate the volume, rate or dose according to chemical label instructions 2.3 Identify and select application equipment and set-up requirements according to application plan and operator instructions 2.4 Identify hazards, assess risks and implement control measures for application method according to chemical label and health and safety in the workplace procedures 2.5 Identify, select, fit and use personal protective equipment (PPE) according to workplace procedures 2.6 Select appropriate mixing equipment and suitable location to prepare and load chemicals according to workplace procedures 2.7 Prepare chemicals according to chemical label instructions 2.8 Return unused chemical to store and clean preparation equipment and work site of residues and spillage according to chemical label instructions and workplace procedures
3. Calibrate application equipment	3.1 Select application equipment for chemical according to application plan, off target risks and workplace procedures 3.2 Conduct pre-operational checks of application equipment according to operator and maintenance manual 3.3 Calibrate equipment according to operating instructions and application plan 3.4 Load equipment with chemical according to operating instructions and workplace safety procedures
4. Apply chemicals	4.1 Monitor and assess weather conditions and forecasts to ensure effective chemical application according to application plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Select, ensure serviceability, fit and use PPE according to chemical label instructions and workplace procedures 4.3 Apply chemical according to label directions and application plan relating to the control of the pest, weed or disease 4.4 Monitor application equipment for correct performance and ensure effective chemicals application according to operating instructions 4.5 Identify health and safety in the workplace hazards and risks and implement controls 4.6 Clean up spills during application according to chemical label instructions and workplace procedures
5. Clean up equipment and complete records	5.1 Clean and decontaminate application equipment according to operator instructions, safety data sheets (SDS) and legislative requirements 5.2 Dispose of chemicals and used containers according to chemical label instructions, SDS and legislative requirements 5.3 Clean and store PPE according to workplace procedures 5.4 Record and report safety and environmental incidents according to workplace procedures and regulatory requirements 5.5 Record details of chemical application according to workplace procedures and legislative requirements

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.

Skill	Description
Reading	• Read and interpret SDS, chemical labels, operating instruction and other documentation and consolidates information to determine chemical application actions and activity
Writing	• Accurately record and complete organisational records using clear language and terminology
Numeracy	• Perform mathematical calculations to determine rates of application chemical mixtures and calibration of equipment

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Skill	Description
Navigate the world of work	• Take responsibility for following policies, procedures and regulations • Identify and implement chemical label requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks required for chemical application activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases	AHCCHM303 Prepare and apply chemicals	Minor change of title for clarity Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has on at least one occasion demonstrated the ability to safely prepare and apply chemicals ensuring they have:

- determined and confirmed the need for chemical application by assessing the infestation, off target risk, and environmental risks
- developed an application plan for chemical application
- identified health and safety hazards, risk and implemented control procedures according to chemical label
- notified stakeholders of planned chemical application
- used personal protective equipment (PPE) according to workplace procedures
- interpreted chemical labels and applied chemical according to safety data sheets (SDS) and application plan
- identified and selected the chemical required for the target and calculated the amount and rates required according to chemical label
- identified and selected application equipment and suitable location, and determined the set up parameters according to application plan and operator instructions
- monitored and assessed weather conditions and equipment performance to ensure effective chemical application
- selected, conducted pre-operational checks according to operator and maintenance manual
- completed at least one calibration activity for application equipment
- prepared and loaded chemicals and returned unused chemicals to store in accordance with label, application plan and workplace procedures
- applied chemicals safely according to chemical labels, regulations and workplace procedures
- complied with chemical labels, SDS, regulations, maintenance manual, environmental procedures, operator instructions and application plan
- cleaned equipment and spills, and disposed of waste according to workplace and environmental procedures

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- maintained records and reported incidents according to workplace procedures and regulatory requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- control options when selecting chemicals for pests, diseases and weeds infestations, including:
  - chemical
  - mechanical
  - cultural
  - biological
  - integrated pest management including resistance management principles
- types of pest, diseases and weed their treatment and resistance
- legal implications and requirements of chemical labels and SDS
- stakeholders and required notifications including, neighbours, staff and statutory notifications
- impact of weather factors on the safe and effective application of chemicals
- characteristics of chemicals, their mode of action and relevance to chemical selection and use, including:
  - translocated/systemic
  - contact
  - ingested poison
  - protectant
  - eradicant
  - knock-down
  - residual
  - selective/non selective
- factors that contribute to off target damage, including:
  - physical movement of chemicals (e.g. animals moving baits or soil movement)
  - chemical formulation
  - wind speed and direction
  - temperature and relative humidity
  - temperature inversions
  - controlling off target damage
  - rainfall
  - buffer zones and barriers
- hazards of chemical application, including:
  - human and animal health
  - environmental contamination

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  - residues in environment, plants and animals
  - withholding/re-entry periods
- safety requirements when applying chemicals, including:
  - procedures
  - PPE
  - signage
- safe handling, transporting and storage of chemicals
- preparing chemicals including preparation, compatibility, adjuvants and water quality
- requirements for disposal of excess chemicals, clearing spillages and equipment clean up
- selecting and operating suitable application equipment
- features, functions and calibration techniques for powered and hand held application equipment, including:
  - pressure and volume of chemical
  - travel speed
  - nozzle identification, selection, operation
- legislation, regulations and licensing requirements in relation to chemical use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a typical workplace environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - chemicals
  - PPE
  - application equipment
  - chemical measuring and mixing equipment
- specifications:
  - specific workplace documents, including work instructions and procedures for chemical application
  - chemical labels and SDS
  - regulations about use of chemicals
  - manufacturers' operation and maintenance instructions for equipment
  - access to weather forecasts or means to measure local weather.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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AHCECR202 Maintain wildlife habitat refuges

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to maintain wildlife habitats and refuges to protect desirable animal species from invasive species.

The unit applies to individuals who work under supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

Ecological Restoration (ECR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess the scope of the refuge maintenance job	1.1 Identify target species to be protected from invasive pests and recognise their behaviour pattern 1.2 Identify characteristics of refuges required for target species according to supervisor instructions 1.3 Determine locations of refuges from supervisor instructions and site plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.4 Estimate time to complete the work 1.5 Identify environmental risks associated with the work 1.6 Determine vehicles, equipment and materials required to complete the work
2. Prepare for the refuge maintenance job	2.1 Determine location and boundaries for the wildlife habitat refuge work according to supervisor instructions 2.2 Identify hazards, assess risk and implement controls according to workplace health and safety procedures 2.3 Control environmental and biosecurity risks associated with work 2.4 Check and prepare vehicles, equipment and materials for serviceability according to manufacturer instructions and workplace biosecurity procedures
3. Monitor upkeep of wildlife habitat refuges for protection of desirable species from invasive pests	3.1 Operate vehicles and equipment according to manufacturer instructions and workplace procedures 3.2 Monitor upkeep of wildlife habitat refuges according to supervisor instructions and industry practices 3.3 Implement strategies to control invasive pests in a wildlife habitat according to supervisor instructions 3.4 Identify harbours used by pest animals and report to supervisor 3.5 Collect and dispose of waste from site according to industry and environmental practices and workplace health and safety procedures
4. Clean and store equipment and material	4.1 Clean and store equipment and materials according to workplace and biosecurity procedures 4.2 Record job completion according to workplace procedures

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.

Skill	Description

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Skill	Description
Reading	• Interpret wildlife habitat maintenance plans, and use the information to comply with the standards and requirements of maintenance works

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCECR202 Maintain wildlife habitat refuges	AHCNAR202 Maintain wildlife habitat refuges	Changed unit code to reflect new unit sector Edited Application Changes made to Performance Criteria for clarity and brevity Updated Performance Evidence, Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCECR202 Maintain wildlife habitat refuges

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified the scope of work and implemented maintenance practices for wildlife habitat refuges in one of the following environments:

- terrestrial
- marine or aquatic
- arboreal.

There must also be evidence that the individual has:

- maintained wildlife habitats and refuges to protect desirable fauna
- identified native species that are present in the wildlife refuge
- confirmed the features required for a wildlife habitat refuge
- provided harbours and modified habitat according to plan to provide refuge for native species
- conducted a health and safety risk assessment and implemented controls for the site
- implemented strategies to control invasive pests in a wildlife habitat according to maintenance plan
- applied biosecurity and sustainable practices during maintenance work.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- appearance of fauna and common names of native fauna, predators and vertebrate pests for a specified site
- ecological principles for habitat and refuges, including:
  - recognition of basic ecosystems and animal behaviour and habitat
  - interactions between flora and fauna and impact on success of habitat and refuges

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    - types and positioning of habitat refuges for best protection from elements and predators
- importance of biodiversity in an ecological community, and impact on wildlife management practices and habitat refuge, including:
    - terrestrial plant communities and relation to animal habitat and refuges
    - marine and water refuges for aquatic species
- invasive vertebrate pests and their impact on other fauna and habitat, including:
    - harbours and refuges used by vertebrate pests
    - basic control strategies for vertebrate pests in natural ecosystems
    - impact of control strategies on native fauna
- invasive plants pests and their impact on fauna and habitat
- work health and safety requirements, risk assessment processes and personal protective equipment (PPE)
- wildlife habitat and refuges used by desirable marine, aquatic or terrestrial animal species, including:
    - tree hollows
    - ground burrows
    - ground and arboreal nests
    - coral and coral outcrops
    - rock outcrops, ledges and crevices
    - thickets and dense vegetation and forests
    - tall vegetation, grass and grasslands
- wildlife habitat modification techniques.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in the field in one of the environments specified in the Performance Evidence
- resources, equipment and materials:
    - specific tools and vehicles used in maintaining habitat refuges
    - personal protective equipment
- specifications:
    - specific workplace procedures for maintaining habitat refuges
    - workplace instructions/job specifications
- relationships:
    - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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AHCECR506 Develop and implement sustainable land use strategies

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to develop and implement sustainable land use strategies that lead to improved ecological sustainability of land under production.

The unit applies to individuals who manage agricultural and production horticulture enterprises and who analyse information and exercise judgement to complete a range of advanced skilled activities demonstrating a deep knowledge in land management practices. They have accountability for the work of others, and analyse, design and communicate solutions to a range of complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Ecological Restoration (ECR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess requirements for improved land use	1.1 Audit site natural resources and identify threats to sustainability 1.2 Review production and management plans for sustainable land use

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	principles 1.3 Assess water resources, quality and impact on erosion 1.4 Assess soil health and fertility against production plan requirements 1.5 Assess vegetation types and coverage, and identify required changes 1.6 Plan and prioritise land and water protection measures and structures
2. Carry out structural improvements to address threats to sustainability	2.1 Follow workplace health and safety policies and procedures in field work 2.2 Inspect site, record key features and indicate on the site where improvements are required 2.3 Determine materials for construction from plans and specifications 2.4 Obtain and organise materials, personnel and equipment 2.5 Select and check equipment for safe and environmentally sustainable operation 2.6 Construct structural works, revegetate area and secure area from livestock
3. Treat areas of land degradation	3.1 Assess land classes and align fences and soil conservation works consistent with class 3.2 Protect and maintain contour banks to avoid degradation 3.3 Construct and maintain water carrying structures 3.4 Establish shelter belts for crop and stock protection 3.5 Review and amend soil cultivation and planting practices to prevent erosion 3.6 Plan grazing strategies to avoid localised soil degradation 3.7 Confirm works and plans comply with environmental protection legislation, regulations and codes of practice

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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.

Skill	Description
Reading	• Organise, assess and critique data and information from production plans, management plans, maps, images, legislation and regulations for incorporation into designing land use strategies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCECR506 Develop and implement sustainable land use strategies	AHCNAR506 Develop and implement sustainable land use strategies	Changed unit code to reflect new unit sector Changes made to Application and Performance Criteria for clarity Updated Performance Evidence, Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCECR506 Develop and implement sustainable land use strategies

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has developed at least five sustainable land use strategies for a specified land use and has implemented at least one of the strategies over a period of six months.

There must also be evidence that the individual has:

- identified the threats to sustainable practices for the specified land use area
- managed water resources and impact on riparian zones
- managed vegetation and plant succession
- managed the health and sustainability of soils
- embedded the principles and practices of health, safety and biosecurity legislative requirements into land use strategies.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the role of biodiversity in farming systems, including:
  - importance of biodiversity farming systems
  - terrestrial plants and basic plant community structures
  - subsurface water and plant communities and impact on saline environments
  - methods for preserving biodiversity
- sustainable land and water use principles and practices, including:
  - advantages and limitations
  - environmental sustainability as a 'whole-system' approach
- recognition and management of land classes
- sustainable soil management, including:

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  - causes of land degradation
  - soil type and geology and impact for land use and access
  - grazing strategies to reduce surface cover on pastures and embankments
  - soil appraisal and remediation strategies
  - causes of erosion and erosion control strategies
  - production practices and soil management
- environmental controls and codes of practice applicable to the business and to the improvement works, including:
  - water use and water catchments
  - sources and damage of pollutants
  - waste minimisation and sustainable disposal
  - natural and human threats to sustainable land use
  - interactions between production systems and natural areas
- legislation and regulations for soil and water degradation, chemical use and structural works
- workplace health and safety and environmental protection legislation, regulations and codes of practice including biosecurity.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field resources, equipment and materials:
  - equipment, machinery, plants and consumables required to implement the specified land use strategies
- specifications:
  - workplace policies and procedures for preparing strategies
  - legislation and regulations relevant to land use and biosecurity.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCFAU303 Respond to wildlife emergencies

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to evaluate and coordinate a response to natural resource emergencies involving fauna.

The unit applies to individuals working within own area of responsibility in a response to a wildlife emergency. These individuals are required to take responsibility for their own work and take limited responsibility for other workers and possibly volunteers.

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

Pre-requisite Unit

Nil

Unit Sector

Fauna (FAU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate wildlife emergency and implement interim care	1.1 Investigate nature of emergency from witness reports or inspections 1.2 Assess factors that impact on an appropriate response 1.3 Notify authorities of incident according to workplace procedures 1.4 Implement interim care of animals pending instructions from authorities

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.5 Delegate appropriate staff to provide interim care for animals 1.6 Ensure personnel assisting in interim care are equipped and briefed 1.7 Implement care instructions provided by authorities or veterinarians 1.8 Collect information to determine further action 1.9 Interview informants to obtain details of the situation
2. Implement response to emergency	2.1 Establish communications necessary to manage emergency situation 2.2 Transport resources and personnel to site 2.3 Establish site procedures and implement emergency plans according to legislative requirements and workplace procedures 2.4 Move live fauna to safe location 2.5 Remove dead fauna from site and dispose of biological matter according to workplace health and safety and biosecurity procedures 2.6 Clean site according to workplace procedures to maintain public and environmental health and safety 2.7 Implement measures that minimise risk to significant places, area, habitats, species and communities
3. Coordinate response	3.1 Inform general public and media of the nature of the incident and agency decisions according to workplace communications procedures 3.2 Brief volunteers and staff on workplace health and safety hazards, preventive measures and reporting requirements 3.3 Coordinate and deploy volunteers according to their skills and available personal protective equipment 3.4 Establish physical barriers to keep public away from animals to minimise their distress and to protect the public 3.5 Manage media until authorities provide instructions 3.6 Use media according to workplace procedures
4. Care for affected animals	4.1 Assign teams to animals according to incident assessment, care instructions and skills within teams 4.2 Apply animal first aid 4.3 Perform role in wildlife operations team according to the command structure and procedures of the management plan

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Care for animals using a range of skills and according to veterinary instructions and workplace procedures
5. Determine management options	5.1 Seek veterinary advice where appropriate 5.2 Collect biological and incident data on animals 5.3 Evaluate management options according to veterinary advice, condition of animal and risk assessment 5.4 Band or tag released animals where required for scientific purposes 5.5 Source equipment and staff for returning animal to wild or temporary captive management
6. Remove carcass	6.1 Develop inter-agency agreement with local authority for removal of carcases 6.2 Source equipment and staff for disposal 6.3 Dispose of carcases according to authority instructions and workplace biosecurity procedures
7. Complete debrief and report	7.1 Follow incident management processes for debrief and wash-up 7.2 Record recommendations for changes to procedures from debrief 7.3 Report recommended changes to procedures to supervisor according to workplace procedures

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.

Skill	Description
Reading	• Interpret witness reports to extract information relevant to the wildlife emergency to assist in formulating a response
Writing	• Accurately record and complete documentation using clear language and terminology when communicating with media and completing inter-agency and maintaining animal trapping records
Oral communication	• Conduct interviews with informants and communicate with

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Skill	Description
	volunteers using collaborative and inclusive techniques, including active listening and questioning and reading of verbal and non-verbal signals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCFAU303 Respond to wildlife emergencies	AHCFAU301 Respond to wildlife emergencies	Minor change to Application, Elements 1 and 7, and Performance Criteria for clarity Updated Performance Evidence, Knowledge Evidence and Assessment Conditions	Equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCFAU303 Respond to wildlife emergencies

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- evaluated natural resource wildlife emergency
- implemented and coordinated response to emergency in accordance with workplace procedures and health and safety requirements
- followed workplace procedures to ensure the safety of the wildlife, personnel and the general public
- determined management options, including returning animal to wild or temporary captive management, according to authority and workplace policies and procedures
- followed instructions from veterinarians or authorities to care for animal
- removed and disposed of animal carcases in accordance with authority instructions
- completed debrief and prepared reports to workplace standards
- applied workplace health and safety policies and procedures when implementing emergency plans
- applied appropriate animal welfare practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- health risks associated with working near animals, including:
  - personal and public safety
  - handling animals
  - animal care
- public relations and media management for disseminating information on wildlife emergencies
- investigating wildlife emergencies, including:

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    - assessing and responding to eyewitness accounts
    - conducting personal investigations and interviews
- options for managing wildlife emergencies, including:
    - interim captive care
    - permanent captive care
    - return to wild
- incident management systems and their application to wildlife emergencies, including:
    - communication strategies
    - resources and personnel required for effective response
    - methods for relocating living wildlife
    - collection, documentation and disposal of dead animals
    - briefing and coordination with personnel and volunteers
- animal care and first aid
- state/territory and local wildlife emergency authorities and organisations
- roles and responsibilities of veterinary support in wildlife rescue
- methods for banding and tagging of fauna
- potential environmental and biosecurity risks associated with wildlife rescue operations
- basic requirements for ensuring the welfare of animals described in the relevant codes of practice
- legislative and regulatory requirements governing wildlife emergencies and care.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - wildlife in an emergency situation
    - personal protective equipment
- specifications:
    - policies, procedures and processes for managing wildlife emergencies
    - access to legislation and codes of practice related to wildlife.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF202 Install, maintain and repair farm fencing

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to install, maintain and repair farm fencing using appropriate tools and techniques.

The unit applies to individuals working in a broad range of job contexts who undertake defined routine activities under supervision. They exercise limited autonomy within established and well-known parameters, providing solutions to a limited range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for farm fencing work	1.1 Confirm work instructions with supervisor 1.2 Identify health and safety hazards and risks in the workplace and report to supervisor 1.3 Select tools and equipment according to job requirements 1.4 Carry out routine pre-operational checks of tools 1.5 Identify faulty or unsafe tools and segregate for repair or replacement 1.6 Select, check and fit appropriate personal protective equipment (PPE) 1.7 Arrange transport of fencing materials, tools and equipment to worksite
2. Undertake farm fence installation	2.1 Install and secure posts and stays according to work instructions 2.2 String and tension wire according to job requirements and wire specifications 2.3 Attach wire netting or other fencing materials according to work instructions 2.4 Position and attach gates and check their operation according to manufacturers' instructions
3. Maintain and repair farm fencing	3.1 Identify faults or structural damage and carry out necessary repairs 3.2 Dismantle fences and recover re-useable materials 3.3 Identify and report further maintenance or repair works according to workplace procedures 3.4 Pack for reuse, or dispose of, used fencing material
4. Complete farm fencing work	4.1 Clear and tidy work area and dispose of all waste according to environmental procedures 4.2 Clean and store tools, PPE and re-useable materials according to workplace procedures 4.3 Complete records according to workplace procedures

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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.

Skill	Description
Reading	• Reads and interprets workplace instructions to formulate an understanding of expected requirements and activity
Writing	• Prepares workplace records accurately using clear language and industry relevant terminology
Numeracy	• Determine fencing resources and measurements to construct fencing
Oral Communication	• Uses concepts and terminology appropriate for clarifying instructions and communicating with supervisor
Navigate the world of work	• Complies with explicit policies and procedures. • Seeks clarification or assistance when required
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing and timing • Responds to predictable routine problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCINF202 Install, maintain and repair farm fencing Release 3	AHCINF202 Install, maintain and repair farm fencing Release 2	Minor changes to Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF202 Install, maintain and repair farm fencing

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have installed and maintained farm fencing, including:

- identified health and safety hazards and risks and reported to supervisor
- selected, checked and correctly fitted personal protective equipment (PPE)
- selected materials, tools and equipment and arranged for availability on site
- conducted pre-operational checks and repaired or replaced tools and equipment identified with faults
- assessed and confirmed farm fencing requirements and confirmed with supervisor
- dismantled and recovered usable materials from existing fence
- installed and repaired fence posts and stays, erected fences, installed and tensioned fencing wire and netting, installed and checked gates and components
- recorded work activities according to work instructions
- cleaned up the fencing site and removed and disposed of, or recycled, waste according to environmental procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- designs and purpose of a range of conventional fencing
- wire types, knots, tensions applications and limitations
- common hazards involved in fencing installation, maintenance and repair

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- tools and equipment used for fencing and their safe operation, storage and maintenance
- fencing materials manufacturers specifications and guidelines
- health and safety in the workplace, including:
  - PPE required for working on farm fences
- environmental considerations when disposing of waste materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an outdoor environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - fences, fencing tools, materials and equipment
  - PPE
- specifications:
  - workplace documents including procedures, instructions and wire specifications
  - manufacturers' operating instructions for fencing equipment
  - legislation/codes of practice for fencing
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF301 Implement property improvement, construction and repair

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out maintenance and construction of improvements to properties.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Assess property condition	1.1 Confirm work plan and priorities with enterprise supervisor or manager 1.2 Assess property structures for soundness 1.3 Identify and determine property improvements and maintenance requirements 1.4 Confirm any planning and permissions have been obtained where required
2. Prepare tools and equipment	2.1 Identify and arrange tools, equipment and materials for the task 2.2 Check tools and equipment for serviceability 2.3 Identify faulty or unsafe tools and equipment and segregate them for repair or replacement 2.4 Identify, assess and report hazards to health and safety 2.5 Select, use and maintain and store suitable personal protective equipment
3. Carry out property improvements	3.1 Construct, repair or dismantle property structures 3.2 Carry out basic concrete, masonry or metal repairs 3.3 Determine and carry out maintenance to roads and tracks 3.4 Comply with planning or building requirements or restrictions
4. Complete maintenance and improvement activities	4.1 Monitor, maintain and improve property structures and surrounds 4.2 Clean, maintain and store worksite, tools and equipment 4.3 Collect, treat and dispose of or recycle unwanted materials and waste from maintenance activities according to enterprise environmental requirements 4.4 Complete workplace records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF301A Implement property improvement, construction and repair.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF301 Implement property improvement, construction and repair

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a range of contexts.

The candidate must provide evidence that they can:

- identify and report hazards and use safe work practices
- confirm work plan and priorities with enterprise supervisor or manager
- assess the nature of required repairs and maintenance
- read and interpret maps, plans, site drawings and simple technical drawings
- carry out building or construction work efficiently and safely
- confirm that the completed or repaired structure meets the standard specified
- operate a broad range of tools and equipment
- complete minor earthworks to specifications
- minimise environmental impacts and dispose of waste appropriately
- estimate and calculate volumes, usage and measurements
- apply enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- machinery and equipment required to carry out property improvements, construction and repairs
- types of building materials required to carry out property improvements, construction and repairs
- concreting procedures and techniques
- wood and steel fabrication procedures
- drainage requirements around structures, tracks and roads
- legislative requirements with regard to construction and structural improvements

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- types of building cladding and finishes, purpose and use
- relevant Codes of Practice with regard to protection of the environment
- work health and safety and environmental legislative and enterprise procedures

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF302 Plan and construct an electric fence

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan, construct and maintain an electric fence.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine electric	1.1 Access property maps and assess fencing requirements according

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Element	Performance criteria
fencing requirements	to enterprise objectives and legislative requirements 1.2 Determine equipment, materials and labour requirements and ensure estimated costings are within budgetary constraints 1.3 Compare alternative electric fencing options to ensure cost-effectiveness 1.4 Prepare fencing plan giving consideration to siting fences in relation to natural features and proposed uses
2. Prepare for construction	2.1 Seek clarification of work plan 2.2 Organise and transport tools and equipment to the work site 2.3 Confirm and arrange labour requirements if required 2.4 Assess risk and minimise potential and existing hazards appropriately
3. Construct electric fence	3.1 Select, use and maintain suitable personal protective equipment 3.2 Construct electric fence according to work plan 3.3 Attach and position gates for correct operation and function 3.4 Install energiser according to manufacturer's specifications.
4. Complete fencing operations	4.1 Check fencing for correct installation and performance 4.2 Identify and fix electric fence faults 4.3 Clear and tidy work site and dispose of all waste in an environmentally responsible manner 4.4 Transport tools and fencing equipment from the work site and check and store 4.5 Record and maintain relevant information

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF302A Plan and construct an electric fence.

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Links

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Assessment Requirements for AHCINF302 Plan and construct an electric fence

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop an electric fencing plan for the enterprise
- identify hazards and implement safe operating procedures
- calculate and measure fencing requirements and calculate costings off the fencing plan
- read and interpret plans and site maps and mark out fence lines
- construct an electric fence that meets specifications and the needs of the enterprise
- operate fencing tools and construction equipment
- test and monitor the electric fence for earthing and current flow, resistance and leakage
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- basic operation of electric fences including earthing and current flow, resistance and leakage
- differences between portable and mains power
- issues affecting electric fencing in relation to the whole property plan
- range of electric fencing designs, construction methods and materials
- dangers posed by electricity to personnel and livestock
- conditions under which electric fences may cause fire
- safe methods for diagnosing routine faults
- common electric fencing hazards and safety precautions
- relevant State/Territory legislation and regulations regarding electric fences
- work health and safety legislative requirements

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- relevant codes of practice with regard to protection of the environment

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF303 Plan and construct conventional fencing

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan and construct conventional fencing.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine fencing	1.1 Determine fencing requirements

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Element	Performance criteria
requirements	1.2 Prepare fencing plan giving consideration to siting fences in relation to natural features and proposed uses
2. Prepare for construction	2.1 Check proposed fencing against property maps and work plan 2.2 Identify services, structures and features which may impact on the fencing work and incorporate into the fencing plan 2.3 Organise and transport tools and equipment to the work site 2.4 Confirm and arrange labour requirements if required 2.5 Identify work health and safety hazards, assess risks and implement risk controls
3. Construct conventional fence	3.1 Select, use, maintain and store suitable personal protective equipment 3.2 Mark out and check fence lines against work plan and property maps 3.3 Construct fence according to work plan and fence design 3.4 Attach and position gates for correct operation and function
4. Complete fencing operations	4.1 Clear and tidy work site and dispose of all waste in an environmentally responsible manner 4.2 Transport tools and fencing equipment from the work site and store according to workplace procedures 4.3 Report tools and equipment faults or malfunctions 4.4 Record and maintain relevant information

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF303A Plan and construct conventional fencing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF303 Plan and construct conventional fencing

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a range of contexts.

The candidate must provide evidence that they can:

- site the fence line according to property or land management plan
- estimate, cost and source fencing materials and arrange delivery
- identify hazards and implement safe work practices
- carry out fencing operations safely and efficiently
- construct a fence that meets specifications in plan or contract and is within tolerances for materials
- construct gate assemblies and swing gates
- string and strain wires to manufacturer's recommended tension
- use and maintain fencing machinery and equipment
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- issues affecting property fence planning and construction
- procedures for planning fencing in relation to the whole property plan
- range of fencing designs, construction methods and materials
- types of fencing construction tools and equipment
- fencing materials and costings
- common fencing hazards and safety precautions
- work health and safety legislative requirements and Codes of Practice
- relevant Codes of Practice with regard to the protection of the environment
- hazard identification, assessment and control

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK204 Carry out regular livestock observation

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out regular livestock observation.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work with livestock	1.1 Discuss work to be undertaken with supervisor and seek clarification where necessary 1.2 Discuss tasks with other workers who may be affected to ensure continued smooth operation of the process 1.3 Select and check tools and equipment suitable for the work to be undertaken and maintain if necessary 1.4 Select, use and maintain suitable personal protective equipment in line with work health and safety policies 1.5 Identify hazards and report to supervisor
2. Carry out livestock checks	2.1 Check livestock for signs of illness, injuries and abnormalities and report to supervisor 2.2 Use safe handling techniques while handling livestock 2.3 Carry out all husbandry and handling activities in line with enterprise animal welfare policies
3. Deal with livestock emergencies	3.1 Follow enterprise biosecurity policies where required 3.2 Recognise common signs of livestock injury or life threatening conditions and report to supervisor 3.3 Use basic emergency and livestock first aid procedures until professional help arrives 3.4 Report serious cuts and abrasions to livestock to the supervisor or veterinarian
4. Provide veterinary procedure support	4.1 Treat cuts, abrasions and bruises under instruction from the veterinarian or supervisor 4.2 Examine animals for signs of distress, injury, illness and abnormal behaviours after completing procedures and report to supervisor 4.3 Apply appropriate treatment as instructed by a supervisor or veterinarian

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK204A Carry out regular livestock observation

Links

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Assessment Requirements for AHCLSK204 Carry out regular livestock observation

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safe operating procedures
- check livestock regularly
- handle livestock safely and humanely
- identify signs of ill health, injury and abnormality
- identify symptoms of ill health or injury
- deal efficiently and calmly with livestock emergencies
- complete basic livestock first aid procedures
- record and report serious issues or injuries.
- follow enterprise work health and safety policies
- follow enterprise animal welfare policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- range of ailments that may occur or affect livestock
- application of a range of basic treatments under veterinary supervision
- behaviour of the relevant species
- environmental controls and codes of practice applicable to the enterprise
- organisations livestock production and management plans
- relevant work health and safety legislative requirements
- relevant animal welfare and biosecurity legislation and codes of practice

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Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

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AHCLSK209 Monitor water supplies

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to monitor the supply of potable water for livestock from water storages and sources.

All work must be carried out to comply with workplace procedures, work health and safety, legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	Performance criteria

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Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor water supplies	1.1 Inspect water supplies routinely 1.2 Recognise high and low water levels and report to supervisor 1.3 Carry out treatment of water quality problems or pathogens according to enterprise procedures 1.4 Record and report information on water supplies
2. Inspect and clear intake and outlet points	2.1 Inspect intakes and outlets 2.2 Report potential blockages and clear actual blockages 2.3 Check and replace water filters as required 2.4 Reposition intake lines as necessary to ensure unobstructed suction 2.5 Clear strainers of debris and sludge
3. Operate water delivery equipment	3.1 Identify hazards and risks and report to supervisor 3.2 Prepare and check water delivery equipment 3.3 Operate water delivery equipment 3.4 Check outflow to ensure water delivery equipment is operating correctly 3.5 Shut down water delivery equipment as required 3.6 Report on activities and water delivery equipment

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.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AHCLSK209 Monitor water	AHCLSK209 Monitor water supplies Release	Minor edits to clarify PC 1.3 and to correct evidence requirements	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
supplies Release 2	1		

Links

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Assessment Requirements for AHCLSK209 Monitor water supplies

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safety procedures
- record and report water supply information, activities and system performance
- read and follow manufacturers procedures
- problem solve to identify potential as well as actual blockages
- undertake basic poly pipe repairs
- check outflow rates
- clear blockages using safe working procedures
- check flow rates
- inspect and report on water supplies with only routine supervision
- follow work health and safety requirements.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- water delivery systems and components and their operation
- common water quality problems
- enterprise procedures for carrying out inspections, recording and reporting water information and system performance
- environmental impacts and procedures for water supplies
- relevant work health and safety requirements.

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK210 Muster and move livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to muster and move livestock as part of a team.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for muster	1.1 Identify mustering requirements and confirm with supervisor 1.2 Arrange transport requirements and check and confirm for operation 1.3 Identify and access additional information relevant to livestock movements 1.4 Identify hazards and safety concerns and report to the supervisor 1.5 Select and use personal protective equipment
2. Carry out muster	2.1 Locate livestock identified in the muster plan and aggregate in preparation for movement 2.2 Carry out muster processes in line with enterprise animal welfare policies
3. Move livestock	3.1 Carry out livestock movement with minimal stress to livestock and without damage to person, property or environment 3.2 Monitor and maintain livestock welfare during movement with adequate provision of rest, water and feeding points 3.3 Confine and pasture livestock at destination 3.4 Count and record numbers of livestock 3.5 Follow enterprise biosecurity policies where required

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK210A Muster and move livestock

Links

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Assessment Requirements for AHCLSK210 Muster and move livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safe work procedures
- read and interpret muster plans and maps
- prepare equipment and working dogs (when used) for handling livestock
- implement directions for mustering
- monitor livestock behaviour and recognise abnormalities
- muster and move livestock along prepared routes in a calm and controlled manner
- handle livestock safely and humanely, monitor welfare of mustered stock
- monitor and minimise impacts to the environment
- communicate effectively with the muster team
- calculate livestock numbers and assess and calculate feed and water requirements
- follow relevant work health and safety requirements
- follow relevant biosecurity requirements where required
- follow relevant animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- mustering and movement methods and techniques
- livestock basic health and nutritional requirements
- livestock herding/flocking behaviour
- environmental codes of practice with regard to livestock production
- working dogs uses and techniques (where appropriate)
- legislative requirements for stock movement along public roads

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- environmental impacts and procedures for livestock movements and musters
- relevant work health and safety requirements
- relevant animal welfare and biosecurity legislation and codes of practice

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK218 Ride educated horses to carry out basic stock work

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	Initial release with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to handle and ride calm horses educated to muster and move livestock. It addresses the potential risks associated with working with and around horses and livestock.

The unit applies to individuals who have experience in riding horses assessed as calm, consistent and obedient. They work under general supervision, with some accountability for their own work, identifying and providing solutions to a limited range of predictable problems.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely
- ACMEQU206 Perform horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also applies to this unit.

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Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain horse health and condition	1.1 Monitor horses for signs of ill health, injury, or poor condition as part of daily routines 1.2 Report horse condition to supervisor 1.3 Administer treatments for common ailments safely and humanely under supervision of veterinarian or supervisor 1.4 Carry out hoof care and cleaning according to safe workplace practices 1.5 Apply workplace biosecurity and sustainability policies and follow workplace procedures
2. Prepare horses for work	2.1 Assess work to be undertaken and confirm with supervisor 2.2 Identify hazards, assess risks, and implement control measures for working safely with horses 2.3 Select and check equipment suitable for the work to be undertaken 2.4 Select and use appropriate personal protective equipment (PPE) during preparation activities 2.5 Identify horses by sex, colour, markings, and brands 2.6 Safely and humanely catch assigned horse, assess for health and soundness, and promptly report any issues to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.7 Confirm with supervisor that the assigned horse is suitable for required work and own skill level 2.8 Prepare horse for ridden work including a pre-exercise groom 2.9 Fit and adjust, for individual horses, the appropriate working gear to manage and control horse for required work
3. Ride horses for stock work	3.1 Select and use equipment (PPE) for riding 3.2 Lunge horse safely and humanely to check gear fit and horse behaviour 3.3 Mount horse safely 3.4 Safely control the horse at walk, trot, and canter prior to beginning stock work 3.5 Practise appropriate safety drills and safely perform emergency manoeuvres including one-rein stops 3.6 Using safe riding techniques, ride quiet, consistent and obedient horses to carry out basic stock work duties 3.7 Work and safely control horse at a walk, trot, and canter as part of stock husbandry routines 3.8 Safely dismount horse 3.9 Report and record stock work activities
4. Provide post ride care	4.1 Remove gear and groom, wash, or clean horse, according to workplace policy 4.2 Water and feed horse in line with workplace policy 4.3 Release horse safely to appropriate enclosure, paddock, or yard 4.4 Check, clean, maintain, and store working gear and PPE 4.5 Report damaged or repair working gear as instructed

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.

Skill	Description

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Skill	Description
Writing	• Record data and observations about livestock in workplace forms accurately
Oral communication	• Use active listening and questioning techniques to clarify and confirm instructions and report information
Navigate the world of work	• Follow workplace procedures, including safe work and safe horse handling practices and animal welfare principles, in own role and work area
Get the work done	• Plan and organise tasks and assemble equipment to complete basic livestock activities, taking safety and risk factors into consideration

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK218 Ride educated horses to carry out basic stock work Release 2	AHCLSK218 Ride educated horses to carry out basic stock work Release 1	Minor changes to wording to clarify safety requirements and addition of foundation skills descriptions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK218 Ride educated horses to carry out basic stock work

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	Initial release with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely ridden at least two different calm, consistent and obedient horses educated for stock work to carry out at least three assigned jobs involving riding horses for basic stock work duties. For each job there must be evidence that the individual has:

- prepared for the job by:
  - recognising hazards and implementing required risk control measures
  - identifying relevant work health and safety requirements
  - selecting and using suitable personal protective equipment (PPE)
  - selecting suitable saddlery and equipment
  - identifying the assigned horse by gender, colour markings, and brands
  - catching assigned horse and assessing for health and soundness
  - communicating with supervisor to discuss concerns and suitability of horse for the assigned job
- handled horse safely and humanely during job including:
  - safely and correctly fitting, then checking and adjusting working gear to suit individual horse
  - mounting horse safely
  - riding and controlling horse, at a walk, trot, and canter, to perform basic stock work duties
  - adhering to animal welfare policies when working around horses and livestock
  - minimising stress of livestock when checking, mustering, and moving livestock
  - dismounting horse safely
- completed post-ride activities including:

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- cleaning, feeding and watering horse
- checking, cleaning and maintaining tack
- completing records as required by workplace.

In addition, there must be evidence that the individual has monitored the condition of at least one horse (which may be one of the above-mentioned three horses), including:

- identifying signs of ill health, injury, or poor condition, and reporting to supervisor
- safely and humanely administering basic treatments under supervision
- carrying out basic hoof care and cleaning safely and humanely.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key features of work health and safety, animal welfare codes of practice, biosecurity requirements, and sustainability practices in the context of own job role
- basic pre-activity risk assessment for basic stock work
- common horse gender, colours, markings, and other identifying features
- common basic features of horse behaviour and psychology
- the features of livestock behaviour and how this is utilised to minimise stress for horse and livestock
- relevant workplace procedures, industry standards, and guidelines for horse riding and riding safety, including lungeing or riding in a yard before outside and one-rein stops
- basic care and husbandry, and procedures for horses
- the common signs of disease or injury in horses, basic anatomy and physiology of the horse
- the use of horses for workplace operations
- care and maintenance of working gear.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including livestock handling yards and paddocks
- resources, equipment and materials:
  - various live, calm, consistent and obedient horses educated for stock work and assessed as suitable for the experience and skill of the individual
  - livestock to muster, move, and check
  - appropriate tack for individual, horse and activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual

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- specifications:
  - work instructions and procedures for carrying out basic stock work.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK337 Train, care for and ride horses for stock work

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to handle, ride and train horses to muster, move and separate livestock. It covers caring for horses and equipment, and addresses the potential risks associated with working with and around horses and livestock.

This unit applies to individuals who have experience working in the livestock industry and in riding educated, compliant and manageable horses to muster and check stock on grazing properties. Work is normally carried out independently, under broad direction according to workplace procedures.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- AHCLSK218 Ride educated horses to carry out basic stock work

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
AHCLSK218 Ride educated horses to carry out basic	ACMEQU202 Handle horses safely

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stock work	ACMEQU206 Perform horse riding skills at walk, trot and canter
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare horses for work	1.1 Select, use and maintain appropriate personal protective equipment (PPE) 1.2 Select, muster, or bring from paddock, and assess the suitability of the horse for the task 1.3 Catch and handle horses safely and humanely 1.4 Check horse health, soundness, and fitness level to ensure it is capable to complete the work required 1.5 Select, check, and maintain working equipment, according to instructions 1.6 Groom horse prior to exercise or work 1.7 Fit working gear to individual horse
2. Train horses for stock work	2.1 Identify and assess risks, and implement risk controls associated with horse riding and horse training 2.2 Assess current level of education of the horse 2.3 Train horse to calmly carry out required movements for working stock, including stops, turns and rollbacks 2.4 Train horse to work and control a mob of livestock as a whole 2.5 Train horse to safely handle a single beast and to return it to the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	mob safely according to industry practices 2.6 Train horse to separate a beast from a mob as instructed and according to industry practices 2.7 Train horse to calmly accept a stock whip being used by the rider, if required by the workplace, according to industry practices 2.8 Train horse to work with working dogs where required by workplace 2.9 Utilise agreed emergency procedures when training horses in required safety movements, including one-rein stops
3. Ride horses to carry out stock work	3.1 Interpret work program to determine work to be undertaken, and confirm with management 3.2 Select horses for the task, taking into consideration task requirements and own skill level 3.3 Catch and handle horses safely and humanely 3.4 Practise and reinforce training of horse while carrying out routine stock work 3.5 Take corrective action to re-train horse where necessary
4. Provide post ride care and maintain saddlery and equipment	4.1 Remove gear, and groom, wash and/or clean horse according to industry practices 4.2 Water and feed horse in line with workplace procedures and safe work practices 4.3 Release horse safely to appropriate enclosure, paddock or yard 4.4 Check, clean, maintain and store working gear 4.5 Repair working gear according to industry practices 4.6 Apply the workplace's biosecurity and sustainability policies
5. Maintain horse health and condition	5.1 Monitor horses as a part of daily routines to identify signs of ill health, injury and poor condition 5.2 Muster or catch horses in need of attention, and report and record condition in line with workplace procedures 5.3 Administer prescribed treatments for common ailments, under supervision of the veterinarian or manager 5.4 Safely check horse legs and feet, safely clean out feet, and correctly identify lameness and potential causes for lameness

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Organise shoeing according to workplace procedures

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.

Skill	Description
Reading	• Comprehend information in workplace documentation
Writing	• Record data and observations about horses in workplace forms accurately
Navigate the world of work	• Follow industry guidelines and workplace procedures, including safe work and safe horse handling practices and animal welfare principles, relevant to own role
Interact with others	• Follow accepted communication practices and protocols for reporting issues to management using accurate industry terminology
Get the work done	• Plan, sequence and prioritise multiple tasks, and assemble equipment to complete activities, taking safety and risk factors into consideration

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK337 Train, care for and ride horses for stock work	AHCLSK336 Educate, care for and ride horses for stock work	Unit and assessment requirement content changed to clarify safety requirements and intent of unit Addition of foundation skills descriptions	Equivalent unit

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Links

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Assessment Requirements for AHCLSK337 Train, care for and ride horses for stock work

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has cared for, ridden and trained at least two different horses for stock work. The following points must be demonstrated for each horse:

- identifying work health and safety hazards and implementing safe work procedures
- selecting and maintaining saddlery and equipment
- handling and preparing horses for riding and livestock work
- using calm and humane handling methods to minimise undue stress and risk to horses, handlers, and livestock according to animal welfare requirements
- developing a working relationship with the horse or horses in own care
- monitoring health and condition of horses, including carrying out basic hoof care and cleaning
- identifying signs of ill health, injury, or poor condition and administering basic treatments
- training horses to:
  - calmly carry out required movements for working stock, including safety movements, stops, turns and rollbacks
  - work and control a mob of livestock as a whole
- riding, controlling and stopping the horse to carry out checking, mustering and moving livestock as part of property operations
- assessing and monitoring horse behaviour during riding activities and taking corrective action if required
- completing post-ride activities including:
  - cleaning, feeding and watering horse
  - checking and maintaining tack
  - completing records as required by workplace.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- common horse colours and markings, gender and other identifying features
- horse movement and behavioural characteristics, and learning theories relevant to stock work
- livestock behaviour and how this is utilised to minimise stress for horse and livestock
- relevant industry standards and practices, and workplace procedures and guidelines for horse riding and riding safety, including lungeing, riding in a yard before riding outside, and one-rein stops
- approaches to horse education for stock work and associated learning theories
- basic care husbandry and management procedures for horses
- common signs of unsoundness, including injury, disease, work stress or other disorders in horses
- basic anatomy and physiology of the horse
- use of horses for workplace operations
- care and maintenance of working gear
- horse conformation and work readiness or level of education
- horse handling and riding techniques
- key requirements of work health and safety and animal welfare regulations, and codes of practice relevant to working and interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions containing livestock handling facilities
- resources, equipment and materials:
  - various live, suitably educated, compliant and manageable horses to be trained for stock work and assessed as suitable for the experience and skill of the individual
  - livestock to use in training horses
  - appropriate tack for individual, horse and stock work activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - work instructions and workplace procedures for training, caring for and riding horses for stock work.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK404 Implement and monitor animal welfare programs

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to implement and monitor animal welfare programs.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They may provide direction to others, and use discretion and judgement in the selection, allocation and use of available resources. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Provide information about animal welfare to the team	1.1 Explain the relevant provisions of animal welfare regulations and codes of practice to the work group 1.2 Provide information on workplace animal welfare policies, procedures and programs in a readily accessible manner 1.3 Provide information about identified animal welfare requirements to the group and individuals in a broad workplace context and in the context of the individuals' job roles
2. Facilitate the participation of workers in animal welfare compliance	2.1 Implement and monitor workplace procedures for compliance with animal welfare procedures 2.2 Explain procedures for reporting animal welfare concerns, grievances and complaints to workers, and action that will be taken to address these concerns, grievances and complaints 2.3 Manage and resolve animal welfare concerns, grievances and complaints according to workplace procedures, or refer to the appropriate personnel where necessary
3. Implement and monitor workplace animal welfare procedures	3.1 Report existing and potential animal welfare concerns, and take action to address these concerns according to workplace procedures 3.2 Maintain detailed records of animal welfare concerns, grievances and complaints, and actions taken 3.3 Monitor implementation of workplace animal welfare procedures to ensure ongoing adherence to and effectiveness of these procedures
4. Implement workplace procedures for dealing with animal welfare emergencies	4.1 Implement workplace procedures for dealing with animal welfare emergencies 4.2 Record and report animal welfare emergencies to workplace management or relevant authorities 4.3 Implement measures to prevent recurrence and minimise risk of animal welfare emergencies
5. Implement and monitor workplace procedures for providing animal welfare training	5.1 Identify animal welfare induction and training needs 5.2 Implement both on and off-the-job animal welfare induction and training for work group

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Element	Performance criteria
6. Implement and monitor workplace procedures for maintaining animal welfare records	6.1 Implement and monitor procedures to maintain animal welfare records 6.2 Use aggregate information from animal welfare records to implement animal welfare programs

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK404A Implement and monitor animal welfare programs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK404 Implement and monitor animal welfare programs

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- provide information about animal welfare to the work group and individuals in the workplace
- facilitate the participation of workers in animal welfare compliance
- implement and monitor workplace procedures for animal welfare
- implement workplace procedures for animal welfare emergencies
- implement and monitor staff training in animal welfare
- maintain animal welfare records
- implement relevant work health safety animal welfare and biosecurity requirements and practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- relevant animal welfare legislation, regulations, codes of practice and guidelines including:
- Australian Animal Welfare Strategy
- Animal Welfare Act or Prevention of Cruelty to Animals Act or equivalent specific to the State or Territory
- Australian Standards and Model Codes of Practice specific to the livestock or industry sector
- industry requirements and standards for animal welfare for the animal species
- animal welfare emergencies procedures for:
- animal disease or injury
- damage to facilities where animals are housed

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- animals which have escaped from the normal control of the workplace
- road accidents when moving and transporting animals
- inclement weather - flooding, strong wind, lightning, storm, extreme temperatures
- fire
- power failure
- water or feed failure or contamination
- need for animal welfare in the workplace
- requirements for ensuring the welfare of livestock described in the relevant codes of practice
- workplace policies, procedures, guidelines and standard operating procedures relating to animal welfare
- relevant work health safety animal welfare and biosecurity requirements and practices in the context of animal welfare

Assessment Conditions

Competency is to be assessed in the workplace and/or a simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK413 Design livestock handling facilities

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to design livestock handling facilities.

This unit applies to those whose job role includes planning and designing handling and/or accommodation facilities for livestock.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine requirements	1.1 Assess and clarify requirements for livestock handling facilities 1.2 Negotiate and confirm cost structures and timelines within enterprise budgetary constraints 1.3 Obtain and assess plans for livestock handling facilities from a variety of sources
2. Undertake a site analysis	2.1 Inspect location of new or existing site and record physical elements and features of the site for assessment of suitability 2.2 Specify surveys to be undertaken and determine tolerances according to enterprise requirements 2.3 Assess and determine site preparation requirements according to enterprise policies and site parameters
3. Prepare a design brief	3.1 Modify plans appropriate to the individual site and enterprise objectives 3.2 Assess options to modify existing facilities or establish alternative handling operations and obtain quotes 3.3 Identify relevant work health and safety, animal welfare, biosecurity and environment sustainability requirements, codes of practice, enterprise quality assurance requirements and incorporate them into the plan 3.4 Identify legal requirements and constraints on development processes 3.5 Prepare design brief and undertake consultation to establish agreement on options and approaches for development
4. Develop a final plan	4.1 Prepare recommendations based on the analysis of data and enterprise instructions 4.2 Obtain authorisations and approvals required for implementation of the plan 4.3 Produce detailed plan with considerations for work health and safety, animal welfare, biosecurity and environmental implications and enterprise objectives

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK413A Design livestock handling facilities

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK413 Design livestock handling facilities

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- assess the need for livestock handling facilities
- evaluate and recommend alternative options
- determine the site and design the handling facility for the site
- incorporate work health and safety and animal welfare requirements, potential environmental impacts and enterprise operational principles for livestock handling and movement into design
- estimate cost of building the designed facilities
- develop a detailed plan for livestock handling facility

Knowledge Evidence

The candidate must demonstrate knowledge of:

- livestock behaviour and design interactions
- enterprise livestock handling facility requirements
- requirements of transportation vehicles and loading areas
- costing methodologies
- livestock handling options and accommodation facilities and their uses
- site constraints in relation to livestock handling facilities
- industry and legislative requirements for the planning and establishment of livestock handling facilities
- relevant work health and safety legislative requirements
- codes of practice with regard to environmental protection and animal welfare

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Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK419 Manage horses for stock work

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to manage horses for stock work, including coordinating specialist services from veterinarians and farriers.

The unit applies to individuals, experienced in riding horses for stock work, who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgement in the selection, allocation and use of available resources, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage horse condition and health	1.1 Develop and implement workplace procedures for maintaining health and welfare of horses in consultation with workplace staff 1.2 Assess, report and document soundness and working condition of horses in the workplace 1.3 Ensure proper selection, use and maintenance of appropriate personal protective equipment (PPE) 1.4 Identify unsound or unhealthy horses and diagnose or establish reasons for their condition, such as seeking veterinary advice where required 1.5 Administer treatment and implement management plan for unsound or unhealthy horses under supervisor or veterinary supervision, according to plan 1.6 Keep accurate records of horse identification, treatments administered and management plans
2. Manage nutritional requirements of horses	2.1 Develop and implement feeding plans for horses in the workplace, taking into account daily and seasonal factors affecting nutritional requirements 2.2 Provide supplementary feeding programs to workplace horses to ensure they are in optimum physical condition and health for stock work 2.3 Identify potential nutritional problems and take preventative or corrective action through the use or withdrawal of supplementary feeding 2.4 Develop and implement work programs for horses according to their condition and nutritional status
3. Supervise activities and tasks requiring the use of horses for workplace personnel	3.1 Conduct risk assessments for activities and tasks requiring the use of horses, and implement and monitor the measures to control these risks 3.2 Match horses in workplace to personnel by rider ability and suitability for tasks 3.3 Schedule tasks requiring the use of horses, and communicate details to appropriate staff 3.4 Coordinate tasks requiring the use of horses, and provide supervision to ensure that horses and personnel work within industry and workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Coordinate breaking-in of horses by contractors or staff, and provide supervision to ensure that horses and personnel work within industry and workplace requirements 3.6 Provide inexperienced horses with stock training by experienced riders 3.7 Maintain regular communication with workplace staff and contractors to ensure smooth operation 3.8 Monitor outcomes of activities and tasks requiring the use of horses, and record in line with workplace requirements

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.

Skill	Description
Reading	• Interpret and check accuracy of textual and numerical information from a range of sources to determine and confirm work requirements
Writing	• Record and report specific information using workplace formats, and revise and update documentation based on outcomes of action
Numeracy	• Calculate quantities of resources and costs associated with horse health and feed programs
Oral communication	• Provide clear, sequenced instructions and respond to queries using terminology and concepts appropriate for the audience
Navigate the world of work	• Work independently and collectively within broad parameters, taking responsibility for plans, decisions and outcomes relating to work area • Know own obligations and responsibilities relating to regulatory and industry requirements for due diligence and safety of staff and horses
Interact with others	• Follow accepted industry practices and protocols for working collaboratively with management and organising specialist services from veterinarians and farriers

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Skill	Description
Get the work done	• Plan, implement and coordinate multiple work tasks to achieve effective and efficient management of horses for stock work

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK419 Manage horses for stock work	AHCLSK417 Manage horses for stock work	Changes and additions to clarify safety requirement Addition of foundation skills descriptions Addition of prerequisite unit Additions to performance evidence requirements	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK419 Manage horses for stock work

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has demonstrated management of at least two horses and two workers undertaking stock work on a property, including:

- developing and implementing management plans for the condition and health of horses in the workplace
- monitoring and managing the health and welfare of horses and developing feeding plans for horses in the workplace
- developing work programs for horses in the workplace
- matching horse type and experience to rider and task
- supervising and coordinating activities and tasks requiring the use of horses in the workplace, and monitoring the outcomes
- managing the provision of training for inexperienced horses
- identifying and treating ill or injured horses and consulting with veterinarians
- coordinating the horse work of other property personnel such as horse breakers, veterinarians, farriers and other farm staff
- communicating task requirements to staff and arrangements for breaking-in of horses to staff and contractors
- observing, identifying and reacting appropriately to environmental implications and work health and safety hazards
- applying relevant animal welfare and biosecurity requirements to managing horses.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- key requirements of work health and safety and animal welfare regulations and codes of practice relevant to working and interacting with horses

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- key requirements of biosecurity and environment sustainability requirements relevant to working and managing horses
- industry and workplace policies, procedures and guidelines relevant to the job role
- feeding plan and work program for individual horses in the workplace
- care, husbandry and management procedures for horses
- signs of health, anatomy, physiology and behaviour of the horse
- signs of ill health in horses and management strategies for common illnesses
- strategies for and management of breaking in of horses and training inexperienced horses
- use of horses for workplace operations
- strategies for effective communication in the workplace
- strategies for effective supervision and management of staff in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses used in livestock work assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and stock work activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for individual
- specifications:
  - work instructions and workplace procedures relating to managing horses
  - access to legislation and industry information related to managing horses
- relationships with others:
  - management and specialists to interact with regarding the management of horses
  - staff to coordinate and match to horse suitability.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK422 Identify and select animals for breeding

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.

Application

This unit of competency describes the skills and knowledge required to identify and select animals for breeding.

The unit applies to individuals who apply specialist skills and knowledge to identify and select animals for breeding. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, animal welfare legislative, regulatory and codes of practice requirements, and sustainability and biosecurity practices.

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

Pre-requisite Unit

Nil

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify breeding selection criteria	1.1 Access workplace production records and document production goals in breeding program 1.2 Source the desired performance characteristics and the potential

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	for genetic improvement 1.3 Determine and record selection criteria in production plan
2. Select animals for breeding	2.1 Assess animals against selection criteria 2.2 Determine and organise culling and replacement practices to improve performance of workplace breeding program 2.3 Check and monitor selected livestock to ensure maintenance of condition and welfare status according to breeding program requirements 2.4 Evaluate animals according to breeding program parameters 2.5 Assess and record performance of breeding program

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.

Skill	Description
Reading	• Identify and interpret textual information from a range of sources to identify relevant and key information about production records and goals for breeding program
Writing	• Use clear language, accurate industry terminology and logical structure to prepare breeding program documents

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK422 Identify and select animals for breeding	AHCLSK416 Identify and select animals for breeding	Minor changes to application Minor changes to performance criteria	Equivalent

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Foundation skills added Assessment requirements updated	

Links

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Assessment Requirements for AHCLSK422 Identify and select animals for breeding

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 7.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has identified and selected animals for breeding on at least one occasion and has:

- documented a breeding program
- developed selection criteria for a breeding program
- identified animals that have defects in conformation or inadequate productivity
- selected animals that display characteristics associated with desirable genetic traits
- selected animals according to breeding program selection criteria
- assessed and recorded performance information.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for identifying and selecting animals for breeding, including:
  - genetic selection for targeted multi traits
  - structural abnormalities and their potential impact on production
  - market requirements and related physical and measurable traits
  - workplace animal selection criteria
  - strategies for animal selection, including individual traits, measured performance, relevant breeding values, and indexes
  - use of breeding value percentile tables.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

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- physical conditions:

a workplace setting or an environment that accurately represents workplace conditions

- resources, equipment and materials:
  - work instructions and workplace procedures applicable to identifying and selecting animals for breeding
- specifications:
  - workplace production records and production goals relevant to identifying and selecting animals for breeding
  - industry standards, codes of practice and procedures for identifying and selecting animals for breeding
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare for, operate and complete tractor operations under general supervision in the agriculture, horticulture and land management sectors.

Working with tractors is an inherently dangerous activity. Individuals who work at this level must be thoroughly instructed in all health and safety in the workplace aspects of operating tractors. The tractor must also comply with relevant Australian standards for tractors.

The unit applies to individuals who operate tractors to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare tractor for operation	1.1 Confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Source and interpret machinery operation and maintenance manual and manufacturer instructions for tractor operation 1.3 Select and maintain personal protective equipment and safety equipment according to workplace safety requirements 1.4 Fit and use personal protective equipment according to job requirements and task to be undertaken 1.5 Select and attach equipment as directed by supervisor 1.6 Conduct tractor routine pre-operational checks according to operation and maintenance manual and report faults or malfunctions to supervisor
2. Operate tractor	2.1 Carry out pre-start and start up procedures required for tractor operation 2.2 Drive and operate tractor in a smooth and controlled manner 2.3 Apply workplace environmental and biosecurity procedures associated with tractor operation and minimise impact 2.4 Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment 2.5 Complete work according to agreed plan as directed by supervisor 2.6 Report abnormal monitoring system indicators and alarms to supervisor
3. Complete tractor operation	3.1 Park tractor and conduct shut down procedures 3.2 Perform routine operational servicing according to the operation and maintenance manual 3.3 Report malfunctions, faults, irregular performance or damage to supervisor 3.4 Clean, decontaminate, secure and store tractor and attached equipment 3.5 Remove and store keys in the required location 3.6 Maintain tractor and equipment use records in required format

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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.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Writing	• Document tractor and equipment use
Oral communication	• Use clear language to report malfunctions, faults, irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify instructions
Numeracy	• Calculate quantities of vehicle fluids including fuel • Identify correct tyre pressure or track tension
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-operational checks must include:	• maintenance interval schedule daily check • machine damage and serviceability • guards are in place and undamaged • checking for missing parts • fluid leaks and levels • fuel level • brakes and clutch operation • condition of tyres or tracks • machine controls.

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM202 Operate tractors Release 3	AHCMOM202 Operate tractors Release 2	Minor changes to performance criteria, foundation skills and range of conditions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared for, safely operated and completed tractor operations under general supervision at least once and has:

- identified and reported hazards and implemented safe operating procedures
- carried out tractor pre-operational checks and reported faults to supervisor
- driven and operated a tractor safely, in a smooth and controlled manner
- operated tractors in even and uneven terrain conditions
- carried out tractor shut down procedures
- maintained tractor use records and reported faults or malfunctions
- minimised environmental impacts associated with tractor operation
- followed workplace health and safety procedures for safe tractor operation
- followed industry and workplace biosecurity procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- tractor components, controls and features and operational functions
- tractor operation and maintenance manuals
- tractor steering systems and features
- features, operational functions and procedures for attached equipment
- load limits and the principles of weight distribution with regard to load shifting and tractor movement
- distinguishing characteristics of individual tractors including rated performance capacities

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- effects of various surface and difficult terrain conditions on tractor operation
- duty of care to self, others and the environment
- relevant legislation with regard to tractor operation and licensing requirements
- environmental impacts relevant to operation of vehicles
- health and safety in the workplace requirements to operate a tractor safely
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
  - individual must not be in a fatigued state when operating the machinery
- resources, equipment and materials:
  - tractors
  - safety equipment and personal protective equipment applicable to the task being undertaken
- specifications:
  - tractor operation and maintenance manual
  - industry and workplace biosecurity procedures applicable to tractor operation
  - legislation relevant to tractor operation and licensing requirements
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM216 Operate side by side utility vehicles

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely operate a side by side utility vehicle including undertaking pre-start checks and shut down procedures.

The unit applies to individuals who operate side by side utility vehicles to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1.Prepare side by side utility vehicle for use	1.1 Confirm with supervisor activity to be undertaken, including identifying potential hazards and risks and implementing safe working practices to manage risks 1.2 Conduct routine pre-operational checks on the vehicle according to operators manual and report faults or malfunctions for repair

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Select and maintain personal protective equipment according to workplace safety requirements 1.4 Use, wear and correctly fit personal protective equipment including helmets that are fit for purpose according to operators manual 1.5 Attach equipment and loads that do not exceed the weight limitations of the vehicle 1.6 Secure loads to ensure safe transport
2.Operate side by side utility vehicle	2.1 Start up, steer, manoeuvre, position and stop side by side utility vehicle in a controlled manner 2.2 Identify environmental and biosecurity implications associated with side by side utility vehicle operation and minimise impact of vehicle use 2.3 Apply side by side utility vehicle driver skills 2.4 Operate side by side utility vehicles in accordance with task requirements, conditions and operators manual 2.5 Identify and avoid riding surfaces, terrains and slopes that are dangerous to safe operation 2.6 Operate and manoeuvre over a variety of surfaces, slopes and terrain to minimise risk to safety 2.7 Modify side by side utility vehicle operation according to local weather conditions 2.8 Ensure that vehicle seat belts and other safety features are functional and correctly fitted
3.Complete side by side utility vehicle operation	3.1 Shut down side by side utility vehicle 3.2 Identify and report malfunctions, faults, irregular performance or damage to supervisor 3.3 Park and secure side by side utility vehicle 3.4 Remove and store keys in the required location 3.5 Unload, load and secure side by side utility vehicle safely 3.6 Maintain vehicle use records for servicing purposes in line with workplace practices

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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.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Oral communication	• Use clear language to report malfunctions, faults and irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Calculate quantities of vehicle fluids including oil and fuel • Calculate load volumes and weights • Identify correct tyre pressure
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Pre-operational checks must include:	• vehicle damage and serviceability • fuel • brakes • tyres including pressure and condition • vehicle controls.
Personal protective equipment must include:	• a suitable helmet according to operators manual • enclosed toe shoes
Side by side utility vehicle driver skills must include:	• parking across the slope when parking on a hill or gradient • on-board weight distribution • load security • crossing obstacles • avoiding hazards.
Safety features must include at least three of	• roll-over protective structure • seat belts

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the following:	• side nets • doors • occupant hand holds • tyre selection and inflation pressure.
Unload, load and secure side by side utility vehicle must include at least one of the following:	• trailer • transportation device • on site vehicle storage.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM216 Operate side by side utility vehicles	AHCMOM211 Operate side by side utility vehicles	Significant changes to performance criteria, foundation skills and range of conditions	No equivalent unit

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM216 Operate side by side utility vehicles

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has safely operated a side by side utility vehicle on at least two riding surface conditions and on an even, uneven and sloping terrain and has:

- identified hazards and risks associated with side by side utility vehicle use
- identified and avoided driving surfaces, terrains and slopes that are dangerous to safe operation of side by side utility vehicles
- selected and worn side by side utility vehicle helmet that is fit for purpose according to operators manual
- selected, fitted and used other personal protective equipment that is required for the task
- maintained personal protective equipment in suitable condition for use
- unloaded the side by side utility vehicle safely and checked it is safe to use
- operated and manoeuvred side by side utility vehicles in different surface and terrain conditions including uneven and sloping terrain
- started, steered, manoeuvred, positioned and stopped a side by side utility vehicle in a controlled manner
- selected appropriate modes of operation and applied side by side utility vehicle driver skills to assist vehicle stability
- parked the side by side utility vehicle safely and checked for any damage, malfunctions or faults
- loaded and secured side by side utility vehicle safely
- minimised environmental impacts associated with side by side utility vehicle operation
- followed industry and workplace biosecurity procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- hazards and risks associated with side by side utility vehicle areas of operation

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- components, controls, modes and features of side by side utility vehicles and their functions
- side by side utility vehicle functional applications, including:
  - occupant hand holds, correct use, importance of reach and keeping body parts inside vehicle
  - roll-over protective structure
  - tyre selection and inflation pressure
  - side nets and doors
- operating principles and operating methods of side by side utility vehicles
- workplace safety plan for operating and maintaining side by side utility vehicles
- side by side utility vehicle operator's manual
- side by side utility vehicle driver skills, including higher level two foot pedal operation skills, for technical applications
- effects of different surfaces and terrain conditions on the operation of side by side utility vehicle
- load limits and attachments specific to side by side utility vehicle capabilities and the effects to dynamic stability of the side by side utility vehicle including:
  - weight distribution
  - load security
  - liquid or shifting loads
  - effect of load when operating on uneven or steep terrain
- loading and unloading safely from a trailer, transportation device and site storage, including use of:
  - tie down devices
  - vehicle ramps
  - loading surfaces and angle
- variations in state/territory regulations and legislation that may apply in regard to side by side utility vehicle use
- environmental impacts associated with operating side by side utility vehicles and consequences of substandard environmental and biosecurity practices
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - helmets must be worn whilst operating side by side utility vehicles according to operators manual
- resources, equipment and materials:
  - side by side utility vehicle
  - vehicle fuel

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  - side by side utility vehicle helmet as identified by operator manual
  - enclosed toe shoes
- specifications:
  - side by side utility vehicle manufacturer specifications and operator manuals
  - industry and workplace biosecurity procedures applicable to side by side utility vehicle operation
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM217 Operate quad bikes

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to safely operate quad bikes including undertaking pre-start checks and shut down procedures.

The unit applies to individuals who operate quad bikes to undertake routine work under general supervision with limited autonomy and accountability.

Vehicle must be operated according to relevant state/territory licensing authority vehicle licence requirements and regulations.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare a quad bike for operation	1.1 Confirm with supervisor activity to be undertaken and that the vehicle is fit for purpose 1.2 Identify potential hazards and risks and implement safe working practices to manage risks 1.3 Select and maintain personal protective equipment according to

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	workplace safety requirements 1.4 Use, wear and correctly fit personal protective equipment including quad bike helmet that is fit for purpose 1.5 Conduct routine pre-operational checks on quad bike according to operation and maintenance manual and report faults or malfunctions to supervisor 1.6 Identify and confirm no go areas with supervisor according to workplace safety plan 1.7 Identify quad bike applications, loads and fixed attachments according to operation and maintenance manual
2. Operate a quad bike	2.1 Start up, steer, manoeuvre, position and stop quad bike in a controlled manner 2.2 Identify environmental and any biosecurity implications associated with quad bike operation and minimise impact 2.3 Identify situations where quad bike active riding techniques are required 2.4 Apply quad bike active riding techniques to pre-position the operators body to assist bike stability 2.5 Identify and avoid riding surfaces, terrains and slopes that are dangerous to safe operation 2.6 Operate and manoeuvre over a variety of surfaces, slopes and terrain safely 2.7 Modify quad bike operation according to local weather conditions
3. Complete quad bike operation	3.1 Shut down quad bike 3.2 Park up and secure quad bike in line with workplace practices 3.3 Identify and report malfunctions, faults, irregular performance or damage to supervisor 3.4 Remove and store keys in the required location 3.5 Unload, load and secure quad bike safely

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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.

Skill	Description
Reading	• Interpret textual information from a range of sources to identify relevant and key information about workplace operations
Oral communication	• Use clear language to report malfunctions, faults and irregular performance or damage • Participate in verbal exchanges to respond to questions and clarify information
Numeracy	• Calculate quantities of vehicle fluids including oil and fuel • Calculate load volumes and weights • Identify correct tyre pressure
Navigate the world of work	• Recognise and follow workplace requirements, including safety requirements, associated with own role and area of responsibility

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Personal protective equipment must include:	• a suitable quad bike helmet • enclosed toe shoes.
Pre-operational checks must include:	• vehicle damage and serviceability • fuel • brake effectiveness • throttle smooth operation and self-closing return • tyres including pressure and condition • vehicle controls.
Quad bike active riding techniques must include:	• pre-positioning, correct timing and appropriate adjustment of operator body weight when going uphill including body weight forward • pre-positioning, correct timing and appropriate adjustment of operator body weight when going downhill including body weight rearward • positioning of operator body weight centrally when cornering at

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	very slow speeds, and transition to positioning of operator body weight to the inside of the turn when cornering at higher speeds • positioning of operator body weight centrally when cornering at very slow speeds, and transition to positioning of operator body weight to the uphill side when riding across slopes • standing up to improve situational awareness and ability to exercise active riding technique, when operating in restricted visibility situations, rough terrains, crossing obstacles and avoiding hazards.
Unload, load and secure quad bike must include at least one of the following:	• trailer • transportation device • on-site vehicle storage.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM217 Operate quad bikes	AHCMOM212 Operate quad bikes	Significant changes to performance criteria, foundation skills and range of conditions	No equivalent unit

Links

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Assessment Requirements for AHCMOM217 Operate quad bikes

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has safely operated a quad bike on at least two different riding surface conditions and on an even, uneven and sloping terrain and has:

- identified hazards and risks associated with quad bike areas of operation
- identified and avoided riding surfaces, terrains and slopes that are dangerous to safe operation of quad bikes
- identified and confirmed quad bike no go areas
- selected, fitted and used quad bike helmet and other personal protective equipment that was fit for purpose
- maintained personal protective equipment in suitable condition for use
- unloaded the quad bike safely and checked it is safe to use
- operated and manoeuvred quad bikes in different riding surface and terrain conditions including uneven and sloping terrain
- started, steered, manoeuvred, positioned and stopped a quad bike in a controlled manner
- applied quad bike active riding techniques to preposition operator body weight to assist bike stability
- parked the quad bike safely and checked for any damage, malfunctions and faults
- loaded and secured the quad bike safely
- minimised environmental impacts associated with quad bike operation
- followed industry and workplace biosecurity procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- hazards and risks associated with quad bike areas of operation including quad bike no go areas
- components, controls and features of quad bikes and their functions
- quad bike functional applications, including appropriate selection of machine for task

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- workplace safety plan for operating and maintaining quad bikes
- quad bike operator's manual
- operating principles and operating methods of quad bikes
- circumstances when quad bike active riding techniques should be applied
- quad bike active riding techniques, including both when and when not to apply quad bike active riding techniques
- effects of different riding surfaces and terrain conditions on the operation of quad bikes
- load limits and attachments specific to quad bike capabilities and the effects to dynamic stability of the quad bike, including:
  - weight distribution
  - load security
  - liquid or shifting loads
  - effect of load when operating on uneven or steep terrain
- loading and unloading safely from a trailer, transportation device and site storage, including use of:
  - tie down devices
  - vehicle ramps
  - loading surfaces and angle
- variations in state/territory regulations and legislation that may apply in regard to quad bike use
- environmental impacts associated with operating quad bikes and consequences of substandard environmental and biosecurity practices
- industry and workplace biosecurity procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
  - no passengers on single seat quad bikes
  - no riders under 16 years of age on adult sized quad bikes
  - no towing
  - helmets must be worn whilst operating quad bikes
  - individual must not be under the influence of alcohol or drugs
  - individual must not be taking any medication (prescribed or otherwise) that may impair judgement
- resources, equipment and materials:
  - quad bike
  - vehicle fuel
  - a suitable quad bike helmet
  - enclosed toe shoes

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- specifications:
  - quad bike operation and maintenance manual
  - industry and workplace biosecurity procedures applicable to quad bike operation
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AHCMOM402 Supervise maintenance of property, machinery and equipment

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to identify, implement and supervise the maintenance requirements of property, machinery and equipment for an enterprise.

The unit applies to individuals who apply specialised skills and knowledge to supervising the maintenance of property, machinery and equipment and have responsibility for the output of others. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare maintenance	1.1 Identify maintenance requirements for property, machinery and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
plan	equipment from relevant information sources 1.2 Check maintenance requirements against warranty, insurance agreements and indemnity provisions 1.3 Identify and quantify total maintenance costs 1.4 Develop a maintenance plan to promote and sustain performance and production systems in line with workplace requirements 1.5 Establish an effective workplace communication strategy that refers to the maintenance plan and includes workplace environmental, health and safety procedures
2. Implement maintenance plan	2.1 Identify, secure and include resource, supply and operational requirements in workplace budgets 2.2 Communicate maintenance schedules and procedures to staff, contractors and suppliers 2.3 Implement and schedule a maintenance plan to minimise disruption to workplace operations 2.4 Assess potential risks with regard to staff and supply problems, and prepare contingency plans accordingly 2.5 Align tasks required to staff capability and provide training where required 2.6 Confirm machinery and equipment is operated to manufacturer specifications and workplace environmental and health and safety procedures
3. Monitor maintenance plan	3.1 Monitor maintenance activities and performance against maintenance plan for efficiency and effectiveness 3.2 Monitor and control workplace hazards and environmental implications associated with maintenance procedures according to health and safety procedures 3.3 Monitor and control costs within workplace budget requirements 3.4 Document relevant information with regard to the maintenance plan according to workplace procedures 3.5 Ensure property, machinery and equipment are maintained in clean and safe operational condition

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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.

Skill	Description
Reading	• Identify and interpret information regarding maintenance requirements for property, machinery and equipment • Interpret warranty, insurance agreements and indemnity provisions to confirm information related to maintenance requirements for property, machinery and equipment
Writing	• Complete maintenance plan and schedule to include maintenance requirements and costs
Oral communication	• Initiate discussions with staff, contractors and suppliers, using clear language to communicate maintenance schedules and procedures
Numeracy	• Estimate and calculate maintenance and repair costings of property, machinery and equipment maintenance • Monitor costs against budget
Navigate the world of work	• Identify and describe own workplace requirements, including safety requirements, associated with own role and area of responsibility • Monitor self and others adherence to workplace requirements including safety requirements
Interact with others	• Use appropriate language and communication skills to disseminate information about maintenance schedules and procedures within the work team

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM402 Supervise maintenance of property, machinery and equipment Release 2	AHCMOM402 Supervise maintenance of property, machinery and equipment Release 1	Minor changes to performance criteria and foundation skills	Equivalent unit

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Links

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Assessment Requirements for AHCMOM402 Supervise maintenance of property, machinery and equipment

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has implemented and supervised the range of maintenance programs covering property, machinery and equipment that are required to be performed in an agriculture/horticulture industry enterprise, and has demonstrated the following on at least one occasion:

- identified potential workplace hazards and implemented control measures
- planned, costed and scheduled maintenance requirements
- allocated resources
- monitored and controlled costs within workplace budget requirements
- dealt with contingencies and rescheduled maintenance where necessary
- established and monitored performance targets for maintenance team
- monitored and reported on performance of maintenance activities
- ensured property, machinery and equipment are maintained in clean and safe operational condition
- communicated effectively with work team, contractors and management
- monitored health and safety in the workplace and adherence to environmental procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of maintenance requirements with regard to property, machinery and equipment
- maintenance and servicing cycles for property, machinery and equipment
- maintenance planning, scheduling and budgeting
- warranty, insurance agreements and indemnity provisions applicable to property, machinery and equipment maintenance

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- workplace procedures applicable to health and safety in the workplace and property, machinery and equipment maintenance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - warranties, insurance agreements, and indemnity provisions
  - property, machinery and equipment maintenance plans and schedules
  - property, machinery and equipment budgets
- specifications:
  - property maintenance schedule
  - machinery and equipment operation and maintenance manual and manufacturer specifications
  - workplace procedures applicable to health and safety in the workplace and property, machinery and equipment maintenance
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM501 Manage machinery and equipment

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to coordinate, monitor and review the operation and maintenance of machinery and equipment for an enterprise.

This unit applies to individuals who apply specialised skills and knowledge to the management of machinery and equipment, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate machinery and equipment usage	1.1 Review and match operations of available machinery and equipment to production processes 1.2 Calculate operation and servicing costs of machinery and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment to determine total purchasing price 1.3 Estimate productivity returns from machinery and equipment to identify benefit to production processes 1.4 Monitor machinery and equipment replacement cycles to identify improvement options and maximise the life cycle of components 1.5 Acquire machinery and equipment through appropriate procurement options
2. Coordinate machinery and equipment maintenance	2.1 Identify and schedule maintenance and service cycles to ensure servicing is according to manufacturer specifications and production processes 2.2 Cost and arrange storing and housing of machinery and equipment 2.3 Document and record operational and service history 2.4 Identify and assess risks and hazards to health and safety in the workplace and review and record risk controls 2.5 Provide, maintain and store suitable personal protective equipment according to workplace health and safety procedures 2.6 Develop and monitor repair and maintenance routines according to manufacturer specifications and workplace health and safety procedures
3. Monitor operation	3.1 Make available for use, maintain and dispose of consumables and operational support materials according to workplace procedures 3.2 Monitor adherence to health and safety in the workplace and environmental practices according to workplace procedures 3.3 Ensure operational procedures are clear, documented and followed according to manufacturer specifications and workplace procedures 3.4 Provide operators with instructions and supervision according to health and safety standards and efficient workplace practices

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.

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Skill	Description
Reading	• Identify and interpret information regarding maintenance requirements for machinery and equipment
Writing	• Document plans and prepare written reports for workplace personnel regarding machinery and equipment operation
Oral communication	• Initiate discussions with staff, contractors and suppliers, using clear language to communicate machinery and equipment maintenance schedules and workplace procedures • Use clear communications with management to discuss estimates, servicing costs and budget
Numeracy	• Estimate and calculate resources, machinery and equipment costs and servicing costs
Navigate the world of work	• Identify and describe own workplace requirements associated with own role and area of responsibility • Monitor self and others adherence to workplace requirements including safety requirements
Interact with others	• Use appropriate language and communication skills to disseminate information within work team • Provide instruction, supervision and mentoring to the work team

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCMOM501 Manage machinery and equipment Release 2	AHCMOM501 Manage machinery and equipment Release 1	Minor changes to performance criteria and foundation skills	Equivalent unit

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM501 Manage machinery and equipment

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that individual has coordinated, monitored and reviewed the operation and maintenance of machinery and equipment for an enterprise and has demonstrated the following on at least one occasion:

- identified potential workplace hazards and implemented safe working systems for machinery and equipment operation
- monitored machinery and equipment operations for a workplace
- evaluated machinery and equipment requirements for a workplace
- developed machinery and equipment operation and maintenance procedures according to health and safety guidelines, manufacturer specifications, workplace procedures and hazardous substances legislation
- scheduled, supervised and recorded the service and maintenance of machinery and equipment
- monitored machinery and equipment operations and maintenance requirements, and reviewed risk assessments periodically to ensure a safe operating environment
- communicated effectively with staff
- assessed staff capability in machinery maintenance and operation, and provided supervision and mentoring.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- servicing and maintaining machinery and equipment within area of responsibility
- methods of calculating the cost of machines and their contribution
- training and instruction techniques for directing the learning of staff

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- hazard identification, risk assessment and procedures for developing risk controls
- workplace procedures, legislation and regulation requirements applicable to machinery and equipment maintenance and management
- environmental legislation applicable to maintenance of machinery and equipment, disposal of waste and hazardous substances
- workplace procedures applicable to health and safety in the workplace and machinery and equipment management.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - machinery and equipment maintenance plans and schedules
  - machinery and equipment budgets
- specifications:
  - machinery and equipment operation and maintenance manual and manufacturer specifications
  - workplace procedures and health and safety in the workplace procedures, legislation and regulation applicable to machinery and equipment maintenance and management
  - legislation and regulation requirements applicable to machinery and equipment management
  - environmental legislation applicable to maintenance of machinery and equipment, disposal of waste and hazardous substances
- relationships:
  - team members
- timeframes:
  - according to the job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPCM204 Recognise plants

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Application

This unit of competency describes the skills and knowledge required to recognise commonly encountered plants, including desired species and weeds, and to document and confirm plant identification.

The unit applies to individuals who recognise plants under general supervision with limited autonomy or accountability.

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

Pre-requisite Unit

Nil

Unit Sector

Plant Culture and Management (PCM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for plant recognition	1.1 Confirm work activity and instructions with supervisor 1.2 Recognise workplace health and safety hazards, and report to supervisor 1.3 Select and prepare tools, equipment and material for plant recognition activity 1.4 Locate a range of desirable and non-desirable plants requiring

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	recognition
2. Recognise specified plants	2.1 Conduct a visual inspection on plants to identify plant family features and classifications 2.2 Record brief descriptions of plant habits, characteristics and significant features 2.3 Use available resources to assist with plant recognition 2.4 Seek advice to assist with plant recognition from appropriate personnel 2.5 Recognise and name specified plants using their identifiable characteristics
3. Identify plants	3.1 Record plant information according to workplace requirements 3.2 Confirm plant identification with supervisor, and refer to plant by botanical name

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.

Skill	Description
Reading	• Interpret textual, photographic and drawn information from a range of sources to identify relevant and key information about plant recognition
Writing	• Record plant habits, characteristics, significant features and relevant information
Oral communication	• Initiate discussions with appropriate personnel and supervisor, using clear language to discuss plant recognition

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPCM204 Recognise plants	AHCPCM201 Recognise plants	Minor changes to application Major changes to performance criteria Foundation skills added Assessment requirements updated	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPCM204 Recognise plants

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 6.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has recognised a range of plants from a range of plant families and classifications, including:

- annual
- biennial
- perennial
- evergreen and deciduous
- trees
- shrubs
- ground cover
- climbers
- monocot.

There must also be evidence that the individual has:

- applied workplace health and safety requirements applicable to recognising plants
- selected and prepared tools, equipment and materials for use in recognition activity
- located desirable and non-desirable plants requiring recognition
- recognised and described plant habits, characteristics and significant features
- used appropriate reference material to assist with plant recognition
- recorded information about identified plants.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace requirements applicable to health and safety in the workplace for recognising plants
- principles and practices of plant recognition, including:
  - plant morphology and physiology as they relate to recognising plants

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- plant nomenclature
- resources for obtaining information about plants
- plant recognition techniques.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - plants
  - plant recognition resources and equipment
  - access to internet and field guide reference materials applicable to plant recognition
- specifications:
  - workplace requirements applicable to health and safety in the workplace for recognising plants
- relationships:
  - appropriate personnel and supervisor
- timeframes:
  - according to job requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG307 Apply animal trapping techniques

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to trap and hold live animals for release, transportation or destruction. Trapped animals can be native animals, domestic animals, animals determined to be pests or feral animals.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for trapping	1.1 Identify purpose of animal capture and set objectives 1.2 Confirm the location and size of the area designated for trapping activities

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Confirm target animal movement patterns, behaviour and lifecycles to determine trapping location and placement of equipment and appropriate timing of trapping activity 1.4 Identify potential non-target animals 1.5 Estimate time required to complete trapping activities 1.6 Identify and check method of transport, materials and equipment required for trapping 1.7 Select appropriate traps for target animal and the environment 1.8 Clean, maintain and prepare trapping equipment according to manufacturer specifications 1.9 Identify hazards, risks and controls for trapping and select appropriate personal protective equipment 1.10 Identify and manage environmental risks associated with trapping animals 1.11 Obtain relevant approvals, permits and permission to carry out trapping activities 1.12 Determine precautions for minimising trapping of non-target animals
2. Place and set traps	2.1 Undertake site surveillance prior to setting traps 2.2 Select and prepare site to maximise opportunity for trapping target animals and minimise the chance of trapping non-target animals 2.3 Position, set and calibrate trapping equipment and check it for operation and safety 2.4 Apply lures, decoys, baits or toxins according to workplace procedures and permits 2.5 Camouflage traps according to workplace procedures 2.6 Apply precautions to prevent trapping of non-target animals 2.7 Set traps according to legislative requirements and animal welfare codes of practice
3. Check and remove traps	3.1 Inspect traps at the required frequency 3.2 Identify trapped animals then release, humanely destroy or prepare for transport according to trapping objectives and permits 3.3 Handle captured animals humanely according to animal welfare codes of practice

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Transport animals from site according to trapping objectives and animal welfare codes of practice 3.5 Observe health and safety in the workplace procedures and public safety requirements during trapping activities 3.6 Operate trap release mechanism safely and remove trap 3.7 Restore trap-site to its prior condition
4. Record data	4.1 Use global positioning system (GPS) loggers to record locations of trapped animals 4.2 Use recording instruments to record details of trapping activities according to trapping plan and workplace procedures
5. Clean and store equipment and material	5.1 Clean and store carcases for research or other purposes 5.2 Clean and store equipment and materials according to safety data sheets, workplace and biosecurity procedures 5.3 Record target and non-target kills
6. Report completion of work	6.1 Report results of trapping activities and incidents according to workplace procedures

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.

Skill	Description
Writing	• Accurately record and complete organisational documentation using clear language, and terminology when reporting and maintaining animal trapping records
Numeracy	• Perform basic mathematical calculations to determine and record trapping data and GPS locations
Navigate the world of work	• Take responsibility for following explicit and implicit policies, procedures and legislative requirements
Get the work done	• Take responsibility for planning, sequencing and prioritising tasks and workload for efficiency and effective trapping outcomes

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG307 Apply animal trapping techniques Release 2	AHCPMG307 Apply animal trapping techniques Release 1	Minor changes and removal of unnecessary Performance Criteria for clarity Updated Performance Evidence and Knowledge Evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG307 Apply animal trapping techniques

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have applied animal trapping techniques, including:

- determined objectives for trapping and confirmed target animal characteristics and trapping location and size
- estimated trapping period and identified, selected and prepared baits, equipment, traps and transport for trapping activities
- set and trapped animals humanely and released or destroyed animals according to workplace procedures and animal welfare code of practice
- identified presence of target and non-target animals
- identified environmental, health and safety in the workplace hazards, risks and applied controls according to workplace and environmental procedures
- checked method of transport, equipment and materials for serviceability and cleaned equipment before and after trapping activities
- selected, prepared and restored trapping site during trapping activities
- positioned, set, calibrated and checking trapping equipment according to workplace procedures
- applied lures or baits according to trapping plan
- selected, used and stored baits or toxins according to workplace procedures
- inspected traps in a timely manner and handled and euthanised captured animals in accordance with workplace procedures and animal welfare practices
- maintained records using global positioning system data
- summarised and presented trapping data and reports according to workplace procedures
- cleaned and stored equipment and carcases using approved chemicals according to safety data sheets (SDS) and workplace procedures to minimise biosecurity risks.

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Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- basic requirements for ensuring the welfare of animals described in the relevant Codes of Practice
- purpose for trapping the animal
- target animals and non-target animals
- target animal's range, movement patterns and behaviour and how to apply knowledge of these to selecting trapping location and equipment
- reproductive cycle of the target animal to determine appropriate timing of trapping activities
- food preferences, both general and local, of target animals
- capture and kill points for target animals
- traps and techniques for target animals
- permissions that may be required to undertake trapping
- principles relating to property, stock and duty of care when trapping
- precautions that need to be taken to minimise trapping of non-target animals
- trap camouflage materials and techniques
- trap types, setting and operating release to render them inactive
- health and safety in the workplace procedures that relate to trapping animals
- recording and reporting requirements
- use of decoys and lures
- baits or toxins types and preparation
- applicable state or territory legislation on the use and storage of baits or toxins
- applicable legislation on the capture and handling of animals
- suitable personal protective equipment
- transportation methods for captured animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the field or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals in the field
  - traps appropriate to trapping technique required
  - baits, lures or poisons relevant to trapping context
  - methods of transport relevant to trapping context
  - cleaning products
- specifications:

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  - workplace documents including plans, procedures, records and forms
  - workplace instructions or briefs
  - specific regulations and animal welfare codes of practice
  - technical information and resources applicable to pest
  - specific SDS
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

In addition, the following specific assessor requirements apply to this unit if firearms are used to destroy animals:

- must possess firearms licences
- appropriate experience in using firearms for pest control.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG409 Implement a pest management plan

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to implement pest management plans for weeds, vertebrate or invertebrate pests.

The unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgment in the selection, allocation and use of available resources.

State or territory licensing, legislative or certification requirements apply in some jurisdictions.

Pre-requisite Unit

Nil

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and allocate resources for the pest management plan	1.1 Determine operational parameters and objectives in consultation with management 1.2 Determine site operational parameters through site inspection 1.3 Consult stakeholders to provide advice and secure support on pest

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	management activities 1.4 Identify budgetary allocations and determine the effect on resources and activities 1.5 Identify health and safety, environmental and biosecurity hazards and risks and determine controls 1.6 Select and allocate pest management activities to personnel according to planned health and safety in the workplace standards, legislation 1.7 Procure machinery, equipment, tools and materials identified in the plan according to health and safety in the workplace standards and legislation
2. Brief personnel on pest management plan activities	2.1 Inform personnel of the requirements and expectations of the pest management plan according to workplace procedures 2.2 Advise personnel of health and safety in the workplace standards and legislative and regulatory requirements to be applied when carrying out required activities
3. Implement the pest management plan	3.1 Ensure machinery, equipment, tools and materials are checked and serviceable 3.2 Ensure personal protective equipment is serviceable, fitted and used by personnel according to health and safety in the workplace procedures 3.3 Manage pest control techniques according to pest management plan 3.4 Monitor procedures and processes employed by personnel for compliance with health and safety in the workplace procedures, animal welfare and environmental guidelines 3.5 Provide feedback, advice and coaching to personnel according to workplace procedures
4. Coordinate contingency management activities	4.1 Review and reschedule activities not completed according to workplace procedures 4.2 Notify personnel and stakeholders of changes to the schedule according to workplace procedures
5. Report progress in relation to pest management plan	5.1 Review reports and records supplied by personnel and assess performance against pest management plan 5.2 Document and compile reports and records according to workplace

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	procedures 5.3 Provide regular progress reports to stakeholders according to workplace procedures and reporting schedule

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.

Skill	Description
Reading	• Critically analyse plans, reports and records and consolidate information to determine pest control actions
Writing	• Document outcomes and changes to plans and generates reports using industry relevant and recognised terminology
Numeracy	• Apply computational skills to identify budgetary information, determine time durations and human resource allocations
Oral Communication	• Present complex information in formal situations using clear and convincing language, tone and pace appropriate when briefing personnel and conversing with management
Navigate the world of work	• Work independently or with others in making decisions to achieve organisation outcomes • Contribute to roles and responsibilities of others • Take full responsibility for following policies, procedures and legislative requirements
Interact with others	• Implement strategies for a diverse range of colleagues in order to build rapport and foster strong relationships when allocating workload • Elicit feedback and provide feedback to others in order to improve workgroup behaviours and develop contingencies
Get the work done	• Accept responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others taking into account capabilities, efficiencies and effectiveness • Monitor progress of plans and schedules and review and change them to meet new demands and priorities • Apply systematic and analytical decision-making processes for complex and non-routine situations

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCPMG409 Implement a pest management plan Release 2	AHCPMG409 Implement a pest management plan Release 1	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG409 Implement a pest management plan

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they can implement a pest management plan, including:

- determined all operational parameters and objectives and identified the budgetary allocations, health and safety in the workplace, biosecurity, human and operational resources required for the pest management plan
- supervised others to meet health and safety in the workplace, legislative and regulatory requirements in their work
- procured and ensured machinery, equipment tools and materials met operational and statutory requirements
- communicated with stakeholders and personnel on pest management activities
- supervised others to carry out pest management work according to the pest management plan and provided feedback, advice and coaching
- informed and advise personnel on duties and expected standards
- reviewed and rescheduled works and notified stakeholders of changed schedules
- reviewed and compiled outcomes of pest management plan and prepared reports to stakeholders on progress.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- pest management plans their structure and implementation
- factors affecting the selection of pest control methods and techniques, including:
  - pest biology and lifecycle
  - potential diseases and toxicity

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    - principles of sustainability
    - herbicide resistance and the alternatives that are available
    - pest status in the context of location, land use, benefits and damage caused
- pest management control programs and how to use them in an integrated manner, including:
    - key concepts of integrated pest management as a strategy
- contingency management principles
- risk assessment and management processes
- legal responsibilities of stakeholders including landowners
- local, regional, state and national pest management strategies
- federal, state or territory legislation and regulations relating to pest management activities
- the basic concepts and underpinning principles of the strategic approach to invasive pest management and how to manage damage caused by pests
- the basic principles and importance of monitoring and evaluating the effectiveness of invasive pest management and how to plan and implement an appropriate monitoring program for a pest management plan
- common causes of failure in pest management
- requirements for ensuring the welfare of animals described in relevant codes of practice
- relevant environmental and pesticides legislation as they apply to the workplace
- developing operational parameters and objectives, timelines and milestones
- reporting and recording requirements for the various stakeholders
- scheduling workload and developing work plans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live pest animals
    - tools and equipment required to implement the plan
    - personal protective equipment
    - baits and poisons
- specifications:
    - workplace documents including policies, procedures, processes
    - pest management plan
    - manufacturers' operating instructions for specific equipment and machinery
    - specific safety data sheets
    - workplace instructions and job specifications
    - specific legislation/codes of practice
- relationships:

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- clients
- team member(s)/work crew
- supervisors/management

- timeframes:
  - schedules and planned completion dates for a pest management plan.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK201 Observe and report on weather

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to observe and contribute to positive environmental work practices.

The skills and knowledge described in this unit underpin a broad range of activities applicable to a variety of job roles throughout industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Clarify work instructions with supervisor 1.2 Select and use tools and equipment and carry out pre-operational

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Element	Performance criteria
	safety checks 1.3 Select and use personal protective equipment 1.4 Identify hazards and inform supervisor 1.5 Identify and action work health and safety policies and procedures and legislative requirements
2. Check weather and climate information	2.1 Check weather and climate information to determine likely conditions 2.2 Recognise changed weather and climate situations 2.3 Anticipate likely impact of changes in weather and climate in respect to work tasks, safety of others, property, natural resources and local environment 2.4 Report anticipated impact of weather and climate to supervisor
3. Carry out preventative action	3.1 Disseminate information and advice to relevant personnel 3.2 Determine the preventative action required according to the known effects on livestock, crops and work tasks 3.3 Implement actions to minimise loss and damage 3.4 Adjust livestock, horticultural or crop management program or schedule of work tasks according to weather and climatic changes
4. Monitor weather and climate	4.1 Access regular updates to determine ongoing suitability of current programs 4.2 Review the viability of livestock, horticultural or crop management practices to ensure suitability within meteorological conditions 4.3 Research forecasting techniques to maintain currency of information 4.4 Document relevant information

Foundation Skills

This unit of competency describes the skills and knowledge required to observe and contribute to positive environmental work practices.

The skills and knowledge described in this unit underpin a broad range of activities applicable to a variety of job roles throughout industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK201A Observe and report on weather

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK201 Observe and report on weather

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- monitor physical signs of weather in the context of available information
- relate forecasts to impact on current operations and activities
- communicate information on weather and situations that may be impacted
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- effects of wind and rain on wind chill
- effects of wind shear and wind chill exposure
- enterprise and industry policies for monitoring weather and climate conditions, and recording and reporting weather and climate conditions
- weather and climate conditions impact upon farming and grazing activities
- effects of wind chill on metabolism of animals
- effects of prolonged dry periods on pastures and animal production, and natural resources
- effects of extreme heat on animals, including during birthing, and effects of heat stress on neonates
- work health and safety requirements and practices, especially as they relate to weather and climate monitoring and preparations for hazardous weather
- sustainability practices in the context of own work.

Assessment Conditions

Assessors must satisfy current standards for RTOs

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK309 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to apply environmentally sustainable work practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others.

Work routines meet organisational and compliance requirements for ethical handling and welfare of animals, environmental sustainability, work health and safety, and biosecurity appropriate to the work role.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify current practices in relation to resource usage and sustainability	1.1 Identify current environmental regulations and associated procedures applying to the workplace 1.2 Identify environmental sustainability policy and procedures applicable to the workplace 1.3 Identify resource usage in the workplace using purchasing and other relevant data 1.4 Access information on impact of resource usage on environmental sustainability 1.5 Conduct a safety hazard analysis and risk assessment
2. Contribute to the review of workplace environmental sustainability practices	2.1 Collect information on environmental sustainability and resource efficiency systems relevant to the workplace 2.2 Review current practices and identify potential areas for improvement 2.3 Seek suggestions and ideas from stakeholders to improve the management of the environment and resource efficiency 2.4 Contribute to development of tools or resources to help make improvements in the workplace, using collected information 2.5 Communicate proposed improvements to management
3. Apply improvement strategies	3.1 Use appropriate techniques and tools to assist in achieving efficiencies and environmental targets 3.2 Apply life cycle management principles 3.3 Apply strategies to minimise waste and employ recycling, re-use or re-purposing where appropriate 3.4 Apply strategies to minimise environmental risks and impacts
4. Record and report on work practices	4.1 Use monitoring and evaluation tools and technology where available 4.2 Record incidents where sustainability policy and procedures have been breached 4.3 Record and report on progress against resource efficiency and environmental targets 4.4 Provide feedback to management on environmental sustainability review and improvement process 4.5 Promote organisational improvement strategies

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCWRK313A Implement and monitor environmentally sustainable work practices. No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK309 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify current procedures and practices related to environmental regulations
- identify current procedures and practices related to minimising impact of resource usage on environment
- make contributions to the review of environmental sustainability procedures and practices through research and development of tools or techniques
- use appropriate techniques and tools to assist in achieving resource efficiencies and environment targets
- use communication skills to:
  - convey proposed improvements
  - provide feedback on improvement processes
  - promote organisational improvement strategies
- apply life cycle management principles in strategies to improve resource usage, reduce waste, employ recycling, re-use, or re-purposing, and to minimise environmental risks and impacts
- use tools and technology to monitor effectiveness of improvement strategies, and incidents that breach sustainability policy and procedures
- record and report on progress against resource efficiency and environmental targets.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- basic environmental sustainability principles
- environmental legislation, regulations, standards, codes of practices as may be relevant to industry sector and workplace

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- relevant internal and external sources of information that can be used to identify sustainability improvements
- common environmental and energy efficiency issues within the industry
- environmental hazards and risks associated with the relevant industry sector
- organisation's sustainability work policies and procedures
- principles of resources efficiency and life cycle management
- practices for disposal or recycling of waste associated with relevant industry sector
- organisation's recording and reporting systems.

Assessment Conditions

Assessors must satisfy current standards for RTOs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK312 Operate in isolated and remote situations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to plan, prepare for and work safely in isolated and remote situations.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection, allocation and use of available resources and for solving problems.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for operating in remote environments	1.1 Collate and record information relating to the operating environment and location 1.2 Establish detailed operating plans for work, travel, emergencies, timeframes and contingencies with supervisor 1.3 Notify appropriate authorities of the action plans and time schedules according to workplace procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify and source relevant maps 1.5 Conduct a risk assessment for possible health, safety and environmental hazards for remote location
2. Prepare for operating in remote environments	2.1 Prepare personal needs for remote situation according to plan 2.2 Prepare transportation and equipment required for prescribed work according to workplace procedures 2.3 Obtain and review relevant maps prior to departure to orient and plan route 2.4 Record planned activities and itinerary prior to departure according to workplace procedures 2.5 Identify weather conditions and assess effect on travel and operating outcomes
3. Prepare for emergency situations	3.1 Ensure that provisioning complies with expected operational and emergency requirements 3.2 Monitor available provisions and resources to ensure appropriate usage according to operating plan 3.3 Identify personal gaps in remote area survival skills and arrange training prior to departure 3.4 Ensure emergency management operational plans are applied according to workplace policies
4. Operate in remote environment	4.1 Complete activities according to instructions within time schedules according to work instructions 4.2 Use appropriate skills to modify the living environment according to prevailing conditions 4.3 Carry out activities in remote situations according to prescribed plans and procedures 4.4 Use appropriate technologies to maintain communication according to workplace procedures 4.5 Handle emergency situations according to prescribed plans and procedures 4.6 Comply with workplace reporting procedures on return to base

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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.

Skill	Description
Reading	• Reads and interprets symbols and features on maps to determine special awareness
Oral Communication	• Uses clear language and concepts, and tone and pace appropriate for discussions with supervisor when planning and reporting
Learning	• Demonstrates awareness of learning strengths and areas of need and applies a limited range of learning strategies to developing remote area survival skills
Navigate the world of work	• Understands roles and responsibilities for task and makes basic decisions on work completion parameters • Complies with explicit policies and procedures
Interact with others	• Selects and uses appropriate conventions and protocols when communicating with co-workers
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeks assistance in setting priorities • Responds to predictable routine problems and implements standard solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK312 Operate in isolated and remote situations	AHCWRK203 Operate in isolated and remote situations	Minor changes to Performance Criteria for clarity Code changed to reflect AQF alignment Updated Performance Evidence and Knowledge Evidence	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK312 Operate in isolated and remote situations

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that on at least one occasion the individual has demonstrated that they have operated in an isolated and remote environment, including:

- planned and prepared for operating in remote environments in conjunction with supervisor
- conducted a risk assessment for health, safety and environmental hazards for remote location
- prepared and implemented procedures for emergency situations
- sourced and interpreted maps of the remote area
- conducted work activities safely in a remote environment
- implemented workplace communication procedures to notify location, activities and travel to appropriate personnel
- prepared and monitored provisions and resources for essential and emergency needs
- used bushcraft skills to modify the living environment and reduced risks
- maintained records according to workplace procedures.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- planning and preparations required for working in isolated environments
- map reading and navigation skills, including:
  - direction finding; GPS, compass, astronavigation
  - local topography
  - habitation
  - geographic indicator
- basic survival and bushcraft skills to maintain human needs in survival situations, including:
  - making a fire

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  - cooking
  - distress signalling
  - basic rope skills and useful knots
- personal protective clothing requirements for adverse weather conditions
- basic first aid procedures for common injuries
- emergency vehicle and mechanical equipment repair
- communication procedures and operation and maintenance of communications equipment, including:
  - field communications by two-way radio
  - satellite telephony
  - HF radio
- work health and safety in the context of work in isolated and remote situations
- environmental impacts of work in isolated and remote situations including weather patterns and indicators.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an isolated environment or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - provisions and resources required for an isolated worksite
  - tools and equipment for work activities
  - personal protective equipment for use in isolated working environments
- specifications:
  - workplace documents including policies, procedures, processes, instructions and job specifications
  - manufacturers' operating instructions for specific communications and navigational equipment
- relationships:
  - supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK504 Assess new industry developments

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to assess new developments of enterprises and of the industry sector as a whole.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse the industry sector	1.1 Develop and maintain knowledge of own and related industry sectors, products, equipment, supply chain, organisations, people, resource management processes and policies, work practices, legislation and regulations 1.2 Identify and undertake opportunities for participation in relevant

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Element	Performance criteria
	organisations 1.3 Identify and access likely sources of credible information as required 1.4 Recall and apply relevant historical events, sensitivities and positions of people involved 1.5 Analyse state, territory, national and international issues for their relevance to the industry and impact on the enterprise
2. Assess new developments for impact on enterprises and industry sector	2.1 Source industry research and development information and evaluate for relevance 2.2 Evaluate risks and opportunities of new developments in industry processes, technologies and quality and environmental requirements 2.3 Identify emerging stakeholders and interest groups and assess for their potential benefit or impact on the enterprise and industry sector as a whole 2.4 Analyse trends in production, marketing, resource management and research 2.5 Identify potential impacts of proposed government initiatives and assess for significance 2.6 Assess success and failure of relevant or related initiatives in other industries or enterprises for their relevance 2.7 Monitor changing community and customer beliefs, attitudes and expectations 2.8 Follow enterprise work health and safety policies
3. Report on new developments	3.1 Integrate evaluated research information in the enterprise or industry sector planning processes 3.2 Share research information with others and explore and encourage opportunities for cooperative approaches 3.3 Consider implications for use of research information in a wider context with other producers, associates or colleagues 3.4 Prepare a report on new industry developments

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK504A Assess new industry developments.

Links

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Assessment Requirements for AHCWRK504 Assess new industry developments

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- critically evaluate information and research findings of relevance to enterprises and industry sector
- integrate research and development into enterprise planning
- evaluate the potential of research proposals with other producers, associates or colleagues
- document a report on new industry developments
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- appropriate avenues to disseminate industry sector information to a range of stakeholders
- correct names and terminology relevant to one's industry sector
- credible sources of information
- key industry development and promotion programs relevant to one's industry sector
- roles and responsibilities of stakeholders and organisation's relevant to own industry sector
- supply chain for industry sector enterprises.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK509 Provide specialist advice to clients

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain technical currency for specialist knowledge and provide specialist advice to clients.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop and maintain specialist knowledge	1.1 Use research skills regularly to build a comprehensive knowledge and understanding of specialist information from industry and other sources 1.2 Identify characteristics of industry practices, products and services and analyse using available documentation

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Element	Performance criteria
	1.3 Document information and maintain in a format consistent with enterprise requirements 1.4 Apply acquired knowledge to improve quality within personal work areas 1.5 Identify legislative, regulatory and industry requirements relating to own work
2. Consult with clients	2.1 Conduct consultation with clients in a professional and courteous manner at all times 2.2 Use appropriate interpersonal skills to facilitate accurate and relevant exchange of information 2.3 Use work practices that reflect sensitivity to client's requirements, specific needs and cultural, family and individual differences
3. Provide a response to client enquiries and need	3.1 Prepare information relevant to client's needs 3.2 Use research skills to find verifiable evidence in support of information and document in the appropriate format 3.3 Structure information to identify clear benefits to clients and the organisation 3.4 Document and present information in a professional format and style to the client for consideration and discussion 3.5 Evaluate client feedback by survey to improve future provision of technical information and professional services

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK509A Provide specialist advice to clients

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK509 Provide specialist advice to clients

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop and maintain industry wide specialist knowledge
- provide a professional service to client enquiries and needs
- show discretion and judgement in stakeholder interaction
- implement professional practice in stakeholder consultation and report documentation
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- products, treatments services of the industry
- environmental sustainability and land use issues relevant to the industry
- enterprise policy and procedures for customer service including handling customer complaints
- service standards and best practice models
- strategies for planning and monitoring activities
- consultation methods, techniques and protocols
- current enterprise, government and local council policy, legislation and regulations
- mechanisms to obtain and analyse customer feedback.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

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AHCWRK510 Audit site operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to audit site operations.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine the scope of the audit	1.1 Prepare objectives and scope of the audit 1.2 Confirm expectations of client or organisation 1.3 Determine the pattern of random or non-random audit events 1.4 Identify individual and personal actions for audit requirements 1.5 Identify groups and processes for audit for audit requirements

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Element	Performance criteria
	1.6 Prepare a list of audit items 1.7 Identify legislative, regulatory and industry requirements for audit
2. Specify the audit requirements	2.1 Identify and document precise parameters of acceptable conditions and results 2.2 Describe the relevant sections of Codes of Practice and specific clauses in Australian Standards 2.3 Communicate written guidelines to the audited group and individual staff members 2.4 Provide detailed information to audit groups in a durable format for working conditions
3. Define the audit process	3.1 Determine and assign responsibilities for audit implementation and evaluation 3.2 Determine the timing and frequency of the audit events of audit events 3.3 Confirm schedules and logistical arrangements and plan contingency arrangements 3.4 Confirm expectations with the audited group and individual staff members 3.5 Document audit process and communicate to appropriate people
4. Manage the audit implementation	4.1 Organise an audit meeting in advance at a mutually agreed time 4.2 Examine the activities of audited group and individual staff members 4.3 Identify and record items of compliance and non compliance 4.4 Interview appropriate persons for detailed information, clarification and feedback 4.5 Gather and record relevant information and sample documentation 4.6 Take contingency actions as required and record
5. Evaluate and document the audit findings into a report	5.1 Examine results and findings against audit objectives and present to the audited group or individual 5.2 Seek and reach agreement on corrective action reports 5.3 Explain and discuss context and consequences of audit during follow-up meetings 5.4 Provide feedback on results to client or organisation 5.5 Document the final audit report and present to client or organisation

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK510A Audit site operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK510 Audit site operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify client or organisation expectations
- determine the scope of items for audit
- specify parameters of audit requirements
- define the audit process
- identify compliance and noncompliance items
- implement an audit
- manage the implementation of audits
- plan for and act on contingencies
- evaluate audit findings
- organise scheduling and meetings
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- audit methodology and techniques
- product or service
- quality principles and techniques
- interview techniques
- workplace documentation and policies
- logistics of operations of organisation
- legal issues and terminology relating to quality auditing
- award and enterprise agreements and relevant industrial instruments
- relevant legislation and regulations from all levels of government

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- relevant codes of practice, regulations and Standards.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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AHCWRK512 Plan, implement and review a quality assurance program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Application

This unit of competency describes the skills and knowledge required to determine workplace quality assurance objectives and plan, implement and review a quality assurance program.

The unit applies to individuals who apply specialised skills and knowledge to the planning, implementing and reviewing of a quality assurance program, and take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine quality assurance objectives for the workplace	1.1 Assess future market requirements for quality assured products 1.2 Determine premiums for quality assurance products 1.3 Assess strategic benefits of a quality assurance program

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Plan the quality assurance program and develop implementation strategies	2.1 Define product quality standards 2.2 Audit current status of products and operations 2.3 Evaluate and cost industry quality assurance programs 2.4 Select quality assurance program based on a cost benefit analysis 2.5 Document required processes and practices in the quality assurance program manual and prepare an implementation plan
3. Implement the quality assurance program	3.1 Document instructions defining task and process requirements 3.2 Implement contractor and staff training 3.3 Confirm communication takes account of social, cultural and ethnic backgrounds 3.4 Introduce changes to processes and practices 3.5 Establish processes to monitor and verify product quality 3.6 Introduce recording systems 3.7 Validate operating instructions under conditions to verify their suitability 3.8 Analyse problems and issues and resolve appropriately, promptly and decisively 3.9 Conduct system analysis, hazard analysis and critical control points (HACCP) or related processes
4. Review the quality assurance program	4.1 Establish reporting formats 4.2 Implement mechanisms for gaining feedback information 4.3 Prepare for quality assurance audit

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.

Skill	Description
Reading	• Identify and interpret information regarding operating instructions

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Skill	Description
Oral communication	• Initiate discussions with contractors and work colleagues, using clear language to communicate quality assurance program requirements
Numeracy	• Calculate and document costs of implemented strategy
Navigate the world of work	• Identify and describe own workplace requirements associated with own role and area of responsibility • Monitor self and others adherence to workplace requirements including safety requirements
Interact with others	• Use appropriate language and communication skills to disseminate information within work team

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK512 Plan, implement and review a quality assurance program	AHCWRK501 Plan, implement and review a quality assurance program	Performance criteria clarified Foundation skills added Assessment requirements updated	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK512 Plan, implement and review a quality assurance program

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 4.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has planned, implemented and reviewed a quality assurance program on at least one occasion and has:

- determined quality assurance objectives for the workplace
- selected a quality assurance program using a cost benefit analysis
- planned the quality assurance program and developed implementation strategies
- implement the quality assurance program
- maintained required records to support quality assurance
- reviewed the quality assurance program.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- market projections and customer requirements
- cost/benefit of quality assurance implementation
- leadership and administrative skills including change management
- human resources induction practices
- organisational objectives
- quality standards
- audit processes
- quality assurance recording procedures
- workplace culture and values
- human resources performance monitoring practices
- system analysis, hazard analysis and critical control points (HACCP) or related processes.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represent workplace conditions
- resources, equipment and materials:
  - operating instructions relevant to quality assurance program
- timeframes:
  - according to the job requirements
- relationships:
  - between managers and staff, contractors and those under the banner of the quality assurance program.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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BSBCMM211 Apply communication skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to apply basic communication skills in the workplace, including identifying, gathering and conveying information along with completing assigned written information.

The unit applies to individuals working under direct supervision, who are developing basic skills and knowledge of workplace communication in preparation for working in a broad range of settings.

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

Unit Sector

Social Competence – Verbal Communication

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify communication requirements	1.1 Identify work task 1.2 Identify communication channels in the organisation 1.3 Identify relevant stakeholders 1.4 Seek advice from supervisor on communication methods
2. Communicate using verbal and non-verbal communication skills	2.1 Plan verbal communication 2.2 Use verbal communication to communicate with stakeholders 2.3 Use non-verbal behaviour to communicate with stakeholders 2.4 Seek and respond to feedback on communication

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ELEMENT	PERFORMANCE CRITERIA
3. Draft written communications	3.1 Identify formats for written information according to organisational policies and procedures 3.2 Draft written information and submit to supervisor for approval 3.3 Seek and respond to feedback on written communication

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Develops skills required to carry out own role by seeking and acting on feedback
Reading	• Reviews textual information to identify communication requirements and organisational procedures
Writing	• Drafts simple texts using appropriate grammar, spelling and punctuation in accordance with organisational standards • Proofreads own texts for accuracy and compliance with organisational requirements
Teamwork	• Seeks to cooperate with others to achieve results in immediate work context
Self-management	• Follows clearly defined instructions, seeking assistance when necessary • Follows organisational policies and procedures and practices relevant to own role
Technology	• Uses digital tools to complete tasks
Initiative and enterprise	• Asks questions and listens to gain information and confirm understanding

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBCMM101 Apply basic communication skills
- BSBCMM201 Communicate in the workplace.

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Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCMM211 Apply communication skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use verbal and non-verbal skills to seek and convey information in face-to-face situations on at least three occasions
- draft written documents and confirm that the documents meet organisational requirements on at least three occasions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures related to workplace communication
- communication styles
- questioning, listening and speaking skills
- standards of written information applicable to own role
- presentation styles, format and detail relevant to own role.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures relating to communication.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify assessment conditions
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

It applies to individuals who supervise the provision of quality customer service within an organisation's procedures framework by others. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Stakeholder Relations – Customer Service

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Plan to meet internal and external customer	1.1 Investigate, identify, assess, and include the needs of customers in planning processes

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ELEMENT	PERFORMANCE CRITERIA
requirements	1.2 Ensure plans achieve the quality, time and cost specifications agreed with customers
2 Ensure delivery of quality products and services	2.1 Deliver products and services to customer specifications within organisation's business plan 2.2 Monitor team performance to consistently meet the organisation's quality and delivery standards 2.3 Help colleagues overcome difficulties in meeting customer service standards
3 Monitor, adjust and review customer service	3.1 Develop and use strategies to monitor progress in achieving product and/or service targets and standards 3.2 Develop and use strategies to obtain customer feedback to improve the provision of products and services 3.3 Develop, procure and use resources effectively to provide quality products and services to customers 3.4 Make decisions to overcome problems and to adapt customer services, products and service delivery in consultation with appropriate individuals and groups 3.5 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.5	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	1.2, 3.1, 3.2, 3.3, 3.5	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral Communication	1.1, 1.2, 2.1, 2.3, 3.2	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain

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		feedback and confirm understanding
Numeracy	1.2	• Interprets and comprehends mathematical information in organisation's business and customer service plans.
Navigate the world of work	2.1, 2.2, 3.1, 3.5	• Recognises and applies organisational protocols and meets expectations associated with own work
Interact with others	1.1, 2.3, 3.4	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Get the work done	1.1, 1.2, 2.1, 2.2, 3.1-3.5	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals • Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a solution. • Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBCUS501 Manage quality customer service Release 2	BSBCUS501 Manage quality customer service Release 1	Updated to clarify assessment conditions	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBCUS501 Manage quality customer service

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to clarify assessment conditions
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop and manage organisational systems for quality customer service
- develop and review plans, policies and procedures for delivering and monitoring quality customer service
- implement policies and procedures to ensure quality customer service
- solve complex customer complaints and system problems that lead to poor customer service
- monitor and assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the legislative and regulatory context of the organisation relevant to customer service
- describe organisational policy and procedures for customer service including handling customer complaints
- identify service standards and best practice models
- summarise public relations and product promotion
- outline techniques for dealing with customers including customers with specific needs

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- explain techniques for solving complaints including the principles and techniques involved in the management and organisation of:
  - customer behaviour
  - customer needs research
  - customer relations
  - ongoing product and/or service quality
  - problem identification and resolution
  - quality customer service delivery
  - record keeping and management methods
  - strategies for monitoring, managing and introducing ways to improve customer service relationships
  - strategies to obtain customer feedback.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the customer service field of work and include access to:

- legislation, regulations and codes of practice related to customer service
- business technology
- workplace documentation and resources
- complex customer complaints
- case studies and, where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB303 Organise finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to estimate start-up costs, financial viability and projected cash flow and budget for a new business venture. It involves assessing the need to access required finances based on calculations and estimates undertaken.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to organise finances for new business venture	1.1 Establish current financial situation, showing funds available and commitments already incurred 1.2 Identify equity finance and assets from available sources 1.3 Identify business mix and forecast expected business activity over a year
2. Determine required finances for new business venture	2.1 Estimate start-up costs for business venture according to established business activities 2.2 Estimate income and expenses for first year of operation 2.3 Project cash flow for first year of operation 2.4 Seek specialist financial advice as required according to

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ELEMENT	PERFORMANCE CRITERIA
	workplace procedures 2.5 Record cash flow and budget and required finances
3. Plan to access finances for new business venture	3.1 Investigate and source suitable types of finances 3.2 Establish methods of accessing finances and servicing any repayment schedule 3.3 Complete required documentation

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Gathers, interprets and analyses a variety of textual information from a range of sources and identifies relevant and key information
Writing	• Uses information and industry-related terminology to complete required workplace documentation
Oral Communication	• Uses listening and questioning techniques to seek information and confirm understanding
Numeracy	• Analyses numerical information to complete required calculations and estimates
Initiative and enterprise	• Seeks input and expert advice when decisions involve unfamiliar issues • Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles resources required
Technology	• Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBSMB303 Organise finances for the micro business.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB303 Organise finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- organise finances for at least one new business venture.

In the course of the above, the candidate must:

- investigate financial position, commitments and needs
- determine projected cash flow and budget for business venture
- estimate finances needed to establish and operate the business venture.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- sources of specialist financial advice relating to new business ventures, including Australian Taxation office (ATO)
- accounting software for use in the business venture described in performance evidence
- key financial terminology relevant to new business ventures
- relationship between finances and sales and marketing strategies
- workplace procedures for:
  - costing or pricing and preparing financial forecasts
  - estimating start-up costs, including cost of expenses and assets
  - seeking specialist financial advice
- income and costs to be considered when estimating operating budget, including:
  - monthly variable and fixed costs required for business activity
  - drawings needed for business venture to be financially viable
  - monthly income generated by business venture based on price per unit item or hourly charge rate for labour
  - goods and services tax

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- operating finance required for business.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business technology, including internet access
- finance documentation and resources relating to business described in performance evidence
- sources of specialist advice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB305 Address compliance requirements for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to source advice and specialist services to assist in addressing business compliance relating to regulatory, taxation and insurance requirements.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research compliance requirements of new business venture	1.1 Identify regulatory, taxation and insurance requirements relevant to new business venture 1.2 Access information that assists in interpreting and explaining identified compliance requirements 1.3 Research relationships between legislation, regulations, codes of practice, associated standards and accessed information to determine compliance requirements of the business venture
2. Seek specialist advice on compliance and risk minimisation	2.1 Identify sources of specialist advice and services relevant to identified compliance requirements and business venture profile 2.2 Select and access identified specialist advice and services

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ELEMENT	PERFORMANCE CRITERIA
	according to business needs, available resources, and workplace procedures 2.3 Clarify and confirm compliance requirements and their appropriateness for business, and risk minimisation needs with advisors 2.4 Review and document advice and procedures
3. Take action to support business compliance	3.1 Arrange insurance cover for the business according to business needs, available resources, and workplace procedures 3.2 Implement compliance procedures according to specialist advice received 3.3 Seek feedback on implemented compliance procedures from required personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies and interprets legislative and regulatory information relevant to business requirements
Oral communication	• Articulates clearly using specific and relevant language suitable to audience to convey requirements, and listening and questioning techniques to confirm understanding
Numeracy	• Analyses numerical information to calculate specific business requirements • Uses formal and informal mathematical language to discuss compliance
Self-management	• Takes some personal responsibility for ensuring business compliance with legal and regulatory requirements
Planning and organising	• Plans routine tasks with goals and outcomes, taking some responsibility for decisions regarding sequencing and timing • Determines priorities and sequences steps involved in clearly defined tasks, and identifies and assembles resources required

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Unit Mapping Information

Supersedes and is equivalent to BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business.

Links

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Assessment Requirements for BSBESB305 Address compliance requirements for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement procedures to address at least two different compliance requirements for a business or new business venture.

In the course of the above, the candidate must:

- identify, select and access sources of advice on compliance and risk minimisation procedures
- identify regulatory, taxation and insurance compliance requirements, and risk minimisation needs.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- regulatory, taxation and insurance compliance information, and specialist advice and services in relation to operation of new business ventures, including:
  - industry codes of practice and standards
  - registration and licensing
  - work health and safety (WHS) requirements and responsibilities
  - required insurances
- workplace procedures that support compliance of new business venture, including for:
  - selecting and accessing specialist advice and services
  - arranging business insurance cover
- key components of compliance procedures:
  - following taxation and industrial relations principles
  - updating and maintaining legal documents
  - investigating areas of non-compliance

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- monitoring provision of products and/or services
- taking corrective action where necessary.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business technology, including internet access for research
- legislation, regulations, codes of practice and standards relating to compliance requirements described in performance evidence
- workplace procedures and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB401 Research and develop business plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to research and develop business plans for achieving business goals and objectives.

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to develop business plan	1.1 Identify purpose and required components of business plan 1.2 Identify and document business goals, objectives and budget 1.3 Research market needs and estimate market size
2. Draft business plan	2.1 Establish resource, legal and compliance requirements according to identified business goals and objectives 2.2 Assess product mix, volumes and pricing opportunities relevant to the identified target market and according to business goals and objectives 2.3 Plan marketing activities relevant to the product mix and according to marketing objectives and strategies and budgetary requirements 2.4 Develop draft plan according to identified business goals,

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ELEMENT	PERFORMANCE CRITERIA
	objectives and market needs 2.5 Analyse draft plan and identify, assess and prioritise internal and external risks according to workplace procedures 2.6 Research specialist services and sources of advice and cost according to available resources
3. Create a business plan	3.1 Identify costs associated with production and delivery of business products and/or services 3.2 Calculate prices based on costs and profit targets, as a charge-out rate for labour or unit price for products and/or services 3.3 Prepare cash flow projections to enable business operation according to business plan and legal requirements 3.4 Select budget targets to enable ongoing monitoring of financial performance 3.5 Identify sources of finance for required liquidity according to business goals and objectives and workplace procedures
4. Finalise business planning and plan for risk	4.1 Develop risk management strategies according to business goals and objectives, and legal and compliance requirements, and established business activities 4.2 Assess likelihood of non-conformance with each component of business plan 4.3 Develop a contingency plan to address possible areas of non-conformance according to workplace procedures 4.4 Identify specific interests and objectives of key stakeholders and confirm their support of planning outcomes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates information during planning process
Writing	• Prepares written documentation that communicates plan information clearly and effectively
Numeracy	• Interprets numerical information to determine prospective markets, resource allocations and business profits/losses
Self-management	• Identifies implications of legal and compliance requirements related to own work

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Skill	Description
	• Makes a range of critical and non-critical decisions, taking a range of constraints into account
Planning and organising	• Uses a combination of formal, logical planning processes to identify relevant information and to evaluate alternative strategies or methods

Unit Mapping Information

Supersedes and is equivalent to BSBSMB404 Undertake small business planning.

Supersedes but is not equivalent to:

- BSBSMB415 Refine and strengthen a small business
- BSBSMB422 Plan small business growth.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB401 Research and develop business plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop at least one business plan that addresses the goals and objectives of a business or business venture.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legal and compliance requirements relating to business operation to be included in plan, including:
  - environmental
  - work health and safety (WHS), including WHS responsibilities and procedures for identifying hazards relating to business profile
  - equal opportunity
  - industrial relations
- types of business planning, including:
  - feasibility studies
  - strategic, operational, financial and marketing planning
- factors affecting structure of business plan, including:
  - purpose of plan
  - target audience
  - desired outcomes
- key components of business plan, including:
  - sources and costs of finance to provide required liquidity and profitability for business
  - marketing strategies and methods to promote market exposure of business
  - methods or means of production or operation required for business

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  - staffing requirements to effectively produce or deliver products and services
  - contingency plan
- methodology for researching and preparing a business plan
- common business risks and risk management strategies
- workplace procedures for:
  - assessing and prioritising internal and external risks to business
  - establishing resource requirements aligned to business goals and objectives, including for calculating staffing requirements to produce or deliver products and/or services
  - developing a business contingency plan for unexpected events and situations
  - developing risk management strategies.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB404 Market new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement a marketing strategy that is integrated into the business plan in order to improve the performance of a business venture. It involves analysing and interpreting market data.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop marketing strategy for business venture	1.1 Identify focus of marketing activities according to business plan objectives and products and/or services being provided 1.2 Establish marketing objectives in consultation with required people and according to business plan and workplace procedures 1.3 Identify customer base, target market and competitors according to identified marketing objectives 1.4 Establish and evaluate strategy to ensure ethical and cultural appropriateness and alignment with customer and industry expectations
2. Establish marketing	2.1 Assess product mix, volumes and pricing opportunities

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ELEMENT	PERFORMANCE CRITERIA
mix for the business venture	according to marketing focus and business plan objectives 2.2 Research and evaluate costs and benefits of available distribution channels and customer service strategies 2.3 Select marketing and promotional activities to suit target market and according to marketing strategies 2.4 Analyse customer journey to evaluate marketing mix
3. Implement marketing strategy	3.1 Plan marketing activities according to marketing objectives and strategy and budgetary requirements 3.2 Communicate roles and responsibilities to required people according to marketing plan and workplace procedures 3.3 Monitor implementation of marketing activities according to marketing plan 3.4 Assess use of digital devices, platforms and technologies for effectiveness in implementing marketing activities
4. Evaluate marketing performance	4.1 Assess business performance according to business plan objectives 4.2 Develop a plan to address performance gaps 4.3 Analyse stakeholder response to all aspects of marketing mix to improve targeting and outcomes 4.4 Assess changes in customer requirements in both online and offline environments, where applicable, and identify opportunities for improvement

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates complex information from a range of sources
Writing	• Prepares plans and other workplace documentation using structure, layout and terminology appropriate to audience
Oral communication	• Presents ideas and requirements clearly and using language and non-verbal techniques appropriate to audience and environment • Uses questioning and listening to check and confirm understanding
Numeracy	• Analyses numerical information to determine budgetary requirements and product quantities • Uses a range of calculation methods to evaluate costs and benefits

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Skill	Description
Initiative and enterprise	• Reviews current situation and develops strategies to address improvements in marketing performance • Implements actions as per plan, making slight adjustments if necessary and addressing some unexpected issues • Uses formal and informal processes to monitor implementation of solutions
Planning and organising	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency

Unit Mapping Information

Supersedes and is equivalent to BSBSMB403 Market the small business.

Supersedes but is not equivalent to BSBSMB409 Build and maintain relationships with small business stakeholders.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB404 Market new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a marketing strategy for a business or new business venture, addressing activities in the digital environment.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- workplace processes and procedures for:
  - developing marketing objectives and marketing mix
  - identifying industry market trends relating to marketing new business ventures
  - communicating roles and responsibilities in marketing strategies to those involved
- key features of a marketing mix that addresses market and business venture needs and:
  - optimises sales and profit
  - evaluates costs and benefits
  - determines customer needs and promotional activities
- ethically and culturally appropriate practices relating to marketing new business ventures
- performance evaluation methods relating to marketing strategies
- methods of:
  - analysing costs and benefits of marketing strategies
  - monitoring customer satisfaction
  - conducting market analysis and research
- key features of current digital devices, platforms and technologies that achieve marketing objectives by engaging, responding to and monitoring customers.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business technology, including software for analysis of data
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB405 Manage compliance for small businesses

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement strategies for managing compliance obligations for small businesses. The unit requires broad knowledge of regulatory and legislative requirements used when developing these strategies.

The unit applies to those establishing or operating a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine compliance obligations	1.1 Research internal and external compliance requirements and relevant Australian and international standards 1.2 Research codes of practice and material that interprets obligations and legislative requirements 1.3 Apply research information to determine relevance to business operations, products and services 1.4 Document compliance requirements, risks and consequences of possible breaches applicable to own business
2. Develop strategies to manage compliance requirements	2.1 Draft compliance management framework, prioritising areas where breaches have critical implications for the business 2.2 Validate draft compliance management framework using

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ELEMENT	PERFORMANCE CRITERIA
	external expertise and/or sources of advice according to workplace procedures 2.3 Allocate responsibilities for compliance functions according to compliance management framework and workplace procedures
3. Implement and monitor compliance management strategies	3.1 Select interval between cyclical compliance checks according to compliance management framework 3.2 Communicate compliance requirements to required people 3.3 Record timing and outcomes of compliance checks according to business requirements and workplace procedures 3.4 Take action to address non-compliances according to compliance management framework and confirm that non-compliances have been resolved
4. Conduct improvement in compliance management	4.1 Review outcomes of compliance checks to identify operational problems 4.2 Analyse non-compliances to determine modifications required 4.3 Update compliance management strategies based on information analysed 4.4 Communicate changes in compliance management strategies to relevant people

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies, analyses and evaluates information to determine legislative and regulatory requirements, trends and outcomes
Writing	• Researches, plans and prepares documentation using format and language appropriate to context, organisational requirements and audience
Oral communication	• Presents information and seeks advice using language appropriate to audience • Participates in discussions using listening and questioning to elicit advice and to clarify or confirm understanding
Numeracy	• Calculates numerical information relating to compliance obligations

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Skill	Description
Self-management	• Develops, monitors and modifies workplace procedures according to legislative requirements and organisational goals • Selects and uses appropriate conventions and protocols when seeking and/or sharing information • Uses systematic, analytical processes in setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria
Planning and organising	• Plans, organises and implements work activities of self and others that ensure compliance with organisational policies and procedures, and legislative requirements

Unit Mapping Information

Supersedes and is equivalent to BSBSMB418 Manage compliance for small business.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB405 Manage compliance for small businesses

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop, implement, and monitor the effectiveness of strategies for managing at least three different compliance requirements for a small business.

In the course of the above, the candidate must:

- analyse small business operations to identify compliance requirements and their implications for the business
- develop compliance strategies that address regulatory and legislative requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- Australian and international standards, legislation, regulations, industry and organisational codes of practice specific to small business described in performance evidence
- external professional, industry based and government sources of advice and expertise
- key features of compliance management strategies relevant to small business
- methods for carrying out compliance checks and developing compliance strategies
- key components of compliance management frameworks
- workplace procedures for
  - accessing external expertise and advice
  - validating compliance management framework
  - allocating responsibilities for compliance functions within business
  - recording timing and outcomes of compliance checks.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- Australian and international standards, laws, regulations, industry and organisational codes and standards relating to business described in performance evidence
- business technology
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB406 Establish operational strategies and procedures for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement operational strategies and procedures for new businesses.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review operational strategies and procedures for business or new business venture	1.1 Develop a detailed operational plan that sets out clear action points to fulfil on business goals and objectives 1.2 Identify work health and safety (WHS) and environmental issues and implement strategies to minimise risk factors 1.3 Review and evaluate, where appropriate, a quality assurance process for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop operational key performance indicators (KPIs) that align to business plan 1.5 Align KPIs to business strategies, including utilisation of existing or new technologies, where practicable, to optimise

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ELEMENT	PERFORMANCE CRITERIA
	business performance
2. Implement developed operational strategies and procedures	2.1 Implement systems to evaluate business performance and customer satisfaction, including by setting KPIs or targets 2.2 Implement systems to control stock, expenditure or cost, wastage or shrinkage and risks to health and safety according to business plan, incorporating new digital technologies where applicable 2.3 Identify and manage staffing requirements, considering a range of permanent and flexible arrangements, and adhering to budgetary constraints 2.4 Provide products and/or services according to established legal, ethical cultural and technical standards 2.5 Provide products and/or services according to time, cost and quality specifications, and customer requirements, incorporating new digital technologies where applicable 2.6 Apply quality procedures to address product and/or service and customer requirements
3. Evaluate business performance	3.1 Use digital technologies to regularly evaluate and review achievement of operational targets to ensure optimum business performance, according to business goals and objectives 3.2 Review and document systems and structures to support business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required, as part of business quality system 3.4 Update operational policies and procedures to incorporate corrective action
4. Review business operations	4.1 Review and adjust business operations to increase business success, according to business goals and objectives 4.2 Research and implement new and emerging digital technologies into business operations according to business goals and objectives and workplace procedures 4.3 Research new business opportunities and adjust business goals and objectives as new opportunities arise

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

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Skill	Description
Reading	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	• Prepares written reports and workplace documentation that communicate information clearly and effectively
Numeracy	• Interprets numerical information to manage performance information and regulate cash flow
Self-management	• Evaluates adherence to workplace policies and procedures and considers own role for its contribution to broader goals of work environment • Identifies implications of legal and regulatory responsibilities for own work, with specific reference to safety • Identifies concepts, principles and features of approaches in use in other contexts and applies them to own situation
Planning and organising	• Develops plans to manage relatively complex, non-routine tasks that may contribute to longer-term operational and strategic goals

Unit Mapping Information

Supersedes and is equivalent to BSBSMB420 Evaluate and develop small business operations.

Supersedes but is not equivalent to:

- BSBFRA401 Manage compliance with franchisee obligations and legislative requirements
- BSBFRA402 Establish a franchise
- BSBFRA403 Manage relationship with franchisor
- BSBFRA404 Manage a multiple-site franchise
- BSBFRA501 Establish a franchise operation
- BSBFRA502 Manage a franchise operation
- BSBFRA503 Manage establishment of new sites or regions
- BSBFRA504 Manage relationships with franchisees
- BSBFRA505 Manage closure of a franchise
- BSBIPR501 Manage intellectual property to protect and grow business
- BSBSMB423 Create a digital technology plan for small business.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB406 Establish operational strategies and procedures for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop strategies and procedures to manage operations for at least one new business or new business venture, including:
  - an operational plan
  - risk management procedures
  - a quality assurance process
  - performance measures.

In the course of the above, the candidate must:

- use existing, new and emerging digital technologies to optimise business performance
- research and record business improvements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations, industry codes of practice and standards specific to small business described in performance evidence
- key features of methods for implementing operation and revenue control systems, including for controlling stock and expenditure
- methods for evaluating performance and implementing improvements, including:
  - identifying and meeting staffing requirements
  - analysing and correcting business problems
  - reviewing and adjusting the business plan
- work health and safety (WHS) responsibilities and procedures for managing hazards and assessing risks associated with business described in performance evidence
- principles of risk management, including risk assessment

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- quality assurance system principles and methods
- role of digital technologies and innovation in modern business
- key features of systems to manage staff, stock, expenditure, services and customer service
- key features of required technical or specialist skills relevant to business operations
- workplace procedures for implementing new and emerging digital technologies into business operations.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business equipment and resources, including business technology
- legislation, regulations, codes of practice and standards relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBESB407 Manage finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement and review financial management strategies, including by using new and emerging digital technologies and interpreting financial reports and other numerical data.

The unit applies to those establishing a business providing self-employment, as well as those establishing a new venture as part of a larger organisation.

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

Unit Sector

Business Competence – Entrepreneurship and Small Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Implement financial strategy	1.1 Identify financial information requirements and obtain specialist services, as required 1.2 Produce financial budgets or projections for each forward period, and distribute to required people according to legal requirements and workplace procedures 1.3 Develop a plan to negotiate and manage business capital to best enable implementation of the business plan 1.4 Develop and maintain strategies and enable adequate financial provision for taxation according to legal requirements 1.5 Develop, monitor and maintain client credit policies to maximise cash flow

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ELEMENT	PERFORMANCE CRITERIA
	1.6 Select key performance indicators (KPIs) to enable ongoing monitoring of financial performance in line with business plan 1.7 Record and communicate financial procedures to required personnel to facilitate implementation of business plan according to workplace procedures
2. Monitor financial performance	2.1 Use available systems to monitor and report on financial performance targets, and analyse data to establish extent to which financial goals have been met 2.2 Monitor marketing and operational strategies for their effects on financial goals 2.3 Calculate and evaluate financial ratios according to own business and/or industry benchmarks
3. Review financial performance	3.1 Assess financial strategy to determine whether variations or alternative plans are needed according to workplace procedures, and change as required 3.2 Research and implement, with relevant personnel, new and emerging digital technologies to boost business profitability according to business plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral communication	• Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to confirm understanding
Numeracy	• Interprets numerical information to calculate required financial information
Self-management	• Identifies implications of legal and regulatory responsibilities for own work • Selects appropriate form, channel and mode of communication for a specific purpose relevant to own role
Initiative and	• Uses formal and informal processes to monitor implementation of ideas and analyse outcomes

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Skill	Description
enterprise	
Planning and organising	• Develops plans to manage relatively complex, non-routine tasks that may contribute to longer-term operational and strategic goals

Unit Mapping Information

Supersedes and is equivalent to BSBSMB421 Manage small business finances.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBESB407 Manage finances for new business ventures

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement a financial strategy for at least one business or new business venture according to business plan and goals.

In the course of the above, the candidate must:

- adhere to legal requirements
- produce financial projections, including cash flow estimates
- develop a plan to negotiate and manage business assets and financial capital
- define strategies for debt collection and contingencies for debtors
- manage cash flow
- define key indicators for financial performance
- communicate with required people
- seek specialist services, where required
- monitor the financial performance of the business and make changes to strategy as required
- identify opportunities to implement new and emerging digital technologies to support the financial management of the business.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory financial requirements that apply to new business venture described in performance evidence
- key purposes of financial reports
- components of financial budgets or projections, including cash flow estimates
- workplace procedures for:
  - recording and communicating financial procedures to required personnel

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    - distributing financial budgets and projections
    - using digital technologies to monitor and report on financial performance targets and analyse data
    - assessing and changing financial plan
- forms, channels and modes of communication used in relation to managing business finances
- key features of business and industry benchmarking used to evaluate financial ratios
- key features of financial decision-making relevant to the business, including:
    - strategies that enable adequate financial provision for taxation
- components of client credit policies, including contingencies for debtors in default
- key features of significant financial indicators
- key features of balance sheet preparation and interpretation
- key features of debt collection procedures and strategies
- key features of profit and loss statement preparation and interpretation
- key features of stock records and stock control relevant to the business.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- business equipment and resources, including business technology
- legislation, regulations, codes of practice and standards relating to business described in performance evidence
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIA301 Maintain financial records

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to maintain daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger and trial balance and includes activities associated with monitoring cash control for accounting purposes.

It applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts and may exercise discretion and judgement using appropriate theoretical knowledge of financial records.

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

Unit Sector

Finance – Financial Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Maintain daily financial records	1.1 Correctly maintain daily financial records in accordance with organisational and legislative requirements for accounting purposes 1.2 Identify and rectify or refer discrepancies or errors in documentation or transactions to designated persons in accordance with organisational and legislative requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Accurately credit and debit transactions and promptly enter into journals in accordance with organisational and legislative requirements
2 Maintain general ledger	2.1 Maintain general ledger in accordance with organisational and legislative requirements 2.2 Post transactions into general ledger in accordance with organisational and legislative reporting requirements 2.3 Reconcile systems for accounts payable and receivable with general ledger 2.4 Accurately prepare trial balance from general ledger in accordance with organisational and legislative requirements
3 Monitor cash control	3.1 Ensure cash flow is accurately accounted for in accordance with organisational and legislative requirements 3.2 Make and receive payments in accordance with organisational and legislative requirements 3.3 Collect or follow up outstanding accounts within designated timelines 3.4 Check payment documentation for accuracy of information and despatch to creditors within designated timeline

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.1-3.4	• Recognises and interprets numerical and textual information to determine and complete required activities
Writing	1.3, 2.1-2.4, 3.1-3.4	• Integrates data from different sources and records numerical information in a format appropriate to context and purpose of material • Prepares clear and detailed information and instructions using format, structure and tone suitable to audience
Oral	1.2, 3.2, 3.3	• Explains financial issues and requirements clearly, using facts and examples, and uses listening and

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Communication		questioning techniques to obtain sequenced instructions
Numeracy	1.1-1.3, 2.1-2.4, 3.1-3.4	• Uses a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals and arrange/compare numerical information
Navigate the world of work	1.1-1.3, 2.1-2.4, 3.1-3.3	• Recognises, understands and monitors adherence to legislative and organisational requirements in undertaking own work
Interact with others	3.3, 3.4	• Understands the importance of using appropriate practices and protocols when handling confidential information
Get the work done	1.1-1.3, 2.1-2.4, 3.1-3.4	• Takes responsibility for own workload and monitors adherence to specified goals and timelines • Uses digital technologies to access, record, store, organise and compile data as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFIA301 Maintain financial records	BSBFIA301A Maintain financial records	Updated to meet Standards for Training Packages Minor edits to clarify meaning of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIA301 Maintain financial records

Modification History

Release	Comments
Release 1	This version first released with Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- maintain daily transactions and identify and respond to discrepancies and errors
- transfer and record financial data accurately
- reconcile expenditures and revenue in a timely manner.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the key provisions of relevant legislation, codes of practice and national standards that may affect financial record keeping
- discuss organisational policies and procedures relating to maintaining financial records
- define credits/creditors and debits/debtors
- describe principles of double entry bookkeeping and accrual accounting
- identify methods of presenting financial data.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the financial administration field of work and include access to:

- office equipment and resources
- computer equipment and relevant software
- examples of source documents relating to financial record keeping
- case studies and, where possible, real situations.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIN302 Maintain financial records

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to maintain daily financial records such as reconciling systems for debtors and creditors, preparing and maintaining a general ledger and trial balance. It also includes activities associated with monitoring cash control for accounting purposes.

The unit applies to individuals employed in a range of work environments with responsibility for simple accounting functions within an organisation. They may work as individuals providing administrative support within an enterprise or may be other members of staff with delegated responsibilities relating to maintenance of general financial records.

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

Unit Sector

Business Competence – Financial Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare journals required for posting to general ledger	1.1 Identify transactions required to be included in journal entries 1.2 Identify general ledger accounts affected according to organisational policies, procedures and accounting standards 1.3 Prepare and document the journal entries according to organisational policies, procedures and accounting standards 1.4 Assess follow-up steps for journal entries
2. Post journal entries and reconcile	2.1 Post journal entries into general ledger system according to organisational policies, procedures and accounting standards

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ELEMENT	PERFORMANCE CRITERIA
discrepancies	2.2 Reconcile accounts payable and accounts receivable subsidiary ledger systems with general ledger 2.3 Rectify any discrepancies and escalate, where required if outside scope of individual authority 2.4 Prepare adjusted journal entries and closing entries for general ledger
3. Maintain general ledger	3.1 Prepare closing and post-closing trial balance from general ledger system of the organisation 3.2 Prepare trial balance 3.3 Check general ledger for accuracy of information and despatch to relevant stakeholders, where required 3.4 Check trial balance meets accounting equation requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	• Uses a limited range of mathematical calculations to reconcile amounts using whole numbers and decimals • Integrates data from different sources and records numerical information in a format appropriate to context and purpose of material • Arranges and compares numerical information
Reading	• Recognises and interprets numerical and textual information to determine job requirements and complete required activities
Writing	• Uses factual and suitable financial language to refer issues and inconsistencies in data
Teamwork	• Recognises strengths and expertise of others and seeks their assistance as required
Planning and organising	• Identifies and monitors adherence to applicable industry standards, legislative and organisational requirements in undertaking own work
Self-management	• Selects appropriate practices and protocols when handling confidential information • Recognises and addresses problems in the context of own work and seeks advice from others, as necessary
Technology	• Uses digital technologies to access, record, store, organise and

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Skill	Description
	compile data as required

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBFIA301 Maintain financial records
- BSBFIA304 Maintain a general ledger
- BSBINT306 Apply knowledge of international finance and insurance to complete work requirements.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIN302 Maintain financial records

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- record and process daily transactions for five different days, and identify and respond to discrepancies and errors, according to accounting principles.

In the course of the above, the candidate must:

- enter, transfer and record financial data.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of relevant legislation, codes of practice and national standards that may affect both:
  - financial record keeping
  - aspects of financial operations
- key components of organisational accounting systems and procedures
- procedures for checking for errors or discrepancies
- organisational policies and procedures relating to maintaining financial records
- types of financial entries including credits and debits
- tax records required to be kept by businesses
- principles of double entry bookkeeping and accrual accounting
- methods of presenting financial data
- processes for rectifying or referring discrepancies or errors in documentation or transactions to designated persons according to organisational and legislative requirements
- accounting software used in the maintenance of financial records.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- accounting software
- examples of source documents relating to financial record keeping including source journals and daily transactions.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFIN501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.

The unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.

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

Unit Sector

Business Competence – Financial Literacy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan financial management approaches	1.1 Access budget and financial plans for work team 1.2 Evaluate budget and financial plan outcomes with required organisational personnel 1.3 Negotiate any changes required to be made to budget and financial plans with required organisational personnel 1.4 Prepare contingency plans in the event that initial plans need to be varied
2. Implement and monitor financial	2.1 Communicate details of agreed budget and financial plans to relevant team members

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ELEMENT	PERFORMANCE CRITERIA
management plans	2.2 Support team members to access resources and systems to perform required roles 2.3 Implement processes to monitor actual expenditure, control costs and modify contingency plans as required according to financial objectives 2.4 Report on budget and expenditure according to organisational protocols
3. Review and evaluate financial management plans	3.1 Collect information on effectiveness of financial management processes within work team 3.2 Analyse variance between actual and budgeted finances 3.3 Identify and recommend improvements to existing financial management processes 3.4 Implement agreed improvements according to financial objectives of work team and organisation 3.5 Evaluate agreed improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	• Uses a wide range of mathematical calculations to analyse numeric information in budgets or financial plans
Oral communication	• Presents information about financial issues and requirements to a range of audiences using structure and language to suit audience • Uses active listening and questioning to clarify information and to confirm understanding
Reading	• Interprets and analyses information to determine activities required
Writing	• Records information in correct forms and prepares materials which convey detailed and factual content according to internal procedures
Teamwork	• Uses a range of strategies to connect, collaborate and cooperate with other work colleagues in activities requiring collective effort and diverse skills and knowledge
Initiative and enterprise	• Applies organisational requirements in undertaking own work
Planning and organising	• Uses logical processes in planning, implementing and evaluating complex tasks and developing alternative strategies to achieve goals

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SKILL	DESCRIPTION
	and timelines
Technology	• Uses a range of digital technologies to access, filter, compile, integrate and logically present complex information from multiple sources

Unit Mapping Information

Supersedes and is equivalent to BSBFIM501 Manage budgets and financial plans.

Supersedes but is not equivalent to BSBGOV403 Analyse financial reports and budgets.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFIN501 Manage budgets and financial plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage the budget and financial plan of an organisation for one reporting period.

In the course of the above, the candidate must:

- communicate with relevant people to clarify budget and financial plans, negotiate changes and disseminate information
- prepare, implement and modify financial contingency plans
- monitor expenditure and control costs
- support and monitor team members
- report on budget and expenditure
- review and make recommendations for improvements to financial processes
- meet record-keeping requirements for Australian Taxation Office (ATO) and for auditing purposes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- basic accounting principles
- types of budgets and financial plans
- legislation and current ATO requirements, including the Goods and Services Tax (GST)
- key requirements for financial record keeping and auditing
- principles for managing work teams
- principles and techniques involved in managing:
  - budgeting
  - cash flows
  - electronic spreadsheets

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- Goods and Services Tax
- ledgers and financial statements
- profit and loss statements
- evaluation of budget and financial plans.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures
- workplace budgets and financial plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBHRM411 Administer performance development processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist in the effective implementation of a performance development system and to facilitate employee performance.

The unit applies to human resource officers, or people in similar roles, who work under the direction of a human resource manager.

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

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Review performance development infrastructure	1.1 Confirm all team positions have relevant position descriptions specifying key requirements of the role 1.2 Assist relevant stakeholders in reviewing the performance management system to ensure it aligns with the strategic direction of the organisation 1.3 Prepare performance indicators that are consistent with the position description requirements 1.4 Prepare for performance appraisal meetings 1.5 Identify relevant organisational procedures for acknowledging good performance and addressing under-performance 1.6 Provide relevant advice and support where there is dissention about performance appraisal outcomes, where required

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ELEMENT	PERFORMANCE CRITERIA
2. Promote performance development system	2.1 Communicate requirements of the performance development system to relevant stakeholders 2.2 Coordinate and deliver training to relevant stakeholders on using the performance management system 2.3 Ensure feedback is provided to relevant stakeholders
3. Recommend improvements to performance development system in response to collated data	3.1 Review performance management documentation and identify trends or problem areas requiring attention 3.2 Review patterns in skill or performance gaps and consider requirements and options for performance development 3.3 Assist relevant stakeholders to revise policies and procedures, as required 3.4 Suggest improvements to the performance management system

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Actively reinforces learning by instructing and training others
Reading	• Critically evaluates and applies content from a range of structurally complex texts to support performance management processes
Writing	• Develops a range of documentation using tone, structure and language suited to context and audience
Oral Communication	• Asks questions and listens carefully to gather and evaluate information • Uses appropriate vocabulary and tone to present ideas, give advice and make suggestions • Selects and uses appropriate conventions and protocols when communicating with others in a range of work contexts
Numeracy	• Makes basic calculations to ensure work output meets predetermined timeframes
Self-management	• Takes personal responsibility for adhering to and updating explicit and implicit organisational policies and procedures • Takes responsibility for planning, sequencing and prioritising tasks required to achieve required outcomes
Teamwork	• Cooperates with others and contributes to work practices where joint outcomes are expected • Recognises behaviours and triggers that contribute to conflict and

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	implements strategies to moderate conflict • Understands how own role meshes with others and contributes to broader work goals
Problem solving	• Addresses less predictable problems and initiates standard procedures in response, applying problem-solving processes in determining a solution • Contributes to continuous improvement of current work practices by analysing and evaluating outcomes of decisions

Unit Mapping Information

Supersedes and is equivalent to BSBHRM403 Support performance management process.

Links

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Assessment Requirements for BSBHRM411 Administer performance development processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- promote the implementation of one performance development system for an organisation or work area.

In the course of the above, the candidate must:

- provide advice and information to employees on the benefits of effective performance management, and how it links with performance development
- review the performance development system
- make recommendations for improvement
- analyse the strengths and weaknesses of the performance development system.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key elements and purposes of performance development processes, and their contribution to organisational objectives and the human resource cycle
- strengths and weaknesses of a performance development system
- rewards and incentives schemes
- strategies to provide feedback and training in relation to the performance development system
- warning systems and grievance procedures
- mechanisms to collect and analyse data to review performance development system.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- human resource policies, procedures and documentation relevant to performance development and feedback.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBHRM415 Coordinate recruitment and onboarding

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.

The unit applies to individuals working in a human resources job role, as well as those for whom recruitment and onboarding are part of their broader duties.

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

Unit Sector

Technical Skills – Human Resources

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan for recruitment	1.1 Establish recruitment requirements and authority to fill position 1.2 Consult with relevant stakeholders about job descriptions, selection criteria and workforce strategy 1.3 Contribute to development of job descriptions that accurately reflect the role requirements according to relevant policies, procedures and legislative requirements 1.4 Implement strategies to assist in sourcing candidates according to organisational policies and procedures
2. Screen and interview potential candidates	2.1 Conduct preliminary screening with candidates according to legislative requirements 2.2 Organise and conduct interviews and selection activities according to organisational policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Carry out skills assessment relevant to the position 2.4 Obtain relevant additional information from candidates
3. Assess and select candidates	3.1 Consult with relevant stakeholders to conduct assessment and selection process according to organisational policy and legislative requirements 3.2 Assess candidates against specified selection criteria and referee reports 3.3 Prepare recommendations for relevant stakeholders and document according to organisational procedures
4. Manage candidate outcomes	4.1 Inform all candidates of selection decisions 4.2 Provide feedback to candidates according to organisational policies and procedures 4.3 Secure preferred candidate's agreement 4.4 Coordinate necessary documentation according to organisational procedures, observing confidentiality and privacy requirements
5. Onboard successful candidate	5.1 Advise relevant stakeholders of new appointment, including start date 5.2 Make necessary administrative arrangements for pay and employee record keeping 5.3 Coordinate successful candidate's onboarding according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	• Interprets a range of textual information from a variety of sources and analyses and reviews for compliance and suitability
Writing	• Prepares concise notes to help synthesise information sourced during research • Produces reports and other business communication for a range of contexts and audiences using relevant language and structure
Oral Communication	• Asks questions and listens carefully to gather, interpret or evaluate information • Participates in verbal exchanges using clear language and appropriate tone to provide relevant information and feedback

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Self-management	• Applies workplace protocols, legislation or regulations relevant to own responsibilities • Selects and uses appropriate conventions and protocols when communicating with candidates or clients • Takes responsibility for planning and implementing tasks for efficient and effective outcomes
Teamwork	• Participates in conversations relevant to role responding, explaining, negotiating and persuading, as required
Problem solving	• Uses systematic, analytical processes to evaluate information and make decisions

Unit Mapping Information

Supersedes and is equivalent to BSBHRM405 Support the recruitment, selection and induction of staff.

Supersedes but is not equivalent to:

- BSBEMS401 Develop and implement business development strategies to expand client base
- BSBEMS402 Develop and implement strategies to source and assess candidates
- BSBEMS403 Develop and provide employment management services to candidates
- BSBEMS404 Manage the recruitment process for client organisations
- BSBSMB417 Recruit staff.

Links

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Assessment Requirements for BSBHRM415 Coordinate recruitment and onboarding

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate the recruitment and onboarding of two candidates.

In the course of the above, the candidate must:

- demonstrate the process for screening and interviewing a candidate
- communicate effectively with clients and successful and unsuccessful candidates
- review job descriptions and use them to support sourcing, selecting and appointing suitable staff
- consult with relevant stakeholders to gain approvals
- develop selection criteria and interview questions in consultation with relevant stakeholders
- obtain referees' reports
- provide a written report or demonstration of an assessment of a candidate's skills and selection recommendation
- secure preferred candidate's agreement and provide an employment contract.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of relevant legislation, regulations, standards and codes of practice that affect employment agencies and organisation's recruiting processes
- common interview techniques and recruitment sourcing methods
- common methods of attracting candidates
- methods to assess and report on candidates according to organisational procedures
- strategies to provide feedback to candidates according to organisational procedures.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace policies and procedures relevant to performance evidence
- position descriptions
- legislation, regulations, Codes and Standards relevant to staff recruitment, selection and onboarding.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, process, and store workplace information and maintain information systems. It also includes the maintenance of records management systems.

The unit applies to individuals who perform a variety of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect information	1.1 Confirm task requirements 1.2 Collect physical and digital information items 1.3 Allocate time and date of receipt to relevant information items 1.4 Apply organisational policies and procedures relating to security and confidentiality in handling information
2. Process workplace information	2.1 Enter metadata applying to information items into relevant system according to organisational policies and procedures 2.2 Collate and distribute information according to task requirements

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ELEMENT	PERFORMANCE CRITERIA
3. Manage information systems	3.1 Maintain information and relevant classification system according to organisational policies and procedures 3.2 Identify and dispose of inactive unpublished information items or deaccession published information items according to organisational policies and procedures 3.3 Create new files of unpublished information materials according to organisational policies and procedures 3.4 Update registration, accessioning, classification and index systems according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and interprets textual information to complete tasks according to organisational policies and procedures
Writing	• Records simple and routine content using an established format to organise information
Oral Communication	• Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	• Comprehends basic mathematical measurements relating to times and number sequences
Self-management	• Follows clearly defined instructions and monitors own progress to achieve timelines
Technology	• Uses digital technologies regarding data entry and retrieval

Unit Mapping Information

Supersedes and is equivalent to BSBINM201 Process and maintain workplace information.

Links

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Assessment Requirements for BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- receive and process three pieces of workplace information according to organisational policies and procedures.

In the course of the above, the candidate must:

- record and document information accurately
- store, classify and maintain information materials.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to collecting and processing workplace information
- key aspects of organisational information items management systems and security and confidentiality procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- examples of workplace information systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBINS302 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, collect, organise and apply workplace information in the context of an organisation's work processes, record managing and knowledge management systems.

The unit applies to those who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive, acquire and assess information	1.1 Confirm that proposed methods of receiving and acquiring information meet organisational policies and procedures 1.2 Receive and acquire information according to organisational policies and procedures 1.3 Confirm information is clear, accurate, current and relevant to intended tasks 1.4 Access additional required information from relevant stakeholders

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ELEMENT	PERFORMANCE CRITERIA
2. Organise information	2.1 Organise information in a format suitable for analysis, interpretation and distribution according to organisational policies and procedures 2.2 Store information using relevant systems and technology according to organisational policies and procedures 2.3 Distribute information to relevant stakeholders 2.4 Identify issues accessing, organising and storing information and solve collaboratively with relevant stakeholders
3. Review information needs	3.1 Seek feedback on clarity, accuracy, relevancy and sufficiency of information 3.2 Review feedback and suggest updates to receipt and acquisition processes, where required 3.3 Identify and document future information needs and suggest modifications to collection and organisation processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Recognises and assesses textual information to complete tasks according to requirements
Writing	• Completes workplace records, forms and documentation accurately using correct format, accurate spelling and grammar and terminology specific to requirements
Oral Communication	• Collects information by listening and questioning • Participates in a verbal exchange using clear language to contribute information and convey issues
Self-management	• Understands rights and responsibilities and complies with explicit policies and procedures and legal and regulatory requirements
Teamwork	• Complies with work instructions and contributes to work group discussions using accepted conventions
Planning and organising	• Plans and implements routine tasks and workload making decisions about sequencing and timing
Technology	• Uses digital technology to access and record information and to communicate with others

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Skill	Description
Problem solving	• Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome

Unit Mapping Information

Supersedes and is equivalent to BSBINM301 Organise workplace information.

Links

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Assessment Requirements for BSBINS302 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- gather, assess, organise and distribute three pieces of workplace information.

In the course of the above, the candidate must:

- provide information according to organisational policies and procedures
- use business technology to coordinate information
- communicate with relevant stakeholders to obtain and check workplace information
- monitor, review and modify information organisation processes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- methods for checking information is clear, accurate, current and relevant for purpose
- organisational policies and procedures relating to workplace information
- features and functions of technology required to store and organise information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to workplace information
- examples of information documents found in the workplace.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to collect, organise, analyse and present information using available systems and sources. This includes identifying research requirements and sources of information, evaluating the quality and reliability of the information, and preparing and producing reports.

The unit applies to those who are required to analyse and apply their knowledge of the organisation to research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and confirm research strategy	1.1 Identify research objectives according to organisational requirements 1.2 Identify potential sources for research information relevant to organisation requirements 1.3 Assess reliability of potential sources 1.4 Identify and confirm information research strategy is relevant to the research objectives
2. Collect and store research information	2.1 Access and extract relevant information in a format suitable for analysis and distribution according to research strategy

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Store research information according to security requirements and organisational policies and procedures
3. Analyse and synthesise research information	3.1 Analyse stored information according to research strategy 3.2 Identify themes and draw conclusions according to research strategy 3.3 Demonstrate that assumptions and conclusions used in analysis are clear, justified, supported by evidence and consistent with research strategy
4. Present research information	4.1 Identify methods of reporting that align with the intended audience and relevant organisational requirements 4.2 Draft research report on findings 4.3 Facilitate review of draft report according to organisational policies and procedures 4.4 Distribute research report according to organisational policies and procedures 4.5 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and evaluates textual information to develop information research strategies, integrate facts and ideas and meet organisational requirements
Writing	• Gathers, evaluates and integrates information from a range of sources • Presents findings, recommendations and issues in required format using language, structure and style appropriate to audience
Oral Communication	• Presents recommendations and issues using language appropriate to audience and according to organisational requirements
Self-management	• Plans, organises and implements tasks to meet organisational requirements • Takes responsibility for the outcomes of routine decisions related directly to own role
Problem solving	• Identifies and solves foreseeable problems in familiar work contexts
Technology	• Uses the main features and functions of digital technologies and tools to

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Skill	Description
	research and analyse information

Unit Mapping Information

Supersedes and is equivalent to BSBRES411 Analyse and present research information.

Links

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Assessment Requirements for BSBINS401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- research, analyse and present research findings according to organisational requirements on at least two occasions.

In the course of the above, the candidate must:

- identify research requirements and objectives
- collect, organise and present research information
- maintain information securely
- prepare report on research findings, including:
  - justified assumptions and conclusions
  - efficient and reliable research methods.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures relating to:
  - accessing information
  - storing information
  - security requirements
  - form and content of research report
- key aspects of the reliability and validity of research and analysis
- common research strategies
- key aspects of relevant information sources, including:
  - reliability
  - accuracy
  - authority

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- audience
- relevance
- likelihood of bias.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace information systems, equipment and resources relevant to performance evidence
- workplace policies and procedures relevant to performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBINS410 Implement records systems for small business

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to research, develop and implement business or records systems for a small business.

The unit applies to individuals who use a range of organisational, analytical and communication techniques to carry out the responsibilities of their role and report directly to a supervisor or manager within the business or section of a larger organisation.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine information management requirements	1.1 Consult with relevant stakeholders and identify and document core business functions, supporting activities, resources, and business and social contexts 1.2 Research and identify organisational functions and activities for which records must be kept 1.3 Analyse the organisation's functions and activities and identify required detail and format of records 1.4 Identify security and access requirements for records system content from analysis of organisation's activities 1.5 Analyse business documentation to determine organisational reporting and accountability requirements

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ELEMENT	PERFORMANCE CRITERIA
2. Select required records system	2.1 Identify metadata needed to describe, store, locate and retrieve records in a records system 2.2 Specify technological, internal controls, maintenance, disposal and updating requirements of prospective records systems according to scale and nature of business operations 2.3 Select records systems that meets required requirements according to scale, nature, and organisational cash flow requirements
3. Develop procedures and implement records system	3.1 Develop rules for incorporating individual records and metadata into records system 3.2 Develop and document procedures for the use of the system 3.3 Distribute information and instructions to relevant stakeholders in the use of the records system 3.4 Monitor and assist with implementation of the records system

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Evaluates and interprets information from a range of relevant sources and identifies relevant and key information
Writing	• Creates documents to convey information and instructions using language and format appropriate to text and audience
Oral Communication	• Uses active listening and questioning techniques to confirm and clarify information • Communicates using words and non-verbal features appropriate to the audience and context
Numeracy	• Interprets, compares and contrasts numerical data to determine needs • Uses numerical systems associated with record storage systems
Planning and organising	• Uses understanding of organisational requirements in planning an appropriate information management system • Sequences and schedules tasks required to achieve outcomes and manages relevant communication
Technology	• Uses digital systems and tools to complete tasks

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Unit Mapping Information

Supersedes and is equivalent to BSBRKG403 Set up a business or records system for a small business.

Links

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Assessment Requirements for BSBINS410 Implement records systems for small business

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify, select, develop and implement a records system for a small business.

In the process of the above, the candidate must:

- document the steps used to determine the criteria for a records system appropriate to the organisation's business functions and reporting requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key principles and processes of records management and records management systems
- internal controls required of the business or records system
- key characteristics of the organisational functions, structure and culture relevant to implementation of records system
- organisational policies and procedures relevant to implementing a records system in a small business.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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BSBLDR412 Communicate effectively as a workplace leader

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up.

The unit applies to managers, supervisors and team leaders required to communicate with other persons within the workplace. Communication skills cover a range of methods and contexts within principally structured environments.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for communication	1.1 Identify purpose and audience for communication 1.2 Identify the desired outcome of the communication 1.3 Evaluate available methods of communication according to task requirements and organisational business policies and procedures 1.4 Identify potential barriers to effective communication and develop solutions to minimise impact
2. Engage in communication	2.1 Communicate using media and format relevant to the context 2.2 Use respectful and positive approaches to communications 2.3 Employ two-way processes to ensure receipt and

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ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	acknowledgement of message 2.4 Provide opportunities to clarify and confirm understanding
3. Review communication	3.1 Maintain record of the communication process and outcomes according to organisational policies and procedures 3.2 Identify follow up actions and communicate to relevant persons 3.3 Seek feedback on communication processes from all parties 3.4 Identify and incorporate opportunities to improve leadership communication processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Analyses and evaluates textual information from a range of sources to inform communication processes
Writing	• Plans and prepares workplace documentation for relevant stakeholders according to organisational formats
Oral Communication	• Participates in a variety of spoken exchanges with a range of audiences using structure and language to suit the audience
Initiative and enterprise	• Adheres to organisational policies and procedures relevant to own role
Teamwork	• Cooperates, collaborates and consults with others to clarify and confirm understanding and seek feedback • Selects and uses appropriate communication conventions and practices to build rapport, seek or present information
Planning and organising	• Plans and implements activities and processes to identify and establish communication and record keeping requirements • Uses analytical processes to identify potential problems and generate solutions • Systematically gathers and analyses all relevant information and evaluates options in order to make decisions about communication processes

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Unit Mapping Information

Supersedes and is equivalent to BSBLDR401 Communicate effectively as a workplace leader.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR412 Communicate effectively as a workplace leader

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, engage and review communication on at least four occasions with different individuals or groups.

In the course of the above, the candidate must:

- identify the context for communication and select approach and responses accordingly
- create and present messages by choosing method and mode appropriate to the audience and context
- undertake effective two-way communication from the perspective of a supervisor or team leader
- identify and record actions required as a result of communication and follow-up in a timely manner.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation requirement and organisational policies on workplace communication
- characteristics of effective leadership communication
- electronic and non-electronic communication methods, including situations where they would or would not be used
- effective listening techniques
- common feedback process and methods
- leadership communication responsibilities applicable to own role
- common barriers to effective communication in a workplace context
- characteristics of verbal and non-verbal communication.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources for communication and leadership.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members.

The unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context. At this level work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lead workplace relationships	1.1 Identify work team objectives according to organisational strategy 1.2 Collect and analyse information for the achievement of work task 1.3 Share ideas and information with relevant internal and external stakeholders according to work task 1.4 Develop strategy for completion of work task in collaboration with work team

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ELEMENT	PERFORMANCE CRITERIA
2. Lead workplace relationships	2.1 Identify and implement methods to facilitate collaboration to complete work task 2.2 Support colleagues experiencing difficulties fulfilling work requirements 2.3 Manage conflict constructively within the organisation's processes and parameters of own role 2.4 Communicate work progress to relevant internal and external stakeholders
3. Review leadership	3.1 Seek feedback on relationship management for work task from relevant stakeholders 3.2 Analyse feedback on relationship management 3.3 Evaluate personal performance in leading workplace relationships 3.4 Identify areas of improvement for leading workplace relationships future work tasks

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Collects, analyses and evaluates textual information from a range of resources to inform improvement strategies
Oral Communication	• Selects or adjusts communication style to maintain effectiveness of interaction and build and maintain engagement consistent with organisational requirements
Initiative and enterprise	• Identifies and follows legislative and organisational requirements relevant to own role
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Adapts personal communication style to build trust and positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Planning and	• Plans and implements activities and processes to manage and review work performance

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organising	• Systematically gathers and analyses all relevant information to formulate and evaluate possible solutions to difficulties

Unit Mapping Information

Supersedes and is equivalent to BSBLDR402 Lead effective workplace relationships.

Links

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Assessment Requirements for BSBLDR413 Lead effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead effective workplace relationships on at least four occasions with different individuals or groups.

In the course of the above, the candidate must:

- access and analyse information required to achieve planned outcomes
- collaborate with work team to develop and implement a work task strategy
- apply techniques for resolving problems and conflicts, and dealing with poor performance according to organisational and legislative requirements
- monitor and communicate work progress to relevant internal and external stakeholders
- seek and review feedback to improve workplace leadership.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- considerations for communicating information including audience cultural and social diversity
- consultation processes including internal and external sources of consultees
- impacts of relationships, cultural and social environment, in supporting or hindering the achievement of planned outcomes
- techniques for developing positive work relationships and building trust and confidence in a team, including:
  - interpersonal styles
  - communications
  - consultation
  - cultural and social sensitivity
  - networking

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- impact of legislation and organisational policies on workplace relationships
- techniques for communicating information and ideas to a range of stakeholders
- common methods to resolve workplace conflict
- common methods to manage poor work performance
- common methods to monitor, analyse and improve work relationships.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to performance evidence
- workplace documentation and resources
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills, knowledge and outcomes required to lead the performance of a team and to develop team cohesion.

The unit applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams. Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan team outcomes	1.1 Lead team to identify and establish team objectives and work processes 1.2 Support team to document identified objectives and work processes according to organisational processes 1.3 Encourage team members to incorporate innovation and productivity measures in work plans 1.4 Lead and support team members to meet expected outcomes
2. Promote team cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team

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ELEMENT	PERFORMANCE CRITERIA
	2.2 Support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members on their efforts and contributions 2.4 Address or refer issues, concerns and problems identified by team members 2.5 Model expected behaviours and approaches
3. Supervise team performance	3.1 Encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Support team to identify and resolve problems which impede performance 3.3 Ensure own contribution to work team serves as a role model for others
4. Liaise with management	4.1 Establish open communication with line management 4.2 Communicate information from line management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team to line management to action 4.4 Communicate issues raised by management to the team to action

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others

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Planning and organising	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others, as required

Unit Mapping Information

Supersedes and is equivalent to BSBLDR403 Lead team effectiveness.

Supersedes but is not equivalent to BSBSMB407 Manage a small team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR414 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a team development plan, that addresses:
  - innovation and productivity measures
  - team cohesion
  - issues management and actions.

In the course of the above, the candidate must:

- apply knowledge of organisational goals, objectives and plans to work tasks
- communicate with team members and management to identify and establish team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- work processes, including team purpose, roles, responsibilities, goals and plans
- organisational escalation policies and procedures
- behaviours which enhance organisational image for work team, clients and customers
- processes for setting goals that contribute to team effectiveness
- effects of individual behaviour on team effectiveness
- innovation and productivity measures in work plans
- key features of common leadership styles.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- information about the organisation, including organisational structure, goals, objectives and plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBLDR521 Lead the development of diverse workforces

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead the development of a diverse workforce. It covers supporting and engaging with a diverse workforce to maximise the benefit of diversity to the organisation.

The unit applies to supervisors, team leaders, new and emerging managers who lead within a diverse workforce environment and exercise discretion and autonomy within a structured business context.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish benefits of workforce diversity	1.1 Identify benefits of diversity in business and workplace contexts 1.2 Qualify and quantify the source of workforce diversity 1.3 Identify legislation and organisational policies and procedures that relate to workplace diversity 1.4 Identify opportunities and barriers to inclusive engagement
2. Embed diversity into team plans and operations	2.1 Develop work plans to accommodate diversity 2.2 Confirm that work plans incorporate contributions from diverse workforce members 2.3 Adjust plans and operations to align with relevant diversity

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ELEMENT	PERFORMANCE CRITERIA
	legislation and organisational policies and procedures 2.4 Design processes to incorporate and maximise the benefits of diversity
3. Support development of a diverse workforce	3.1 Apply communication processes and behaviours according to diversity work plans and processes 3.2 Identify biases and assumptions in communication and behaviour of self and others and adjust, as required 3.3 Provide workplace support and access to diversity services

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Develops texts dealing with complex ideas and concepts using specialised and detailed language to convey explicit information
Self-management	• Analyses the implications of legislation, policy and other organisational responsibilities in carrying out own role
Teamwork	• Implements communication strategies and behaviours for a diverse range of colleagues to build rapport and foster strong relationships • Identifies strengths and limitations of own interpersonal skills and attitudes and addresses areas that would benefit from further development
Planning and organising	• Takes responsibility for developing and implementing plans and processes to achieve organisational objectives, seeking feedback and advice, as required • Uses analytical processes to identify workforce diversity issues and evaluate options to address them

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLDR404 Lead a diverse workforce
- BSBLDR504 Implement diversity in the workplace
- BSBLDR804 Influence and shape diversity management.

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Assessment Requirements for BSBLDR521 Lead the development of diverse workforces

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- lead the development of at least one diverse workforce.

In the course of the above, the candidate must:

- identify diversity within a team based workforce and outline opportunities and barriers to inclusive engagement of individuals
- promote the benefits of diversity within the workplace and identify the business benefits of incorporating diversity into planning and operations
- develop a work plan that integrates a diverse workforce, adjusting the plan and operations to meet legislation, regulations and policy
- structure continuous feedback and review processes into team activities.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulation and business policies and procedures relevant to diversity in the workplace
- types of diverse individuals and groups in the workplace
- strategies, tools and techniques for integrating and engaging a diverse workforce
- potential impacts of gender, race, age, disability, sexual orientation, form of work engagement and flexible work arrangements on workforce engagement
- benefits of having a diverse workforce and barriers to inclusive engagement.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- legislation and regulations related to workforce diversity
- workplace policies and procedures related to working with diversity
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR522 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.
Release 2	This version first released with BSB Business Services Training Package Version 7.1. Release created to amend typographical error with performance criteria.

Application

This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.

The unit applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Allocate work	1.1 Consult relevant groups and individuals on work to be allocated and resources available 1.2 Develop work plans and allocate work according to organisational requirements and operational plans 1.3 Develop and confirm performance standards and key

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ELEMENT	PERFORMANCE CRITERIA
	performance indicators with relevant staff 1.4 Conduct risk analysis according to organisational risk management plan and legal requirements
2. Assess performance	2.1 Review performance management and processes according to legislation, organisational objectives and policies 2.2 Train participants in the performance management and review process 2.3 Conduct performance management according to organisational policies procedures and relevant timelines 2.4 Monitor and evaluate performance according to performance standards and key performance indicators
3. Provide feedback	3.1 Provide informal feedback and coaching to staff 3.2 Advise relevant personnel, where performance is poor and take necessary actions 3.3 Document feedback according to the organisational performance management system 3.4 Conduct formal structured feedback sessions as necessary and according to organisational policy
4. Manage follow up	4.1 Develop performance improvement and development plans according to organisational policies 4.2 Monitor underperforming individuals according to organisational policies 4.3 Respond to underperforming individuals, as required 4.4 Reinforce excellence in performance through recognition and continuous feedback

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Consolidates and improves own knowledge and skills by coaching, mentoring or training others
Reading	• Gathers, interprets and analyses texts in organisational documents to facilitate performance management
Writing	• Plans and prepares documents for allocating work and managing performance suitable for the target audience and in accordance with organisational requirements

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Oral Communication	• Uses language and structure appropriate to context and audience to explain expected standards of performance, provide feedback and coach staff
Self-management	• Applies legal and regulatory responsibilities related to own work and the organisation as a whole • Adheres to organisational policies and procedures
Teamwork	• Applies the protocols governing what to communicate to whom and how in a range of work contexts • Collaborates with others to achieve joint outcomes, influencing direction and taking a leadership role on occasion
Planning and organising	• Sequences and schedules complex activities, monitors implementation and manages relevant communication • Seeks advice, feedback and support, as required to assist in the decision-making process • Uses experiences to reflect on the ways in which variables impact on performance

Unit Mapping Information

Supersedes and is equivalent to BSBMGT502 Manage people performance.

Supersedes but is not equivalent to:

- BSBMGT404 Lead and facilitate off-site staff
- BSBSLS502 Lead and manage a sales team.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR522 Manage people performance

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage performance of at least two individuals
- manage performance of at least one team.

In the course of the above, the candidate must:

- consult with stakeholders to identify work requirements, performance standards and agreed performance indicators
- develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements
- assess performance against performance indicators according to performance management and review processes
- monitor, evaluate and provide feedback on performance and provide coaching or training, as needed
- keep records and documentation in accordance with the organisational performance management system
- reinforce excellence in performance through recognition and continuous feedback
- respond to underperforming individuals according to organisational policies, as required.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory and organisational requirements for performance management and review
- organisational risk management plan
- organisational human resource support services
- organisational performance measurement systems
- key features of unlawful dismissal rules and due process

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- staff development options and information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation on performance management
- workplace documentation and resources for performance management and review.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR523 Lead and manage effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

The unit applies to individuals in leadership or management positions who have a prominent role in establishing and managing processes and procedures to support workplace relationships. These individuals apply the values, goals and cultural diversity policies of the organisation. They use complex and diverse methods and procedures as well as a range of problem solving and decision making strategies, which require the exercise of considerable discretion and judgement.

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

Unit Sector

Social Competence – Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish effective workplace relationship processes	1.1 Identify required processes for workplace collaboration according to organisational policies and procedures 1.2 Develop consultation processes for employees to contribute to issues related to their work role 1.3 Develop processes for conflict management 1.4 Develop processes for escalated issues or refer to relevant personnel
2. Manage effective	2.1 Delegate and confirm responsibilities for fulfilling work tasks

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ELEMENT	PERFORMANCE CRITERIA
workplace relationships	2.2 Collaborate and support team to perform work tasks 2.3 Identify and address issues in workplace relationships according to processes established 2.4 Monitor and communicate to employees outcomes of conflict management
3. Review management of workplace relationships	3.1 Seek feedback on management of workplace relationships from relevant stakeholders 3.2 Evaluate feedback for improvements to leadership style 3.3 Identify areas of improvement for future workplace relations leadership

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Writing	• Prepares plans and policies incorporating appropriate vocabulary, grammatical structure and conventions
Self-management	• Adapts personal communication style to model behaviours, build trust and positive working relationships, and to support others • Takes responsibility for formulating, organising and implementing plans, processes and strategies that impact the workplace
Initiative and enterprise	• Follows organisational policies and procedures regarding diversity and ethical conduct
Teamwork	• Plays a lead role in situations requiring effective collaboration, demonstrating high level support and facilitation skills and ability to engage and motivate others • Evaluates outcomes to identify opportunities for improvement
Planning and organising	• Systematically gathers and analyses all relevant information and evaluates options to inform decisions about organisational strategies

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to BSBLDR502 Lead and manage effective workplace relationships.

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Assessment Requirements for BSBLDR523 Lead and manage effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement processes to manage ideas and information on at least two occasions, including:
  - communicating information to support others to achieve work responsibilities
  - facilitating employees' contributions to consultation on work issues
  - providing feedback on the outcomes of consultations
  - resolving issues raised or referring to relevant personnel
- develop and implement processes and systems to manage difficulties on at least two occasions, including:
  - identifying and resolving conflicts and other difficulties according to organisational policies and procedures
  - planning how to address difficulties
  - providing guidance, counselling and support to assist co-workers in resolving their work difficulties.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- systems, policies and procedures that can support the development of effective work relationships
- key aspects of work relationships, including:
  - interpersonal styles
  - communications
  - consultation
  - cultural and social sensitivity
  - networking

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  - conflict resolution
- legislation relevant to managing effective workplace relationships
- organisational policies and procedures relevant to workplace relationships
- methods to develop processes for:
  - consultation with employees
  - conflict management
  - task issue management.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to workplace relationships
- workplace documentation and resources for workplace relationships.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS203 Deliver a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to deliver aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products, and processing customer feedback.

The unit applies to those who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish contact with customers	1.1 Greet customers according to organisational requirements 1.2 Share relevant information with customers 1.3 Identify and respond to specific customer requirements 1.4 Express interest in customer needs and develop rapport with customer
2. Identify customer needs	2.1 Ask questions to identify customer needs 2.2 Assess customer needs for urgency and identify priorities for service delivery 2.3 Provide customer with information about available options

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ELEMENT	PERFORMANCE CRITERIA
	2.4 Assess limitations in addressing customer needs and seek assistance from designated persons, where required
3. Provide service to customers	3.1 Confirm details of service and delivery with customer according to organisational requirements 3.2 Convey information regarding problems and delays, and follow-up within appropriate timeframes, where required 3.3 Identify opportunities to enhance the quality of service and products, and take action to improve the service
4. Process customer feedback	4.1 Seek customer feedback and handle according to organisational and legislative requirements 4.2 Record feedback and communication between customer and the organisation according to organisational requirements 4.3 Identify any unmet customer needs and discuss suitability of alternative products or services 4.4 Encourage customers to maintain contact with organisation for future needs

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies requirements from organisational policy and procedure documents • Interprets product and service information in a range of formats to provide customer advice
Writing	• Records customer information according to organisational requirements
Oral communication	• Provides information and advice using structure and language to suit the audience • Asks questions and listens to gain information and confirm understanding
Planning and organising	• Follows organisational procedures and practices relevant to own role
Teamwork	• Uses accepted communication practices to establish connections, build rapport and develop professional working relationships • Adjusts personal communication style in response to the opinions, values and needs of others

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Skill	Description
Initiative and enterprise	• Identifies opportunities to enhance work practices and outcomes
Problem solving	• Addresses routine problems in familiar work contexts

Unit Mapping Information

Supersedes and is equivalent to BSBCUS201 Deliver a service to customers.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS203 Deliver a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- deliver a service to at least three different customers.

In the course of the above, the candidate must:

- greet the customer and establish rapport according to organisational requirements
- identify customer needs using interpersonal skills
- provide prompt service to address customer needs
- identify and follow up opportunities to increase the quality of service and products
- respond to and record all customer feedback according to organisational standards, policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of customer service legislation and consumer law
- requirements for responding to the needs of customers from a diverse background
- workplace organisational policies and procedures relating to customer service and the customer service process.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documents, and organisational policies and procedures for customer service
- examples of customer complaints and feedback.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS304 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service.

The unit applies to those who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate knowledge of customer service. They provide technical advice and support to customers over short or long-term interactions.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify customer needs	1.1 Identify and clarify customer needs and expectations 1.2 Evaluate customer needs and determine priorities for service delivery according to organisational requirements 1.3 Inform customers about available choices for meeting their needs and assist selection of preferred options 1.4 Identify limitations in addressing customer needs and seek assistance from designated individuals, where required
2. Deliver a service to customers	2.1 Provide service to meet identified customer needs according to organisational and legislative requirements 2.2 Establish and maintain rapport with customers

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Manage customer complaints according to organisational and legislative requirements 2.4 Provide assistance and respond to customers with specific needs according to organisational and legislative requirements 2.5 Identify and use available opportunities to promote and enhance services and products to customers
3. Evaluate customer service delivery	3.1 Review customer satisfaction with service delivery using verifiable evidence according to organisational and legislative requirements 3.2 Seek and respond to customer feedback according to organisational policies and procedures 3.3 Identify opportunities to enhance the quality of customer service 3.4 Document recommendations for customer service improvements 3.5 Submit recommendations to relevant personnel according to organisational policies and procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Learning	• Identifies and follows up on opportunities to improve work practices and outcomes
Oral communication	• Provides information or advice using structure and language to suit the audience • Asks questions and listens to gain information or confirm understanding
Reading	• Evaluates textual information to determine customer service requirements • Proofreads texts for clarity of meaning and accuracy of grammar and punctuation
Writing	• Completes responses to customer complaints in required format • Prepares reports using sequencing, format and words to communicate recommendations clearly and effectively
Planning and organising	• Complies with organisational policies and procedures relevant to role • Plans and implements systems to gather and organise information

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Skill	Description
Problem-solving	• Uses problem solving skills to analyse and respond to customer complaints or enquiries
Teamwork	• Selects and uses appropriate communication conventions to establish connections, build rapport, seek information and develop professional working relationships • Adjusts personal communication style in response to the opinions, values and particular needs of others

Unit Mapping Information

Supersedes and is equivalent to BSBCUS301 Deliver and monitor a service to customers.

Supersedes but is not equivalent to:

- BSBCUE309 Develop product and service knowledge for customer engagement operation
- BSBEDU303 Assist with the provision of international education information
- BSBINT303 Organise the importing and exporting of goods
- BSBINT304 Assist in the international transfer of services
- BSBSLS407 Identify and plan sales prospects.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS304 Deliver and monitor a service to customers

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- deliver a service to at least three different customers, including:
  - using communication skills to establish rapport and build relationships with customers according to organisational requirements
  - identifying customer needs using appropriate questioning and active listening skills
  - providing customer service according to organisational requirements
  - responding to and recording customer feedback and action taken according to organisational standards, policies and procedures
  - producing a report which identifies and recommends ways to improve service delivery.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key provisions of customer service legislation and consumer law
- organisational policies and procedures relating to customer service, including complaints handling
- common forms of verifiable evidence that could be used to review customer satisfaction
- customer service standards and protocols for serving customers, including customers with specific needs.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- technology required to gather and provide information and assistance to customers

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- workplace documents, and organisational policies and procedures relating to customer service
- examples of customer complaints and feedback.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS401 Coordinate business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use.

The unit applies to individuals with a broad knowledge of business resources and well-developed skills to ensure adequate resources are available to perform the work of the organisation. They may have responsibility to provide guidance to, or delegate aspects of these tasks to others.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish required resources	1.1 Identify resource requirements according to business and operational plans and organisational requirements 1.2 Create opportunities for individuals and workgroups to contribute to the identification of resource requirements 1.3 Assess proposed efficiency of resource expenditure according to budget resources 1.4 Present recommendations on resource requirements using business equipment and technology

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ELEMENT	PERFORMANCE CRITERIA
2. Acquire and allocate resources	2.1 Acquire physical resources and services according to organisational requirements 2.2 Check resources and confirm quality and quantity are in line with service agreements 2.3 Allocate resources according to operational plans 2.4 Consult with individuals and teams on allocation of resources
3. Evaluate resource allocation and usage	3.1 Assess resource planning against actual costs, identified shortfalls and surpluses 3.2 Identify potential improvements in resource planning through consultation and feedback 3.3 Develop methods of monitoring and reporting resource use against business and operational plans
4. Improve resource allocation and usage	4.1 Implement improvements in resource planning according to organisational requirements 4.2 Implement identified methods of monitoring resource use 4.3 Maintain records concerning equipment and resource purchases according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies and interprets information from organisational plans, policies and procedures
Writing	• Develops a range of documents using structure and vocabulary appropriate to audience, context and purpose
Oral communication	• Participates in spoken interactions using active listening and questioning to confirm and clarify understanding
Numeracy	• Interprets a range of mathematical information that is embedded in familiar texts • Calculates and compares numeric data to track expenditure
Initiative and enterprise	• Identifies and responds to explicit and implicit organisational procedures and protocols and regulatory requirements
Teamwork	• Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Cooperates with others as part of familiar routine activities playing an

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Skill	Description
	active role in facilitating group interaction
Planning and organising	• Applies formal processes when planning complex tasks, producing plans with logically sequenced steps, reflecting an awareness of time constraints • Identifies and takes responsibility for addressing predictable problems in familiar work contexts • Assess impacts of variables on decision outcomes to identify improvement opportunities
Technology	• Utilises a range of features within digital applications to access, store and share information

Unit Mapping Information

Supersedes and is equivalent to BSBADM409 Coordinate business resources.

Supersedes but is not equivalent to:

- BSBADM301 Produce texts from shorthand notes
- BSBADM302 Produce texts from notes
- BSBADM303 Produce texts from audio transcription
- BSBADM401 Produce complex texts from shorthand notes
- BSBADM406 Organise business travel
- BSBADM411 Produce complex texts from audio transcription
- BSBCUE403 Schedule customer engagement activity.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS401 Coordinate business resources

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate at least three business resources.

In the course of the above, the candidate must:

- calculate and assess costs in relation to use and maintenance of business resources
- develop and present resource requirement recommendations
- consult and communicate with individuals and teams about acquiring and using resources
- monitor and assess resource acquisition, allocation, use and procedures
- follow organisational policies and procedures in relation to business resource acquisition and monitoring and maintaining records.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- functions of common business resources used in an organisation, including, organisational policies, plans and procedures in relation to business resource acquisition and monitoring
- method and format for developing recommendations on resource requirements
- organisational procedures for sourcing, assessing and costing business resources
- methods for analysing and incorporating feedback on effectiveness resource planning, monitoring resource use
- methods to implement organisational changes to resource planning and resource use.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

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- records concerning equipment and resource purchases
- organisational policies, procedures and operational plans.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement operational plans by planning and acquiring resources, monitoring and adjusting operational performance and providing reports on performance, as required.

The unit applies to individuals who plan activities to achieve team and organisational objectives. At this level, work will normally be carried out within routine and non-routine methods and involve procedures that require planning, evaluation, leadership and guidance of others.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to implement operational plan	1.1 Consult with stakeholders to identify resource requirements relevant to operational plan 1.2 Collate, analyse and document details of resource requirements 1.3 Develop operational plan and determine implementation method 1.4 Plan for contingencies 1.5 Develop and present proposals for resource requirements
2. Implement operational plan	2.1 Assist in recruiting and onboarding employees required to implement operational plan according to organisational policies

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ELEMENT	PERFORMANCE CRITERIA
	and procedures 2.2 Acquire physical resources and services according to organisational policies and procedures 2.3 Support efficient, cost-effective and safe use of resources 2.4 Adjust implementation of the operational plan in consultation with others to manage contingencies
3. Monitor operational performance	3.1 Collate relevant information and determine operational and productivity performance 3.2 Identify and use key performance indicators (KPIs) and assess operational performance 3.3 Identify unsatisfactory performance and take action to rectify the situation according to organisational policies
4. Review operations based on performance	4.1 Develop recommendations for variation to operational plans 4.2 Present recommendations to the designated persons or groups to gain approval 4.3 Maintain records related to operational performance according to organisational policies and procedures 4.4 Report information on operational performance to management

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Identifies, interprets, analyses and reviews textual information related to the operational plan and monitoring of operational performance
Writing	• Communicates relationships between ideas and information, matching style of writing to purpose and audience • Researches, plans and prepares workplace documentation for relevant stakeholders using organisational formats
Oral communication	• Participates in a variety of spoken exchanges with a range of audiences varying structure and language to suit the audience
Numeracy	• Selects and uses familiar mathematical techniques to organise timely supply of adequate resources for the operational plan and to use budgetary information to monitor performance
Enterprise and initiative	• Monitors adherence to organisational policies and procedures and considers own role in terms of its contribution to broader goals of the work environment

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Skill	Description
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse individuals to build rapport, seek or present information • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group communication, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for planning, organising, implementing and monitoring tasks required to achieve required outcomes • Evaluates effectiveness of decisions in terms of how well they met stated goals • Identifies and addresses an increasing range of familiar problems by implementing contingency plans

Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBFLM305 Support operational plan
- BSBMGT402 Implement operational plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS402 Coordinate business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- prepare, implement and review two operational plans.

In the course of the above, the candidate must:

- interact with a range of people and groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan
- plan and acquire physical and human resources using organisation's systems and procedures
- manage and support personnel to achieve performance objectives including facilitating new employee onboarding
- present information and recommendations to support implementation and variation of the operational plan
- monitor operational performance against the performance objectives and budgets and implement improvements to rectify unsatisfactory performance
- vary the operational plan and gain approval to deal with contingencies
- document and provide reports on performance as required by the organisation.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- processes to identify resource requirements
- sources of information to identify resource requirements
- methods to manage contingencies including through consultation with relevant stakeholders
- key features of performance monitoring systems and processes
- common methods for problem solving
- methods to support staff including mentoring, coaching and supervision

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- implementation methods for operational plan
- budget and other financial information related to the organisation
- organisational objectives including costs, identified shortfalls and surpluses.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational operational plans, policies and procedures relevant to performance evidence
- workplace documentation and resources including budgets
- physical and human resource procurement documentation
- employee onboarding and performance monitoring procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to advise, carry out and evaluate customer service strategies.

The unit applies to individuals who have well developed skills and a broad knowledge of customer service strategies for addressing customer needs and problems. Individuals may provide guidance or delegate work related tasks to others.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Advise on customer service needs	1.1 Identify organisational customer service objectives and customer needs 1.2 Assess and clarify customer requirements 1.3 Identify and diagnose problems with service delivery 1.4 Develop options to improve customer service delivery according to organisational requirements 1.5 Provide recommendations to promote improvement of customer service delivery
2. Support implementation of customer service	2.1 Consult with relevant stakeholders to develop customer service strategies 2.2 Assess customer service strategies and opportunities against

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ELEMENT	PERFORMANCE CRITERIA
strategies	customer service objectives 2.3 Identify and allocate available budget resources to fulfil customer service objectives 2.4 Action procedures to resolve customer difficulties and complaints according to organisational requirements
3. Evaluate and report on customer service	3.1 Review stakeholder satisfaction with service delivery according to organisational requirements 3.2 Identify and report changes necessary to meet customer service objectives 3.3 Prepare conclusions and recommendations on future directions of client service strategies 3.4 Monitor systems, records and reporting procedures for changes to customer satisfaction

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Reviews textual information and comprehends details that relate to the interests or requirements of the client and organisation
Writing	• Creates a range of formal texts using structure, grammar and clear and specialised language to describe customer needs, maintain information and support a particular position
Oral communication	• Uses pace, intonation, intelligible pronunciation and listening and questioning techniques to interact effectively with others
Numeracy	• Recognises and interprets numerical information and performs calculations on familiar mathematical information
Enterprise and Initiative	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Uses a range of strategies to establish a sense of connection and build rapport with customers • Collaborates with others contributing knowledge and skills to achieve joint outcomes
Planning and organising	• Applies formal and logical processes when planning and implementing tasks • Applies standard procedures when responding to familiar problems

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Skill	Description
	within own work context
Technology	• Uses digital technologies to access, organise, present and store information relevant to own role

Unit Mapping Information

Supersedes and is equivalent to BSBCUS401 Coordinate implementation of customer service strategies.

Supersedes but is not equivalent to:

- BSBCUS402 Address customer needs
- BSBCUS403 Implement customer service standards
- BSBSLS408 Present, secure and support sales solutions.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS404 Implement customer service strategies

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement at least two strategies to improve customer service delivery.

In the course of the above, the candidate must:

- respond to and report on customer feedback and complaints
- review client satisfaction using verifiable data
- consult and communicate effectively with relevant people
- develop and implement strategies and methods to improve customer service delivery, including:
  - budgeting
  - promotion to staff
  - documentation and follow up.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- customer communication techniques
- principles of customer service
- sources of verified client information
- techniques for identifying customer needs and reviewing customer satisfaction
- organisational business structure, products and services related to customer service
- techniques for drawing insights from verifiable evidence to develop recommendations and conclusions
- product and service standards and best practice models.

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Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures for customer service
- examples of customer complaints and feedback
- client satisfaction data.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS502 Manage business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.

The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish operational plan	1.1 Research, analyse and document resource requirements 1.2 Develop operational plan in consultation with, and with approval from, relevant stakeholders 1.3 Develop contingencies for operational plan 1.4 Explain plan to relevant work teams
2. Manage resource acquisition	2.1 Confirm that employees are recruited and inducted according to the organisation's human resources management policies, practices and procedures 2.2 Confirm that physical resources and services are acquired according to the organisation's policies, practices and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify and incorporate requirements for intellectual property rights and responsibilities related to acquisition of resources
3. Monitor and review operational performance	3.1 Assess progress of operational plan in achieving profit and productivity plans and targets 3.2 Identify areas of under-performance, recommend solutions and rectify the situation 3.3 Plan and implement relevant processes for ongoing monitoring and confirm that support is provided for individuals and teams 3.4 Negotiate recommendations for variations to operational plans and gain approval from designated persons

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Gathers, interprets and analyses workplace documentation to determine requirements for the operational plan
Writing	• Develops and documents a range of detailed texts relating to the management of an operational plan according to organisational requirements
Oral communication	• Presents information to a range of audiences using appropriate register, vocabulary and paralinguistic features • Listens and comprehends information from a variety of spoken exchanges with clients, co-workers and other stakeholders
Numeracy	• Selects and uses mathematical problem-solving strategies to organise resource requirements, performance benchmarks and financial viability of the operational plan
Enterprise and initiative	• Monitors adherence to organisational policies, procedures and considers own role in terms of its contribution to broader goals of the work environment
Teamwork	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Planning and organising	• Takes responsibility for developing and implementing systems and processes to achieve organisational objectives, seeking advice, feedback and support as required to assist in the development and planning phase • Sequences and schedules complex activities, monitors

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Skill	Description
	implementation, and manages relevant communication
Problem solving	• Uses systematic analytical processes to aid decision making, identify potential problems and generate contingency plans or solutions
Technology	• Demonstrates awareness of the importance of data security in a digital environment

Unit Mapping Information

Supersedes and is equivalent to BSBMGT517 Manage operational plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS502 Manage business operational plans

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage an operational plan for at least one business or work area.

In the course of the above, the candidate must:

- develop and implement an operational plan using a variety of information sources and consultation including:
  - resource requirements
  - key performance indicators
  - monitoring processes
  - contingency plans
- communicate with stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams
- confirm existence of relevant strategies, including strategies relating to:
  - recruiting, inducting and developing personnel
  - acquiring physical resources and services
  - protecting intellectual property
  - making variations to the plan
  - monitoring and documenting performance.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- stakeholders involved in development and management of operations plan including escalation points, colleagues and specialist resource managers
- key information sources for proposal development and presentation including resource requirement specialists

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- consultation processes
- content of operational plans, including:
  - procurement processes
  - employee recruitment and induction strategies
  - physical resource and service acquisition strategies
  - key indicators of organisational performance
- budget and actual financial relating to profit and productivity
- methods for preparing operational plans and contingency plans
- role of an operational plan in achieving an organisation's objectives
- procedures and records associated with documenting performance
- approaches for developing key performance indicators to meet business objectives
- legislative and regulatory framework relating to the development and implementation of operational plan of the organisation, including:
  - fair trading laws
  - work health and safety
- organisational policies, practices and procedures that relate to the operational plan.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation and regulations relevant to operational plans
- workplace documentation and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBOPS505 Manage organisational customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

The unit applies to individuals who supervise customer service provided by others within an organisation. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Business Competence – Business Operations

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish customer requirements	1.1 Consult with customers to identify customer service requirements 1.2 Integrate customer feedback into organisation's business plan 1.3 Identify and procure resources required to address customer service requirements
2. Deliver quality products and services	2.1 Deliver product and service according to customer specifications within organisation's business plan 2.2 Monitor team performance and assess against the organisation's quality and delivery standards 2.3 Support colleagues to overcome difficulties in meeting

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ELEMENT	PERFORMANCE CRITERIA
	customer service standards
3. Evaluate customer service	3.1 Develop and use strategies for monitoring progress against product and service targets and standards 3.2 Develop and use strategies for obtaining customer feedback on provision of product and service 3.3 Adapt delivery of customer product and service in consultation with relevant individuals and groups 3.4 Manage records, reports and recommendations within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Reading	• Interprets and analyses textual information from a variety of sources and applies the knowledge that has been gained to evaluate standards for organisation's products and services
Writing	• Produces a range of text types to convey information, requirements or recommendations matching style of writing to purpose and audience
Oral communication	• Clearly articulates systems and standards in a team environment using language suitable to diverse audiences • Uses listening and questioning techniques to obtain feedback and confirm understanding
Numeracy	• Interprets and comprehends mathematical information in organisation's business and customer service plans
Planning and organising	• Recognises and applies organisational protocols and meets expectations associated with own work
Teamwork	• Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers • Collaborates with others, taking into account their strengths and experience, to achieve desired outcomes • Provides support in field of expertise to team
Enterprise and initiative	• Develops and implements plans using logical processes and monitors and evaluates progress against stated goals
Problem solving	• Accepts responsibility for addressing complex or non-routine difficulties, applying problem solving processes in determining a

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Skill	Description
	solution
Technology	• Uses digital technology to access, organise and present information in a format that meets requirements

Unit Mapping Information

Supersedes and is equivalent to BSBCUS501 Manage quality customer service.

Supersedes but is not equivalent to:

- BSBCUE504 Integrate customer engagement within the organisation
- BSBCUE601 Optimise customer engagement operations
- BSBCUE602 Manage customer engagement information
- BSBCUE603 Design and launch new customer engagement facilities
- BSBSLS501 Develop a sales plan.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBOPS505 Manage organisational customer service

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and review strategy for delivering and monitoring quality customer service for an organisation or work area.

In the course of the above, the candidate must:

- implement quality customer service policies and procedures
- identify and resolve system problems relating to poor customer service
- assist teams to meet customer service requirements
- develop, procure and use human and physical resources to support quality customer service delivery.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative and regulatory frameworks governing customer service
- elements of effective customer service including quality, time and cost
- organisational policies and procedures for customer service and handling customer complaints
- relevant service standards and best practice models
- key principles of public relations and product promotion
- common techniques for solving complaints
- principles and techniques involved in managing:
  - customer behaviour
  - specific customer needs
  - customer research
  - customer relations

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  - ongoing product and service quality
  - problem identification and resolution
  - quality customer service delivery
  - record keeping and management methods
- strategies for monitoring, managing and introducing ways to improve customer service relationships
- strategies to obtain customer feedback.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations and codes of practice related to customer service
- workplace documentation and resources
- complex customer complaints.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPEF501 Manage personal and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.

The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.

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

Unit Sector

Critical Thinking & Problem Solving – Personal Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work goal development	1.1 Document team member responsibilities and identify organisational framework for development of work goals 1.2 Support others to develop work goals, plans and activities that align with their responsibilities 1.3 Assess others' work goals, plans and activities for alignment with organisational goals and provide feedback to team members 1.4 Facilitate access to personal and professional development opportunities that align to team member goals, plans and activities
2. Facilitate achievement of work priorities	2.1 Assess and prioritise personal, team and organisational demands 2.2 Use technology to manage work priorities of the team

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Identify and implement techniques to manage team health and wellbeing in the workplace
3. Develop and maintain professional competence	3.1 Document own development needs, priorities and plans using applicable competency standards, where required 3.2 Seek feedback from relevant personnel on own development needs 3.3 Participate in personal and professional development activities that address identified needs, priorities and plans

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Learning	• Investigates and uses a range of strategies to develop personal competence
Reading	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	• Uses feedback to prepare reports that summarise ways to improve competence
Oral communication	• Uses active listening and questioning to seek and receive feedback
Enterprise and Initiative	• Identifies how own role contributes to broader organisational goals • Considers organisational protocols when planning career development of self and others
Teamwork	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Planning and organising	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency
Technology	• Uses technology to manage and prioritise work tasks

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Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBLED503 Maintain and enhance professional practice
- BSBWOR501 Manage personal work priorities and professional development.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPEF501 Manage personal and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop and implement a plan for own personal and professional development
- manage personal and professional development of at least two other individuals.

In the course of the above, the candidate must:

- identify roles and responsibilities of team members
- support two different individuals to develop work goals that align with their role and responsibilities
- facilitate team member access to relevant personal and professional development activities
- use technology to organise and prioritise tasks and commitments of a team or work area
- research and implement techniques for maintaining health and wellbeing of self and others
- develop personal work goals, plans and activities to meet work goals
- measure personal work performance, including assessing competency against competency standards
- participate in personal and professional development activities to develop professional competence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- roles and responsibilities of team members
- principles and techniques involved in the management or organisation of:
  - performance measurement
  - personal behaviour, self-awareness and personality traits identification
  - personal development plans
  - personal goal setting

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  - task prioritisation
- common personal and professional development activities relevant to the industry
- technology to plan and prioritise work tasks
- techniques to manage health and wellbeing in the workplace
- organisation's human resources policies and procedures relevant to professional development.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to challenges and situations to demonstrate the application of performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBPMG428 Apply project life cycle management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

The unit applies to individuals who are project practitioners working in a project support role.

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

Unit Sector

Business Competence – Project Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist in establishing project	1.1 Identify project scope 1.2 Identify relevant project stakeholders and team members 1.3 Identify project initiation documentation 1.4 Assist in negotiating and documenting project objectives, outcomes and benefits 1.5 Identify relationship between the project and broader organisational strategies and goals 1.6 Assist in establishing the project governance structure
2. Support project planning and design processes	2.1 Assist in drafting a project charter for approval 2.2 Assist in developing a project budget 2.3 Support relevant personnel in breaking down project objectives into deliverables

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ELEMENT	PERFORMANCE CRITERIA
	2.4 Identify project milestones and map clearly against time and objectives 2.5 Assist in compiling relevant plans and project baselines for project management plan
3. Assist with project control and execution	3.1 Prepare, maintain and update status reports on project progress and identified challenges 3.2 Seek feedback and changes required to the project from relevant stakeholders 3.3 Assist with undertaking an impact analysis of proposed changes to the project 3.4 Update associated plans and reflect project progress against baselines and approved changes
4. Assist with project finalisation	4.1 Prepare finalised project products and associated documentation for handover to client 4.2 Assist in completing financial, legal and contractual obligations 4.3 Provide feedback and suggestions for improvement to project performance 4.4 Review project performance, assessments and document lessons learned

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Recognises and interprets textual information from a range of sources and determines how content may be applied to organisational requirements
Writing	• Uses clear, industry specific terminology, and appropriate structure, to complete and update, workplace documentation • Maintains records using required vocabulary and formats
Oral Communication	• Participates in verbal exchanges using clear language and appropriate non-verbal features to provide relevant information
Numeracy	• Interprets mathematical information to finalise financial obligations and measure work outputs against projections
Self-management	• Understands own responsibilities and considers implications of these when negotiating, planning and undertaking work

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SKILL	DESCRIPTION
Teamwork	• Collaborates with others as part of familiar routine activities and contributes to specific activities
Problem solving	• Reflects on outcomes to identify opportunities for improvement
Planning and organising	• Sequences and schedules required tasks, monitors implementation and manages relevant communication
Initiative and enterprise	• Adheres to organisational policies and procedures and legislative requirements • Identifies importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate, with whom, why and how • Uses active listening and questioning to elicit views and opinions of others

Unit Mapping Information

Supersedes and is equivalent to BSBPMG417 Apply project life cycle management processes.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBPMG428 Apply project life cycle management processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- assist in implementing project life cycle management process during at least two projects.

In the course of above, the candidate must:

- work with others to plan and document a project based on organisational parameters
- examine impact that project changes could have on final outcomes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- basic project governance models
- project charter
- project life cycle stages, phases and structures relevant to industry and project
- project planning documents and formats relevant to industry and context
- organisational strategies and goals in relation to the project
- organisational financial, legal and contractual obligations
- methods to prepare project budgets
- various types of project initiation documentation
- types of project logs and registers in use in this context.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- examples of project documentation, including information about life cycle processes

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- workplace documentation and resources
- relevant legislation, regulations, standards and codes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBRES411 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Application

This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems and sources. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality and reliability of the information, and preparing and producing reports.

It applies to individuals in roles in which they are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems.

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

Unit Sector

Knowledge Management – Research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify reliable sources of research information	1.1 Identify potential sources for research information relevant to the organisation requirements 1.2 Assess reliability of potential sources, considering accuracy, authority, audience, relevance and likelihood of bias 1.3 Access research information and extract in a format suitable for analysis, interpretation and dissemination in accordance with

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ELEMENT	PERFORMANCE CRITERIA
	organisational requirements 1.4 Store research information, in accordance with organisational requirements
2. Analyse and synthesise research information	2.1 Clearly define objectives of research ensuring consistency with organisational requirements 2.2 Ensure that information research strategies are relevant to the requirements of the research and aligned to organisational objectives 2.3 Apply information research strategy to obtain relevant information, identifying themes and drawing conclusions in line with established objectives of research 2.4 Demonstrate that assumptions and conclusions used in analyses are clear, justified, supported by evidence and consistent with research and business objectives
3. Present research information	3.1 Identify appropriate methods of reporting, considering the intended audience and relevant organisational requirements 3.2 Report on findings in an appropriate format, style and structure within a pre-determined timeframe 3.3 Report and distribute research findings in accordance with organisational requirements 3.4 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Analyses and evaluates textual information to develop information research strategies, integrate facts and ideas and meet organisational requirements
Writing	• Gathers, evaluates and integrates information from a range of sources • Presents findings, recommendations and issues in required format using language, structure and style appropriate to audience
Oral	• Presents recommendations and issues using language appropriate to

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Communication	audience and according to organisational requirements
Navigate the world of work	• Recognises and follows organisational policies and procedures and meets expectations associated with own role
Interact with others	• Selects and uses appropriate communication practices when seeking or sharing information
Get the work done	• Plans, organises and implements tasks to meet organisational requirements • Takes responsibility for the outcomes of routine decisions related directly to own role • Uses the main features and functions of digital technologies and tools to complete work tasks • Recognises and takes responsibility for addressing foreseeable problems in familiar work contexts

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRES411 Analyse and present research information Release 1	BSBRES401 Analyse and present research information Release 1	Updates to elements and performance criteria, performance and knowledge evidence.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBRES411 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 3.0.

Performance Evidence

Evidence of the ability to:

- identify research requirements and objectives
- gather, organise and present research information
- communicate effectively with research stakeholders to clarify requirements
- maintain and handle information and documents systematically and securely
- preparing reports on research findings including:
  - recommendations based on the analysis of research information
  - clear and justified assumptions and conclusions
  - use of efficient and reliable research methods
- analyse, evaluate and interpret research information to support organisational activities.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role:

- Key features of organisational policies and procedures relating to:
  - the access of digital information
  - the storage/transmission of information
  - legal and ethical obligations relating to workplace information
- key concepts related to research and analysis including reliability and validity
- key features of research processes and strategies to identify new sources (online and print) of information and efficient and effective use.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

- workplace information systems, equipment and resources
- workplace policies and procedures
- case studies and, where possible, real situations in the workplace.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBSMB303 Organise finances for the micro business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to estimate start-up costs, financial viability and projected cash flow for a micro business with reference to candidates' personal financial situation.

It applies to individuals who are establishing or operating a micro business providing self-employment.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Ascertain own financial position and ability to provide capital	1.1 Realistically detail personal, family or community financial situation showing funds available and commitments already incurred

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ELEMENT	PERFORMANCE CRITERIA
or equity for the business	1.2 Determine equity finance and assets available for micro business from personal, family or community sources
2. Determine projected cash flow for the business	2.1 Determine level of forecast business activity over a year and the business mix 2.2 Estimate establishment costs for the business and repayment schedule for borrowings 2.3 Calculate monthly variable and fixed costs needed to conduct business activity over a year 2.4 Estimate personal drawings needed from the business 2.5 Estimate monthly income generated by the business for a year, based on price per unit item or hourly charge rate for labour 2.6 Develop a cash flow budget for the first year of business operation 2.7 Seek professional advice to estimate goods and services tax and operating finance required for the business
3. Source required funds to establish the business	3.1 Estimate required funding to establish and run the business based on expected sales and activity levels, available finances and commitments 3.2 Investigate methods of accessing alternative sources of finance 3.3 Identify strategies for meeting financial obligations 3.4 Implement plans to access available funds as required
4. Monitor business profitability	4.1 Maintain and review monthly expenditure and income records 4.2 Compare equity at beginning and end of a year to estimate business performance 4.3 Assess financial viability of the business after a year of operation 4.4 Seek professional advice on depreciation, insurance and tax implications of the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

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	Criteria	
Reading	1.1, 2.1, 3.2, 4.1-4.3	• Gathers, interprets and analyses a variety of textual information from a range of sources and identifies relevant and key information
Writing	1.1, 2.6, 2.7, 3.4, 4.4	• Uses factual information and industry related terminology to complete required workplace documentation
Oral Communication	1.1, 2.7, 4.4	• Articulates clearly using vocabulary and tone suitable to audience • Uses listening and questioning techniques to seek information and confirm understanding
Numeracy	1.1, 1.2, 2.1-2.7, 3.1, 4.1-4.3	• Analyses numerical information to calculate revenue and expense forecasts and estimate funding required to run the business
Navigate the world of work	1.1	• Uses a systematic process for developing career, identifying personal commitments and accepting realistic possibilities
Get the work done	1.1, 1.2, 2.1-2.7, 3.1-3.4, 4.3, 4.4	• Understands and explicitly applies some basic principles of analytical and lateral thinking • Uses main features and functions of digital tools to complete work tasks and access information • Usually seeks input and expert advice when decisions involve unfamiliar issues • Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles resources required.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB303 Organise finances for the micro business Release 2	BSBSMB303 Organise finances for the micro business Release 1	Minor edits to clarify intent of unit	Equivalent unit

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Links

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Assessment Requirements for BSBSMB303 Organise finances for the micro business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- conduct an investigation of own financial position, commitments and needs
- determine projected cash flow for the business
- estimate the funding needed to establish and operate the business
- assess the financial viability of the business.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify sources of specialist financial advice for micro business operators
- describe appropriate accounting software for use in the business
- locate the Australia Taxation office (ATO) website and summarise data for operating a micro business
- explain key financial terminology relevant to micro business
- describe the relationship between finances and business sales and marketing strategies
- describe methods of costing or pricing and preparation of financial forecasts

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology including internet access
- specialist accounting software
- relevant workplace documentation and resources
- case studies, or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to source advice and specialist services to manage business compliance requirements.

It applies to individuals who are establishing or operating a micro business providing self-employment.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify regulatory, taxation and insurance requirements of the business	1.1 Identify regulatory, taxation and insurance requirements that might be relevant to operation of the business 1.2 Gather information that assists in interpreting and explaining regulatory, taxation and insurance requirements

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Investigate relationships between legislation, regulations, codes of practice, associated standards and written material to determine compliance requirements of the business
2. Develop procedures to ensure compliance and risk minimisation	2.1 Identify business advisors and other sources of assistance relevant to compliance requirements and business type 2.2 Explain business type and operations to advisors, covering full scope of the business 2.3 Clarify and confirm compliance requirements and risk minimisation needs with advisors 2.4 Access sources of advice and specialist services for regulatory, taxation and insurance compliance 2.5 Review advice and procedures against compliance requirements and their appropriateness for the business
3. Implement compliance procedures	3.1 Implement procedures within provided guidelines 3.2 Take action to ensure the business complies with relevant taxation and business registration requirements, legislation, regulations, codes of practice and associated standards 3.3 Arrange appropriate insurance cover for the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1, 2.4, 2.5, 3.1-3.3	• Identifies and interprets legislative and regulatory information pertinent to business requirements
Writing	1.1, 2.1, 3.2, 3.3	• Develops material for a specific audience using clear and detailed language to clarify information and requirements
Oral Communication	2.2, 2.3, 3.3	• Articulates clearly using specific and relevant language suitable to audience to convey requirements, and listening and questioning techniques to confirm understanding
Numeracy	2.5, 3.3	• Analyses numerical information to calculate specific business requirements

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		• Uses formal and informal mathematical language to discuss compliance
Navigate the world of work	1.1, 1.3, 3.1, 3.2	• Takes some personal responsibility for adherence to legal and regulatory requirements
Get the work done	1.2, 1.3, 2.1, 2.4, 3.3	• Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing • Understands and explicitly applies some basic principles of analytical and lateral thinking • Takes responsibility for the outcomes of routine decisions related directly to own role • Determines priorities and sequences steps involved in clearly defined familiar tasks, and identifies and assembles resources required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business Release 2	BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business Release 1	Minor edits to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB305 Comply with regulatory, taxation and insurance requirements for the micro business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify regulatory, taxation and insurance compliance requirements, and risk minimisation needs of the business
- identify, select and access sources of advice on compliance and risk minimisation procedures for the business
- complete a development and review of procedures for compliance and risk minimisation (with assistance from advisors).

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify micro business registration and licensing requirements
- list government legislative requirements relating to business operation
- categorise the nature of legal responsibility
- pinpoint relevant industry codes of practice
- list relevant WHS responsibilities and procedures
- name sources of advice and specialist services
- identify sources of information about regulatory, taxation and insurance requirements and issues
- outline taxation requirements.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology including internet access for research
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSTR301 Contribute to continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to support continuous improvement in an organisation. Particular emphasis is on actively encouraging teams to participate in the process, monitoring and reporting on specified outcomes and supporting opportunities for further improvements.

The unit applies to individuals who use initiative, and organisational and communication skills to influence the ongoing development of the organisation.

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

Unit Sector

Critical Thinking and Problem Solving – Business Strategy

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Coordinate continuous improvement	1.1 Communicate objectives and continuous improvement processes of the organisation to team members 1.2 Establish roles and skills within the team and identify training needs and performance improvement opportunities 1.3 Encourage team members to participate in decision making processes and exercise initiative
2. Monitor and report specified outcomes	2.1 Monitor team progress using systems and technology of the organisation and identify ways planning and operations could be improved 2.2 Report changes to processes and training to relevant

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ELEMENT	PERFORMANCE CRITERIA
	stakeholders 2.3 Develop plans, in collaboration with team members, to apply continuous improvement techniques and processes
3. Support opportunities for further improvement	3.1 Communicate recommendations for improvements in achieving organisational objectives to team members 3.2 Monitor work performance and support team members to identify further opportunities for improvement 3.3 Maintain records, reports and recommendations for improvement within the organisation's systems and processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	• Contributes to ongoing organisational improvement by mentoring others to support continuous improvement processes
Reading	• Interprets everyday workplace documentation
Writing	• Uses appropriate vocabulary and grammatical structures to achieve precise meaning in a range of documentation
Oral communication	• Articulates information in a positive manner using appropriate terminology, tone and style appropriate to context and audience • Uses questioning and listening techniques to exchange and clarify information
Enterprise and initiative	• Identifies the nature and purpose of own role and associated responsibilities and how own role relates to others and contributes to broader work goals • Takes responsibility for adherence to organisational processes and systems
Teamwork	• Shares information and resources, offers assistance and facilitates effective group interactions
Planning and organising	• Takes responsibility for routine low-impact decisions within familiar situations • Evaluates effectiveness of decisions in terms of how well they meet stated goals
Technology	• Uses a range of digitally based technology and applications to organise, monitor, manage and communicate relevant information effectively

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Unit Mapping Information

No equivalent unit. Supersedes but is not equivalent to:

- BSBFLM309 Support continuous improvement systems and processes
- BSBINN201 Contribute to workplace innovation.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSTR301 Contribute to continuous improvement

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- coordinate, monitor and support the continuous improvement of a work task for a team or work area.

In the course of the above, the candidate must:

- identify options and benefits for improvements
- address barriers to continuous improvement
- use analysis work performance to identify improvement opportunities
- use technology to monitor operational progress
- apply recordkeeping processes.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- principles and techniques relating to:
  - continuous improvement systems and processes
  - benchmarking
  - best practice
- benefits and barriers to continuous improvement
- quality approaches that may be implemented in an organisation
- methods that can be used in continuous improvement
- organisational recording, reporting and recommendation processes.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

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This includes access to:

- workplace documents and resources relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBTEC201 Use business software applications

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

The unit applies to those who use a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and prepare to use technology	1.1 Identify task purpose, audience, format and presentation requirements, and clarify with relevant personnel, where required 1.2 Select relevant technology and software applications to achieve requirements of the task 1.3 Adjust workspace, furniture and equipment to suit own ergonomic requirements
2. Input and process information or data	2.1 Identify and open application, according to task and organisational requirements 2.2 Enter information or data into application according to organisational requirements

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ELEMENT	PERFORMANCE CRITERIA
	2.3 Ensure information or data is checked and amended according to organisational and task requirements 2.4 Format information or data using appropriate application functions according to organisational and task requirements 2.5 Use relevant help functions to overcome simple issues
3. Finalise and store document	3.1 Review and edit final information or data, and prepare for storage in accordance with organisational and task requirements 3.2 Name and store document and exit application

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Recognises and interprets information from familiar sources to determine job role and task requirements
Writing	• Produces and amends files to meet task and organisational requirements • Completes required documentation using organisational formats

Unit Mapping Information

Supersedes and is equivalent to:

- BSBITU211 Produce digital text documents
- BSBITU212 Create and use spreadsheets
- BSBWOR204 Use business technology.

Supersedes but is not equivalent to BSBCUE301 Use multiple information systems.

Links

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Assessment Requirements for BSBTEC201 Use business software applications

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- select and use at least three business software applications on two occasions each.

In the course of the above, the candidate must:

- select and use technology safely and according to organisational requirements
- identify and address faults according to requirements.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of:
  - organisation's work health and safety requirements relevant to own role
  - organisation's requirements for file naming and storage
  - applications used for organising electronic information and data.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace equipment and resources
- electronic files, information and data
- workplace documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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BSBTEC403 Apply digital solutions to work processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit defines the skills, knowledge and outcomes to integrate digital technologies into common management practice.

The unit applies to supervisors, teams, and new and emerging leaders who need to apply digital vision and solutions within structured work environments.

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

Unit Sector

Digital Competence - Technology Use

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Use digital workplace information	1.1 Identify available workplace digital applications for communications, technologies and networks 1.2 Locate and use digital information 1.3 Review digital information sources for validity and reliability 1.4 Create, store and retrieve information in digital format 1.5 Continuously review trends and innovations in relevant digital technology suitable for workplace innovation
2. Integrate digital solutions into work processes	2.1 Identify areas in workplace that could integrate digital solutions 2.2 Select digital solutions required in workplace operations 2.3 Review digital solutions that are fit for purpose and according to organisational policies and procedures

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ELEMENT	PERFORMANCE CRITERIA
	2.4 Implement digital solutions into workplace operations 2.5 Identify and adopt digital media protocols and conventions 2.6 Train and support team members in the application of digital solutions
3. Comply with intellectual property rights	3.1 Identify relevant intellectual property legislation, regulations and the organisational policy 3.2 Review digital process and applications and confirm compliance with intellectual property requirements 3.3 Document, register and report relevant matters related to intellectual property

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Reading	• Sources, analyses and interprets information in the context of organisational strategy and compliance requirements
Writing	• Develops texts dealing with complex concepts using specialised and detailed language to convey explicit information, requirements and recommendations in accordance with legal and organisational requirements
Oral communication	• Presents information using language and features appropriate to the audience
Teamwork	• Uses a collaborative instructional approach to encourage, support and develop understanding and skills in others

Unit Mapping Information

Supersedes and is equivalent to BSBMGT407 Apply digital solutions to work processes.

Supersedes but is not equivalent to:

- BSBCUE407 Administer customer engagement technology
- BSBITS411 Maintain and implement digital technology
- BSBMGT519 Incorporate digital solutions into plans and practices.

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Assessment Requirements for BSBTEC403 Apply digital solutions to work processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- implement at least two digital solutions in the work processes of an organisation or work area.

In the course of the above, the candidate must:

- identify digital applications, services and information and evaluate them for use in the workplace including:
  - checking the validity and reliability of digital information
  - monitoring trends and innovations in digital technology
  - selecting digital services and solutions suitable for the workplace
  - compliance to relevant legislation, regulations and organisational policies
- identify and implement protocols and procedures to integrate digital services and solutions including:
  - intellectual property requirements
  - digital media protocols and conventions
  - storage and retrieval of digital information
  - training, mentoring and other support for team members.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation, regulations, and organisational policies and procedures relevant to working with digital technology and information
- strategies to train and support team members in applying digital technology
- key elements to consider when evaluating whether digital technology and information options are fit for purpose

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- intellectual property risks to organisation in relation to digital technology.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- relevant legislation and regulations
- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBTWK401 Build and maintain business relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to establish, develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers. These workers may be within an organisation as well as freelance or contract workers.

The unit applies to individuals with a broad knowledge of networking and negotiation who contribute to creating solutions to unpredictable problems. They may have responsibility for and provide guidance to others.

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

Unit Sector

Social Competence – Teamwork and Relationships

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish business relationships	1.1 Identify business development and networking objectives of the organisation and own role 1.2 Determine networking opportunities according to identified objectives and organisational policies and procedures 1.3 Confirm communication channels for information exchange with business contacts 1.4 Engage with business contacts using written and verbal communication to promote business opportunities
2. Maintain business	2.1 Use communication techniques to establish rapport with

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ELEMENT	PERFORMANCE CRITERIA
relationships	business contacts 2.2 Identify barriers to business development opportunities 2.3 Use problem-solving techniques to negotiate solutions to identified situations 2.4 Seek specialist advice in the development of contacts, as required
3. Build and improve business relationships	3.1 Develop strategies to represent and promote organisational interests to contacts 3.2 Participate in formal and informal networks that promote the organisation 3.3 Communicate issues regarding relationships in writing and verbally to organisational personnel 3.4 Seek and respond to feedback from management on the quality of relationships with business contacts

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

SKILL	DESCRIPTION
Learning	• Seeks opportunities to develop and extend expertise and identify areas for professional improvement
Reading	• Sources and analyses information to establish networks that consistently promotes business opportunities
Writing	• Uses appropriate vocabulary, layout and grammatical structure to convey ideas and information
Oral Communication	• Uses persuasive language and appropriate non-verbal features to achieve mutually acceptable outcomes • Uses active listening and questioning techniques to confirm understanding
Initiative and enterprise	• Identifies and adheres to organisational policies and procedures
Teamwork	• Looks for ways to establish connections and build genuine understanding with a diverse range of people • Cultivates relationships with people with the knowledge, skills and influence to get things done or provide support

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SKILL	DESCRIPTION
Planning and organising	• Takes responsibility for planning, sequencing and implementing tasks required to build and maintain networks • Uses analytical processes to identify problems, gather relevant information, evaluate options and determine solutions

Unit Mapping Information

Supersedes and is equivalent to BSBREL401 Establish networks.

Supersedes but is not equivalent to:

- BSBREL402 Build client relationships and business networks
- BSBREL403 Implement international client relationship strategies
- BSBSMB411 Manage specialist external advisory services.

Links

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Assessment Requirements for BSBTWK401 Build and maintain business relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- communicate with others to build and maintain at least two different business relationships.

In the course of the above, the candidate must:

- promote professional business relationship using written and verbal communication techniques
- identify methods to improve business relationships
- participate in formal and informal networking opportunities that promote the business.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- strategies for establishing and maintaining business relationships
- methods of engaging with business contacts including through participation in professional networks and associations
- relevant networks, organisations, agencies, associations or individuals
- principles and techniques needed to negotiate positive outcomes
- organisational policies, plans and procedures relevant to business relationships
- methods for obtaining feedback on business relationships.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- workplace documentation and resources

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- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement and monitor the organisation’s work health and safety (WHS) policies, procedures and programs as part of a small work team.

The unit applies to individuals who have a key role in maintaining workplace safety in an organisation. In their role they closely monitor aspects of work associated with the safe delivery of products and services, and they have a responsibility for influencing safety in the workplace.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with	1.1 Use WHS legislation as the basis for meeting the health and

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ELEMENT	PERFORMANCE CRITERIA
incorporating WHS policies and procedures into work team processes	safety requirements of a small work team 1.2 Assist in providing and clearly explaining information to the work team about the organisation's WHS policies, procedures, programs and legislative requirements 1.3 Assist in regularly providing and clearly explaining information to the work team about identifying hazards and risk assessment outcomes
2. Support participative arrangements for managing WHS	2.1 Implement and monitor organisational consultative procedures to facilitate participation of the work team in managing work area WHS 2.2 Deal promptly with issues raised through consultation according to organisational procedures for issue resolution 2.3 Encourage and assist work team members to contribute to managing WHS 2.4 Engage with individuals and work teams to identify and implement improvements in managing WHS feedback
3. Support the organisation's procedures for providing WHS training	3.1 Provide advice on WHS training needs of individuals and the work team 3.2 Provide advice on strategies and opportunities for developing work team's WHS competence 3.3 Provide coaching and mentoring assistance to work team members to support the effective development of individual and team WHS competence
4. Participate in identifying hazards, and assessing and controlling risks for the work area	4.1 Provide advice on hazards in the work area according to organisational policies and procedures, and WHS legal requirements 4.2 Support the implementation of procedures to control risks using the hierarchy of control and according to organisational procedures and WHS legal requirements 4.3 Identify and report inadequacies in existing risk control measures according to organisational procedures, the hierarchy of control and WHS legal requirements 4.4 Accurately complete and maintain WHS incident records in the work area according to organisational procedures and WHS legislative requirements

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Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3	• Interprets and analyses legislative and organisational documentation • Applies appropriate strategies to construct meaning from legislative and organisational documentation
Writing	1.2, 1.3, 4.3, 4.4	• Documents WHS information using required format and industry specific vocabulary
Oral communication	1.2, 1.3, 3.3	• Presents information using language appropriate to audience • Uses questioning and active listening to confirm understanding
Navigate the world of work	1.1, 1.2, 2.2, 4.1, 4.2, 4.3	• Follows policies, procedures and legislative requirements relevant to own role • Keeps up to date on changes to legislation or regulations relevant to own role
Interact with others	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.3, 4.4	• Selects appropriate communication protocols and conventions to provide information to others • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Beginning to provide feedback to others in forms they can engage with and respond to in the context of encouraging participative contributions
Get the work done	2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4	• Sequences and schedules activities, monitors implementation and manages relevant communication • Initiates standard procedures when responding to issues raised through consultation • Uses feedback to identify and implement opportunities improve arrangements for managing WHS issues to improvement

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS301 Maintain workplace safety	BSBWHS301A Maintain workplace safety	Updated to meet Standards for Training Packages Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS301 Maintain workplace safety

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- implement and monitor the organisation's work health and safety (WHS) policies and procedures
- identify hazards and assess and control risks
- assist in explaining and improving WHS policies, procedures and legislative requirements applicable to the organisation
- assist in explaining hazards identification and risk assessment outcomes to other team members
- implement and monitor consultation about WHS according to legislative and organisational requirements
- deal promptly with issues raised as a result of WHS consultation
- encourage work team to contribute to identifying and implementing improvements to WHS feedback
- assist others to develop WHS competence and provide advice on training needs
- complete WHS documentation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe characteristics and composition of the work team
- describe procedures for identifying hazards and assessing and controlling associated risks to health and safety, including the hierarchy of control
- outline organisational WHS policies and procedures including those relating to risk management, fire, emergencies, evacuation, incident investigation and reporting

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- describe relevant Acts, regulations and codes of practice from all levels of government that impact on business operations, especially with regard to WHS and environmental issues, equal opportunity, industrial relations and anti-discrimination
- identify WHS aspects of other organisational systems and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- safety processes relevant to the area of work
- organisational policies and procedures, standard operating procedures and plans
- WHS Acts, regulations, codes of practice, licensing requirements and standards
- appropriate office equipment and resources used in the identification and rectification of WHS compliance breaches.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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BSBWHS414 Contribute to WHS risk management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

The unit applies to those working in a broad range of roles across all industries. WHS hazard identification and risk control processes are those defined in written workplace procedures.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.

2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Access information and data used to identify hazards, and to assess and control risks	1.1 Access and review current WHS laws relevant to organisation's hazard identification and risk control processes 1.2 Access workplace sources of information and data to inform hazard identification, risk assessment and risk controls 1.3 Access external sources of information and data to inform hazard identification, risk assessment and risk controls 1.4 Analyse information and data and determine nature and scope of workplace hazards, risk assessment and risk controls 1.5 Confirm information and data with required stakeholders, seeking input from technical and other advisors as required
2. Contribute to identifying risk management requirements and compliance	2.1 Contribute to identifying and complying with requirements of organisational policies, procedures, processes and systems for hazard identification, risk assessment and risk controls 2.2 Contribute to identifying and complying with requirements of WHS laws and guidelines for hazard identification, risk assessment and risk controls 2.3 Identify duty holders, and their roles and responsibilities according to risk management requirements 2.4 Identify tools used by organisational in current hazard identification and risk control processes
3. Contribute to workplace hazard identification	3.1 Contribute to selecting hazard identification tools and techniques according to WHS laws, and risk management requirements 3.2 Use hazard identification tools and techniques to assist with identifying hazards according to risk management requirements 3.3 Contribute to documenting hazard identification processes and results according to risk management requirements 3.4 Apply knowledge of hazards to advise individuals and/or parties about workplace hazards and the harms they may

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ELEMENTS	PERFORMANCE CRITERIA
	cause
4. Contribute to WHS risk assessment	4.1 Identify individuals and/or parties at risk of exposure to hazards and determine the nature, severity and likelihood of potential harm 4.2 Contribute to applying tools, techniques and processes to identified hazards to assess risk, according to risk management requirements 4.3 Contribute to documenting risk assessment results according to risk management requirements 4.4 Contribute to communicating risk assessment outcomes with workers, contract workers, managers and technical specialists according to risk management requirements
5. Contribute to developing and implementing risk controls	5.1 Contribute to selecting risk controls for identified hazards based on the risk assessment 5.2 Document agreed risk controls according to risk management requirements 5.3 Contribute to developing risk controls according to the hierarchy of control measures and WHS laws 5.4 Contribute to implementing risk controls and seek supervisory advice as required by the circumstances 5.5 Support communication of information on risk controls and actions to required individuals and/or parties
6. Contribute to evaluating effectiveness of risk controls	6.1 Identify requirements for ensuring ongoing effectiveness of risk controls 6.2 Contribute to identifying measures that enable evaluation of effectiveness of risk controls 6.3 Document plan for monitoring effectiveness of risk controls according to organisational policies and procedures 6.4 Present and effectively communicate plan to required stakeholders according to risk management requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

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Skill	Description
Reading	• Locates, reviews and interprets WHS legislative and organisational texts and other external information and data
Writing	• Uses structure, layout and language suitable for audience to document WHS hazard identification and risk control processes • Uses appropriate organisational formats and industry-specific vocabulary to document hazards, risks, and risk controls
Oral communication	• Uses structure and language suitable for audience to communicate information and contribute ideas about WHS hazard identification and risk control processes
Navigate the world of work	• Adheres to legal and regulatory responsibilities, and organisational policies and procedures in relation to WHS hazard identification and risk control processes • Keeps up to date with WHS laws, and related organisational policies and procedures relevant to own role • Uses appropriate technology in accessing, communicating, and recording information
Interact with others	• Identifies what, with whom and how to communicate in the context of advising about hazards, risks and risk controls • Cooperates with others as part of WHS hazard identification and risk control processes, and contributes to specific activities requiring joint responsibility and accountability • Collaborates with others to achieve individual and team outcomes • Interacts to develop relationships with operational personnel and consultative groups

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Skill	Description
	• Seeks information from others to understand work and work relationships as they relate to hazard management
Get the work done	• Applies processes to plan, sequence and prioritise tasks, showing awareness of time and resource constraints and the needs of others • Uses decision-making processes in hazard identification and risk control processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria • Applies problem-solving processes, identifying and evaluating several options for action

Unit Mapping Information

Supersedes and is equivalent to BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWHS414 Contribute to WHS risk management

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to contribute to:

- identifying at least two different (WHS) hazards and controlling the risks associated with those hazards
- evaluating the effectiveness of the above risk controls.

During each of the above occasions, the candidate must:

- identify and interpret information and data about WHS requirements and apply them to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control
- contribute to documenting processes
- communicate with required people about WHS requirements and compliance
- comply with WHS requirements for hazard identification, risk assessment, and risk control activities
- identify WHS duty holders and their duties.
-

Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- internal and external sources of WHS information and data relating to the performance evidence, and procedures for accessing them
- WHS hazard identification, risk assessment and risk control processes specified in:
  - required WHS laws
  - organisational WHS policies, procedures, processes, and systems
- risk management requirements, including:
  - identifying duty holders and their roles and responsibilities

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    - selecting and using hazard identification tools and techniques
    - undertaking, documenting and communicating risk assessments
    - evaluating risk controls
    - documenting and communicating risk control plan
- differences between hazards and risks in the workplace
- range of common workplace hazards, and the nature, severity and likelihood of those hazards
- risk assessment and controls that can eliminate or minimise risks.
-

Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- workplace equipment, technology, software and consumables required to access information on WHS laws
- WHS laws, and organisational policies, procedures, processes and systems required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish team performance plan	1.1 Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives 1.2 Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team 1.3 Support team members in meeting expected performance

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ELEMENT	PERFORMANCE CRITERIA
	outcomes
2. Develop and facilitate team cohesion	2.1 Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team 2.2 Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4 Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed
3. Facilitate teamwork	3.1 Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes 3.2 Support the team in identifying and resolving work performance problems 3.3 Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders
4. Liaise with stakeholders	4.1 Establish and maintain open communication processes with all stakeholders 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders 4.4 Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 4.4	• Analyses and interprets textual information from the organisation's policies, goals and objectives to establish team goals or to determine corrective action
Writing	1.2, 2.1, 2.2, 2.4, 4.2, 4.3, 4.4	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.1, 2.3, 3.1, 4.1, 4.2, 4.3	• Engages in discussions or provides information using appropriate vocabulary and non-verbal features • Uses listening and questioning techniques to confirm understanding and to engage the audience
Navigate the world of work	1.1, 2.1, 2.2, 3.3	• Understands how own role contributes to broader organisational goals • Modifies or develops policies and procedures to achieve organisational goals
Interact with others	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2, 4.3	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to gain trust and confidence of team and provides feedback to others in forms that they can understand and use • Adapts personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others • Plays a lead role in situations requiring effective collaboration, demonstrating high level conflict resolution skills and ability to engage and motivate others
Get the work done	1.2, 2.1, 2.2, 2.4, 3.2, 4.1, 4.3, 4.4	• Develops, implements and monitors plans and processes to ensure team effectiveness • Monitors and actively supports processes and development activities to ensure the team is focused on work outcomes • Plans for unexpected outcomes and implements creative responses to overcome challenges

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR502 Lead and manage team effectiveness	BSBWOR502B Ensure team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		Title change	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR502 Lead and manage team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use leadership techniques and strategies to facilitate team cohesion and work outcomes including:
  - encouraging and fostering shared understanding of purpose, roles and responsibilities
  - identifying and resolving problems
  - providing feedback to encourage, value and reward others
  - modelling desired behaviour and practices
- develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities
- establish processes to address issues and resolve performance issues
- support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- communicate effectively with a range of stakeholders about team performance plans and team performance
- facilitate two-way flow of information between team and management relevant to team performance
- evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how group dynamics can support or hinder team performance

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- outline strategies that can support team cohesion, participation and performance
- explain strategies for gaining consensus
- explain issue resolution strategies.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace documents
- case studies and, where possible, real situations
- office equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBXTW301 Work in a team

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to work effectively as part of permanent or project based teams in a workplace within an industry.

This unit applies to a wide range of workers, but has a specific focus on the teamwork skills required for workers with limited responsibility for others.

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

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

Elements Elements describe the essential outcomes.	**Performance Criteria** Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify individual work tasks within a team	1.1 Identify own responsibilities according to organisational policies and procedures 1.2 Identify own role and task requirements within team 1.3 Articulate team structure and roles of other team members 1.4 Plan and prioritise own tasks according to given time frames and

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	team requirements
2. Contribute effectively to team goals	2.1 Identify team goals and own responsibilities relevant to achieving team goals 2.2 Contribute ideas and information in team planning discussions 2.3 Share knowledge and skills with team members to enable effective teamwork and seek or offer support as required
3. Work effectively with team members	3.1 Communicate clearly and respectfully with team members, considering the needs of those from diverse backgrounds and roles 3.2 Collaborate effectively with team members, including those who are working remotely on workplace issues 3.3 Seek and provide assistance and feedback to team members where appropriate
4. Communicate effectively with team leaders	4.1 Receive and confirm understanding of task instructions or directions 4.2 Communicate personal commitments in a timely manner 4.3 Identify and report any issues preventing the completion of workplace tasks, according to organisational requirements 4.4 Seek and act upon feedback to improve personal performance and/or behaviour

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	**Description**
Interact with others	• Uses appropriate communication practices when communicating with others • Cooperates and collaborates with team members
Get the work done	• Plans and implements routine tasks and workload making limited decisions on sequencing, timing and collaboration, seeking assistance in setting priorities • Uses digital technology to find, record or communicate information

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Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBXTW301 Work in a team

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria, and foundation skills of this unit, including on at least one occasion, evidence of the ability to:

- identify individual and team roles and responsibilities
- plan assigned tasks according to priorities and deadlines, and in accordance with organisational requirements
- contribute to achievement of team goals
- share knowledge, ideas and problems with team members
- act on feedback in a constructive manner
- collaborate with a remote team member on a workplace issue.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- organisational requirements relevant to working in a workplace team:
  - workplace policies
  - codes of conduct
  - organisational reputation and culture
- typical compositions of workplace teams, and the roles and responsibilities of team members within organisations
- techniques for giving and receiving feedback in a constructive manner
- methods to support team members
- key principles of cross-cultural communication and communication with individuals with special needs or disabilities

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- methods and tools to work with others remotely:
  - collaboration via phone or mobile
  - collaboration via video conference
  - collaboration via other digital tools or software
- issues that may impact team performance and outcomes
- techniques to collaborate effectively with those working remotely.
-

Assessment Conditions

Mandatory conditions for assessment include:

- A safe working or simulated environment

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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CHCDIS010 Provide person-centred services to people with disability with complex needs

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to provide person-centred services to people with disability with complex or special support needs under the supervision of a relevant professional.

This unit applies to workers in varied disability contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate and prioritise the needs of a person with complex support issues	1.1 Identify and prioritise the needs of the person, taking into account the possibility of co-existing issues 1.2 Identify specific problems, issues and challenges for the person in line with job role and organisation procedures

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Analyse and interpret data, with assistance from health professionals and other relevant personnel
	1.4 Recognise the impact of complex support issues on the persons family
	1.5 Establish priorities for support with the person and/or family and/or carer and/or relevant other
2. Develop an individualised plan to achieve maximum quality of life	2.1 Utilise best practice guidelines when developing strategies to address complex and/or special needs
	2.2 Liaise with relevant experts and/or health professionals when developing individualised plans
	2.3 Negotiate and establish goals with the person and/or family and/or carer and/or relevant other
	2.4 Access and negotiate resources in order to deliver identified services
	2.5 Access community support agencies to facilitate the achievement of established goals
3. Coordinate the delivery of the individualised plan	3.1 Ensure services and support activities are undertaken by appropriately skilled workers
	3.2 Recognise when a service and/or support worker is no longer able to provide the level of service required
	3.3 Support all stakeholder involved in the service provision to understand the individualised plan and their roles and responsibilities within that plan
4. Coordinate the monitoring, evaluation and review of the individualised plan	4.1 Seek feedback from all stakeholder when evaluating effectiveness of the individualised plan and re-prioritising support needs
	4.2 Seek feedback from the person and/or carer and/or relevant other when evaluating effectiveness of the individualised plan
	4.3 Seek advice and assistance when the person’s goals

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and needs are not being achieved
	4.4 Make necessary revisions to the individualised plan in line with role, organisation and/or program guidelines and in consultation with the person and/or family and/or carer and/or relevant other

Foundation Skills

The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCDIS010 Provide person-centred services to people with disability with complex needs

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Significant change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- evaluated and prioritised the needs of at least 3 people with complex support issues and developed individualised plans to meet their needs
- coordinated the delivery, monitoring, evaluation and review of at least 3 individualised plans

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively manage tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- factors that would lead to someone being classified as having complex needs rather than basic needs
- physiology and psychology as it applies to a range of disability types
- nutrition and dietetics as it applies to a range of disability types
- common issues and challenges facing people with disability
- manifestations and presentation of common health problems as well as behavioural issues associated with different disability types
- formal and informal assessment approaches for assessment of people with complex and/or special needs

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- organisation policies and procedures related to developing and managing individualised plans including the role of family members and/or carers and/or relevant others and various types of community service providers

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

The following condition must be met for this unit:

- access to individualised plan and equipment outlined in the plan

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CHCDIV001 Work with diverse people

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Merged HLTHIR403C/CHCCS405C. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Application

This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people.

This unit applies to all workers.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	**PERFORMANCE CRITERIA**
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
1. Reflect on own perspectives	1.1 Identify and reflect on own social and cultural perspectives and biases 1.2 Work with awareness of own limitations in self and social awareness 1.3 Use reflection to support own ability to work inclusively and with understanding of others

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element*
	1.4 Identify and act on ways to improve own self and social awareness
2. Appreciate diversity and inclusiveness, and their benefits	2.1 Value and respect diversity and inclusiveness across all areas of work
	2.2 Contribute to the development of work place and professional relationships based on appreciation of diversity and inclusiveness
	2.3 Use work practices that make environments safe for all
3. Communicate with people from diverse backgrounds and situations	3.1 Show respect for diversity in communication with all people
	3.2 Use verbal and non-verbal communication constructively to establish, develop and maintain effective relationships, mutual trust and confidence
	3.3 Where a language barrier exists, use effective strategies to communicate in the most efficient way possible
	3.4 Seek assistance from interpreters or other persons according to communication needs
4. Promote understanding across diverse groups	4.1 Identify issues that may cause communication misunderstandings or other difficulties
	4.2 Where difficulties or misunderstandings occur, consider the impact of social and cultural diversity
	4.3 Make an effort to sensitively resolve differences, taking account of diversity considerations
	4.4 Address any difficulties with appropriate people and seek assistance when required

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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Assessment Requirements for CHCDIV001 Work with diverse people

Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Merged HLTHIR403C/CHCCS405C. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- undertaken a structured process to reflect on own perspectives on diversity
- recognised and respected the needs of people from diverse social and cultural backgrounds in at least 3 different situations:
  - selected and used appropriate verbal and non verbal communication
  - recognised situations where misunderstandings may arise from diversity and formed appropriate responses

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- concepts of cultural awareness, cultural safety and cultural competence and how these impact different work roles
- concepts and definitions of diversity
- own culture and the community attitudes, language, policies and structures of that culture and how they impact on different people and groups
- features of diversity in Australia and how this impacts different areas of work and life:
  - political
  - social
  - economic

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    - cultural
- legal and ethical considerations (international, national, state/territory, local) for working with diversity, how these impact individual workers, and the consequences of breaches:
    - discrimination:
        - age
        - disability
        - racial
        - sex
    - human rights:
        - *Universal declaration of human rights*
        - relationship between human needs and human rights
        - frameworks, approaches and instruments used in the workplace
    - rights and responsibilities of workers, employers and clients, including appropriate action when rights are being infringed or responsibilities not being carried out
- key areas of diversity and their characteristics, including:
    - culture, race, ethnicity
    - disability
    - religious or spiritual beliefs
    - gender, including transgender
    - intersex
    - generational
    - sexual orientation/sexual identity - lesbian, gay, bisexual, heterosexual
- key aspects, and the diversity, of Australia's Aboriginal and/or Torres Strait Islander cultures, including:
    - social, political and economic issues affecting Aboriginal and/or Torres Strait Islander people
    - own culture, western systems and structures and how these impact on Aboriginal and/or Torres Strait Islander people and their engagement with services
- potential needs of marginalised groups, including:
    - protective factors
    - physical, mental and emotional health issues/care needs
    - consideration of impacts of discrimination, trauma, exclusion and negative attitudes
- resources that support individuals and organisations to embrace and respond to diversity
    - language and cultural interpreters
    - imagery
- influences and changing practices in Australia and their impact on the diverse communities that make up Australian society
- impact of diversity practices and experiences on personal behaviour, interpersonal relationships, perception and social expectations of others

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies, as well as, using suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53

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CPPDSM4040 Contribute to asset life cycle maintenance strategy

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4040A Contribute to life cycle maintenance strategy.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to determine maintenance strategies that contribute to life cycle management of assets. It requires the ability to identify maintenance requirements.

The unit supports workers in the property industry who are involved in determining maintenance strategies that contribute to life cycle management of assets. It applies to real estate agents, property managers, strata managers and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.
1. Identify asset requirements.	1.1. ***Assets*** are identified and relevant documentation is obtained and analysed to establish asset ***evaluation parameters***.
	1.2. Consultation is undertaken with relevant people to obtain information using appropriate interpersonal techniques.
	1.3. Source documents are accessed and reviewed to ensure information is valid and reliable.
	1.4. Asset characteristics are assessed and documented in a ***maintenance strategy***.
2. Recommend maintenance strategy.	2.1. Information on asset performance is gathered and analysed against industry benchmarks.
	2.2. Asset performance is established and appropriate maintenance methods and schedules are documented.
	2.3. ***Strategic prioritisation*** is undertaken to identify risks, anticipate future maintenance requirements, and identify opportunities to improve quality or cost efficiency of asset.
	2.4. Limitations in providing objective client advice are recognised and specialist advice is sought as required.
	2.5. Cost-effective solutions regarding ***asset life cycle*** are presented to relevant people in required format, style and structure.
3. Monitor and report on maintenance strategy.	3.1. Asset life cycle maintenance strategy is monitored and evaluated to ensure it is effective.
	3.2. Feedback is used to identify and develop future strategies to improve life cycle maintenance.
	3.3. Business equipment and technology are used to complete and process relevant documentation.
	3.4. Asset information is securely maintained with due regard to client confidentiality.

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Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	• maintain current knowledge of asset life cycle maintenance strategies.
Numeracy skills to:	• analyse complex statistical and graphical information on asset life cycle performance indicators.
Oral communication skills to:	• ask questions to clarify information provided by specialist advisers on asset maintenance strategies.
Reading skills to:	• read and interpret complex reports on asset maintenance requirements.
Writing skills to:	• prepare written reports on asset maintenance requirements.
Technology skills to:	• use business technology to prepare written reports for asset owners on asset maintenance requirements.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Assets must include at least two of the following:	• building • equipment • furniture • land • facility • vehicle.
Evaluation parameters must include:	• financial performance • functionality • physical condition • utilisation.
Maintenance strategy must include at least four of the following:	• asset replacement strategies • emergency lighting and security • energy efficiency strategies • housekeeping • painting, cleaning and waste disposal • pest control

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	• plumbing and electrical.
Strategic prioritisation must include at least two of the following:	• effect of not maintaining an asset • future usage plans for the asset • how long particular asset will be required to be in operation • owner or manager-specific requirements for aesthetics • risks associated with current condition • risks associated with not maintaining a particular asset • serviceability requirements of the asset.
Asset life cycle must include:	• acquisition • disposal • maintenance • operation • planning for and establishing a new asset • replacement.

Unit Mapping Information

CPPDSM4040A Contribute to life cycle maintenance strategy

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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Assessment Requirements for CPPDSM4040 Contribute to asset life cycle maintenance strategy

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4040A Contribute to life cycle maintenance strategy.

This version first released with CPP Property Services Training Package Version 5.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also determine maintenance strategies that contribute to life cycle maintenance of assets.

The person must demonstrate this performance by determining and monitoring a maintenance strategy for two of the following different types of assets:

- buildings
- common property
- equipment
- furniture
- land
- facilities
- vehicles.

In doing the above, the person must:

- determine asset system requirements through consultation and analysis of business and operational plans
- determine asset performance needs using industry benchmarks and consideration of risk
- identify performance of assets and incorporate life cycle strategies into maintenance plans
- apply knowledge of organisation’s practices, ethical standards and legislative requirements associated with determining maintenance strategies that contribute to life cycle management of assets

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- monitor asset life cycle strategies by obtaining feedback and using sound evaluation techniques.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- key stages of asset life cycles
- basic knowledge of property contracts and administrative requirements
- common hazards to public and personal safety associated with particular types of maintenance work in buildings
- company record-keeping policies and procedures relating to asset maintenance
- industry benchmarks for asset maintenance procedures
- limitations of own work role, responsibilities and professional abilities
- key requirements of federal, state or territory legislation and local government regulations relating to:
  - anti-discrimination
  - consumer protection
  - environmental issues
  - equal employment opportunity (EEO)
  - financial probity
  - franchise and business structures
  - industrial relations
  - privacy
  - work health and safety (WHS).

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
  - computer system with internet, email and printing facilities
- specifications:
  - details of characteristics of assets to be maintained
  - organisational policies and procedures for determining and monitoring asset maintenance strategies
  - source documentation or access to source documentation relating to determining and monitoring asset maintenance strategies
- relationship with team members and supervisor:
  - member of a work team involved in determining and monitoring asset maintenance strategies.

Assessor requirements

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As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b

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DEFSUR011 Survive at sea

Modification History

Release	Comments
1	This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to DEFSU011B Survive at sea. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice • PC 1.2 revised

Application

This unit describes the skills required to survive at sea and the immediate measures that would need to be taken upon exposure to the water, including both surface and underwater swimming, treading water, rigging improvised and purpose flotation devices, and adopting heat-loss minimisation positions. It also covers the use of purpose survival craft and equipment, including water procurement, food procurement and emergency signalling devices.

This unit was developed for Defence personnel but may be relevant to others. The context of this competency would typically be when a ship is sunk or an aircraft is downed over water. The survivor can be on their own or in a group.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would act autonomously, while performing concrete tasks, in a broad range of contexts which may be highly unpredictable.

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

Competency Field

Survival

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Elements and Performance Criteria

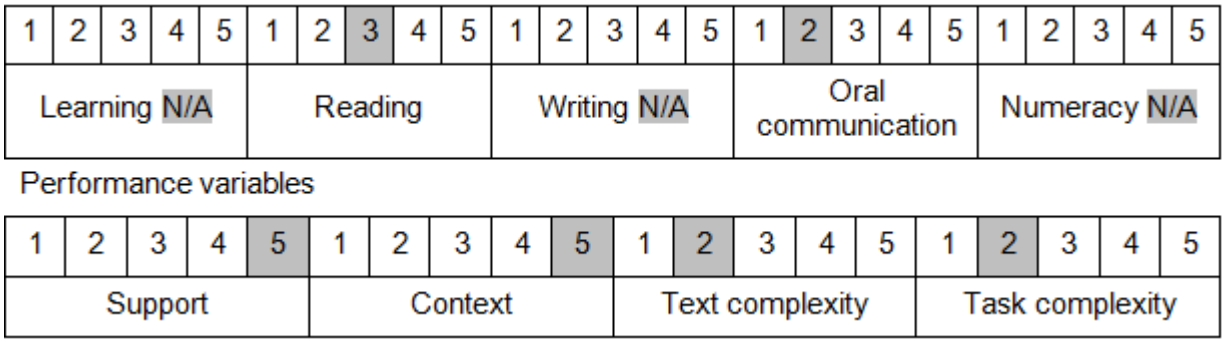
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Survive in the water	1.1 Use surface and underwater swimming techniques to escape from dangerous situations. 1.2 Enter water from a height and then surface. 1.3 Assume heat-retaining positions in the water as an individual and in a group environment. 1.4 Use improvised flotation devices to supplement buoyancy. 1.5 Fit personal flotation device (PFD) and maintain buoyancy through manual techniques.
2. Operate and maintain survival flotation craft and its resources	2.1 Deploy, inflate, right (upon inversion) and board survival flotation craft (multi-person or single-person life raft). 2.2 Escape from inside the survival flotation craft after inversion. 2.3 Rig survival flotation craft for protection from the elements and optimisation (or minimisation) of movement. 2.4 Inspect and maintain survival flotation craft throughout the survival period. 2.5 Manage survival resources. 2.6 Deploy and operate water and food procurement devices. 2.7 Operate signal equipment from the survival flotation craft. 2.8 Interpret and respond to recognition and response signals from search aircraft.

Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to DEFSU011B Survive at sea.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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Assessment Requirements for DEFSUR011 Survive at sea

Modification History

Release	Comments
1	These Assessment Requirements were released in DEF Defence Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- fitting personal floatation devices
- using duck dive technique
- swimming 30 metres in clothing
- treading water for a minimum of five minutes in clothing
- adopting the HELP for at least ten minutes
- rigging and using two different improvised flotation devices for at least five minutes each
- surviving at sea over three hours using a multi-person raft by:
  - rigging the drogue
  - rigging the canopy
  - rigging water procurement devices including solar stills and reverse osmosis machines, and producing at least 300 millilitre of water
  - bailing
  - inspecting the craft
- rigging and employing the following signalling devices from the survival craft:
  - heliograph – accurately illuminating a target at least 300 metres away
  - sea marker dye – deploying a sea marker dye effectively and safely using prevailing currents to optimise signature
  - flare – employing a signal flare effectively without threatening persons or survival equipment
- use surface and underwater swimming techniques including at least one of:
  - duck diving
  - swimming while clothed

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  - treading water in location

- Deploy and operate water and food procurement devices including at least one of:
  - reverse osmosis machine
  - solar stills
  -

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- aircraft response signals
- emergency signalling
- heat-retaining position
- improvised flotation techniques

Assessment Conditions

Competency should be demonstrated over time in a range of situations that could be expected in a survival situation.

Competency must be assessed in a simulated workplace environment, with access to a suitable sea-survival area, buoyancy devices, signalling devices and life rafts. All aspects of competence must be tested as part of an unbroken continuum from entry into the water at the individual level to the boarding and conduct aboard a survival flotation craft.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9

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FBPPPL4006 Manage a work area within budget

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, allocate and monitor work to achieve required outcomes within budget allocations.

The unit applies to individuals who are team leaders and are typically required to reach decisions on resource utilisation within budget constraints, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

People, Planning and Logistics (PPL)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and plan within budget parameters	1.1 Determine budget requirements and parameters for work area 1.2 Determine, confirm and allocate resources to achieve production schedule within budget and according to workplace policy
2. Monitor resource utilisation against budget	2.1 Monitor performance to identify actual or potential variance to budget

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.2 Identify, investigate and report variances to budget according to workplace reporting requirements 2.3 Determine and communicate potential failure to achieve targets within budget to appropriate personnel in a timely manner 2.4 Take action to minimise negative impact of variance
3. Communicate budget information	3.1 Make budget information available to relevant personnel in a timely manner 3.2 Report budget information in the appropriate format and timelines according to workplace reporting requirements 3.3 Make contributions to the development of workplace budgets

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.

Skill	Description
Reading	• Analyses and consolidates information and data from a range of sources, against defined criteria and requirements and checks for accuracy and completeness
Writing	• Prepares and produces documents and reports that convey complex relationships between performance data and budget for further analysis
Numeracy	• Performs mathematical calculations to analyse financial information, costs and values to accurately determine performance
Oral communication	• Presents complex financial information in formal situations using clear and convincing language, tone and pace appropriate for the audience and purpose
Navigate the world of work	• Takes responsibility for following explicit and implicit policies, procedures and legislative requirements
Interact with others	• Selects and uses appropriate conventions and protocols when communicating budget outcomes with co-workers
Get the work done	• Makes routine decisions and implements standard procedures for routine tasks, using formal decision-making processes for more

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Skill	Description
	complex and non-routine situations • Contributes to continuous improvement of budget and work practices by applying principles of analytical thinking

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPPPL4006 Manage a work area within budget	FDFPPL4006A Manage a work area within budget	Updated to meet Standards for Training Packages Minor changes to Performance Criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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Assessment Requirements for FBPPPL4006 Manage a work area within budget

Modification History

Release	Comments
Release 1	This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has managed a work area within budget, on at least one occasion, including:

- determining resource requirements for work area
- establishing budget and allocations for work area
- monitoring performance against budget targets and promptly identifying and acting on variances to minimise impact
- ensuring budget is communicated and reported to all appropriate personnel.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- the basis on which budgets developed for the work area are constructed, including:
  - what information is provided to budget planners
  - how to read and interpret budget information
  - how to apply budget information
  - monitoring/reviewing work performance
- basic accounting concepts, including:
  - fixed and variable costs
  - rate of return
  - methods of allocating indirect costs
  - methods of measuring investment value
- accounting models, including:
  - the difference between traditional accounting approaches and more recent developments

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  - accounting implications of value added management
  - life-cycle costing
  - triple bottom line
- company approach to cost management so that decisions on resource allocation are within both budget allocations and company philosophy/preferred approach
- resource requirements to meet production and related costs
- process knowledge to identify factors likely to impact on achieving budget
- relevant personnel and departments to be consulted/advised of budget information, including:
  - information relevant to each group/person
  - the importance of providing accurate and timely information to each of the stakeholders
- options for maximising resource utilisation and minimising costs
- budget recording and reporting systems and requirements
- process improvement procedures for managing budgets.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - resource and budget allocations
  - work performance information
- specifications:
  - cost management specifications and requirements
- relationships:
  - opportunities to interact with others using typical workplace communication processes

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4

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FSKDIG001 Use digital technology for short and basic workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use digital technology to undertake short and basic workplace tasks under supervision, such as operating machinery with computerised settings, sending an electronic messages, entering information into a word processor, completing work attendance records online, using access codes, and reading gauges, scales and meters.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

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

Unit Sector

Digital Technology

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use digital technology	1.1 Identify nature and scope of short and basic workplace task that requires the use of digital technology 1.2 Clarify task requirements with suitable personnel

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Element	Performance Criteria
	1.3 Identify and select digital technology required for task, with assistance 1.4 Identify and use simple terms and symbols associated with use of digital technology
2. Perform short and basic workplace task using digital technology	2.1 Follow verbal, written or pictorial instructions to access and use digital technology 2.2 Follow workplace procedures to perform task using selected technology
3. Finalise task	3.1 Follow simple instructions to shut down or reset technology following task completion 3.2 Review work against task requirements 3.3 Seek feedback and review performance to complete task

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKDIG01 Use digital technology for basic workplace tasks.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKDIG001 Use digital technology for short and basic workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use digital technology to complete at least three short and basic workplace tasks with different required outcomes.

During the above, the candidate must communicate with relevant personnel to clarify task requirements and review results, and access and follow instructions for use of selected digital technology.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of:

- basic features and functions of digital technologies used when completing short and basic workplace tasks
- processes to follow highly familiar workplace instructions for the use of digital technology as outlined in relevant procedures, guides or manuals
- workplace procedures for safely accessing and using digital technology
- workplace protocols for ensuring privacy and safety when using digital technology
- communication techniques to clarify and review digital technology task requirements.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and basic tasks that reflect those typically found in a workplace.

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The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- digital technology required to complete the task
- workplace procedures required to complete the task
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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FSKDIG003 Use digital technology for non-routine workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to use digital technology to undertake non-routine workplace tasks, such as, operating machinery with computerised settings, entering text into a scanning device, collecting data to construct tables, graphs and charts in a spreadsheet, and measuring, recording and interpreting data using digital equipment.

An individual performing these tasks works independently and uses familiar support resources as needed.

This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

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

Unit Sector

Digital Technology

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to use digital technology for non-routine task	1.1 Identify nature and scope of non-routine workplace task that requires the use of digital technology 1.2 Identify purpose of task and set the required outcome 1.3 Select and organise appropriate digital technology required for

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Element	Performance Criteria
	task 1.4 Locate and interpret routine workplace information and terminology associated with technology, and relevant safety procedures
2. Perform non-routine workplace task using digital technology	2.1 Interpret and follow routine information and instructions from a range of sources to access and use digital technology required for task 2.2 Apply knowledge or skills to adapt instructions to suit changes or requirements in the workplace 2.3 Comply with workplace procedures and security protocols relevant to using digital technology in completing task
3. Finalise task	3.1 Determine and complete shut down or reset of technology in accordance with workplace procedures 3.2 Review performance against required outcomes 3.3 Evaluate and plan ways to improve performance

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKDIG03 Use digital technology for routine workplace tasks.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKDIG003 Use digital technology for non-routine workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use digital technology to complete at least three non-routine workplace tasks with different required outcomes and in accordance with workplace procedures.

During the above, the candidate must demonstrate use of the main features and functions of selected digital technology and application of security protocols.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements and performance criteria of this unit, including knowledge of:

- outcomes of relevant non-routine workplace tasks using digital technology
- types of digital technology – software and hardware – commonly used in the workplace, their purposes and their uses
- legislation or policies relevant to the use of workplace technology
- workplace procedures for safely accessing and using digital technology
- techniques to synthesise relevant information and instructions from various sources
- relevant ethical and security practices applicable to use of digital technology for non-routine workplace tasks
- conventions of online etiquette
- strategies to review and improve performance.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

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Skills must be demonstrated using non-routine tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- digital technology required to complete the performance evidence
- workplace procedures required to complete the performance evidence
- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of digital technology, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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FSKLRG002 Identify strategies to respond to short and simple workplace problems

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify short and simple workplace problems and propose strategies to respond to the problems.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 1 in the workplace and employment domain of communication.

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

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify short and simple problems affecting own work	1.1 Identify a range of workplace problems that may routinely arise 1.2 Identify and select a workplace problem for review

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Element	Performance Criteria
	1.3 Identify possible factors contributing to identified problem
2. Propose problem solving strategies	2.1 Identify strategies to respond to a selected workplace problem 2.2 Identify appropriate resources or tools that may be required to solve selected problem
3. Review problem solving strategies	3.1 Seek feedback from expert or mentor on proposed strategy 3.2 Identify alternative or additional approaches or factors for resolving identified problem

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral Communication	• Follows short, explicit instructions or direction

New Topic (185)

Supersedes and is equivalent to FSKLRG02 Identify strategies to respond to basic workplace problems.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKLRG002 Identify strategies to respond to short and simple workplace problems

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two short and simple workplace problems and propose appropriate problem-solving strategies.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common short and simple problems relevant to workplace
- common factors that may contribute to short and simple workplace problems
- common resources or tools that can assist with short and simple problem-solving strategies
- relevant strategies to respond to short and simple workplace problems
- sources of appropriate feedback.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using short and simple problems that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and feedback to learner, as needed
- frequently used word list for learning in the workplace
- own familiar support resources.

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Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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FSKLRG005 Use strategies to plan simple workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to plan simple, predictable and familiar workplace tasks that involve a limited number of steps, such as operating equipment, responding to enquiries, setting up materials, checking safety equipment, or ordering supplies.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 2 in the workplace and employment domain of communication.

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

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate simple workplace tasks	1.1 Identify a range of simple and familiar workplace tasks 1.2 Identify workplace procedures and materials required to complete tasks

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Element	Performance Criteria
	1.3 Identify and access a small range of support resources relevant to tasks
2. Develop strategy for task completion	2.1 Identify a familiar workplace task for review 2.2 Identify purpose of task and desired outcome 2.3 Identify and use simple strategies to plan workplace task
3. Review plan	3.1 Seek feedback from expert or mentor on plan 3.2 Revise plan as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Planning and Organising	• Prioritises tasks with attention to timelines

Mapping Information

Supersedes and is equivalent to FSKLRG05 Use strategies to plan simple workplace tasks.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178

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Assessment Requirements for FSKLRG005 Use strategies to plan simple workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two familiar and predictable workplace tasks and select strategies to plan tasks in accordance with purpose
- review plan on at least one occasion.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- familiar and predictable workplace tasks
- purposes and appropriate outcomes of workplace tasks
- workplace procedures and materials required to complete simple workplace tasks
- strategies to plan simple workplace tasks
- techniques to review and revise plans as necessary.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using simple texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- frequently used word list for learning in the workplace
- own familiar support recourses

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- relevant workplace policies, procedures, equipment and supplies.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

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FSKLRG007 Use strategies to identify job opportunities

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to identify job pathways and strategies to seek suitable employment.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 2 in the workplace and employment domain of communication.

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

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan to identify job opportunities	1.1 Identify employment and training options suitable for own goals 1.2 Identify own skills relevant to need of specific job or training pathway

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Element	Performance Criteria
	1.3 Identify a range of strategies for seeking employment
2. Use strategies to identify job and training options	2.1 Identify a range of employment opportunities 2.2 Identify roles, responsibilities, requirements and environment of identified opportunities 2.3 Match own skills and capacity to requirements of preferred job 2.4 Identify skills gaps and training options for preferred job
3. Review opportunities	3.1 Make selection from identified employment choosing preferred role 3.2 Review employment seeking strategies 3.3 Identify options to progress identified job pathway

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKLRG07 Use strategies to identify job opportunities.

Links

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Assessment Requirements for FSKLRG007 Use strategies to identify job opportunities

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least one job opportunity
- assess own suitability for selected job
- identify job and training pathway to apply for a selected job.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common strategies and sources of information relevant to seeking employment
- typical roles, responsibilities and requirements for employment in jobs one particular sector or enterprise
- own skills and skills needs
- relationship between skills/capabilities and job opportunities
- job pathways.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using simple texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- own familiar support resources

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- sources of job information e.g. newspapers, internet.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

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FSKLRG012 Apply strategies to plan and manage complex workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to plan systematic approaches to manage complex workplace tasks, including project management and monitoring workplace performance.

An individual performing these tasks works independently and uses support from a range of established resources.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 4 in the workplace and employment domain of communication.

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

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Analyse complex workplace tasks	1.1 Identify a range of complex workplace tasks 1.2 Consider implication and impact if tasks are not appropriately

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Element	Performance Criteria
	planned or managed, and create risk management plan 1.3 Prioritise tasks according to importance, dependence and time 1.4 Identify workplace procedures and materials relevant to planning and managing tasks
2. Plan complex workplace tasks	2.1 Select complex workplace task and identify desired outcome and purpose 2.2 Evaluate scope of task and plan processes to complete 2.3 Identify competing requirements or expectations relating to the task 2.4 Identify and research information or resources relevant to task
3. Review and revise strategies	3.1 Seek feedback to review the effectiveness of selected strategies 3.2 Revise strategies and plan as appropriate for future improvement

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKLRG12 Apply strategies to plan and manage complex workplace tasks.

Links

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Assessment Requirements for FSKLRG012 Apply strategies to plan and manage complex workplace tasks

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- create a plan that identifies at least two complex workplace tasks, strategies to complete tasks, and risk management approach
- review and check proposed plan and management approach on at least one occasion.
-

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- complex tasks relevant to the workplace
- techniques and strategies to manage workplace tasks
- risk management
- importance of prioritising
- workplace procedures and materials required to plan and manage complex workplace tasks
- strategies to plan complex workplace tasks
- sources of information relevant to planning complex workplace tasks, such as manuals, policies and procedures
- strategies to review own plans.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using complex texts or tasks that reflect those typically found in a workplace.

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The following resources are to be made available:

- own familiar support resources.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

Links

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FSKNUM004 Use basic and familiar metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge to use basic and familiar metric measurements and quantities in simple workplace tasks and texts. It includes locating and recognising measurement information, performing simple mathematical processes with measurements and communicating simple measurement information.

An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed.

This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication.

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

Unit Sector

Numeracy

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify basic and	1.1 Locate basic and familiar metric measurements in highly familiar

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Element	Performance Criteria
familiar metric measurements	short and simple written workplace texts and tasks 1.2 Describe orally basic and familiar metric measurements in highly familiar short and simple written workplace texts and tasks
2. Use simple measurement processes	2.1 Perform basic and familiar metric measurements using simple workplace measurement equipment graduated in simple and familiar units 2.2 Compare basic and familiar metric measurements to perform concrete workplace tasks involving one step 2.3 Calculate measurements using simple addition and subtraction to calculate measurements to complete concrete workplace task involving one step 2.4 Perform rough check of the reasonableness of simple measurement result with support
3. Communicate simple measurement information	3.1 Use highly familiar and simple written representation to document simple workplace measurement information in highly familiar workplace texts and tasks 3.2 Use everyday informal oral language to discuss simple measurement information in highly familiar workplace tasks and conversations

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKNUM04 Locate, compare and use highly familiar measurements for work.

Links

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Assessment Requirements for FSKNUM004 Use basic and familiar metric measurements for work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify basic and familiar metric measurement information in a highly familiar short and simple oral communication and a written workplace text with a highly explicit purpose, including:
  - locating and recognising three of the following:
    - length, width, height or depth
    - mass
    - capacity or volume
    - digital 12- hour time
    - temperature
    - dates
- use simple measurement processes to perform a workplace task involving at least three of the above measurements including:
  - estimating, selecting and using highly familiar measurement tools to measure using simple and familiar units
  - roughly checking the reasonableness of the result with support.
  -

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- purpose and application of basic and familiar metric measurement in the workplace
- meaning and abbreviations for basic and familiar metric units
- purpose, function, set up and safe use of basic and familiar measuring tools and equipment
- purpose, application and method for adding, subtracting and comparing basic and familiar measurements in the workplace

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- purpose and method for performing rough check of the reasonableness of the outcome with support
- everyday, informal comparative oral language for measurement
- simple mathematical symbols and abbreviations used in measurement.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Assistive technologies can be utilised to assist with oral and written communication.

Skills must be demonstrated using short and simple texts and tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- a calculator
- basic and familiar measuring tools and equipment.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, numeracy, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

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FSKOCM002 Engage in short and simple spoken exchanges at work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to interact with others in short and simple spoken exchanges at work, which have an explicit purpose, involve a familiar context and require the use of highly familiar vocabulary. For example, following simple instructions, asking or responding to simple questions, engaging in informal exchanges with colleagues, leaving a short telephone message, or describing a routine task.

An individual performing these tasks operates alongside an expert or mentor where prompting and advice can be provided.

This unit applies to individuals who use, or are preparing to use, oral communication skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) oral communication core skill indicators .07 and .08 at level 1 in the workplace and employment domain of communication.

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

Unit Sector

Oral Communication

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	Performance Criteria
1. Prepare to interact in short and simple workplace spoken exchange	1.1 Identify type of spoken workplace exchange 1.2 Identify purpose and audience of exchange 1.3 Identify oral communication strategies required for engagement in exchange
2. Interact in spoken exchange	2.1 Use oral communication strategies to engage in exchange 2.2 Interact using basic grammar, highly familiar vocabulary and simple pronunciation appropriate to workplace 2.3 Recognise and use simple non-verbal communication methods
3. Review interaction	3.1 Seek feedback on whether exchange was appropriate for audience 3.2 Assess effectiveness of exchange in meeting identified purpose, with assistance

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to FSKOCM02 Engage in basic spoken exchanges at work.

Links

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Assessment Requirements for FSKOCM002 Engage in short and simple spoken exchanges at work

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- participate in at least two different short, simple and explicit spoken workplace exchanges.

Exchanges must be appropriate to audience and purpose and participation must include speaking and listening.

For individuals competent in this unit long pauses and numerous repetitions may be evident in spoken exchanges.

Knowledge Evidence

During the above spoken exchange the candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- common purposes and audiences of short and simple workplace exchanges
- relevant oral communication strategies that support short and simple spoken exchanges
- simple non-verbal communication techniques for short and simple spoken workplace exchanges
- highly familiar vocabulary related to self and work context
- basic grammatical structures and simple verb tenses.
-

Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context. Spoken exchanges must be undertaken with real individuals.

Skills must be demonstrated using short, simple and explicit oral exchanges that reflect those typically undertaken in a workplace.

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The following resources are to be made available:

- an expert or mentor to provide prompting and advice to learner, as needed
- own familiar support resources
- participants for short and simple exchanges described in performance evidence.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, oral communication, and
- have completed the following or equivalent:
  - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
  - a higher level education qualification, such as:
    - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
    - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.
    -

Links

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HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid equipment according to manufacturers' instructions. 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

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3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services. 3.2. Report details of incident in line with appropriate workplace or site procedures. 3.3. Complete applicable workplace or site documentation, including incident report form. 3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
  - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed
  - shock

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- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally

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  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening and life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

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- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

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HLTAID013 Provide First Aid in remote or isolated site

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in a remote or isolated site over an extended period of time until medical assistance is provided, or evacuation occurs.

This unit applies to any site where medical assistance is likely to be delayed.

First aid is to be provided in line with guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare equipment for first aid response in remote or isolated site.	1.1. Evaluate information about remote or isolated site and identify potential injuries and illnesses requiring extended management. 1.2. Select first aid equipment and resources to manage a range of potential incidents, according to organisational emergency response and first aid procedures. 1.3. Select communication equipment to facilitate emergency response in remote or isolated site. 1.4. Complete pre-departure safety and serviceability checks on equipment.
2. Assess the situation.	2.1. Recognise and assess an emergency situation. 2.2. Ensure safety for self, bystanders and casualty. 2.3. Assess casualty to determine extent of first aid response. 2.4. Identify need for medical assistance and relay initial and

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	concise information. 2.5. Triage when multiple casualties are involved.
3. Apply appropriate first aid procedures.	3.1. Perform single-rescuer or two-rescuer cardiopulmonary resuscitation (CPR) in accordance with the ARC guidelines and availability of rescuers. 3.2. Provide first aid in accordance with established first aid principles. 3.3. Display respectful behaviour towards casualty. 3.4. Obtain consent from casualty where possible. 3.5. Use available resources and equipment to make the casualty as comfortable as possible. 3.6. Operate first aid equipment according to manufacturers' instructions. 3.7. Monitor the casualty's condition and respond in accordance with first aid principles. 3.8. Assess need to evacuate casualty, ability to transport to medical assistance or need for external assistance. 3.9. Administer medication as required according to medical instructions.
4. Communicate details of the incident.	4.1. Accurately convey incident details to emergency services. 4.2. Report details of incident in line with appropriate workplace or site procedures. 4.3. Complete applicable workplace or site documentation, including incident report form. 4.4. Maintain privacy and confidentiality of records and information in line with applicable statutory or organisational policies.
5. Coordinate evacuation and first aid activities until assistance arrives.	5.1. Determine need, in consultation with external services, to evacuate casualty. 5.2. Provide accurate information about location of incident, number of casualties, their condition and their position to enable deployment of appropriate resources. 5.3. Continue to provide treatment using available resources until help arrives. 5.4. Prepare site for evacuation of patient. 5.5. On approach, assist emergency services to locate the site of the incident. 5.6. Follow instructions and provide assistance to emergency services personnel during evacuation.
6. Review the incident.	6.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 6.2. Contribute to a review of the first aid response as required.

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Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID005 Provide first aid in remote situations.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID013 Provide First Aid in remote or isolated site

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) guidelines and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - performing at least 2 minutes of ventilation and at least 2 minutes of compressions during a two-rescuer procedure on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - responding appropriately in the event of regurgitation or vomiting
  - demonstrating a rotation of operators with minimal interruptions to compressions
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - minor wound cleaning and dressing
  - nosebleed
  - shock
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques for remote situations and appropriate equipment improvisations

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  - head, neck and spinal injuries
  - hypothermia and hyperthermia
  - life threatening bleeding requiring use of tourniquets and haemostatic dressings
- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - conducting a secondary survey assessment
  - assessing vital signs respirations, pulse, temperature
  - level of consciousness
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident
- conducted a basic triage for a multiple casualty incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies including those relevant to remote or isolated sites
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- in relation to the administration of medication

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  - legal requirements
  - the five rights
  - the responsibilities of the first aider
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally
  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions or injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, sprains and strains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke
  - life threatening bleeding including use of tourniquets and haemostatic dressings

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- considerations when providing first aid including:
  - assessment, interpretation and documentation of vital signs, including normal clinical values for respirations, temperature, pulse and level of consciousness
  - how to conduct a secondary assessment of a casualty
  - basic triage processes
  - ongoing care requirements of casualty beyond initial treatment
- remote considerations in the provision of first aid, including:
  - the nature of remote or isolated sites and how this may impact on first aid management
  - key features, functions and limitations of different types of emergency communication equipment used in remote or isolated sites, and factors that affect choice:
    - radio equipment
    - mobile phones
    - satellite phones
    - alerting and tracking devices including personal locator beacons (PLBs)
  - management options relating to transporting casualty, including aero-medical evacuation
  - specific considerations contextualised to alpine, desert, marine, rural or remote settings and tropical environments
  - methods used to assist emergency services to locate incident sites and the key features, functions and limitations of resources used to assist:
    - verbal directions
    - flags
    - flares or smoke
    - fires
  - use of man-made and natural resources to supplement first aid equipment
  - content of remote area first aid kits
  - content of remote area medication boxes
- psychological impacts of first aid incidents on rescuers and how to seek help.
-

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Scenarios must concentrate on the significance of remote or isolated site circumstances.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

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- adult and infant resuscitation manikin following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training devices
- placebo bronchodilator and spacer device
- haemostatic dressings
- haemostatic wound packing trainer
- thermometers
- tourniquets
- tourniquet trainer
- different types of wound dressings and bandages
- blankets and items to manage a casualty for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other appropriate workplace or site incident report form, which includes space for recording vital signs of casualties
- remote first aid kits
- immobilisation devices.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTPOP032 Monitor and maintain dog health in the community

Modification History

Release	Comments
Release 2	Release 2. HLTPOP032 Monitor and maintain dog health in the community supersedes and is equivalent to Release 1. HLTPOP032 Monitor and maintain dog health in the community. Minor changes. Mapping Info Table Notes added for superseded unit HLTPOP010 Monitor and maintain dog health in the community.
Release 1	Release 1. HLTPOP032 Monitor and maintain dog health in the community supersedes and is equivalent to HLTPOP010 Monitor and maintain dog health in the community.

Application

This unit describes the skills and knowledge required to monitor dog health and dog population in the community and develop the necessary strategies and plans to address issues of concern.

This unit applies to work in a public health context and workers at this level will work under supervision and within defined guidelines.

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

Elements and Performance Criteria

ELEMENTS	**PERFORMANCE CRITERIA**
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor dog health and dog population in the community.	1.1. Discuss the need to monitor dog health and population with dog owners and community members to gain support. 1.2. Consult with dog owners and community members to gather information on the health, population and condition of dogs. 1.3. Record all findings in accordance with organisation guidelines and procedures. 1.4. Report nature and extent of problem in accordance with organisation guidelines and procedures.

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2. Contribute to a dog health and dog population control plan.	2.1. Discuss possible strategies for dog health and population control with other staff, community and relevant others. 2.2. Analyse preferred strategies to determine feasibility and appropriateness to the community. 2.3. Negotiate options with dog owners and community members. 2.4. Support the establishment of a plan of action with other staff, community and relevant others. 2.5. Identify the roles and responsibilities of self, other staff, community and other key people in the strategies discussed. 2.6. Contribute to the coordination of the plan in accordance with job role organisational requirements.
3. Implement dog health and dog population control plan.	3.1. Apply safe work practices and procedures in performing own role in accordance with the dog health and dog population control plan. 3.2. Assist community, organisation and relevant key people with implementation of their roles in accordance with the plan. 3.3. Maintain and access effective networks which contribute to the achievement of the plan. 3.4. Record results in relation to the implementation of the plan in accordance with organisation policy and procedure. 3.5. Implement follow-up measures to maintain community dog health and dog population control.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release	Comments
Release 2	Release 2. HLTPOP032 Monitor and maintain dog health in the community supersedes and is equivalent to Release 1. HLTPOP032 Monitor and maintain dog health in the community. Minor changes. Mapping Info Table Notes added for superseded unit HLTPOP010 Monitor and maintain dog health in the community.
Release 1	Release 1. HLTPOP032 Monitor and maintain dog health in the community supersedes and is equivalent to HLTPOP010 Monitor and

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	maintain dog health in the community.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTPOP032 Monitor and maintain dog health in the community

Modification History

Release	Comments
Release 2	Release 2. HLTPOP032 Monitor and maintain dog health in the community supersedes and is equivalent to Release 1. HLTPOP032 Monitor and maintain dog health in the community. Minor changes. Mapping Info Table Notes added for superseded unit HLTPOP010 Monitor and maintain dog health in the community.
Release 1	Release 1. HLTPOP032 Monitor and maintain dog health in the community supersedes and is equivalent to HLTPOP010 Monitor and maintain dog health in the community.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- collaborate with at least one community to gain support and approval to develop and implement dog health and dog population monitoring strategies and control plans, including consulting with at least two dog owners and other key stakeholders.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational requirements relating to dog health and population needs, including:
  - national, State or Territory and local health policies, goals, targets and priorities relevant to identifying health needs
  - scope of own role and responsibilities
  - key people or agency responsibilities
  - points of contact to assist with the implementation of strategies which are outside own area of responsibility
- common dog diseases, including:
  - flea infestation
  - tick infestation
  - worm infestation

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    - infected sores or wounds
    - mange
    - eye and ear infections
    - ringworm infection
    - hydatid tapeworm infection
    - hookworm infection
- factors that can lead or contribute to dogs becoming unhealthy, including:
    - hungry dogs
    - too many dogs
    - dogs whose nutritional requirements are not met
    - dogs that are not properly groomed and checked regularly for conditions such as fleas, ticks, ringworms, sores and wounds
    - dogs that are not treated for conditions that may cause infection and affect their health
    - dogs without access to clean and dry shelter
    - dogs that are not wormed and immunised
- potential health issues in relation to dogs and population health, including:
    - secondary injury as a result of bites from aggressive dogs
    - potential disease risks and infections from dog bites, including tetanus
    - community members giving food to dogs and going without themselves
    - dogs as vectors or carriers of disease, including when dog plays in sewage waste and then plays with or licks children
    - allergies due to dog mange causing or contributing to skin disease
    - gastrointestinal infections
    - roundworm and hookworm larval migration
- the roles and responsibilities of community, dog owner, organisations and other key people or specialists in the implementation of the plan
- strategies to monitor dog health and dog population in the community and to develop the necessary plans to address issues of concern, including:
    - nutritional food sources
    - the provision of clean and dry shelter
    - dog health issues:
        - flea and tick treatment
        - wound and sore treatment
        - mange treatment
        - eye and ear infection treatment
        - immunising and worming dogs
        - washing dogs
        - seeking help and support for sick dogs
    - reducing the number of internal and external parasites
    - dog sterilisation and contraception

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  - euthanasia
- cultural issues which may impact on strategies
- culturally appropriate information provision
- traditional and non-traditional responsibilities and benefits of owning a dog.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Where simulation is used, it must reflect real working conditions by modelling industry operating conditions and contingencies.

Assessment must ensure access to:

- suitable facilities, equipment and resources.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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MSL915004 Schedule laboratory work for a small team

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL915002 Schedule laboratory work for a small team. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to schedule laboratory work for a small team to meet operational requirements. It covers the ability to identify resource requirements and then document, monitor and adjust schedules in response to operational variations and in consultation with relevant personnel.

This unit applies to technical officers and laboratory technicians who have responsibility for the work outputs of a small work team in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine work requirements and laboratory resources**	1.1	Determine and prioritise demand for laboratory services in work area for the planning period
		1.2	Access and verify information about orders/service requests, stocks and delivery
		1.3	Determine the personnel, material and equipment required to deliver services
2	**Develop schedules in consultation with relevant personnel**	2.1	Prepare schedules which meet the demand for services and balance the best use of available resources with skill development opportunities
		2.2	Distribute work schedules to team or appropriate personnel and confirm contents with them
3	**Monitor schedules**	3.1	Monitor work flow and outputs against schedules and recognise any variations or potential disruptions
		3.2	Identify possible causes for the variations and discuss possible adjustments with senior personnel
4	**Adjust schedules in consultation with senior personnel**	4.1	Adjust schedules in response to operational variation
		4.2	Maintain or renegotiate outputs in accordance with work requirements
		4.3	Update documented schedules and distribute to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Equivalent to MSL915002 Schedule laboratory work for a small team, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL915004 Schedule laboratory work for a small team

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL915002 Schedule laboratory work for a small team. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively planned and scheduled 2 different laboratory work services for a small team, including:
  - recognising operational variations, potential disruptions and non-standard behaviour in samples and equipment
  - monitoring and adjusting schedules and resources in consultation with relevant personnel
  - documenting and communicating schedule and any variations.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace business goals, information systems, procedures and equipment in work area as a basis for decision making and actions
- scope of typical laboratory services
- basic planning and scheduling processes:
- identification of resources to maintain work flow:
  - monitoring and interpreting information about production, orders, stocks and deliveries
  - analysing and prioritising job tasks
  - determining appropriate human resource, material and equipment requirements
- monitoring of work outputs
- adjustment of work schedules as agreed with senior personnel to accommodate unplanned events

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- appropriate communication with team members:
  - explaining and distributing work schedules, priorities and sequences
  - maintaining required outputs
- documentation of outputs and resource usage:
  - quality and quantity of outputs
  - supplies of stock materials
  - maintenance and servicing of equipment
- scientific and technical details underpinning the processes or techniques involved
- standard operating procedures (SOPs) for the processes or techniques involved
- laboratory and/or production schedules and typical times for the processes or techniques involved
- operational factors that may affect the type of tasks scheduled
- resource requirements of the work to be scheduled
- quality requirements for the tasks scheduled
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - workplace procedures, information and data, such as production data and run schedules
- modelling of industry operating conditions, including:
  - interactions with laboratory staff.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL916006 Develop and maintain laboratory documentation

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916001 Develop and maintain laboratory documentation. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to develop and maintain relevant documentation in response to identified information requirements or changes in laboratory policy or external accreditation requirements. It includes the analysis of specialised technical requirements and the development and/or amendment of workplace documents, procedures and record keeping systems using established workplace procedures. Final responsibility for documentation generally rests with professional scientific/medical/engineering staff who have the appropriate signatory status or legal delegation.

This unit applies to technical officers and laboratory supervisors working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Recognise documentation needs/deficiencies**	1.1	Evaluate current documentation to identify instances where documentation is needed or deficient
		1.2	Analyse development opportunities and discuss with appropriate personnel to assess and confirm requirements
2	**Develop/revise documentation**	2.1	Specify documentation need and set/prioritise objectives
		2.2	Analyse existing documentation/records in accordance with specified requirements
		2.3	Develop/amend documentation as a draft in accordance with review requirements
		2.4	Issue documentation to appropriate personnel for review
		2.5	Edit documentation to ensure that the initial identified need/deficiency and review requirements are satisfied
		2.6	Recall superseded documentation and issue new documentation in accordance with document control procedures
3	**Implement and evaluate new laboratory documentation**	3.1	Brief personnel on new/revised documentation to ensure successful implementation of new procedures
		3.2	Monitor and evaluate implementation of new/revised documentation and amend documents or provide training, if required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL916001 Develop and maintain laboratory documentation, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL916006 Develop and maintain laboratory documentation

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916001 Develop and maintain laboratory documentation. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- analysed, developed and maintained at least 2 workplace documents in response to identified information requirements or changes in laboratory policy or external accreditation requirements, including:
  - obtaining and incorporating feedback on draft documentation
  - using internal and external information sources efficiently
  - producing documentation that is accurate and meets specifications, free from editorial errors and omissions, and understood by others.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- the laboratory's business goals, key performance indicators (KPIs), organisational structure, delegations and responsibilities
- how work health and safety (WHS), environmental, registration/accreditation and other legislative requirements, regulations and codes govern laboratory documentation
- standard operating procedures (SOPs) relevant to the laboratory’s operations and scope of testing
- scientific, technical and workplace terminology; and technical developments in the sector (such as current methodologies, ranges and interpretations)
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- workplace procedures for developing/amending and tracking documentation; records management and maintenance
- workplace communication protocols and reporting

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- legal, ethical and WHS requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - information directories and databases
  - workplace documents and procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL916008 Supervise laboratory operations in work or functional area

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916003 Supervise laboratory operations in work or functional area. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to plan, allocate tasks, coordinate, monitor quality and resource usage, and the recording and reporting of laboratory operations. This requires using significant judgement about work sequences, choosing appropriate technology and procedures to ensure that products and services meet customer expectations, and ensuring that operations are conducted safely and efficiently in keeping with the workplace business plan.

This unit applies to senior technical officers and laboratory supervisors working in all industry sectors. Responsibility is undertaken for the day-to-day operation of the work or functional area under broad direction from more senior staff, such as scientists, medical staff and engineers.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Monitor and direct work practices within functional area**	1.1	Ensure that personnel follow all relevant procedures, regulations and standards
		1.2	Confirm that all technical work is performed in accordance with relevant standards, standard operating procedures (SOPs) and schedules
		1.3	Ensure that analytical results/data are checked, collated and distributed in accordance with workplace requirements
		1.4	Monitor testing and sampling procedures for quality control in accordance with workplace requirements
		1.5	Identify and resolve complex problems by using agreed problem-solving strategies and act to prevent their recurrence
2	**Manage personnel within work area**	2.1	Develop and coordinate rosters to balance job requirements, laboratory efficiency and skill development opportunities
		2.2	Empower work groups/teams in dealing with technical and workflow problems and suggesting improvements
		2.3	Provide coaching and mentoring to support personnel who have difficulties with meeting targets for performance and/or resource usage
		2.4	Establish and maintain effective communication with all personnel and clients to ensure smooth and efficient operations
3	**Establish resource requirements, operating plans and budget**	3.1	Collect and analyse available resource information in consultation with appropriate personnel
		3.2	Prepare operational plans which make the best use of available resources, taking into account client needs and workplace plans
		3.3	Identify and analyse possible variances due to

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
			external/internal factors and prepare contingency plans
		3.4	Collect and analyse information to develop/revise an operating budget for the work/functional area
4	**Procure resources to achieve operational plans**	4.1	Analyse resource requirements and sources of supply in terms of suitability, cost, quality and availability
		4.2	Select and purchase new materials and equipment in accordance with workplace procedures
		4.3	Coordinate stocktaking of materials and equipment to ensure maintenance of stock at prescribed levels
		4.4	Ensure that personnel are competent to perform required tasks and organise training as required
		4.5	Arrange for the recruitment and induction of personnel as appropriate
5	**Monitor and optimise operational performance and resource usage**	5.1	Monitor the relationship between budget and actual performance to foresee problems
		5.2	Analyse variations in budget performance and either report or rectify abnormal/sub-optimal performance
		5.3	Negotiate with designated personnel and seek approval for variations to operational plans as required
		5.4	Assess utilisation of plant, equipment and consumables and compare with planned usage
		5.5	Rectify sub-optimal utilisation of plant, equipment and consumables
		5.6	Program and arrange for maintenance of plant and equipment in accordance with workplace maintenance schedules
		5.7	Maintain systems, procedures and records associated with resource usage in accordance with workplace requirements

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL916003 Supervise laboratory operations in work/functional area, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL916008 Supervise laboratory operations in work or functional area

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916003 Supervise laboratory operations in work or functional area. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively supervised the day-to-day laboratory operations of a work/functional area over the period of 3 days/shifts.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- laboratory services and/or products and customers in work/functional area
- Australian and international standards and codes relevant to the laboratory's operations and scope of testing
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- workplace documents and/or plans covering management of laboratory services, quality, environment, personnel, budgets and maintenance
- business operational plans and key performance indicators (KPIs) for work/functional area
- principles of budgeting, operational planning and efficient resource use
- workplace industrial agreements and regulations dealing with hygiene, dress and behaviour of employees
- standard operating procedures (SOPs) and the technical details of sampling, testing, equipment and instrumentation within the work area
- problem-solving techniques:
  - troubleshooting and fault-finding
  - risk analysis, root cause analysis and/or aspect/impact analysis
  - non-routine operational, technical, administrative and/or personnel-related problems

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- contingency planning
- auditing procedures in work/functional area
- team leadership, mentoring and coaching techniques
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - laboratory equipped with appropriate services, equipment, instruments and consumables
  - relevant workplace policies, procedures, operational reports, financial reports and stock records
  - technical manuals, SOPs and quality manuals
- modelling of industry operating conditions, including:
  - interactions with laboratory operations personnel.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL916010 Manage complex projects

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916005 Manage complex projects. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to interpret complex technical briefs, determine project methodologies and resource requirements, establish project plans, manage projects to successful conclusions and evaluate project outcomes.

This unit applies to senior technical officers and laboratory supervisors working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret brief and design**	1.1	Interpret and confirm project objectives, deliverables, constraints and principal work activities

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	feasible project plan	1.2	Determine resource requirements, including personnel, equipment and materials, and access to operational systems
		1.3	Develop a detailed implementation plan for the project outlining methodology, milestones and budget
		1.4	Identify roles, responsibilities and required capabilities of project team members
		1.5	Analyse project plan and principal work activities to ensure compliance with relevant standards
		1.6	Develop risk management strategies and risk management plans to ensure successful and timely outcomes
		1.7	Secure project approval
2	**Establish and implement approved project plan**	2.1	Secure team members and brief them about the project and allocate roles and responsibilities, balancing job roles and skills development opportunities
		2.2	Secure necessary equipment, materials and access to operational systems
		2.3	Establish communication and reporting mechanisms
		2.4	Implement agreed time-management strategies to ensure milestones are met
		2.5	Apply agreed quality requirements to measure performance and outcomes
3	**Manage project**	3.1	Monitor and report progress of activities in relation to the project plan
		3.2	Ensure income and expenditure is in line with the agreed project plan and budget
		3.3	Work with the team to analyse and diagnose problems and to determine corrective actions

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	3.4	Make agreed variations to the plan to suit changing situations
	3.5	Maintain accurate records and communication with stakeholders and project team members
4 **Finalise project**	4.1	Ensure project objectives are met and deliverables are provided on time and within budget
	4.2	Complete all reporting requirements
5 **Evaluate project methodology**	5.1	Assess the effectiveness of resource management in delivering project outcomes
	5.2	Evaluate the effectiveness of communication processes used throughout the project
	5.3	Recommend improvements for future projects

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL916005 Manage complex projects, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL916010 Manage complex projects

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL916005 Manage complex projects. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively managed at least 1 complex project to achieve objectives outlined in project plan, on time and within budget constraints.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- how the project fits in with the laboratory's business goals and key performance indicators (KPIs)
- principles of project planning and management
- techniques for monitoring timelines, expenditure and team performance
- techniques for achieving effective communication and cooperation
- techniques for troubleshooting, problem solving and conflict resolution
- techniques for evaluation and continuous improvements
- reporting requirements
- types of complex projects that occur in a laboratory:
  - development or modification of products and services
  - acquisition and commissioning of new equipment or laboratory facilities
  - appraisal of supplies
  - development of applications for customers
  - validation of analytical methods and/or equipment
  - quality improvement or corrective action teams
  - restructuring of laboratory services
  - reclassification of staff and staffing levels

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- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - project management processes and procedures typically used by the workplace
  - sample business plans, project plans, budgets, reports and project management charts (e.g. GANTT)
- modelling of industry operating conditions, including:
  - interactions with laboratory work team.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL922001 Record and present data

Modification History

Release	Comments
Release 2	Unit codes updated in Assessment conditions. Equivalent outcome.
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 1.0.* Supersedes and is equivalent to MSL922001A Record and present data

Application

This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

This unit of competency is applicable to production operators, field assistants and laboratory assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Data

Unit Sector

Elements and Performance Criteria

Elements describe the Performance criteria describe the performance needed to

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essential outcomes.		demonstrate achievement of the element.	
1	**Record and check data**	1.1	Enter data into laboratory information system or record sheets as directed
		1.2	Check data to identify transcription errors or atypical entries
		1.3	Rectify errors in data using workplace procedures
2	**Calculate simple scientific quantities**	2.1	Calculate simple scientific quantities using given formulae and data
		2.2	Ensure calculated quantities are consistent with estimations and expectations
		2.3	Report all calculated quantities with appropriate precision and units
3	**Present data**	3.1	Present data accurately in tables, charts and graphs using given formats and scales
		3.2	Recognise and report obvious features and trends in data
4	**Store and retrieve data**	4.1	File and store data in accordance with workplace procedures
		4.2	Maintain workplace confidentiality standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance.

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Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or enterprise requirements include the latest version of one or more of:

- relevant Australian and international standards, such as the international system of units (SI) and its application
- national measurement regulations and guidelines

Data

Data includes:

- worksheets, spreadsheets or databases linked to information management systems
- results of observations, tests and measurements, or surveys
- graphs, tables and control charts
- semi quantitative observations expressed on a scale e.g. 1 to 4 or + to ++++

Work health and safety (WHS) and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL922001 Record and present data

Modification History

Release	Comments
Release 2	Unit codes updated in Assessment conditions. Equivalent outcome.
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 1.0.* Supersedes and is equivalent to MSL922001A Record and present data

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accurately coding, checking, recording and storing data in the required format
- performing simple calculations involving scientific quantities, with or without a calculator or computer software. The following must be performed:
  - decimals, fractions, ratios, proportions and percentages
  - unit conversion, multiples and submultiples
  - use of significant figures, rounding off, estimation and approximation
  - substitution of data in formulae
  - conversions between SI units
  - performing at least five (5) of the following calculations:
  - perimeters
  - angles
  - areas (m^2) and volumes (mL, L, m^3) of regular shapes (e.g. packaging and moulds)
  - average mass, mass %, density, specific gravity, moisture, relative and absolute humidity
  - ratios, such as mass to mass, mass to volume and volume to volume percentages
  - industry specific ratios, such as g/cm^2 , kg/m^2
  - concentration (e.g. g/100mL, mg/L, mg/L)
  - dilution
  - statistical values, such as mean, median, mode and standard deviation
  - average count, colonies per swab surface and cell counts (live and dead/total)
  - process variables, such as pressure, velocity and flow rates

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    - % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
    - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability
- preparing and interpreting straightforward tables, graphs and charts of data
- recognising obvious features and trends in data, including:
    - maximum and minimum values
    - spread of data
    - increasing/decreasing data, rate of change
    - outliers, data beyond control limits or normal range
- presenting accurate results in the required format
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
    - that all measurements are estimates
    - repeated measurements belong to a sample of the measured parameter
    - repeatability, precision, accuracy and significant figures
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- procedures for maintaining and filing records, and security of data

work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment, and assessment evidence must be relevant to the particular workplace context. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in either case).
- This unit may be assessed with technical units, such as:
  - MSL973013 Perform basic tests
  - MSL973014 Prepare working solutions
  - MSL973019 Perform microscopic examination
- Holistic assessment methods include:
  - review of data worksheets, calculations, graphs and tables prepared by the candidate
  - review of records transcribed, maintained or stored by the candidate
  - feedback from supervisors and peers
  - observation of the candidate as they record data and perform calculations
  - questions to assess understanding of relevant procedures and trends in data.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - data sets and records
  - computer and relevant software or laboratory information system
  - relevant workplace procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL924003 Process and interpret data

Modification History

Release	Comments
Release 1	This version was released in M*SL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924001 Process and interpret data. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.

This unit of competency applies to laboratory assistants, field/laboratory technicians and instrument operators in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Data

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Retrieve and check data**	1.1	Store and retrieve data using appropriate files and/or application software
		1.2	Verify the quality of data using workplace procedures
		1.3	Rectify errors in data using workplace procedures
2	**Calculate scientific quantities**	2.1	Calculate statistical values for given data
		2.2	Calculate scientific quantities using given formulae and data and estimate uncertainties
		2.3	Ensure calculated quantities are consistent with estimations and expectations
		2.4	Report all calculated quantities using the appropriate units and correct number of significant figures
3	**Present data**	3.1	Present data in clearly labelled tables, charts and graphs
		3.2	Graph data using appropriate scales to span the range of data or display trends
		3.3	Report all data using the appropriate units and number of significant figures
4	**Interpret data**	4.1	Interpret significant features of tables, charts and graphs, including gradients, intercepts, maximum and minimum values, and limit lines
		4.2	Recognise and report trends in data
5	**Keep accurate records**	5.1	Transcribe information accurately
		5.2	Verify the accuracy of records following workplace procedures

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL924001 Process and interpret data, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL924003 Process and interpret data

Modification History

Release	Comments
Release 1	This version was released in M*SL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL924001 Process and interpret data. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- processed and interpreted different data sets
- calculated scientific and statistical quantities with or without a calculator or computer software, including the following items:
  - converting units involving multiples and submultiples
  - scientific notation, significant figures, round off, estimate and approximate
  - transposing and evaluating formulae
  - fractions, decimals, proportions and percentages
  - mean
  - median
  - mode
  - standard deviation
- performed at least 5 of the following calculations:
  - perimeters and angles
  - percentage and absolute uncertainties in measurements and test results
  - areas (m^2) and volumes (mL, L, m^3) of regular shapes, such as packaging
  - dose (mg), average mass, mass percentage, density, specific gravity, moisture, relative and absolute humidity, viscosity and permeability
  - ratios, such as mass to mass, mass to volume and volume to volume percentages
  - concentration, such as molarity, g/100mL, mg/L, mg/L, ppm, ppb, dilution mL/L
  - average count, colonies per swab surface and cell counts, such as live and dead/total
  - process variables, such as pressure, gauge pressure, velocity and flow rates

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    - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability, % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
    - mechanical properties, such as stress, strain, moduli and force
    - presenting accurate results in the required format (significant figures, uncertainty units)
- prepared and presented data in the at least 5 of the following formats:
    - tables
    - graphs
    - line graphs
    - histograms
    - pie charts, bar charts and control charts
    - semi-quantitative observations expressed on a scale: 1 to 4 or + to ++++
- recognised and interpreted significant points, anomalies and trends in data.

Knowledge Evidence

- There must be evidence the candidate has knowledge of:
- concepts of metrology, including:
    - that all measurements are estimates
    - repeatability, precision, accuracy and significant figures
    - sources of error, and uncertainty associated with measurement steps
    - traceability
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- workplace procedures for:
    - coding, entering, storing, retrieving and communicating data
    - verifying data and rectifying mistakes
    - maintaining and filing records, and maintaining security of data
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
    - data sets and records
    - a calculator
    - spreadsheets, computer software, databases and statistical packages
    - computer and relevant software or laboratory information system
    - relevant workplace procedures.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSL933005 Maintain the laboratory/field workplace fit for purpose

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933001 Maintain the laboratory/field workplace fit for purpose. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to clean laboratory work surfaces, clean and store laboratory equipment and monitor laboratory stocks under direct supervision.

This unit of competency applies to laboratory assistants and instrument operators working in all industry sectors. It forms a major part of the work of laboratory assistants, who work in accordance with work instructions and standard operating procedures (SOPs) which incorporate all relevant aspects of work health and safety (WHS) legislation and the codes, guidelines, regulations and Australian Standards applying to environmental hazards and dangerous goods.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Clean work preparation areas**	1.1	Clean preparation areas using appropriate cleaning agents and equipment according to workplace procedures
		1.2	Remove spillages using appropriate agents, personal protective equipment (PPE) and workplace procedures
		1.3	Collect and segregate wastes in accordance with workplace procedures, relevant codes and regulations
2	**Clean and store equipment**	2.1	Collect used equipment, inspect for faults and, where necessary, remove from service
		2.2	Use appropriate agents, apparatus and techniques to clean equipment
		2.3	Store clean equipment in the designated locations and manner
3	**Monitor stocks of materials and equipment**	3.1	Perform stock checks and maintain records of usage as directed
		3.2	Store labelled stocks for safe and efficient retrieval
		3.3	Inform appropriate personnel of impending stock shortages to maintain continuity of supply
4	**Maintain a safe work environment**	4.1	Use established safe work practices and PPE to ensure personal safety and that of other personnel
		4.2	Report potential hazards and/or maintenance issues in own work area to designated personnel
		4.3	Minimise the generation of waste and environmental impacts
		4.4	Dispose of waste in accordance with workplace procedures, relevant codes and regulations

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL933001 Maintain the laboratory/field workplace fit for purpose, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933005 Maintain the laboratory/field workplace fit for purpose

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL933001 Maintain the laboratory/field workplace fit for purpose. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- appropriately cleaned laboratory work surfaces on 2 occasions
- cleaned 2 items of laboratory/field equipment
- monitored stocks of a workplace at least 2 separate occasions
- maintained a safe work environment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- relevant hazards, work health and safety (WHS) requirements
- workplace procedures for:
  - the cleaning of work preparation areas, materials and equipment
  - minimisation and disposal of waste
  - monitoring of laboratory stocks
- typical equipment used in a laboratory
- typical materials used in a laboratory
- typical hazards and risks presented in a laboratory
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and WHS requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - work preparation areas, stocks, materials and equipment, cleaning, decontamination and/or disinfection agents and equipment
  - personal protective equipment (PPE).

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973013 Perform basic tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973001 Perform basic tests. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare samples and perform tests and measurements using standard methods with access to readily available advice from supervisors.

This unit of competency applies to laboratory/field assistants working in all industry sectors. In general, they do not calibrate equipment and make only limited adjustments to the controls. They do not interpret or analyse results or troubleshoot equipment problems.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret test requirements**	1.1	Review test request to identify samples to be tested, test method and equipment involved
		1.2	Identify hazards and workplace controls associated with the sample, preparation methods, reagents and/or equipment
2	**Prepare sample**	2.1	Record sample description, compare with specification, record and report discrepancies
		2.2	Prepare sample in accordance with appropriate standard methods
3	**Check equipment before use**	3.1	Set up test equipment in accordance with test method
		3.2	Perform pre-use and safety checks in accordance with workplace procedures and manufacturer instructions
		3.3	Identify faulty or unsafe equipment and report to appropriate personnel
		3.4	Check calibration status of equipment and report any out-of-calibration items to appropriate personnel
4	**Perform tests on samples**	4.1	Identify, prepare and weigh or measure sample and standards to be tested
		4.2	Conduct tests in accordance with workplace procedures
		4.3	Record data in accordance with workplace procedures
		4.4	Perform calculations on data as required
		4.5	Identify and report out of specification or atypical results promptly to appropriate personnel
		4.6	Shut down equipment in accordance with operating procedures
5	**Maintain a safe work environment**	5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		5.2	Minimise the generation of wastes and environmental impacts
		5.3	Ensure safe disposal of laboratory and hazardous wastes

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	5.4 Clean, care for and store equipment and reagents as required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to calculate simple quantities using appropriate equations, units, uncertainties and precision

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes MSL973001 Perform basic tests.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973013 Perform basic tests

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973001 Perform basic tests. Foundation skills information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- prepared samples using different processes
- performed at least 3 basic tests or measurements using standard methods and procedures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- international system of units (SI)
- purpose of tests performed as part of job role and principles of the standard methods/specifications used
- sample preparation processes relevant to job role
- typical basic tests and methods relevant to job role
- measurements used for typical tests
- function of key components of the test equipment, pre-use equipment and safety checks
- sources of uncertainty in measurement and methods for control
- workplace and/or legal traceability requirements
- interpretation and recording of test result, including simple calculations
- procedures for recognising and reporting of unexpected or unusual results
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with basic test equipment, common measuring instruments, materials, standard methods, workplace procedures, SDS and equipment manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973014 Prepare working solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973002 Prepare working solutions. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare working solutions and to check that existing stocks of solutions are suitable for use. Working solutions include those required to perform laboratory tests. Personnel are required to calculate quantities and make dilutions.

This unit of competency applies to laboratory assistants working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Make up working**	1.1 Identify the relevant standard methods for solution

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	solutions		preparation
		1.2	Assemble specified laboratory equipment
		1.3	Select and prepare materials and solvent of specified purity
		1.4	Measure appropriate quantities of reagents for solution preparation and record data
		1.5	Prepare labels and log solution details in laboratory register
		1.6	Transfer solutions to appropriately labelled containers
2	**Check existing stock of solutions**	2.1	Monitor shelf life of working solutions and identify those that are unfit for use according to laboratory procedures
		2.2	Replace out-of-date or reject solutions according to laboratory procedures
3	**Maintain a safe work environment**	3.1	Use appropriate safety procedures and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		3.2	Store reagents and clean/store glassware and equipment in accordance with workplace procedures
		3.3	Minimise generation of waste and environmental impacts
		3.4	Clean up spills using appropriate techniques
		3.5	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Unit Mapping Information

Equivalent to MSL973002 Prepare working solutions, Release 1.

Links

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Assessment Requirements for MSL973014 Prepare working solutions

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973002 Prepare working solutions. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely prepared at least 5 examples of correctly labelled working solutions, including calculation of the quantities involved and any dilutions required
- checked existing stocks of working solutions and identified those unfit for use.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- working solutions
- international system of units (SI)
- concentration terms, such as % w/w, % w/v, % v/v, ppm (mg/L) and molarity
- basic theory of acids, bases, salts, buffers and neutralisation
- what affects solubility
- difference between aqueous and organic solutions
- periodic table, symbols of the elements, atomic weights, and difference between elements and compounds
- chemical formulae
- workplace procedures for preparing solutions
- calculations required to prepare specified amounts of solutions of specified concentration

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- use of safety data sheets (SDS) and workplace procedures for preparing, handling and disposing of solutions and cleaning up spillages
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate reagents and equipment
  - standard methods and workplace procedures
  - containers and storage facilities.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973016 Perform aseptic techniques

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973004 Perform aseptic techniques. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

This unit of competency applies to laboratory assistants and technicians working in the field or laboratory in the biomedical, biological, food processing and environmental industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Prepare for aseptic sampling or transfer**	1.1	Check the sampling procedure conforms with the required sampling plan
		1.2	Use specified personal protective equipment (PPE)
		1.3	Prepare the work area for safe and effective sample transfer
		1.4	Select equipment and materials specified by the procedure
		1.5	Organise equipment to minimise contamination during manipulations
		1.6	Label containers for clear identification
		1.7	Record details in relevant log or database
		1.8	Macroscopically assess media and/or reagents to confirm sterility before use
2	**Transfer materials aseptically**	2.1	Protect the integrity of the sample source
		2.2	Sterilise inoculating loops and/or pipette where used to prevent contamination
		2.3	Perform transfer while minimising opportunities for contamination and cross-infection
		2.4	Protect the integrity of the sample source and destination after transfer, and before sealing the transport or culture vessel
		2.5	Re-sterilise inoculating loops, minimising the generation of aerosols as required
		2.6	Perform quality control checks to confirm aseptic transfer was successful
		2.7	Label transport or culture vessels for clear identification
3	**Maintain work area and equipment to prevent cross-infection and**	3.1	Place disposable and reusable items into relevant receptacles
		3.2	Clean and disinfect work area and equipment after use
		3.3	Transport disposable and reusable contaminated

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
contamination	materials to relevant areas for disinfection, sterilisation and cleaning or disposal
	3.4 Follow personal hygiene procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL973004 Perform aseptic techniques, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973016 Perform aseptic techniques

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973004 Perform aseptic techniques. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely and effectively performed aseptic techniques when performing at least 3 different types of sample transfers from the following list:
  - body fluids (or simulated body fluids)
  - sterile liquid culture media
  - water
  - soil
  - sterile pharmaceuticals
  - yeasts and moulds
  - milk and yoghurt
  - swabs and smears
  - propagation tissue
  - plant material
  - fermented foods
  - fermented beverages
  - bacterial cultures.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- growth requirements of microorganisms including bacteria and fungi in terms of their laboratory culture

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- relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- relationship between sterile practices and accurate test results
- importance of pure culture techniques and aseptic transfer to the successful microbiological investigation and correct interpretation of laboratory results
- cleaning and sanitising requirements of equipment and work area, and effects of physical and chemical agents on microbial growth and death
- sterilisation techniques:
  - flaming
  - high temperature, boiling and autoclaving
  - membrane filtration
  - radiation, gas and/or chemical treatments
- disinfection and sterilisation procedures used in the collection, processing and safe disposal of samples and materials
- principles of infection control related to work health and safety (WHS), and sampling and transfer of materials in microbiological investigations including how to minimise the generation of aerosols when flaming
- relevant hazards and how to deal with the risks presented:
  - injuries from sharps, burners, molten agar
  - ultraviolet (UV) light sources
  - exposure to hazardous substances and/or infectious agents
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and WHS requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory
  - test samples
  - appropriate equipment, including:
    - transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas
    - Sterilisation equipment such as bunsen burners, bench incinerators, autoclave and/or pressure cooker
    - Storage equipment such as incubators, water baths, refrigerators, freezers, anaerobic jars as required
    - laminar flow units or biohazard cabinets as required
    - swabs
  - appropriate materials, including:

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    - solid and/or liquid media
    - disinfecting and sterilising agents
    - consumables
    - receptacles for safe disposal of wastes and for processing of reusable materials
    - bar coding material and labels
- workplace schedules, procedures and standard methods, SDS and documented safe work practices.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973019 Perform microscopic examination

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973007 Perform microscopic examination. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.

This unit of competency applies to laboratory or technical assistants in all industry sectors. The unit of competency covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Prepare samples for examination**	1.1	Log and label samples according to workplace procedures to ensure traceability
		1.2	Follow documented standard operating procedures to prepare samples for microscopic examination
2	**Set up and use a light microscope**	2.1	Carry and use a microscope correctly preventing damage to the equipment and ensuring operator safety
		2.2	Perform pre-use and safety checks to ensure equipment is fit for purpose
		2.3	Check lenses to ensure they are clean
		2.4	Set up the microscope for optimum resolution and even illumination
		2.5	Select the appropriate objectives and filter for the sample being examined
		2.6	Place sample correctly on the stage
3	**Observe and identify sample characteristics**	3.1	Recognise and identify significant sample characteristics
		3.2	Perform required calculations accurately
4	**Maintain a safe work environment**	4.1	Ensure safety and minimise cross-contamination through the use of personal protective equipment (PPE)
		4.2	Handle all samples and equipment in accordance with workplace safety protocols
		4.4	Minimise generation of waste and environmental impacts
		4.5	Collect and dispose of all wastes safely

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to:
  - perform counts on samples using grids
  - take basic measurements
  - perform accurate calculations as required by the method, including:
    - dilutions
    - number of cells in original sample after dilution
    - calculation of cells/ml in a number of squares of a counting chamber
  - interpret and record test results reliably
  - log and track samples through all steps from sample receipt to completion of the examination and reporting.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL973007 Perform microscopic examination, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973019 Perform microscopic examination

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973007 Perform microscopic examination. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- set up a microscope for köhler illumination on 10x, 40x and 100x magnification on at least 3 occasions
- safely prepared and focused on at least 3 different sample types for examination with a compound light microscope including 3 from the following list:
  - preparing and staining a smear or film with a monolayer of cells
  - preparing a wet mount
  - loading a sample into a counting chamber
  - preparing hand cut samples
- observed, identified and reported the microscopic characteristics of at least 2 different sample types including at least 1 from the following list:
  - intact living or non-living organism
  - fixed and stained cells
  - wet mount
- taken basic measurements
- performed a count using a grid
- performed accurate calculations as required by the method, including:
  - dilutions
  - number of cells in original sample after dilution
  - calculation of cells/volume based cell counts.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

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- nature of samples, sample preparation methods, methods of examination and associated hazards
- parts and functions of a light microscope and steps taken to optimise the resolution of images
- procedures and reporting requirements for spills, faulty or unsafe equipment, hazards and incidents
- types of samples relating to job role
- causes and basic troubleshooting of common artefacts or incorrect results in microscopy
- vernier measurement and micrometry techniques
- sample characteristics restricted to what can be viewed by light microscopy:
  - shape and size of particles
  - presence of contamination
  - colour
  - consistency and variability
  - number of cells (e.g. cells in blood or other particulate samples, such as a yeast suspension or pollen grains)
  - type of cells
  - colour/staining and morphology
- applications of different types of microscopes/setups including compound light, dark field, phase contrast, fluorescent, electron, polarising and stereomicroscope (dissecting)
- awareness of environmental sustainability issues as they relate to the work task
- traceability requirements
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a standard laboratory equipped with appropriate equipment, including light microscopes and samples
  - workplace procedures, standard methods and materials
  - a light microscope.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973020 Perform histological procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973008 Perform histological procedures. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and/or animal tissues in paraffin wax.

This unit of competency applies to laboratory assistants working in biomedical, biotechnology, environmental and education sectors. Personnel will work under direct supervision and have ready access to workplace procedures.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Process tissue**	1.1	Perform pre-use checks to ensure processor is fit for purpose
		1.2	Select program and reagents for processing
		1.3	Inspect processor reagents for deterioration and adequate volume, and report any items requiring replacement
		1.4	Check processor for errors that occurred during processing sequence
2	**Embed tissue**	2.1	Check that volume of wax is sufficient for uninterrupted embedding of processor load
		2.2	Check that temperature of wax is suitable for embedding process
		2.3	Embed tissue in correct orientation
		2.4	Apply procedures to prevent cross-contamination between tissues
		2.5	Inspect blocks, reject and re-embed items that do not meet quality control standards
3	**Cut sections of tissue**	3.1	Label required number of microscope slides in accordance with workplace traceability requirements
		3.2	Check the flotation bath is ready and satisfactory for use
		3.3	Cut representative sections at the required thickness observing prescribed safety measures
		3.4	Float sections onto water bath to flatten tissues
		3.5	Pick up sections onto microscope slides ensuring identification on slides matches that on the block
		3.6	Apply procedures to prevent cross-contamination between samples
		3.7	Compare the blocks and sections ensuring the tissue on slides matches that in the blocks
		3.8	Inspect sections and reject any that do not meet quality control standards

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4	**Stain sections**	4.1	Select reagents specified in the method
		4.2	Stain sections according to the method
		4.3	Examine sections microscopically to ensure expected staining outcomes have been achieved
		4.4	Mount sections to ensure long-term preservation
		4.5	Attach permanent labels giving specimen details according to workplace traceability requirements
5	**Maintain a safe work environment**	5.1	Ensure personal safety and minimise cross-contamination through the use of personal protective equipment (PPE)
		5.2	Handle chemicals and sharps safely

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Equivalent to MSL973008 Perform histological procedures, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973020 Perform histological procedures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL973008 Perform histological procedures. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely performed straightforward embedding, sectioning and staining of at least 3 different tissue specimens (including animal and/or plant) in paraffin wax, including:
  - embedding tissue types in correct orientation and characteristics that minimise tissue loss and artefacts during microtomy
  - cutting sections at the specified thickness that are free of wrinkles, scores and folds
  - using appropriate stains including haematoxylin and eosin for animal tissue
  - cover slipping slides, ensuring that no air bubbles are formed to preserve the material for the life of the slide
  - labelling slides clearly with minimum legal traceability requirements.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- nature of tissues, processing and sectioning methods used in job role
- functions of the components of a rotary microtome
- purpose of procedures implemented and steps involved
- requirements for cleaning up spills and reporting faulty or unsafe equipment, hazards and incidents.
- microscopic anatomy of vascular tissue relevant to samples stained
- macroscopic appearance of epithelial/epidermal tissue relevant to samples embedded
- correlation between poorly maintained processing reagents and resultant tissue blocks being difficult to cut or unsuitable for cutting

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- relationship between correct orientation of the tissue during embedding and ability to cut quality sections
- workplace safety procedures and precautions relevant to:
  - handling irritating, volatile, flammable and potentially carcinogenic chemicals and stains, such as formaldehyde, xylene, limonene, ethanol
  - embedding and microtomy
  - sharps and broken glassware
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all client information, and laboratory data and records.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
- a standard histology laboratory with relevant equipment, samples and reagents; and computer information systems, databases, record and filing systems, including specimen accessioning
- workplace procedures, test methods and equipment manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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MSL974022 Undertake environmental field-based monitoring

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974007 Undertake environmental field-based monitoring. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring, and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. All work would be performed under the guidance and supervision of a scientific officer.

This unit of competency applies to technical, field and environmental officers working in the construction materials, mining and environmental services industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Testing

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Confirm requirements for field monitoring activities**	1.1 Clarify the purpose, objectives and the defined site for the field monitoring activities with supervising staff
		1.2 Review all emergency plans, risk assessments, and safety and environmental requirements associated with the field activities
		1.3 Review and discuss the detailed work program with supervising staff
		1.4 Clarify the need for permits and any access restrictions or local concerns at field site
		1.5 Clarify details of all samples to be collected and field parameters to be measured
		1.6 Confirm final data formats will suit stakeholders who receive or use the data
		1.7 Review existing in-house protocols and/or associated in-house requirements that relate to field sampling, monitoring and data quality procedures
2	**Prepare for field monitoring activities**	2.1 Develop checklists, based on work program, to facilitate correct preparation of field activities
		2.2 Identify and implement all actions required under workplace emergency plan, risk assessment, and environment, safety and data quality procedures
		2.3 Complete all administrative requirements and obtain appropriate approvals/permits
		2.4 Prepare and check all instruments, equipment, materials and supplies required to implement field program
		2.5 Confirm correct and safe use of equipment and details of field activities with supervisor
		2.6 Arrange and check correct operation, packaging and transportation of all supplies and equipment

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
3	**Perform field activities**	3.1	Establish and maintain field camp in accordance with workplace procedures
		3.2	Perform field sampling, monitoring, data collection and recording in accordance with the agreed work program
		3.3	Label all samples and complete data sheets and field log book in accordance with workplace procedures
		3.4	Store samples/specimens in accordance with any special requirements for continued wellbeing, viability or integrity
		3.5	Perform all tests and operate all equipment according to workplace instructions
		3.6	Store and maintain equipment and, where appropriate, calibrate instruments during field activities
		3.7	Perform all activities safely with minimal impact on the environment
4	**Close down field monitoring activities**	4.1	Arrange and check final packaging and transportation of all samples, equipment and supplies back to home base
		4.2	Ensure that monitoring/camp site is left in accordance with workplace and environmental requirements
		4.3	Ensure all samples and data are stored safely
		4.4	Ensure dispatch of collected samples for subsequent analysis
		4.5	Test and, if required, decontaminate equipment before storage
		4.6	Report results, noting any anomalies with users, data analysers and/or supervisor

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Communication skills to effectively engage in face-to-face conversations and telephone interactions, complete written documents and participate in meetings

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974007 Undertake environmental field-based monitoring, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974022 Undertake environmental field-based monitoring

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974007 Undertake environmental field-based monitoring. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- organised and undertaken at least 1 field monitoring program to accurately determine physical and chemical parameters, or
- observed and accurately documented at least 1 biological and ecological system.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- understanding of the purpose and objectives of field activities, such as information and analysis required, end users of information, and significance of outcomes for broader programs
- application of risk assessment to work programs and field activities
- technical capabilities and limitations of equipment and instruments used in field activities
- purpose of field monitoring activities:
  - single or multiple site sampling and monitoring, routine monitoring of physical/chemical parameters
  - biological/ecological surveys
  - requirement to comply with legislation, regulations or standards, industry sampling or monitoring protocols or codes of practice
- common issues and problems that may occur when organising and conducting field activities:
  - loss or failure of equipment
  - failure to bring critical equipment

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  - communication failure/difficulties
  - unexpected restriction access to site
  - unforeseen environmental impacts
  - contact with hazardous wastes.
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - equipment required for field activities: vehicles, navigation and communication equipment; survey and/or testing equipment, sampling equipment, containers, safety equipment and consumables
  - work program, workplace procedures, codes of practice and field protocols and manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL974025 Prepare tissue and cell cultures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974011 Prepare tissue and cell cultures. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to prepare primary tissue cultures for applications, such as maintenance of animal cell lines and propagation of plants by tissue culture, and basic subculture procedures. Personnel are required to manipulate equipment and materials and samples to prevent contamination at all preparation stages. They will have ready access to workplace procedures and will work under direct supervision.

This unit applies to technical assistants working in laboratories in the biomedical, environmental, biotechnology and education industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

MSL973016 Perform aseptic techniques

Competency Field

Testing

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Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Work safely according to the legal and regulatory framework**	1.1	Identify hazards and workplace controls associated with the sample, preparation methods, reagents and equipment
		1.2	Select, fit and use personal protective equipment (PPE)
		1.3	Address hazards and incidents as they arise
		1.4	Maintain a chain of custody, traceable to the worker, for all cells and tissues
2	**Prepare and test cell and tissue culture media**	2.1	Select and confirm media specifications and processes/methods
		2.2	Prepare culture media to suit the application
		2.3	Sterilise culture media and check for sterility
		2.4	Perform quality control checks to ensure that culture media is fit for purpose
		2.5	Store culture media in accordance with specifications
3	**Prepare tissue or cell cultures**	3.1	Select tissue/cell sample to optimise growth and prepare it for culture
		3.2	Add specified growth agents and/or nutrients
		3.3	Inoculate culture medium using aseptic techniques
4	**Monitor tissue or cell culture**	4.1	Incubate culture in specified conditions
		4.2	Monitor growth of culture and record appearance and characteristics
		4.3	Report presence or absence of contamination

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.	
	4.4	Subculture the culture to continue the cell line
	4.5	Dispose of biohazardous and other laboratory waste safely
5 **Maintain records**	5.1	Maintain records of batches of media
	5.2	Complete records of tissue cultures so that they are retrievable, legible and accurate
	5.3	Complete records in accordance with information management, records, quality system and legal requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Learning skills to:
  - monitor cell growth, check growth rates and recognise problems, such as contamination of media by bacteria (e.g. Mycoplasma), fungi and other plant or animal tissue
  - identify expected cell types and recognise normal and abnormal cells using an inverted microscope.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL974011 Prepare tissue and cell cultures, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974025 Prepare tissue and cell cultures

Modification History

Release	Comments
Release 1	This version was released in *MSL Laboratory Operations Training Package Release 2.0.* Supersedes and equivalent to MSL974011 Prepare tissue and cell cultures. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- safely preparing at least 3 different primary tissue/cell cultures that are free of contamination using tissue/cell culture and basic subculture procedures, including:
  - manipulating equipment and materials and samples to prevent contamination at all preparation stages
  - performing routine maintenance and checks on raw materials and consumables, including use-by-date, possible contamination and storage conditions
  - growing cell lines and tissue to specifications without contaminating the original sample and the environment.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic classes and classification of culturable material including microorganisms, plant/animal cells and tissue
- structure and function of plant/animal cells and organelles
- cell structure, physiology and processes, including simple and facilitated diffusion, plasmolysis, osmosis, tonicity, active transport, energy production, mitosis, motility, phagocytosis and pinocystosis
- concepts and principles of cell growth, including the need for nutrients, the role of growth regulators and the removal of wastes
- types and sources of contamination
- importance of strict aseptic techniques and cleaning procedures
- common applications of plant tissue/cell culture
- common applications of animal tissue/cell culture

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- typical methods for sterilisation and disposal of biohazardous:
  - steam and high-pressure air or steam
  - boiling, microwaving and autoclaving
  - filtration
  - gas, chemical and radiation
- typical methods to preparing a primary culture
- suitable culture conditions
- subculture
- quality control checks and quality assurance procedures
- standard methods for preparing culture media, and operation and maintenance manuals for automated media preparation equipment
- workplace and/or legal traceability requirements
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - a laboratory equipped with appropriate equipment, samples, cell lines and reagents
  - tissue culture equipment and facilities, including:
    - growth cabinets
    - culture vessels, growth chambers, sterile containers, culture plates, flasks and bottles
    - autoclaves
    - positive filtration apparatus
    - auto pipettes and pipette pumps
    - cell counting chambers and a haemocytometer
    - incubators, including specialised atmosphere carbon dioxide
    - binocular light inverted microscopes
    - centrifuges
  - workplace procedures and standard methods.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSTLG3001 Make a prototype

Modification History

Release 1. Supersedes and is equivalent to LMTLG3001A Make a prototype

Application

This unit of competency covers the skills and knowledge to design processes leading to the making of a prototype for marketing purposes and must reflect fashion trends and the enterprise focus of manufacture.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within industry codes, standards and defined procedures.

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

Pre-requisite Unit

Nil

Competency Field

Leather production

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Determine job requirements**	1.1 Follow standard operating procedures (SOPs)
		1.2 Comply with work health and safety (WHS) requirements at all times
		1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs

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		1.4	Identify job requirements from customer requirements, specifications, drawings, job sheets or work instructions
2	**Design or modify existing model**	2.1	Set up workstation in accordance with specifications and workplace procedures
		2.2	Design components to conform with model, using computer-aided design (CAD) or manual technique with reference to all relevant operations
		2.3	Select materials, trims and colours
		2.4	Produce models from appropriate materials to specifications
		2.5	Ensure ongoing liaison occurs with relevant departments in workplace to ensure workability and marketability of design and availability of materials and resources, including workforce skills
3	**Produce prototype**	3.1	Modify or design existing model to translate design concept into 3-D
		3.2	Coordinate making of prototype using sample patterns, relevant designed components and all relevant manufacturing processes
4	**Test prototype**	4.1	Liaise with other relevant departments in relation to practicality of design and cost of production, and predicted commercial success
		4.2	Review prototype with customer specifications and customer, as appropriate
		4.3	Make corrections, as necessary
		4.4	Make samples for marketing or testing
5	**Produce patterns**	5.1	Create standard or master pattern from the mean form
		5.2	Dissect standard to produce all working patterns, making adjustments for enterprise procedures and materials used

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	to create patterns
5.3	Derive patterns from the master pattern allowing for adjustments, as required
5.4	Prepare and store documentation

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Workplace procedures include one or more of the following:	• requirements prescribed by legislation, industry codes and standards, awards, agreements and conditions of employment • SOPs • work instructions • oral, written and visual communication • quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output • housekeeping • tasks related to environmental protection, waste disposal, pollution control and recycling • WHS practices
Leather products include one or more of the following:	• clothing • bags • accessories • saddles and saddlery components
Australian Standards	• the relevant industry or Australian Standards that are current at the time this unit is being undertaken

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include:

WHS practices

WHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and include one or more of the following:

- manual handling techniques
- PPE
- safe materials handling
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- other WHS practices relevant to the job and enterprise

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTLG3001A Make a prototype

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e

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Assessment Requirements for MSTLG3001 Make a prototype

Modification History

Release 1. Supersedes and is equivalent to LMTLG3001A Make a prototype

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices, industry codes and standards
- planning and coordinating complicated designs, that consist of at least four (4) components, and prototype operations in line with specifications, customer requirements and work deadlines
- preparing equipment and work prior to commencing operations
- using computer-aided design (CAD) or manual techniques to design components to conform with model
- selecting appropriate materials
- liaising with other relevant departments to determine practicality of design, cost of production and predicted commercial success
- producing prototypes for at least two (2) different products, using appropriate manufacturing processes over the full range of operations
- reviewing prototype with customer specifications and customer
- making samples for marketing and testing and correcting, as necessary
- producing working patterns for at least two (2) different leather products.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- manufacturing focus of the enterprise
- manufacturing capacity, skill capacity, and tool or equipment base of workplace
- materials and properties and their reaction to manufacturing processes
- pattern design and prototype construction
- CAD and manual techniques used in the design phase
- quality standards and handling procedures
- work health and safety (WHS) and environmental aspects of relevant processes
- relevant federal and state or territory legislative or regulatory requirements
- recording and reporting procedures.

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Assessment Conditions

- Assessors must:
  - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
  - have vocational competency in making a prototype, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e

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PSPCRT007 Compile and use official notes

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPCRT406C Compile and use official notes. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to keep notes and use them to give evidence in court, prepare statements and compile reports, including incident reports. It includes applying knowledge of the essential elements of note taking, statement and report preparation; and legislative and organisational requirements for the structure and content of official reports.

This unit applies to those working within the court system operating under procedures set by the court.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those set by the court.

Those undertaking this unit would generally work independently with occasional supervisory responsibilities. They would perform complex tasks in a range of familiar and unfamiliar contexts.

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

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Competency Field

Courts

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Record and retain original notes	1.1 Use official notebooks to record original notes relating to incidents and occurrences in appropriate format and timeframe. 1.2 Make notes that meet content and sequencing requirements within required timeframes. 1.3 Record identifying information retain and secure for the length of time required by law.
2. Use notes to make statements	2.1 Use notes to refresh memory and provide factual basis for statements. 2.2 Maintain receipts and bank records. 2.3 Format details for statements.
3. Use notes to give evidence	3.1 Use notes to refresh memory prior to giving evidence, enabling concise and factual answers. 3.2 Request authority of presiding official to refer to notes while giving evidence in court. 3.3 Present factual, correctly sequenced evidence that reflects information in notes. 3.4 Employ presentation standards.
4. Compile reports	4.1 Collect, analyse and organise information for reports into a logical sequence according to the purpose and audience of each report. 4.2 Format reports to meet organisational requirements for structure, style and content. 4.3 Complete incident reports containing all required information and outcomes. 4.4 Produce reports required for information management systems.

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Foundation Skills

The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

ACSF levels indicative of performance:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Learning NA					Reading					Writing					Oral communication					Numeracy				

Performance variables:

1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Support					Context					Text complexity					Task complexity				

Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

This unit supersedes and is equivalent to PSPCRT406C Compile and use official notes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPCRT007 Compile and use official notes

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- applying legislation, rules, and organisational practices and procedures including WHS relating to official note taking or working in an office environment
- interpreting notes and giving evidence
- taking notes sequencing events chronologically
- compiling reports
- assigning report and file numbers
- operating equipment and/or technology to prepare reports

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- reasons for and key requirements of note taking for official purposes
- essential elements of a report
- legislative and organisational requirements for structure and content of official reports and statements
- requirements for giving evidence
- information management including retention and security of notes

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Assessment Conditions

Assessment of this unit requires evidence gathered over time in a workplace environment or one that closely resembles normal work practice and replicates the diverse conditions likely to be encountered when compiling and using official notes.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to identify and confirm possible non-compliance, and plan and initiate a subsequent investigation. It includes planning and activating evidence collection, identifying witnesses and persons of interest.

This unit applies to those working in a range of regulatory work environments involving gathering and managing physical or documentary evidence from a range of sources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

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Elements and Performance Criteria

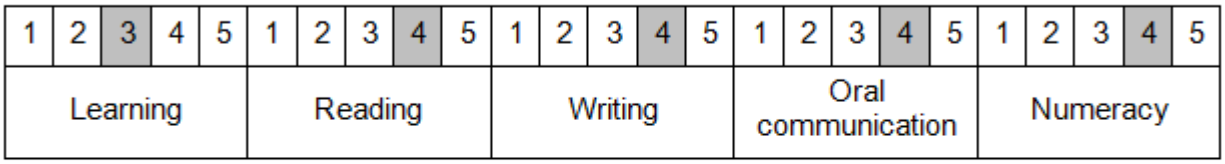
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Initiate preliminary investigation to confirm non-compliance	1.1 Assess information, confirm likely non-compliance and if matter under investigation falls within jurisdiction. 1.2 Prioritise importance and urgency of the matter for action. 1.3 Initiate documentation for investigation of alleged matter.
2. Plan investigation	2.1 Determine the objectives of the investigation and obtain necessary resources to conduct the investigation. 2.2 Identify and plan for risks associated with the investigation including sensitivities that might affect the organisation. 2.3 Select methods to achieve the investigation's objectives. 2.4 Identify timelines and prioritise tasks. 2.5 Confirm and initiate communication and case management requirements. 2.6 Record investigation planning. 2.7 Obtain approval to commence investigation.
3. Initiate investigation	3.1 Implement evidence recording process. 3.2 Identify, locate and contact possible witnesses to request information. 3.3 Identify and locate responsible parties and record their particulars. 3.4 Contact responsible parties for interview and inform them of the nature of the investigation as required by law. 3.5 Research evidence requirements to establish the type and standard of evidence and necessary resources according to the size of investigation and nature of the offence. 3.6 Select and initiate investigative techniques.

Foundation Skills

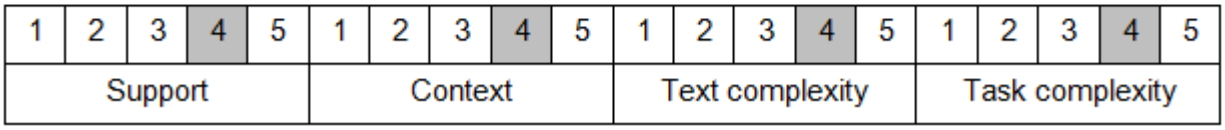
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- acting ethically
- applying legislation, regulations and codes of practice
- using process mapping
- undertaking research, analysis and problem solving in the context of investigating non compliance
- questioning and negotiating meaning
- responding to diversity
- using planning and time management in the context of investigations
- preparing written reports and recommendations requiring accuracy, formal language structures
- using information technology for data analysis, recording and reporting

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- investigation methodology and techniques
- rules and types of evidence
- storage and continuity of evidence
- applicable legislation
- aspects of criminal, civil or administrative law
- jurisdiction, powers and restrictions to investigate
- organisational policy and procedures
- cultural awareness

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- confidentiality and privacy issues
- reporting procedures which provide a written or electronic audit trail

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to conduct an investigation under commonwealth and/or jurisdictional law, in accordance with an established investigation plan. It includes gathering and managing evidence, identifying persons of interest, reviewing and reporting on progress and briefing/debriefing relevant personnel.

This unit applies to those working in a range of regulatory work environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

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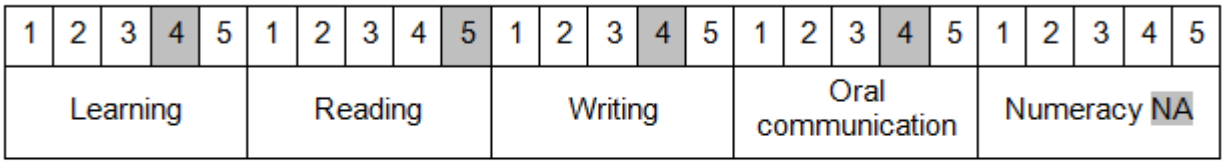
the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Locate and record information sources	1.1 Identify subjects and suspects involved in the matter under investigation and record details. 1.2 Obtain or verify authority to search, involving other organisations where necessary. 1.3 Collect and analyse information relevant to the investigation. 1.4 Identify and locate persons relevant to the investigation and eliminate persons who are not. 1.5 Access expert skills and knowledge when necessary to further assist staff in areas where they cannot, or are not authorised, to act. 1.6 Anticipate likely defences and include evidence to counter these.
2. Collect and manage information and exhibits	2.1 Collect, label, record and preserve identified and/or corroboratory evidence for later use in proceedings. 2.2 Identify, secure and manage evidence from incoming information. 2.3 Maintain continuity, security and integrity of exhibits. 2.4 Handle, record, store and dispose of exhibits.
3. Review and adjust investigation process	3.1 Monitor and review evidence collection to address gaps and inadequacies. 3.2 Conduct briefings and debriefings of all relevant personnel. 3.3 Conduct investigation with sufficient flexibility to allow for contingencies, modify process of investigation and implement solutions where practicable.

Foundation Skills

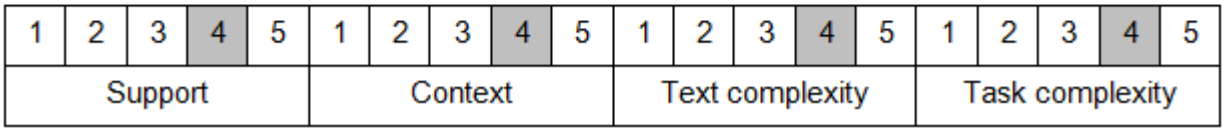
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- organising and problem-solving
- liaising and negotiating
- communicating with people from diverse backgrounds
- making comparisons and exercising judgment about facts in written materials
- writing reports using formal structures and language
- collecting, labelling, recording and preserving identified and/or corroboratory evidence for later use in proceedings according to exhibit management principles, continuity of possession, legislation and standards

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- rules of evidence and legislation relevant to the jurisdiction
- legislation dealing with offence/s under investigation
- document management systems
- exhibit management principles
- organisational policies, guidelines and regulations
- equal employment opportunity, equity and diversity principles
- legal and ethical considerations in investigations which involve juveniles and indigenous people

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Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to complete, review and report on the results of an investigation. It includes finalising the investigation, handling complaints and appeals, preparing an investigation report and using investigation outcomes.

This unit applies to those working in a range of regulatory work environments comprising gathering, managing and interpreting documentary evidence to determine appropriate responses including reporting and acting on investigation outcomes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

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Elements and Performance Criteria

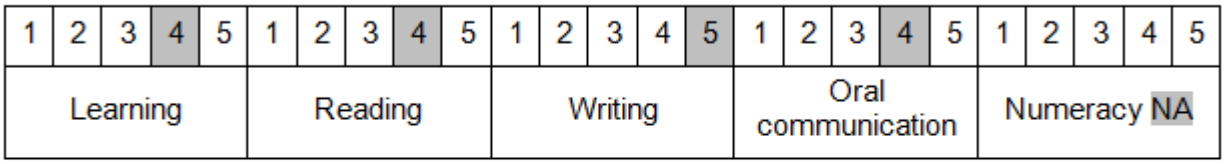
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Address investigation outcomes	1.1 Complete documentation if no breach has occurred or no action is to be taken, including reasons and justification. 1.2 Prepare and submit a record of the investigation and consequent recommendations for action. 1.3 Respond to complaints, appeals and the potential role of the ombudsman. 1.4 Advise relevant personnel on the outcome of the investigation. 1.5 Make recommendation for referral to another organisation as required and document for the organisation's information.
2. Report findings	2.1 Prepare finalisation report in relation to the findings and submission of evidence, with recommendations for subsequent action if relevant. 2.2 Prepare report and refer to relevant personnel for further action.
3. Finalise investigation	3.1 Undertake self-assessment of the conduct of the investigation and provide verbal and written briefings. 3.2 Inform relevant external organisations of outcomes and document this action. 3.3 Update organisational systems regularly, contributing investigation results for the development of statistics, trends and precedents.

Foundation Skills

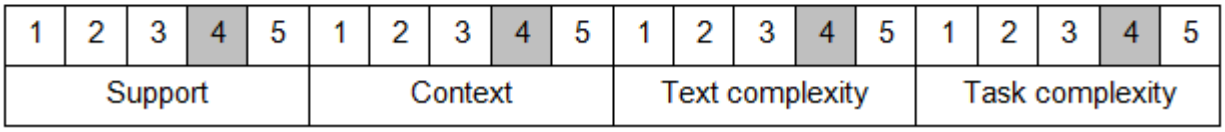
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- undertaking analysis and problem-solving
- engaging in exchanges of sometimes complex oral information
- varying style and language during briefings to suit audience
- writing summaries, briefing papers and reports requiring clarity, accuracy and formality of structure and language
- applying analytical techniques, logic and reasoning to identify and select avenues of inquiry and substantiate these choices

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to the offences under investigation
- investigation principles and the range of investigation techniques available
- organisational guidelines for reporting and information management
- ethical standards
- principles of equal employment opportunity, equity and diversity
- operational safety
- legislation related to anti-discrimination and disability
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- legal and ethical considerations in investigations which involve juveniles and indigenous people

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- knowledge of case management systems and the range of contexts in which they can be applied
- court procedures and evidentiary in provision of briefs of evidence for use by the prosecution
- role and functions of other agencies who work with policing in the conduct of investigations
- methods and process for subject/suspect identification and profiling

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG006 Produce formal record of interview

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG407B Produce formal record of interview. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to produce formal records of interview. It includes preparing for, conducting and record interviews.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of conducting interviews.

Those undertaking this unit would work independently, performing routine tasks, in a range of contexts including some that are unfamiliar or unpredictable.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for interview	1.1 Develop interview plan. 1.2 Determine venue, equipment and personnel to be involved in or excluded from the interview. 1.3 Identify exhibits to be used in the interview and make readily available for reference. 1.4 Asses risks associated with the interview and instigate procedures for ensuring the safety of self and others.
2. Conduct and record interview	2.1 Provide interviewee with preliminary advice and question to ensure their understanding of the interview process and their rights. 2.2 Use questioning techniques to gather information, and test and confirm its relevance, reliability and sufficiency, prior to concluding the interview. 2.3 Introduce and fully describe exhibits. 2.4 Conduct, record and conclude interview in accordance with the rules of evidence so that outcomes are admissible in evidence. 2.5 Produce a true record of interview and complete post-interview procedures.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG407B Produce formal record of interview.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG006 Produce formal record of interview

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using interviewing techniques and varying style and language structure to suit situation and interviewee(s)
- using techniques to defuse potentially dangerous situations
- engaging in exchanges of sometimes complex oral information
- using diverse communication techniques
- engaging in questioning that meets legal requirements for admissibility
- undertaking research, analysis and problem solving
- using judgment, to test the veracity of information and vary questions and interviewing techniques to suit
- preparing interview documentation requiring accuracy of expression and formality in structure and format
- operating technical and electronic equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- organisational policies and guidelines relating to formal interviews
- interview techniques and points of proof
- rules of evidence and admissibility
- use of caution

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- legal and ethical considerations for conducting interviews involving juveniles, Aboriginal and Torres Strait Islander peoples and disciplinary matters
- diversity issues in the context of interviewing suspects, witnesses and others
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to electronic recording equipment
- public sector legislation relating to producing a formal record of interview

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG008 Act on non-compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG405B Act on non-compliance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to issue advice, instructions, warnings, notices, fines and other actions in response to non-compliance situations. It includes attending situations where non-compliance is suspected or alleged, and taking action on non-compliance.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in as part of a team under routine guidance, performing routine tasks in a range of mostly familiar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Attend situations where non-compliance is suspected/alleged	1.1 Follow procedure. 1.2 Maintain personal conduct. 1.3 Protect the safety of self and others. 1.4 Make prompt requests for assistance. 1.5 Carry out activities and actions in accordance with rules of evidence.
2. Take action on non-compliance	2.1 Consider mitigating circumstances. 2.2 Select action on non-compliance to match the seriousness of the offence. 2.3 Inform clients of the action, justification for it and their rights of appeal. 2.4 Take action in accordance with legal requirements. 2.5 Carry out personal actions and/or conduct in accordance with protocols and protect the rights and responsibilities of clients.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG405B Act on non-compliance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG008 Act on non-compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking negotiation and conflict resolution
- applying risk management and self-preservation techniques
- using judgment and decision making
- exchanging often complex oral information in a form to suit diverse audiences
- writing requiring accuracy of expression and formality in structure and format

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- organisational parameters for decision-making
- range of appropriate actions possible for different offences
- negotiation in the context of achieving compliance
- awareness of social and cultural issues

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG010 Prepare a brief of evidence

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG409B Prepare a brief of evidence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to prepare a brief of evidence. It includes analysing evidence, preparing and reviewing admissible evidence, developing a brief of evidence and coordinating witnesses.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Analyse evidence	1.1 Consider all related information, whether likely to be admissible as evidence, or not. 1.2 Cross-check information to confirm origin, authenticity and reliability, and to anticipate challenge/s that may occur. 1.3 Identify and assess gaps and inadequacies to allow further collection of evidence. 1.4 Handle and store information appropriately.
2. Prepare and review admissible evidence	2.1 Prepare witness and expert statements. 2.2 Include all evidence in the brief that is likely to be admissible by the court. 2.3 Separate and retain non-admissible evidence. 2.4 Identify and review similar proofs to confirm that evidence is sufficient to proceed to prosecution. 2.5 Maintain security, recording and continuity of evidence.
3. Develop a brief of evidence	3.1 Plan and prepare brief of evidence according to standards required by the prosecution. 3.2 Include all required information in the brief and meet all legal requirements. 3.3 Provide brief to prosecution and other parties as required by law and organisational requirements. 3.4 Brief counsel on the case when required, and advise any circumstances that may affect the progress and outcomes.
4. Coordinate witnesses	4.1 Identify and use expert witnesses when required and familiarise them with the evidence. 4.2 Organise witness summonses when required. 4.3 Maintain contact with witnesses to ensure cooperation, communication and attendance at proceedings.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPREG409B Prepare a brief of evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG010 Prepare a brief of evidence

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking analysis and research
- undertaking collation and compilation
- writing complex documents reflecting key points of oral statements in written form in witness statements and in the brief of evidence
- writing reports using formal structures and language
- making comparisons and exercising judgment about facts in written materials
- communicating with witnesses from diverse backgrounds

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to preparation of a brief of evidence
- admissible evidence
- burden of proof
- court hearing procedures
- rules of evidence
- requirements of brief of evidence
- principles of disclosure
- anti-discrimination law
- public sector legislation

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG011 Give evidence

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG410B Give evidence. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to give evidence in a range of legal proceedings. It includes preparing for proceedings, presenting evidence, and following up outcomes of proceedings.

This unit applies to those working in regulatory roles within the public sector involved in giving evidence in legal proceedings.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently in a range of familiar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for proceedings	1.1 Confirm arrangements for, role and involvement in proceedings. 1.2 Prepare documentation and exhibits. 1.3 Support any witnesses as required, to attend proceedings and give evidence.
2. Present evidence	2.1 Adhere to protocols and rules of evidence relevant to the setting and the organisation involved throughout proceedings. 2.2 Note and incorporate feedback from counsel and/or police and comments by deciding authority. 2.3 Present evidence in a clear, concise and articulate manner. 2.4 Enhance the reputation and image of the organisation through quality and standard of evidence and presentation. 2.5 Provide considered expert evidence on request consistent with qualifications and expertise.
3. Follow up outcomes of proceedings	3.1 Note and file the outcomes of the proceedings and complete reports where required. 3.2 Implement any required actions.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG410B Give evidence.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG011 Give evidence

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- presenting evidence clearly and concisely
- writing reports
- taking notes
- communicating with people from diverse backgrounds
- making comparisons and exercising judgment about facts in written materials
- report writing using formal structures and language

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- court prosecution processes
- common law versus judicial precedent versus legislation
- specific powers of the organisation
- court/tribunal/commission structures
- jurisdiction of each court/tribunal/commission
- appeals systems
- role of legal personnel in judicial or quasi-judicial systems
- procedures and protocols in different judicial or quasi-judicial systems
- types of offences
- general principles of criminal liability
- exemptions and defences

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- types of evidence admissible in judicial or quasi-judicial systems
- legislative requirements of presenting evidence
- use of notes in court/tribunal/commission
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG012 Gather information through interviews

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG411A Gather information through interviews. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to gather information through interviews. It includes preparing for and conducting interviews and reviewing and correlating information.

This unit applies to those working in regulatory roles within the public sector involved in information gathering through interviews.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Prepare for interview	1.1 Determine the need for an interview and establish the context and requirements. 1.2 Plan interview to ensure desired outcomes are achieved. 1.3 Make interview arrangements. 1.4 Prepare materials to be used during the interview. 1.5 Seek advice on legislative or administrative issues relating to the conduct of the interview.
2. Conduct interview	2.1 Commence the interview following organisational protocols and comply with legislative requirements. 2.2 Conduct interview in a planned manner, with the sequence evident to others who may use the outcomes. 2.3 Select and use questions that are relevant, comprehensive, appropriate to the situation and the interviewee and adhere to the rules of evidence. 2.4 Use problem solving skills to test, compare and contrast information as it is provided to influence the direction of further questions. 2.5 Record information. 2.6 Maintain personal conduct and take account of cultural and ethical issues.
3. Review and correlate information	3.1 Review and clarify information to ensure its relevance and sufficiency prior to concluding the interview. 3.2 Transcribe information if necessary and deal with sensitive information appropriately. 3.3 Conduct detailed analysis and identify and note incomplete and irregular information or followed up in accordance with the nature of the interview. 3.4 Confirm behavioural characteristics of significance to the purpose of the interview. 3.5 Undertake post-interview activities.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPREG411A Gather information through interviews.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG012 Gather information through interviews

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- using interviewing techniques and varying style and language structure to suit situation and interviewee(s)
- engaging in exchanges of sometimes complex oral information
- using techniques to deal with difficult interview situations
- using communication techniques, including establishing rapport, listening, probing, reflecting, negotiation, conflict resolution
- using critical analysis, evaluation and deductive reasoning
- using problem solving and decision making related to interviewing
- using judgment, to test the veracity of information and vary questions and interviewing techniques to suit
- preparing interview documentation requiring accuracy of expression and formality in structure and format
- operating technical and electronic equipment, where necessary

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- application of legislation to interviewing including, privacy, ethics, confidentiality and freedom of information

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- organisational policies and guidelines relating to interviews
- questioning techniques
- legal and ethical considerations for conducting interviews
- cultural awareness in the context of interviewing
- procedures for using interpreters
- legal and organisational requirements for documentation
- legal requirements relating to recording of information
- public sector legislation

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG013 Undertake inspections and monitoring

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG413A Undertake inspections and monitoring. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to undertake both routine and non-routine inspections and monitoring of a more complex or detailed nature, with discretion to determine appropriate action in accordance with relevant Acts and regulations. It includes planning and organising inspection and monitoring activities, undertaking inspections, acting on non-compliance and providing reports, information and training.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently as part of a team, performing complex tasks in a range of familiar and unfamiliar contexts.

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

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Competency Field

Regulatory

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Plan and organise inspection and monitoring activities	1.1 Confirm outputs and determine inspection and monitoring activities and responsibilities. 1.2 Determine procedures, timeframes, resources and equipment requirements for self and others. 1.3 Obtain and prepare resources and/or equipment. 1.4 Determine legislative requirements, risk management practices and WHS requirements. 1.5 Identify and adjust communication strategies and development opportunities to suit a range of clients in making them aware of their obligations under relevant legislation. 1.6 Review and update procedural and information guides as required.
2. Undertake inspections and monitoring	2.1 Carry out inspections and monitoring activities under general direction. 2.2 Develop and implement risk management strategies as required in accordance with set procedures and timelines. 2.3 Use and maintain resources and/or equipment. 2.4 Provide operational and technical advice when required to subordinate officers.
3. Act on non-compliance	3.1 Provide information and/or education to achieve client compliance in line with the seriousness of the possible breach. 3.2 Take further action as a result of failure to achieve compliance in line with the seriousness of the possible breach. 3.3 Identify compliance requirements of legislation and regulations and report contraventions and recommended action. 3.4 Refer serious or complex situations for advice or resolution. 3.5 Identify the elements of each offence to be prosecuted under relevant legislation, and collect and provide information and/or evidence in accordance with rules of evidence. 3.6 Fulfil court attendance and conduct requirements when required.
4. Provide reports,	4.1 Maintain records and prepare and provide reports.

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information and training	4.2 Interpret requirements of relevant legislation and provide information and advice on technical and operational matters. 4.3 Provide on-the-job inspection and/or monitoring training.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG413A Undertake inspections and monitoring.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG013 Undertake inspections and monitoring

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking observation and analysis
- communicating with a diverse range of clients and staff
- writing reports using standard formats
- using computers for word processing and manipulation of statistical data
- operating workplace equipment

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- inspection procedures
- monitoring procedures
- enabling legislation
- elements of an offence
- responses to non-compliance
- workplace and industry environment

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPSCI004 Undertake scientific/technological research

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPSCI303A Undertake scientific/technological research. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to perform scientific or technological research. It includes confirming the research issue, employing a selected research methodology, carrying out the research and delivering the results.

This unit applies to those working in scientific or technological research.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to..

Those undertaking this unit would work under supervision, while performing complex tasks in familiar contexts.

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

Competency Field

Government Science and Technology

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Confirm research issue	1.1 Confirm and clarify issue to be researched with other researchers. 1.2 Identify and handle issues relating to intellectual property. 1.3 Locate and analyse current and published information relevant to the research issue.
2. Employ selected research methodology	2.1 Select research method/s and objectives in consultation with other researchers and in accordance with resource requirements. 2.2 Establish a hypothesis and confirm it with other researcher/s as plausible, relevant and of benefit. 2.3 Confirm tasks, risk management strategies and analytical techniques in consultation with other researcher/s. 2.4 Record research methodology.
3. Carry out research	3.1 Source resources to conduct the research. 3.2 Schedule and carry out tasks under general guidance in accordance with research methodology. 3.3 Monitor research and collect and analyse data in accordance with research plan. 3.4 Discuss and document research results with other researcher/s. 3.5 Prepare research report/s within specified timeframes. 3.6 Write reports.
4. Deliver research results	4.1 Provide research results to the organisation, to the scientific community and/or to the industry. 4.2 Protect intellectual property.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPSCI303A Undertake scientific/technological research.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPSCI004 Undertake scientific/technological research

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- carrying out research
- using problem solving techniques
- using technology for data input, analysis and preparation of reports
- interpreting and preparing reports containing scientific research information communication styles to suit different audiences and purposes
- presenting research results tailored to different audiences

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- applicable research methodologies
- scientific process
- statistics
- specialist area of expertise
- reporting requirements for scientific and/or technological research, requiring precision of expression and communication styles to suit different audiences and purposes
- public sector standards and legislation including environmental and work health and safety and organisational code of practice as they relate to work in a scientific research and/or technological environment

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PUASAR012 Apply surf awareness and self-rescue skills

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required for surf awareness, self-rescue techniques and safely participating in activities in a surf environment.

Participating in any potentially hazardous aquatic operation will require the effective application of a variety of surf skills and self-rescue techniques. Competence in this unit will include appropriate application of surf awareness surf skills and self-rescue techniques in a surf environment and will require the practical and effective application of skills in a real or simulated activity in a surf environment.

The unit is applicable to lifesavers, lifeguards, search and rescue officers or other rescue personnel who are required to perform or participate in activities in a surf environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

Search and Rescue

Unit Sector

Not applicable

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Apply knowledge of the surf environment	**1.1** Potential hazards and environmental conditions of the surf environment are identified, risks are assessed and

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	control measures are implemented
	1.2 Characteristics of different types of waves and their impact on surf safety are identified
	1.3 Distinguishing features of rips, gutters and sweeps are identified
	1.4 Different types of beaches and the safety aspects of the beach structure are identified
2 Apply surf skills and techniques	**2.1** Techniques for survival in the water are implemented
	2.2 Personal safety is observed and environmental hazards are avoided while in the water
	2.3 Hand and flag signals are used, in accordance with organisational procedures
3 Implement self-rescue techniques	**3.1** Surf is negotiated in prevailing conditions, with and without flotation devices
	3.2 Return to shore, in prevailing conditions, is undertaken with and without flotation devices
	3.3 Strategies when not able to self-rescue or return to shore unassisted are implemented

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUASAR012C Apply surf awareness and self-rescue skills.

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Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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Assessment Requirements for PUASAR012 Apply surf awareness and self-rescue skills

Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and includes

- applying situational awareness of the surf environment, surf skills and techniques
- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including implementing risk control measures
- completing risk assessments
- following organisational policies and procedures
- identifying hazards and environmental conditions
- identifying surf conditions and factors that affect these conditions
- implementing self-rescue techniques
- negotiating and returning through surf
- paddling surf craft and using rescue tube
- recognising potential hazards and environmental risks
- recognising types of beaches, waves and distinguishing features of rips, gutters and sweeps when selecting a suitable surf location
- swimming in the surf, in moderate conditions
- using personal safety techniques, recognised signals and survival techniques

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and includes knowledge of

- effects of wind, tide, swell and ocean floor on surf conditions
- environmental conditions including prevailing conditions
- features and signs of rips, gutters, sweeps and currents
- hand and flag signals
- organisational documentation, policies and processes
- personal safety and situational awareness
- self-rescue techniques
- strategies to use when not able to self-rescue
- surf awareness including beach safety zones

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- surf hazards including environmental hazards
- techniques for survival including surf survival techniques
- types of crafts including floatation devices
- types of waves and their characteristic features
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements including risk mitigation

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or other simulations including
  - participating in lifesaving activities or in a simulated environment under a range of weather conditions
- relevant and appropriate materials, tools, equipment and personal protective clothing and equipment currently used in industry including
  - a beach with prevailing conditions appropriate to the level of activity
  - suitable surf craft and rescue tubes
- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operations manuals.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf

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RGRCMN201 Investigate job opportunities in racing and related industries

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency specifies the outcomes required to identify the structure of and investigate employment opportunities in the racing industry and the industries associated with or linked to racing. It applies to greyhound, harness and thoroughbred racing codes.

The unit applies to individuals who are new entrants or seeking job opportunities in the racing and related industries.

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

Pre-requisite Unit

Nil

Unit Sector

Common (CMN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research the structure of the racing industry	1.1 Recognise sectors of racing industry 1.2 Outline the structure of racing in each sector 1.3 Identify functional areas within each racing sector
2. Profile racing	2.1 Investigate the number of people employed in racing to identify

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
employment opportunities and related responsibilities	potential areas of employment opportunities 2.2 Interpret general work conditions within functional areas of racing 2.3 Review job responsibilities in essential racing job functions 2.4 Identify employment opportunities in racing-related industries
3. Explore race day operations and employment opportunities	3.1 Outline a range of race day operations 3.2 Examine the role of stewards in race day operations 3.3 Identify the role of the rules of racing and methods used to ensure integrity of racing 3.4 Identify race day safety procedures 3.5 Identify employment opportunities for race days

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.

Skill	Description
Reading	• Interpret key information in print and online texts, including the rules of racing
Numeracy	• Interpret numerical information when investigating numbers of racing employees
Oral communication	• Use questioning and active listening skills to investigate the structure of and potential employment opportunities in sectors of the racing industry
Navigate the world of work	• Recognise the relationships between industry roles and responsibilities, protocols and rules of racing
Get the work done	• Apply basic research methods to determine subject matter • Operate a range of equipment and technology to extract information • Organise thoughts and information in a systematic manner

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRCMN201 Investigate job opportunities in racing and related industries	RGRCMN002A Investigate job opportunities in racing and related industries	Updated to meet Standards for Training Packages. Minor changes to performance criteria for clarity.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRCMN201 Investigate job opportunities in racing and related industries

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit. There must be evidence that on at least one occasion, the individual has:

- researched and identified the overall structure of the racing industry, including sectors, functional areas and associated racing-related industries
- profiled racing job opportunities and related responsibilities for at least one functional area in one racing code
- explored race day activities and summarised employment opportunities.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- employment areas and opportunities within the racing industry and allied industries
- racing industry codes or sectors
- racing-related industries
- structure and hierarchy of the racing industry, including:
  - horse or greyhound training establishments (public and private trainers)
  - national and state controlling bodies for each racing code
  - race club organisations
  - racing organisations
- functional areas of racing, including:
  - racing administration
  - race day operations
  - steward and integrity services
  - track maintenance
  - training operations
- overview of racing industry ethics and integrity

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- general work conditions in the racing industry
- basic purpose and requirements of the rules of racing
- roles in race day operations and staff roles relevant to racing code
- the management of integrity of racing, including:
  - the penalties when rules of racing are contravened
  - establishing and applying rules of racing
  - investigating racing-related incidents
  - licensing or registering participants
  - overseeing integrity of services staff
  - overseeing racing by stewards and integrity services staff
- safety procedures required on race day, including:
  - allocation of security staff
  - designation of restricted areas
  - evacuation procedures
  - identification of race day licensed or registered persons
  - provision of first aid services and equipment
  - stewards' responsibilities
  - starter responsibility
  - safety issues, including the movement of horses or greyhounds
- tools and techniques for investigative work.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - range of racing sector work sites, such as administration buildings, racing kennels, racing stables, racetracks and race meetings
- resources, equipment and materials:
  - materials and equipment relevant to assessing individual's ability to investigate racing and related job opportunities, including internet and racing websites, racing magazines and related publications
- specifications:
  - work instructions and related documentation
- relationships (internal and/or external):
  - access to stewards, racing officials and other relevant persons.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRHBR302 Carry out natural mare mating procedures

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to carry out mare mating procedures using stallions for natural service to maximise conception rates and live foal outcomes. It includes identifying mares in oestrus, attending mares for service, providing support for reproductive services and keeping accurate records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Horse Breeding (HBR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to perform mare mating procedures	1.1 Interpret the work program to determine work to be undertaken, and confirm with supervisor 1.2 Communicate with other workers to ensure smooth operation of the mating process 1.3 Adhere to requirements for the care and handling of horses 1.4 Select, use and maintain personal protective equipment (PPE) for safety and infection control purposes
2. Identify mares in a state of oestrus	2.1 Identify and select mares due for teasing or service 2.2 Identify work health and safety hazards, including horse behaviour and body language, assess risks and implement suitable controls 2.3 Catch and restrain selected mare, and foal if present, using safe horse handling techniques, for teasing or other oestrus identification procedures 2.4 Complete stud records according to workplace requirements
3. Attend mares for service	3.1 Prepare mare for hand service according to stud practice 3.2 Separate from mare and safely restrain foal, if present, according to stud practice 3.3 Restrain mare safely for natural service, using appropriate equipment according to stud practice 3.4 Attend mare for the service process 3.5 Return mare to box or paddock 3.6 Complete workplace records
4. Handle mares for routine veterinary reproductive procedures	4.1 Handle mare and foal to ensure both are settled and safe 4.2 Lead mare (and foal) into crush, ensuring safety and wellbeing of both mare and foal, if present 4.3 Use an appropriate restraint method in the crush 4.4 Provide support for manual or ultrasound follicle and pregnancy testing procedures 4.5 Assist the veterinarian to prepare for examination,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	swabbing or treatment of the mare
5. Maintain accurate identification and records	5.1 Complete records of identification and breeding according to industry standards 5.2 Report details of any treatment performed, including follow-up treatment

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.

Skill	Description
Reading	• Interpret information in written work program and instructions
Writing	• Record information relating to mating mares and breeding, accurately and legibly
Navigate the world of work	• Take responsibility for following regulatory and workplace procedures, including safe work, safe horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with a range of personnel in different roles using clear communication techniques to carry out mating activities
Get the work done	• Plan and sequence multiple tasks; monitor activity and prioritise tasks to achieve outcomes • Make decisions about routine mating activities, taking responsibility for actions taken • Use workplace technology, tools and systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR302 Carry out natural mare mating procedures	ACMHBR303 Carry out natural mare mating procedures	Code changed to reflect appropriate industry sector usage Minor changes for clarity Removal of points duplicating performance criteria in performance evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRHBR302 Carry out natural mare mating procedures

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- carried out natural mating preparation and service procedures for at least three mares, including:
  - two with a foal at foot
  - one maiden mare
- maintained accurate records of mating and breeding activities for each individual horse.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices relevant to mare mating procedures:
  - relevant horse breeding terminology
  - relevant anatomy and physiology of male and female reproductive systems in horses, including conception and gestation
  - common infertility in mares and what may be treated by veterinarians
  - oestrus cycle in mares and dioestrus behaviour and its detection
- safe work practices:
  - safe horse handling techniques
  - hazard and risk identification and minimisation
  - personal protective equipment (PPE)
  - biosecurity, hygiene and infection control practices relevant to mating procedures
- key regulatory requirements relating to animal welfare
- mare identification methods, including mare status and stallion booking
- procedures for preparation for mating, including:

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  - uterine swabbing and treatment
  - role of veterinarians in carrying out follicle and pregnancy testing
- mare handling procedures, including types and purpose of different handling restraints
- workplace recording and reporting procedures, including stud recordkeeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace with teasing yards, stud veterinary facilities, breeding area or barn and foal restraint areas
- resources, equipment and materials:
  - mares to be mated, assessed as suitable for the experience and skill of the individual
  - at least one working stallion and teaser
  - tack, equipment and restraints required for teasing and natural mating
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - workplace recording and reporting forms or systems
  - work instructions or program for carrying out mating procedures.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRHBR304 Assess suitability of horses for specific uses

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to assess the suitability of horses for specific uses, and defines the standard required to identify horse conformation, assess soundness and temperament of horses, and maintain accurate data documentation.

The unit applies to individuals who work under broad direction, taking responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Horse Breeding (HBR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess horse conformation	1.1 Observe horse body language and behaviour to identify potential safety risks prior to approaching individual horses 1.2 Determine conformation requirements for specific use of a horse 1.3 Evaluate the conformation of a horse using relevant horse sector criteria and practices 1.4 Report on the desirable conformation of a horse
2. Report on unsoundness and blemishes in the horse	2.1 Examine the horse for unsoundness and blemishes using safe horse handling techniques 2.2 Record unsoundness and blemishes detected, including those on the fore and hind limbs and hooves, and assess level of effect for specific use 2.3 Report issues of unsoundness to relevant personnel
3. Report on the way of going of horses	3.1 Evaluate and report on essential elements of the way of going of the horse 3.2 Assess and report on the natural gaits of the horse 3.3 Detect and report defects in the way of going of the horse, including lameness
4. Report on undesirable behaviours and habits of horses	4.1 Observe and determine any behavioural issues the horse has that could pose a workplace risk or impact on horse suitability for purpose 4.2 Report behavioural issues that may be hazardous to people and other horses, according to workplace practices
5. Evaluate overall suitability of the horse for specific uses	5.1 Identify the horse characteristics needed for a specific use 5.2 Analyse findings from examining and observing individual horses to determine suitability for the specified use 5.3 Identify breed of horse and determine the effect this may have on suitability for use 5.4 Report on the findings of horse suitability for specific uses using correct concepts and horse industry terminology

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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.

Skill	Description
Writing	• Record data and observations in workplace forms accurately and legibly
Oral communication	• Use active listening and questioning techniques to clarify and confirm requirements • Use clear language suitable for intended audience to ensure clarity of meaning when reporting and giving reasons for findings to others
Navigate the world of work	• Take responsibility for following workplace procedures, including safe horse handling practices and animal welfare requirements, in own role and work area
Get the work done	• Apply specialist knowledge to analyse assessment findings and make decisions about horse suitability; taking responsibility for decisions and the outcome of the assessment • Use workplace technology, tools and systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR304 Assess suitability of horses for specific uses	ACMHBR305 Assess suitability of horses for specific uses	Code changed to reflect appropriate industry sector usage Minor edits and new performance criteria 2.3 for clarity Removal of points duplicating performance criteria in performance evidence	Equivalent unit

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Links

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Assessment Requirements for RGRHBR304 Assess suitability of horses for specific uses

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- identified and assessed the suitability of at least three horses for specific uses
- maintained appropriate records of each horse assessed
- evaluated the overall suitability of each horse for specific uses, and reported on findings.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- desirable and undesirable conformations for specific uses
- common blemishes on fore and hind limbs and hooves
- common behavioural issues in horses
- desirable and undesirable natural gaits
- process for determining characteristics needed for specific uses
- impact of breeding or parentage on individual horse suitability for a specific use
- factors that affect suitability of an individual horse for a specific use, including gender, class and age
- how the final assessment could affect value of horse
- horse industry terminology relevant to assessing horse suitability.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - various live horses to be assessed for suitability for specific uses, assessed as suitable for the experience and skill of the individual
- specifications:
  - criteria for specific uses the horses are to be used for.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRHBR305 Handle young horses

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to handle young horses in order to conduct a range of routine tasks, including catching and weaning foals and preparing yearlings for sale.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Horse Breeding (HBR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work with young horses	1.1 Interpret and clarify work instructions and workplace procedures for handling young horses 1.2 Identify hazards and risks associated with catching and handling young horses, and implement control measures to minimise 1.3 Assemble gear, and check gear and facilities for safe use 1.4 Select and correctly fit personal protective equipment (PPE) appropriate for activities 1.5 Ensure records relating to young horses are updated regularly and accurately according to workplace requirements
2. Catch and handle foals	2.1 Catch foals of various ages using safe and ethical horse handling techniques 2.2 Restrain foals for routine health and husbandry procedures according to workplace practices
3. Assist with weaning foals	3.1 Identify suitable facilities for the safe handling, training and weaning of foals 3.2 Fit foals with a halter or head collar 3.3 Lead weanling foals 3.4 Handle weanling foal legs and pick up feet
4. Perform routine tasks preparing and presenting yearlings for sale	4.1 Carry out routine daily checks of yearlings according to workplace procedures 4.2 Lead yearlings for exercise and presentation 4.3 Exercise yearlings according to individual requirements 4.4 Shampoo, groom and trim yearlings in safe facility 4.5 Fit head collars, bridles, bits, rugs and safety gear

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.

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Skill	Description
Navigate the world of work	• Follow work health and safety, safe horse handling and animal welfare requirements associated with own role and area of work with young horses
Get the work done	• Plan and sequence tasks, prioritising activities to achieve work outcomes for handling young horses • Use workplace technology, tools and/or systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR305 Handle young horses	ACMHBR307 Handle young horses	Code changed to reflect appropriate industry sector usage Minor changes and new PC1.4 for clarity Removal of points duplicating performance criteria in performance evidence	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRHBR305 Handle young horses

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- safely handled and conducted a range of routine activities with young horses, including:
  - caught and handled three foals
  - assisted with weaning three foals
  - prepared and presented three yearlings for sale
- completed required records for each horse.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- suitable facilities for weaning and yearling preparation
- potential dangers to the foal and mare during weaning, and appropriate actions to reduce them
- stress responses sometimes associated with weaning for both mare and weanling:
  - fretting
  - over-heating
  - refusing food
  - overeating
  - self-inflicted injuries
- potential dangers to the yearlings during sale preparation, and appropriate actions to reduce them:
  - removing any potential hazards from stalls and handling areas
  - exercising in confined areas
  - monitoring exercise
- effects of exercise on joints and bones of the legs

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- various responses in yearlings associated with sale preparation:
  - fretting
  - poor appetite
  - overeating
  - stable vices
- suitable tack and equipment for young horses
- safe horse handling techniques for young horses
- key features of regulatory requirements relevant to working with horses for:
  - work health and safety, including use of personal protective equipment
  - animal welfare
  - biosecurity.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including a small handling yard and crush
- resources, equipment and materials:
  - various young horses including weaning foals, weanlings and yearlings – note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual
  - appropriate tack for handling and caring for young horses
  - personal protective equipment (PPE) correctly fitted and applicable for task for individual
- specifications:
  - work instructions and workplace procedures for handling young horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRHBR307 Carry out procedures for foaling down mares

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to monitor mares and their newborn at foaling; and refer high risk issues or problems for expert advice.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for foaling	1.1 Calculate and document foaling due dates for all mares confirmed pregnant 1.2 Assess and monitor condition and health status of pregnant mare prior to foaling, including arranging for Caslick to be opened for

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	relevant mares 1.3 Identify hazards and assess and control risks in assisting with birthing, and follow safe work and safe horse handling practices 1.4 Check and prepare birthing equipment, resources and materials, and environment, including personal protective equipment for safety and infection control purposes 1.5 Move mares to an area where intervention can be carried out with minimal disruption and where biosecurity and quarantine procedures can be implemented 1.6 Prepare a foaling plan according to workplace practices
2. Monitor the foaling process	2.1 Make regular observations to detect the signs of imminent parturition 2.2 Prepare a pregnant mare for foaling 2.3 Check regularly for signs of problems that may occur during foaling, and seek professional advice if required 2.4 Make regular observations of mare and foal during foaling 2.5 Ensure the foaling environment, facilities and equipment are maintained in a safe, hygienic and operational state 2.6 Update and maintain records of foaling and foaling outcomes
3. Carry out monitoring after foal has been born	3.1 Allow mare to lie and rest for as long as possible 3.2 Allow the foal to stand to break the umbilical cord, and treat stump with iodine 3.3 Assist with tying the placenta after the mare stands and checking for expulsion 3.4 Examine the placenta to ensure no part of it has been retained 3.5 Monitor the mare and foal for nursing and general health 3.6 Maintain foaling environment, facilities and equipment in a safe, hygienic and operational state, and report or fix faults 3.7 Update foaling records accurately according to workplace practices
4. Monitor and report on newborn foals	4.1 Monitor and report on the health of newborn foal 4.2 Record the markings and other identifying features of newly born foals

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Report conditions or signs of ill health requiring veterinary assistance

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.

Skill	Description
Numeracy	• Use basic arithmetic to calculate gestation times and expected birthing dates
Navigate the world of work	• Comply with workplace procedures, including safe work and horse handling practices, and animal welfare requirements, in own role and work area
Interact with o thers	• Work cooperatively with other personnel using clear communication techniques to report foaling activity
Get the work done	• Plan and sequence multiple tasks, monitoring activity and prioritising tasks to achieve outcomes • Use workplace technology, tools and systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR307 Carry out procedures for foaling down mares	ACMHBR312 Carry out procedures for foaling down mares	Code changed to reflect appropriate industry sector usage Minor changes for clarity Removal of points duplicating performance criteria in performance evidence	Equivalent unit

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Links

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Assessment Requirements for RGRHBR307 Carry out procedures for foaling down mares

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- monitored and prepared at least two mares for foaling
- checked and monitored the condition of each mare post-foaling
- handled one newly born foal safely
- recorded and reported details of mares and foals according to workplace requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles and practices for foaling down mares, including:
  - signs of dystocia or malpresentation by timing rate of progress in giving birth and the initial presentation of the foal
  - stages of foaling and common timeframes, including water breaking, expulsion of the foetus, and expulsion of afterbirth
  - scenarios where specialist advice or assistance is needed
  - reasons for undertaking and timing of IgG (immunoglobulin) test on newborn foals
  - common timeframes for foals to stand and drink
  - features of safe and secure post-foaling environment
- safe work practices:
  - safe and ethical horse handling techniques
  - hazard identification and practices for controlling risks in foaling and post-foaling environment
  - personal protective equipment (PPE) for safety and infection control
  - maintaining hygienic and environmentally responsible workplace practices

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- workplace recording and reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live mares in-foal and newborn foals assessed as suitable for the experience and skill of the individual
  - appropriate tack for horse and activity
  - PPE correctly fitted and applicable to activity for the individual
  - equipment required for foaling down
- specifications:
  - work instructions for carrying out foaling down of mares
  - foaling recording/reporting forms.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRHBR504 Manage horse breeding operations

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to successfully manage all aspects of a breeding horse stud. It covers assessing structural and human resource requirements, developing breeding programs, and managing operations, including caring for stallions and mares, and foaling operations.

The unit applies to individuals who have managerial responsibilities for horse breeding operations. They work independently within organisational guidelines, applying extensive knowledge of breeding performance horses and industry skills to achieve outcomes.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply reproductive anatomy and physiology	1.1 Assess the reproductive anatomy of stallions on a regular basis during the breeding season to inform stallion management procedures

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
principles to stud practice	1.2 Assess the reproductive anatomy and physiological function of mares on a regular basis during the breeding season to inform mare management procedures 1.3 Monitor and report on the behavioural characteristics of oestrus, dioestrus and anoestrus according to industry standard procedures 1.4 Monitor and report the characteristics of pregnancy according to industry standard procedures
2. Assess stud requirements	2.1 Develop stud breeding program goals and strategies 2.2 Assess and document stud requirements according to workplace objectives 2.3 Identify resources required to support the breeding programs 2.4 Determine the optimal stud farm layout to facilitate ease of management and meet behavioural needs of horses 2.5 Select breeding options to maximise opportunities and meet stud objectives within industry guidelines 2.6 Develop strategies for compliance with work health and safety, animal welfare, biosecurity and environmental legislation and guidelines 2.7 Assess, control and review risks related to stud operations to ensure a safe workplace
3. Manage the breeding calendar of operations	3.1 Document and communicate the calendar of operations to incorporate routine seasonal breeding practices 3.2 Identify and research potential stallions, mares and genetic material for use in the breeding operation 3.3 Develop and implement routine health management procedures 3.4 Determine appropriate breeding and horse management timelines according to annual calendar 3.5 Complete breeding documents according to workplace and industry requirements
4. Manage conception	4.1 Develop and implement a covering timetable for stallions 4.2 Monitor and report key milestones of conception and gestation according to industry procedures 4.3 Identify and select relevant pregnancy detection techniques suitable for use on the stud farm

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Develop and implement a strategy for the timely and efficient detection of pregnancies
5. Manage subfertility	5.1 Identify the causes of subfertility and infertility in stallions 5.2 Develop and implement strategies to treat and minimise the impact of stallion subfertility or infertility 5.3 Identify the causes of subfertility and infertility in mares 5.4 Develop and implement management strategies to treat and minimise the impact of mare subfertility and infertility
6. Manage foaling operations	6.1 Implement plans to manage mares immediately prior to foaling 6.2 Oversee the foaling down of mares 6.3 Develop and implement a plan to manage foaling emergencies 6.4 Develop and implement plans for the treatment and management of neonatal illness and injury 6.5 Develop and implement post-foaling mare and foal care procedures
7. Manage foetal loss and abortion in mares	7.1 Identify the signs and causes of foetal loss and abortion, and develop procedures to routinely monitor mares for these conditions 7.2 Develop and implement a strategy to prevent or minimise the risk of abortion 7.3 Develop and implement a plan to respond to and manage abortion or suspected abortion 7.4 Identify mares that have aborted or are at risk of abortion, and implement industry standard management procedures
8. Evaluate the application of assisted reproductive technologies to the performance horse industry	8.1 Evaluate the potential benefits of assisted reproductive technologies to stud goals and operations, where appropriate for breed requirements and/or rules of racing for racehorses 8.2 Evaluate the costs and implications of assisted reproductive technologies against stud goals and objectives

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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.

Skill	Description
Reading	• Extract and interpret technical information relating to horse breeding from a range of sources
Writing	• Prepare written breeding programs and schedules using clear language, accurate industry terminology and logical structure
Numeracy	• Calculate fees and operational costs • Calculate, sequence and adjust timelines in breeding schedules or plans
Navigate the world of work	• Take responsibility for complying with regulatory requirements, including work health and safety and animal welfare, within own role and area of work • Comply with safe, ethical and humane horse handling industry practices • Ensure knowledge of performance horse breeding requirements is kept up-to-date in order to provide accurate information
Interact with others	• Use accurate industry terminology, concepts and protocols for communicating with a variety of people in managing performance horse breeding operations
Get the work done	• Organise and plan breeding programs and schedules for multiple horses; monitoring actions against stated goals and adjusting plans and resources in response to changing conditions • Uses main features and functions of digital tools to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR504 Manage horse breeding operations	ACMPHR506 Manage performance horse breeding operations and AHCPHR506 Manage performance horse breeding operations	Code changed to reflect appropriate industry sector usage Minor changes for clarity Removal of points duplicating performance criteria in performance evidence	Equivalent unit

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Links

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Assessment Requirements for RGRHBR504 Manage horse breeding operations

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- managed breeding operations for a commercial horse stud, over at least one annual breeding period, including:
  - assessed stud requirements
  - managed the breeding calendar of operations
  - managed conception and subfertility
  - managed foaling operations, including foetal loss and abortion in mares
  - evaluated the application of assisted reproductive technologies, where appropriate to industry sector.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- reproductive anatomy and physiology of stallions and mares
- endogenous hormone cycles, functions, and methods to manipulate these to improve breeding efficiency and conception rates
- signs of normal and abnormal breeding behaviour of mares and stallions
- key features of conception, gestation and lactation
- signs and stages of normal and abnormal foaling
- signs and management of neonatal illness and injury
- seasonal breeding practices, limitations and requirements of relevant breed societies
- signs of injury and disease in breeding horses, foals and young horses, including diseases of fertility, infectious diseases impacting fertility, and preventative management, including vaccination

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- sources of information on potential sires, dams and genetic material for use in the breeding program
- veterinary and biosecurity procedures, including hygiene protocols and quarantine
- equine facility design principles, and infrastructure and equipment options
- staffing and scheduling of human resource requirements
- breed society rules, regulations and processes
- assisted reproductive technologies
- key requirements for compliance with regulatory and industry requirements for managing horse breeding, including:
  - animal welfare and humane and ethical care of horses
  - work health and safety
  - biosecurity
  - environmental sustainability.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live mares and stallions in breeding program, and foals
  - suitable simulations for assisting with cases of abortion
  - breeding histories and relevant reproductive information about individual mares and stallions
  - workplace breeding program and schedules
  - equipment and materials required to manage breeding operations and monitor condition of horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRHBR505 Oversee administration of stud records

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to manage and maintain accurate stud breeding and sales records for a property.

The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

Nil

Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather and manage information needed for managing stud records	1.1 Confirm and clarify work program and requirements with management 1.2 Identify and source stud documentation required for managing the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	breeding program 1.3 Collate records of horses arriving and departing the stud, in line with established stud protocols 1.4 Discuss requirements in relation to recordkeeping and horse identification with operational personnel and management
2. Nominate horses for sales, bonus schemes or exhibition	2.1 Obtain, complete and organise submission of appropriate entry forms for specified activities within required timeframes 2.2 Nominate horses manually or electronically through established systems according to organisational procedures 2.3 Organise payment of relevant fees by the due dates
3. Organise external reporting and recording requirements	3.1 Organise the transfer or access of pedigrees and histories with controlling agents 3.2 Supply breeding returns to relevant breed societies and individuals within required timeframes 3.3 Complete and oversee horse transfer and registration forms to the relevant controlling body within required timeframes 3.4 Maintain health and safety and biosecurity records for the stud 3.5 Advise and assist clients with reporting requirements
4. Supervise maintenance of stud records	4.1 Oversee the management of recordkeeping systems within the stud to ensure sound records are readily accessible 4.2 Establish processes to ensure breeding and operational records are accurate and kept up-to-date

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.

Skill	Description
Reading	• Interpret key information in a range of documentation, including work program, and entry requirements and application processes for exhibiting and selling horses

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Skill	Description
Writing	• Prepare and present data and information clearly in a logical and sequenced structure to enhance readability
Navigate the world of work	• Take responsibility for maintaining records, following workplace procedures and requirements from external bodies
Interact with others	• Use communication practices and protocols suitable for liaising with management, operational personnel and external personnel
Get the work done	• Take responsibility for planning and sequencing tasks and workload; meeting requirements of stud stable management and expectations of own role • Uses main features and functions of digital tools to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRHBR505 Oversee administration of stud records	ACMHBR401 Carry out stud stable management duties	Code and title changed to reflect appropriate industry sector usage, level of responsibility and intent of unit Removal of points duplicating performance criteria in performance evidence	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRHBR505 Oversee administration of stud records

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- managed processes for the sale and/or exhibition of at least three horses
- prepared forms and records for three external organisations
- followed up on processes to ensure the maintenance of accurate and up-to-date stud records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- operations and business objectives of the workplace stud
- workplace stud program, procedures and instructions
- procedures and requirements for:
  - breed societies
  - keeper of the relevant stud book
  - sales and exhibition bodies
  - breeding bonus schemes
- breeding records and data and reporting requirements, including:
  - service and foaling dates
  - horse and foal identification
  - stallion and mare deaths
  - stillbirths and neonatal deaths
  - abnormalities
- regulatory requirements relevant to role for:
  - animal health and welfare

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- work health and safety
- biosecurity
- employment of staff and contractors
- financial reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - application or entry forms for exhibitions or sales
  - financial and other workplace records or systems
- specifications:
  - stud records for selected horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSG402 Assess greyhounds for suitability to transition to a pet

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to conduct assessments of greyhounds trained in the racing industry for suitability to be transitioned via adoption or rehoming programs as a pet.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities dealing with predictable and unpredictable problems relating to their work in the greyhound racing sector.

All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety 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

The prerequisite unit of competency for this unit is:

- RGRPSG411 Interpret and manage greyhound behaviours.

Unit Sector

Performance Services Greyhounds (PSG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for greyhound	1.1 Collate relevant information about the greyhound to be assessed,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
suitability assessment	and schedule arrangements for assessment 1.2 Review background information provided by owner for individual greyhound, and identify factors that may impact on greyhound transitioning to a pet 1.3 Check assessment area to identify hazards and minimise risks to people and welfare of animals 1.4 Organise equipment, support personnel and companion animals needed for assessment process 1.5 Confirm identity and prepare greyhounds for assessment according to organisational procedures
2. Carry out initial greyhound suitability assessment	2.1 Move the greyhound from holding area to a safe assessment environment 2.2 Identify health status of greyhound according to organisational procedures 2.3 Observe greyhound behaviour in a range of contexts, applying knowledge of context-appropriate and abnormal canine and breed-specific behaviour 2.4 Record the greyhound's behaviour using organisational criteria, tools and/or formats
3. Review greyhound suitability assessment outcomes	3.1 Collate all information about individual greyhound 3.2 Review notes and assessment outcomes to identify any behaviours likely to affect the suitability of an individual greyhound to transition to a pet 3.3 Gather further information to confirm or clarify the initial assessment outcome, or refer to other suitable personnel according to organisational procedures
4. Finalise greyhound suitability assessment outcome	4.1 Make a judgement on the greyhound's suitability for transitioning to a pet based on information gathered using organisational tools, criteria and procedures 4.2 Advise owner of assessment outcome and/or acceptance to program according to organisational procedures 4.3 Discuss outcomes for greyhounds assessed as unsuitable for transitioning to pets at this point in time, according to organisational procedures 4.4 Determine any further action or behaviour modification required

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	for greyhounds accepted to program, and refer to appropriate personnel 4.5 Complete all documentation accurately and file according to organisational procedures

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.

Skill	Description
Reading	• Interpret organisational procedures and tools for assessing greyhound suitability for transitioning to pets program
Writing	• Record information clearly and accurately to complete records and forms for internal and external purposes
Oral communication	• Use active listening and questioning skills to clarify and convey information • Use language and concepts appropriate for people from diverse backgrounds
Navigate the world of work	• Take responsibility for following organisational procedures and regulatory requirements for own role and area of work
Get the work done	• Plan, sequence and prioritise activities to achieve work outcomes • Seek clarification and assistance in decision making to ensure accurate suitability assessments • Use workplace technology and systems to complete records and reports

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG402 Assess	Not applicable	New unit	No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
greyhounds for suitability to transition to a pet			

Links

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Assessment Requirements for RGRPSG402 Assess greyhounds for suitability to transition to a pet

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed three greyhounds as suitable/likely suitable for adoption – one greyhound in each of the following categories:
  - requires minimal further behaviour modification
  - requires exposure to a typical domestic environment (and associated stimuli) in a gradual and controlled manner
  - requires structured behaviour modification on specific area of improvement identified for the individual greyhound
- assessed four dogs (greyhound or other breeds) as unsuitable for adoption for each of the following reasons:
  - predatory behaviour towards other dogs
  - aggressive behaviour towards other dogs
  - maladaptive levels of fear and anxiety
  - aggression towards humans
- completed all required organisational documentation for each assessment conducted.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- general signs of greyhound health status
- safety working with greyhounds, including:
  - risk assessments – environmental and dog behaviour
  - hazard identification
  - assessment environment – safe, fenced area

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    - resources – muzzles, collars and leads
    - organisational procedures relating to safety and personal protective equipment
- identification of greyhounds, including physical features, microchipping and relevant documentation
- suitability assessment and predictive validity of temperament tests in dogs, covering:
    - reaction to leash, general handling and kennel behaviour
    - coping behaviour – unfamiliar locations, novel objects, noise sensitivity, isolation
    - sociability – towards unfamiliar people, other dogs and companion animals
    - predation – small dog interaction
    - resource guarding
- real-time welfare assessment and handling skills for domestic dogs/animals used during assessments
- behaviours that may impact on greyhounds transitioning to pets, including:
    - fearful or aggressive responses to people and/or other dogs
    - context-appropriate vs maladaptive behaviour
    - fears of specific stimuli
    - reactivity, including to a leash
    - overt signs of stress
    - high-risk behaviours – final stages of the predatory sequences directed towards inappropriate targets
- organisational assessment outcome tools, criteria and descriptions
- animal welfare principles and racing industry codes of practice
- state greyhound industry requirements relating to retiring greyhounds and adoption practices
- current state government and local council regulations, codes of practice or requirements relating to:
    - specific breeds of dogs, including dangerous dog breeds
    - registration and microchipping of dogs
    - containment of dogs
    - use of muzzles and leashes in public
    - operation of animal shelters
    - companion animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - various greyhounds to be assessed

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  - videos of greyhounds or other dog breeds displaying behaviours unsuitable for adoption
  - equipment required for suitability assessments
- specifications:
  - organisational procedures, forms and assessment criteria.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSG404 Carry out greyhound adoptions

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to promote greyhound transition to pet programs, and match and coordinate greyhounds with new owners.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities dealing with predictable and unpredictable problems relating to their work in the greyhound racing sector.

All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety 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

The prerequisite unit of competency for this unit is:

- RGRPSG411 Interpret and manage greyhound behaviours.

Unit Sector

Performance Services Greyhounds (PSG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to pre-adoption processes	1.1 Contribute to the responsible promotion of greyhound transition to pet program via a range of channels

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Contribute to maintenance of information about greyhound transition to pet program and information for new owners 1.3 Maintain accurate information about individual greyhounds available for adoption 1.4 Provide and respond to stakeholder queries relating to the greyhound transition to pet program according to organisational procedures
2. Match individual greyhounds to adoption applications	2.1 Collate and review adoption applications or requests from applicants 2.2 Communicate with applicants to clarify or confirm application information according to organisational procedures 2.3 Collate and review information on individual greyhounds from a range of available sources 2.4 Match individual greyhounds to specific adoption applications based on greyhound and adopter information 2.5 Advise applicants, explain reasons for matching outcome, and manage responses professionally
3. Carry out adoption handover	3.1 Meet new owners, provide information relevant to owning a greyhound, and respond to queries 3.2 Coordinate the introduction of greyhound to new owners according to organisational procedures 3.3 Facilitate introductions between the greyhound and existing pet dogs and/or other pets according to organisational procedures 3.4 Observe interaction between new owners, and other pets where relevant, and selected greyhound prior to finalising handover 3.5 Respond to unforeseen contingencies or issues during handover according to organisational procedures
4. Conduct post-adoption follow-up	4.1 Provide follow-up support to new owners during settling period according to organisational procedures 4.2 Respond professionally to situations relating to mismatches and problems with greyhounds 4.3 Refer adopters to other staff or resources according to needs of adopter and/or greyhound 4.4 Coordinate mismatches, returns and failed adoptions according to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	organisational procedures 4.5 Obtain and record feedback on the transition to pet program from stakeholders according to organisational procedures
5. Maintain accurate program records	5.1 Complete and file all records using organisation systems and formats 5.2 Collate stakeholder feedback and forward to relevant personnel to improve transition to pet program processes

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.

Skill	Description
Reading	• Interpret and identify key information in organisational procedures relevant to greyhound transition to pet adoption processes
Writing	• Record information clearly and accurately in forms for internal and external purposes
Navigate the world of work	• Take responsibility for maintaining current knowledge of state regulations and local council requirements relevant to greyhound pet ownership
Interact with others	• Convey information using clear language, terminology and concepts suitable for audience • Use a range of strategies to build rapport and manage situations involving potential conflict and/or disappointment
Get the work done	• Plan, sequence and prioritise activities to achieve work outcomes • Seek clarification and assistance in decision making to ensure accurate matching of greyhounds and adopters • Use workplace technology and systems to complete records and reports

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG404 Carry out greyhound adoptions	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSG404 Carry out greyhound adoptions

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- provided information and/or contributed to promotional activities about greyhound transition to pets program on at least two occasions
- matched, organised and provided follow-up services for at least five greyhound adoptions, including:
  - one adoption where there are existing pets in household
  - one adoption where there are children in household
  - one mismatched or failed greyhound adoption
- completed all required organisational documentation for each greyhound adoption situation in the performance evidence above.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- channels used to provide information or promote transition to pet programs, including:
  - information sessions
  - telephone queries
  - community programs and events
  - media, social media, website
- principles of responsible promotion relating to greyhound transition to pet programs, including:
  - accurate, factual and up-to-date information
  - transparent and fair processes
  - customer focus

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    - customer privacy
    - welfare of animals
- sources of information on individual greyhounds, including:
    - shelter, veterinary or kennel records
    - suitability assessments
    - feedback from volunteers, foster carers and/or other relevant personnel
- organisational procedures for adoption process, including:
    - providing reasons for matching individual greyhounds to applicants
    - providing information to stakeholders and support to new owners
    - managing conflict, negative feedback, compassion fatigue
    - dealing with contingencies during handover and settling period
    - dealing with mismatches, returns and failed adoptions
    - keeping records
- new owner information relevant to owning a greyhound, including:
    - state greyhound legislation and industry requirements relating to retiring greyhounds and adoption practices, including de-sexing and behavioural requirements
    - current state government and local council requirements for registration, containment and use of muzzles and leashes in public
    - individual greyhound information relating to behaviour, diet and care
- follow-up support to new owners, including:
    - common behavioural and settling problems
    - settling and transitioning strategies
    - managing new owner expectations
    - referrals to specialists or support services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - various greyhounds for adoption and associated records and information
- specifications:
    - organisational procedures
    - application information for potential adopters/new owners
    - individual greyhound information
- relationships:
    - new owners/adopters.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

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RGRPSG411 Interpret and manage greyhound behaviours

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to develop basic knowledge of greyhound breed-specific behaviour, read body language, and interpret and manage common behaviours.

The unit applies to individuals who work with greyhounds and are involved in greyhound education at all stages.

All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety 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

Performance Services Greyhounds (PSG)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify key features of the greyhound breed	1.1 Describe greyhounds according to physical features using industry terminology 1.2 Outline the natural ethogram of the domestic dog

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify how artificial selection has influenced the predominance of certain behaviours in the working greyhound 1.4 Outline industry documentation used for greyhound identification
2. Interpret common behaviours in greyhounds	2.1 Identify common behavioural issues, including those related to anxiety and predation that impact on the ability of a greyhound to transition from racing to a pet 2.2 Observe and identify behavioural indicators of different emotional states in greyhounds and their potential consequences 2.3 Undertake a functional analysis to document greyhound behaviour
3. Provide constructive solutions to manage behaviour for transitioning to a pet	3.1 Source appropriate external reference material and resources to build knowledge of canine behaviour and current practices relating to behaviour modification 3.2 Evaluate common methods for modifying canine behaviour 3.3 Identify common approaches to address and manage canine behavioural issues 3.4 Identify best practice socialisation and environmental optimisation to assist greyhound transition to a pet at all life cycle stages

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.

Skill	Description
Learning	• Actively update own knowledge of canine behaviour and modification techniques • Use industry and scientific terminology to describe greyhound behaviour and body language
Get the work done	• Use common workplace technology and systems to gather, record and convey information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSG411 Interpret and manage greyhound behaviours	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSG411 Interpret and manage greyhound behaviours

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- observed and noted signs of the following behaviours in four individual greyhounds:
  - socially appropriate behaviour with a dog of a different breed, including signs of healthy play
  - socially affiliative behaviour with people
  - inappropriate predatory behaviour
  - anxiety or fearfulness
- carried out a functional behavioural analysis on two greyhounds and identified and justified the use of rewards-based activities to address their needs to transition to a pet.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- greyhound identification, including:
  - physical traits – colours, age, gender, conformation, scars or existing injuries
  - industry documentation – microchips, ear brands, racing papers, other registration papers
- meaning of key terminology, including ethogram, ethology and functional analysis
- natural ethogram of the domestic dog
- canine behavioural responses to negative emotional states (repulsion, avoidance, appeasement, inhibition)
- types of behaviours selected for in working/racing greyhounds, including prey drive
- basic meaning of a range of body language, including:
  - body positioning
  - position of ears and tail

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    - focus of eyes
    - tongue/mouth
- common healthy social behavioural signs with dogs and people
- signs of problematic behaviour, including:
    - predation, including dog-dog predation
    - negative emotional indicators during handling and husbandry procedures
    - anxiety and fear, including social and environmental triggers
    - frustration
- scenarios that indicate the need for increased management or professional intervention post-adoption, including:
    - common presentations of problematic fears, phobias and anxiety in home environment, including isolation-distress
    - interspecific aggression and dog-dog predation within the home and in public
    - predation towards other animals both in public and in multi-pet households
    - common signs of human-directed aggression in the home, including resource guarding
- common activities required to successfully transition a greyhound to pet environment, including:
    - safe greetings with unfamiliar people, dogs and other animals
    - house training, including toilet training, chew training, bed/crate training, prevention of problem behaviours related to anxiety and fear
    - exposure to novel objects and experiences, including noise, food, walking harnesses, environments and surfaces
- application of functional behaviour analyses and use of common methods of behaviour modification for dogs, including efficacy and welfare considerations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - various greyhounds
    - videos of greyhounds displaying different behaviours, if required, to meet the performance evidence requirements.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSH203 Perform basic driving tasks

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to perform basic driving skills using a well-educated standardbred horse and assistance from another person and/or technology such as a double-seated sulky. It includes protecting the welfare of people and horses and providing post-exercise care of horses.

The unit applies to individuals who perform routine harness-related tasks under supervision within the harness racing industry.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

The prerequisite unit of competency for this unit is:

- RGRPSH201 Handle racehorses in stables and at trackwork.

Unit Sector

Performance services horse (PSH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Protect safety and welfare of people and	1.1 Select and wear appropriate personal protective equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
horses	according to workplace policies and procedures 1.2 Follow safety instructions, including venue-specific requirements 1.3 Identify potential hazards, minimise risks and report problems to supervisor
2. Provide pre-exercise care of horse	2.1 Catch and secure horses following safe handling procedures 2.2 Carry out pre-exercise grooming according to workplace practice 2.3 Check the wear and suitability of designated gear, and ensure correct fit
3. Apply basic driving skills	3.1 Mount sulky and control horse as instructed while aided by an assistant to release horse from tie-up rail 3.2 Demonstrate and maintain effective driving position 3.3 Use aids to control movement, speed and direction of a horse at walk and trot 3.4 Dismount sulky and control horse while aided by an assistant to secure horse at tie-up rail 3.5 Discuss goals to improve driving skills with supervisor
4. Provide post-exercise care of horse	4.1 Remove gear and warm down horse according to workplace practice 4.2 Carry out post-exercise grooming according to workplace procedures 4.3 Release horse using safe procedures 4.4 Clean equipment and check for wear and breakage, and then store in an appropriate manner according to workplace procedures

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.

Skill	Description
Reading	• Interpret key information in written instructions and workplace or venue requirements

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Skill	Description
Oral communication	• Use clear language and industry terminology appropriate for audience to convey information
Learning	• Seek feedback to identify gaps in knowledge and skills
Navigate the world of work	• Follow workplace procedures, including safety and animal welfare requirements, associated with own role
Interact with others	• Follow accepted communication practices and protocols in stable and wider racing industry when working with others
Get the work done	• Follow clearly defined instructions to identify and sequence tasks and assemble equipment required for basic driving and care for horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH203 Perform basic driving tasks	RGRPSH203A Perform basic driving tasks	Updated to meet Standards for Training Packages. Minor change to performance criteria for clarity. Prerequisite added.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSH203 Perform basic driving tasks

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has performed the following activities on at least three occasions with at least two different well-educated standardbred horses, including for each:

- carried out a safety check and reported problems to supervisor
- cared for horse pre-exercise and post-exercise
- demonstrated basic driving tasks and manoeuvres using:
  - aids to control speed and direction of a horse at walk and trot
  - different items of driving apparel
  - different items of gear
  - safe basic driving skills.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- items to cover in safety checks and risk assessment:
  - potential hazards – exercise area
  - fit and condition of tack and personal protective equipment
  - horse condition and body language
  - weather conditions
- principles and practices of harness driving:
  - aids to control the speed and direction of a horse
  - equipment for measuring horse condition and fitness
  - common horse behaviour, social traits and body language
  - driving skills

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    - common pre-exercise care
    - common post-exercise care, including cooling horses
- racing industry standards and expectations relevant to performing basic driving tasks:
    - communication procedures within stable and wider racing industry
    - purpose of using appropriate racing industry-approved personal protective equipment
    - racing industry animal welfare requirements
    - racing industry safety requirements, including safe operating procedures and hazard and risk checks
    - workplace procedures for harness driving and the relevant rules of racing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a jog track or anenvironment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - various well-educated standardbred horses assessed as suitable for the skills and experience of the driver
    - racing industry-approved personal protective equipment for individual, correctly fitted and appropriate for activity, including protective vest, boots and helmet
    - jog cart or sulky, preferably double-seated
    - tack and equipment for basic driving
    - access to a mentor/trainer driver.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSH304 Identify factors that affect racehorse fitness and suitability to race

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to identify signs of fitness in horses, detect abnormalities and problems, and communicate options to improve horse performance.

The unit applies to individuals who work in a broad range of occupations involving racehorses.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority (PRA) for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and recognise factors that affect horse	1.1 Observe and identify features of racehorse conformation 1.2 Observe and describe gaits of racehorses

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
movement	1.3 Identify and report lameness and other abnormalities 1.4 Identify safe ways to measure horse fitness and recovery from fast work 1.5 Identify reasons for use of corrective gear, and select options to improve horse performance 1.6 Explain factors that influence speed and strength
2. Identify and recognise signs of fitness in racehorses	2.1 Identify behavioural and physical indicators of fitness 2.2 Observe signs of horse fitness during exercise 2.3 Observe horse post-exercise recovery, and report information to relevant personnel
3. Determine basic fitness requirements for racehorses	3.1 Profile fitness and health of individual horses 3.2 Identify and discuss with trainer methods to evaluate performance 3.3 Identify indicators of poor adaptation to training program according to fitness indicators 3.4 Evaluate factors affecting performance for individual horses 3.5 Discuss fitness requirements for racehorses with relevant personnel

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.

Skill	**Description**
Oral communication	• Use clear language, accurate concepts and industry terminology to explain and report features of horse performance
Navigate the world of work	• Build knowledge of horse performance to keep up-to-date and improve own role and responsibilities

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH304 Identify factors that affect racehorse fitness and suitability to race	RGRPSH304A Identify factors that affect racehorse performance	Updated to meet Standards for Training Packages. Change of title, new element and minor changes to performance criteria to clarify intent of unit.	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSH304 Identify factors that affect racehorse fitness and suitability to race

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has observed and identified factors that affect the performance of at least three different racehorses, including for each racehorse:

- recognised conformation features and detected normal gaits and common faults
- checked signs and symptoms of fitness of horse during handling or exercise
- profiled basic fitness requirements for each racehorse
- observed and reported on post-exercise recovery.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- features of racehorses, including:
  - conformation
  - types of gaits
- common behaviour, social traits and vices that affect racehorse performance
- indicators of lameness in horses
- basic fitness requirements of racehorses:
  - behavioural or physical indicators of horse fitness
  - factors that influence speed and strength in racehorses
- indicators of poor adaptation to training program or performance issues:
  - signs and symptoms of distress in working horses
- types and purpose of different items of corrective gear relevant to horse performance
- racing industry standards and expectations relevant to factors that affect racehorse performance:
  - racing industry animal welfare requirements

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- racing industry safety requirements
- relevant rules of racing related to horse performance.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various standardbred or thoroughbred racehorses with different conformation and levels of fitness
  - appropriate gear and equipment for individual, horse and activity.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSH308 Provide first aid and emergency care for horses or other equines

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to measure and record vital signs of horses or other equines, identify and report signs of common illnesses and injuries, provide emergency care and follow first aid policies and procedures.

The unit applies to individuals who work in a broad range of occupations in horse-related or other equine-related industries, carrying out work under broad direction within industry guidelines.

All work must be carried out to comply with workplace procedures, in accordance with applicable state/territory animal welfare and workplace health and safety legislative requirements.

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

Pre-requisite Unit

Nil

Unit Sector

Performance services horse (PSH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise and report signs of ill health or injury in horses or other	1.1 Inspect incident site and assess risks prior to helping horses or other equines

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
equines	1.2 Measure and record temperature, pulse and respiration in line with appropriate first aid procedures 1.3 Observe and report hydration levels and capillary refill in line with appropriate first aid procedures 1.4 Observe, identify and report signs of common illnesses in horses or other equines in line with appropriate first aid procedures 1.5 Observe, identify and report signs of shock in horses in line with appropriate first aid procedures 1.6 Determine and report signs of common injuries in horses or other equines according to workplace policies and procedures
2. Assess illnesses or injuries in horses or other equines	2.1 Assess threat to life of illness or injury, and incorporate into plan of action 2.2 Calm, restrain and/or quarantine horses or other equines using safe and ethical handling techniques 2.3 Follow first aid policy and procedures with respect to obligations to owners, state regulations, stable policy and duty of care 2.4 Follow referral or reporting procedures for injury, treatment and emergency care according to workplace first aid procedures
3. Apply basic first aid to horses or other equines	3.1 Use restraints and safe and ethical handling techniques to prevent further injury or to apply first aid to horses or other equines 3.2 Clean wounds and protect from further contamination or injury in line with appropriate first aid procedures 3.3 Apply bandages for management of bleeding, swelling and wounds in line with appropriate first aid procedures 3.4 Control swelling using appropriate techniques and materials in line with appropriate first aid procedures 3.5 Nurse horse or other equine to reduce impact of shock, distress and pain in line with appropriate first aid procedures 3.6 Monitor behaviour and vital signs, and record observations and treatments in line with appropriate first aid procedures
4. Respond to hoof and leg illnesses and injuries	4.1 Inspect feet and legs for signs of injury, soreness or foreign bodies 4.2 Identify common injuries and ailments to hooves, feet and legs 4.3 Apply poultice to affected area in line with appropriate first aid practices

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Determine damage or irregular condition and fit of shoes
5. Assess health and fitness of horses or other equines	5.1 Implement pre-race and post-race or activity assessment of horse or other equine for injuries, distress, health and fitness 5.2 Apply pharmaceutical or therapeutic treatments under trainer or veterinary or equine health practitioner instructions and supervision 5.3 Identify and follow industry rules relating to prohibited substances and alternative treatments

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.

Skill	Description
Reading	• Interpret textual information in workplace procedures and veterinary and medical instructions relating to the health and welfare of horses • Locate and interpret key information in medication labels
Writing	• Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
Numeracy	• Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication
Navigate the world of work	• Follow workplace procedures, including safety, animal welfare and first aid administration requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted industry practices and protocols for working collaboratively with and reporting horse health issues to supervisors and specialists
Get the work done	• Monitor horse condition, assess health and injury irregularities and make decisions to initiate routine treatment or seek specialist advice and assistance

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH308 Provide first aid and emergency care for horses or other equines	RGRPSH308A Provide first aid and emergency care for horses	Updated to meet Standards for Training Packages. Minor changes to title and performance criteria.	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSH308 Provide first aid and emergency care for horses or other equines

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has provided first aid and emergency care for at least two horses or other equines (or completed appropriate simulations), including for each:

- recognised illness or injury and carried out a safety check of the factors relating to situation, incident site and/or treatment environment
- provided appropriate first aid and treatments to horse or other equine, including:
  - responding to hoof and leg illness or injury
  - calming and/or restraining horse or other equine safely and ethically
- reported irregularities to stable nominated person in a timely manner.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- principles, practices and industry terminology related to emergency care and first aid for horses or other equines
- safe handling techniques, including:
  - risks associated with catching, handling and restraining equines
  - methods of restraining horses or other equines
  - common equine behaviour, including when injured, stressed or ill
- signs and types of treatment for common illnesses and injuries in equines, including:
  - lameness
  - shock
- relevant industry rules for providing first aid and emergency care for horses, including:
  - rules for prohibited substances and alternative treatments
  - zoonosis, disease and biosecurity control

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  - reporting requirements, including for infectious reportable illnesses – Strangles, tetanus, EI, Hendra
- industry standards and expectations relevant to providing first aid and emergency care for horses:
  - effective working relationships, including teamwork
  - industry animal welfare requirements
  - industry safety requirements, including safe operating procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various horses or other equines requiring first aid or emergency care assessed as suitable for the skills and experience of the individual; or appropriate simulations if safety or access to injured equines is restricted
  - materials and equipment relevant to providing first aid and emergency care
  - access to trainer and/or veterinarian for instructions.

Training and assessment strategies must show evidence of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSH424 Re-educate horses to manage behaviours and/or transition to new purposes

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to assess and implement a plan to modify horse behaviour and/or prepare a horse to transition to new purposes. It focuses on safely and humanely conducting re-education activities within the cognitive and physical limitations of the individual horse. The unit applies to all breeds of horses and disciplines and has particular relevance to racehorses and performance horses.

The unit applies to individuals who have responsibility for re-educating horses to perform in new disciplines, transition to new purposes and/or modify a wide range of behaviours. Individuals must have existing high-level handling and riding skills and experience handling a variety of horses, including those with difficult behaviours in-hand and under saddle.

All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety 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

Performance Services Horses (PSH)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish arrangements for re-educating and/or transitioning a horse to new purposes	1.1 Determine client requirements for re-educating and/or transitioning the horse to new purposes 1.2 Confirm business arrangements, fees and timeframes with the client 1.3 Collate and review horse history and background information provided by client and/or from other relevant sources of information 1.4 Identify individual horse, and establish ownership and industry sector requirements relevant to transitioning or rehoming horses
2. Conduct initial assessment of the horse	2.1 Establish a safe controlled environment to conduct the assessment 2.2 Assess horse soundness, conformation, physical features and health 2.3 Assess horse behaviour, temperament and ground manner, and determine current level of education 2.4 Identify behaviours or conditions that need to be addressed in a re-education and/or transition plan 2.5 Record information about the horse and assessment outcomes accurately 2.6 Make a judgement about the type and extent of re-education required 2.7 Discuss findings, desired outcomes and required action, including costs, with owner or relevant person
3. Develop a sequential plan to re-educate and/or transition individual horses	3.1 Apply knowledge of equine behaviour and learning theory to design an individual horse re-education and/or transitioning plan after initial assessment 3.2 Assess safety risks and horse welfare requirements associated with re-educating and/or transitioning individual horses 3.3 Incorporate client involvement in plan as required 3.4 Ensure diet and exercise requirements specific to the individual horse and consistent with proposed new purpose are included in the program 3.5 Record key stages of the plan, proposed timeframes and success criteria
4. Implement re-education and/or transition program	4.1 Establish a safe, controlled environment free from hazards to minimise risks to people and horses 4.2 Introduce new tack, ground work, flatwork and other relevant activities to shape behaviour and responses to cues appropriate for

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	new purpose 4.3 Expose the horse to new activities, routines and/or environments to assist with transitioning to a new purpose 4.4 Devise strategies to manage unwanted behaviours tailored to individual horse requirements
5. Review re-education and/or transition program	5.1 Assess progress of individual horse against success criteria, and evaluate horse readiness to transition to new purpose 5.2 Revise plan, modifying activities and/or extending timelines, to address needs of horses that have not met success criteria 5.3 Discuss with client alternative plans for a horse that has significant re-education issues or is unsuited for proposed new purpose 5.4 Recommend ongoing education, welfare and care requirements for individual horse at the completion of the program

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.

Skill	Description
Learning	• Actively source current, evidence-based information on equine education and learning theory to inform practices
Numeracy	• Use mathematical concepts to calculate training fees and costs • Calculate and adjust timelines in schedules or plans
Navigate the world of work	• Take responsibility for complying with regulatory requirements, including work health and safety and animal welfare, within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Get the work done	• Use problem solving strategies, intuition and past experience to manage contingencies and potential problems • Use main features and functions of workplace digital tools to complete own tasks

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH424 Re-educate horses to manage behaviours and/or transition to new purposes	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSH424 Re-educate horses to manage behaviours and/or transition to new purposes

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- assessed at least three horses for re-education or transitioning to a new purpose
- developed and implemented a plan for:
  - one horse displaying difficult or unwanted behaviour
  - one horse to be transitioned to a new purpose or environment
- implemented ground work activities, including long-reining, lungeing, tying up in different environments and general commands for two horses
- implemented flatwork riding activities, including mounting from blocks, riding under saddle in different gaits for two horses
- discussed with a client or owner:
  - business arrangements for re-educating/transitioning one horse
  - the ongoing education, welfare and care requirements of the individual horse at the completion of the program
  - options for a horse that was deemed unsuitable to re-educate or transition to a new purpose.

Knowledge Evidence

- An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:
- animal welfare principles and industry requirements relevant to rehoming or transitioning horses to new purposes, including the Rules of Racing related to harness and/or thoroughbred racing codes
- work health and safety requirements relating to interacting with horses, including:
  - safe environments – fenced areas, free from hazards
  - personal protective equipment (PPE)

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- sources of background information on individual horses, including:
  - previous rider, driver, owner, trainer and/or breeder
  - records from relevant discipline bodies or Principal Racing Authority
  - identification information
- types of background information to consider in assessment, including:
  - breeding pedigree and bloodline
  - early education, exposure to tack and gear, training regime
  - racing or performance history
  - health and injury history, diet
- business arrangements and costs associated with a re-education/transition plan, including fees for agistment, veterinarian, farrier, feed, training and gear
- current evidence-based research in:
  - equine cognition, ethology, behaviour and learning theory
  - humane approaches to behaviour modification
- key features of a horse education plan
- different types and purposes of tack and gear
- exposure to new/different environments and activities relevant to specific outcomes
- behaviours and conditions that may impact on a horse due to its history, level of education, physical features and welfare issues
- humane options for horses assessed as not suitable for re-educating/transitioning to new purposes, including alternate uses, paddock retirement, euthanasia.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses to be re-educated and/or transitioned to a new purpose assessed as appropriate for the skill of the individual
  - equipment, including tack and PPE.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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RGRPSH425 Advise on transitioning and rehoming horses

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Application

This unit of competency describes the skills and knowledge required to provide advice on horses to be transitioned for new purposes or new environments. The unit applies to all breeds of horses and disciplines and has particular relevance to racehorses and performance horses.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities dealing with predictable and unpredictable problems relating to their work with horses.

All work must be carried out to comply with workplace procedures, according to state/territory animal welfare and health and safety 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

Performance Services Horses (PSH)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate options for transitioning and rehoming horses	1.1 Interpret regulatory requirements and industry codes of practice or rules that relate to horse transition programs 1.2 Investigate the range and availability of horse transitioning,

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	re-education and associated services 1.3 Investigate horse background and breeding to assist in making informed decisions regarding transition and rehoming of horses
2. Provide advice to current horse owners	2.1 Advise current owners on options and types of programs for transitioning their horses to new purposes and/or environments, and approximate costs 2.2 Discuss humane options for dealing with horses that are deemed unsuitable to transition to a new purpose or environment
3. Provide advice to potential new horse owners	3.1 Advise potential new owners of the processes, responsibilities and estimated costs involved in owning a horse 3.2 Provide accurate, factual information on horses available for transitioning or rehoming 3.3 Investigate the horse knowledge, skills and experience of the potential new owner, and discuss the suitability of the person and horse match according to duty of care requirements 3.4 Assist new owner with information about horse purchasing and/or handover arrangements
4. Follow up and support new owner	4.1 Clarify individual responsibilities and options for returning the horse once horse has been transitioned to new owner or career 4.2 Establish arrangements and provide follow-up support to new owners during settling period according to agreed arrangement 4.3 Discuss responsibilities of transitioned horse ownership, including care, welfare and ongoing education requirements, with new owner 4.4 Respond professionally to situations relating to problems or concerns with the horse, including potential return situations 4.5 Obtain, record and review feedback on transitioned horse to improve organisational practices

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.

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Skill	Description
Numeracy	• Use mathematical concepts to calculate costs associated with transitioning and rehoming a horse and to estimate ongoing costs involved in owning a horse
Navigate the world of work	• Recognise responsibilities and accountabilities of own role and area of work, complying with industry and regulatory requirements
Interact with others	• Select and use appropriate verbal and written communication to convey information to a range of personnel • Use problem solving approaches to manage potential problems
Get the work done	• Use main features and functions of workplace digital tools to complete own tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
RGRPSH425 Advise on transitioning and rehoming horses	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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Assessment Requirements for RGRPSH425 Advise on transitioning and rehoming horses

Modification History

Release	Comments
Release 1	This version released with RGR Racing and Breeding Training Package Version 3.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- developed a portfolio of information about options and services for re-educating, rehoming and end-of-life options for horses
- researched history and breeding of three horses, and recorded options for their transition to new purposes and/or environments
- provided advice to one current owner on the processes for transitioning horses to new purposes and/or environments or end-of-life options
- provided advice to one new owner, including tailored advice about the transitioned horse, and provided follow-up support.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- state and national regulatory requirements and industry codes of practice relevant to transitioning horses to new purposes, including:
  - animal welfare
  - racing industry
  - work health and safety requirements relating to interacting with horses and duty of care
  - humane euthanasia
- alternative purposes or uses for horses, including:
  - pleasure/recreational riding
  - equestrian performance disciplines, including: dressage, showing, show jumping, polo, polocrosse, western/sporting
  - trail horse, endurance horse

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    - working horses, including: law enforcement/mounted security, stock work, clerks of the course
    - therapy animals, companion animals (nannies) on breeding studs
    - permanent retirement, sanctuaries, full care agistment
- key considerations related to options for transitioning horses to new purposes and/or environments, including:
    - previous use of horse
    - horse soundness, short-term and long-term prognosis
    - experience level of owner/s, rider/s, driver/s
    - age, size and weight of new owner if to be used for riding
    - breeding of horse and potential to use for breeding purpose
    - age and condition of horse
- traits required for horses to move to new purposes, including:
    - equestrian sports – competition
    - recreation
    - riding schools/Riding for the Disabled
    - trail riding
    - stock work
- key requirements of consumer protection and contracts relating to horse ownership, sales and purchases
- processes for matching potential owner to horse
- key requirements and costs of horse re-education, welfare and care, including:
    - housing and feeding
    - routine health care
    - exercise
    - access to veterinarians, farrier and other health professionals
- strategies for ongoing management of individual horse behaviours and conditions
- strategies for addressing options related to horse aged care, quality of life decisions and euthanasia
- strategies for dealing with returns of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - access to a suitable range of horses and their histories
- relationships:
    - current and potential horse owners.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c4b8489-f7e1-463b-81c8-6ecce6c192a0

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SFICRO303 Care for crocodiles over 1.2 metres in a controlled environment

Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to care for crocodiles over 1.2 metres in a controlled environment. While it relates mostly to saltwater crocodiles, it may entail caring for other crocodile group species (alligators, caimans, crocodiles and gharials).

The unit applies to individuals who care for crocodiles on farms, wildlife parks or research facilities.

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

No licensing, legislative or certification requirements apply to this unit at the time of publication. Licences or permits may be required for the use of firearms or restricted drugs on crocodiles or if operating vehicles.

Pre-requisite Unit

Nil

Unit Sector

Crocodiles (CRO)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for care of crocodiles over 1.2 metres in a controlled environment	1.1 Determine and prepare to observe relevant crocodile protection legislation/regulation and codes of practice 1.2 Determine biosecurity issues associated with working with crocodiles in captivity 1.3 Identify risk factors that could affect crocodile care operations, and plan to minimise risk 1.4 Source information on sound crocodile husbandry and welfare processes that enhance crocodile health and prevent skin damage 1.5 Identify the purpose of specific facilities, including crocodile breeding enclosures 1.6 Discuss the site-specific requirements with relevant personnel 1.7 Gather required equipment, including personal protective equipment (PPE) to prepare for work with crocodiles in a controlled environment according to workplace health and safety standards
2. Feed crocodiles over 1.2 metres	2.1 Identify the nutritional needs of crocodiles over 1.2 metres in a controlled environment as specified in the relevant codes of practice 2.2 Prepare and store food and food supplements according to food safety requirements 2.3 Feed crocodiles that are over 1.2 metres, following standard operating procedures (SOPs) and according to crocodile safety procedures 2.4 Maintain feeding records according to organisation SOPs, and report any observed feeding abnormalities
3. Maintain pens of crocodiles over 1.2 metres	3.1 Remove excess food and record leftover amount according to SOPs 3.2 Clean crocodile pens and remove dead crocodiles according to SOPs and relevant codes of practice 3.3 Monitor and maintain water quality and temperatures according to SOPs
4. Monitor health of crocodiles over 1.2 metres in a controlled environment	4.1 Monitor and record crocodile health to prevent disease and illness 4.2 Monitor and document husbandry records according to facility SOPs and internal auditing process

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Conduct crocodile stock administrative activity	5.1 Check completeness of pen cleaning and disposal of waste materials according to SOPs, biosecurity and environmental requirements 5.2 Update facility records and report any abnormal observations, events, or deaths, to relevant personnel 5.3 Check condition and storage of tools and equipment, and report repair and maintenance requirements to relevant personnel

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.

Skill	Description
Reading	• Interpret technical information relating to crocodile species
Writing	• Record data with technical detail relating to crocodile care
Oral communication	• Communicate in a clear, concise and culturally sensitive manner

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
SFICRO303 Care for crocodiles over 1.2 metres in a controlled environment	Not applicable	Unit has been created to address an emerging skill required by industry	Newly created

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273

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Assessment Requirements for SFICRO303 Care for crocodiles over 1.2 metres in a controlled environment

Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- conducted all crocodile care activities with crocodiles over 1.2 metres in a controlled environment (farm, wildlife park or research facility) on at least five occasions.

In doing the above, there must also be evidence that the individual has:

- complied with crocodile risk and safety standards
- treated crocodiles humanely
- complied with crocodile biosecurity guidelines
- followed legislation/regulation and codes of practice associated with crocodiles
- completed accurate workplace records.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- crocodile food preparation methods, storing requirements and preventing cross-contamination of food
- how to deliver food to crocodiles that are over 1.2 metres in a safe manner
- safe and humane crocodile handling techniques and procedures
- the principles of crocodile welfare and ethics as set out in relevant codes of practice and standard operating procedures (SOPs)
- assessment of body condition and health of crocodiles over 1.2 metres
- reasons for poor crocodile survival rates, including:
  - inappropriate husbandry
  - incubation conditions
  - disease

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    - injury
    - pen maintenance
    - genetics
    - social stress
- crocodile survival rates compared to the historical records of similar facilities
- crocodile skin quality requirements and husbandry methods that prevent crocodile skin damage:
    - appropriate nutrition
    - pen maintenance
    - crocodile health monitoring
- diseases of crocodiles in controlled environments
- crocodile breeding processes in a controlled environment
- risk factors of working with crocodiles
- workplace health and safety practices related to crocodile operations
- culturally sensitive communication protocol
- state and territory legislation, regulations and codes of practice associated with crocodile activity
- biosecurity guidelines for crocodile facilities.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
    - skills must be demonstrated in an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - access to crocodiles over 1.2 metres in a controlled environment
    - personal protective equipment (PPE)
    - equipment for feeding crocodiles
    - cleaning equipment for cleaning crocodile pens
- specifications:
    - crocodile safety documentation, policies and procedures, SOPs and codes of practice
- relationships:
    - relevant personnel.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273

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SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and store retail stock. It requires the ability to check stock quality and quantity against order requirements; store or present stock correctly; and maintain cleanliness of stock-handling areas.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller retail businesses, senior personnel also undertake this function.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain stock handling and storage	1.1.Maintain cleanliness of stock handling and storage areas. 1.2.Ensure correct environmental conditions for storage of

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areas.	perishable and other stock to prevent loss or damage as required. 1.3. Remove and dispose of waste to minimise safety risks and environmental impacts. 1.4. Report hazards and potential hazards to relevant personnel to minimise safety risks.
2. Accept stock delivery.	2.1. Check incoming stock quantities against order documentation. 2.2. Inspect incoming stock quality, and accurately report quality issues or damage to relevant personnel. 2.3. Record stock delivery, and report discrepancies with orders as required. 2.4. Unpack and handle stock according to manufacturer instructions and safe manual handing techniques to avoid personal health risk and stock damage. 2.5. Store or display stock promptly in designated location.
3. Replenish stock levels.	3.1. Rotate, replenish and present stock according to organisational requirements for stock levels. 3.2. Record stock waste or shrinkage according to organisational procedures. 3.3. Maintain optimal stock levels on retail shop floor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • plain English documents that outline organisational policies and procedures for stock control
	  • basic order and delivery documentation and stock labels.

Numeracy skills to:	• calculate stock levels.
Planning and organising skills to:	• complete stock control activities in a logical and time efficient sequence.
Technology skills to:	• use stock control technology to aid stock control processes.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures:
  - receive and process incoming stock
  - store retail stock
  - maintain retail stock levels
  - maintain stock delivery records
- follow organisational stock control policies and procedures to process stock in each of the following situations:
  - stock quality is poor
  - stock quantity errors
  - incorrect stock is delivered
- maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in the elements and performance criteria of this unit:

- principles of stock control procedures:
  - rotation and replenishment
  - product life cycle
- organisational stock control policies and procedures for:
  - receiving stock from suppliers
  - recording incoming stock
  - recording and reporting stock discrepancies and quality issues
  - recording stock waste and shrinkage
  - stock quality standards
  - unpacking, storage and display of stock
  - damaged or missing stock

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- key features of retail products that relate to handling and storage:
  - handling techniques to minimise damage
  - general care
  - optimum storage conditions
  - features of damaged or spoiled stock
  - correct disposal methods
- safe manual handing techniques for moving and storing retail stock
- relevant legislation and standards relevant to receiving and storing retail stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- manufacturer instructions for stock handling and storage
- organisational policies and procedures for stock handling and control
- retail stock display areas
- range of retail stock
- stock control documentation
  - delivery dockets
  - orders
  - reporting documentation
- stock receiving bay or area
- stock storage areas
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRINV002 Control stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of any type of stock.

This unit applies to individuals responsible for stock control. They work within organisational systems and procedures, but make decisions about stock administration and may have responsibility for others.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor stock receipt and dispatch.	1.1. Implement organisational policies and procedures for receipt, dispatch and secure storage of stock. 1.2. Allocate tasks and monitor staff to ensure organisational procedures are followed, and documentation is completed

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	correctly. 1.3. Confirm that stock quantity and quality inspections on receipt meet organisational standards. 1.4. Act on variations to quantity and quality of delivered stock. 1.5. Supervise safe stock handling and storage.
2. Maintain stock records.	2.1. Monitor stock and maintain stock at required levels. 2.2. Maintain, monitor and adjust stock reorder cycles as required. 2.3. Provide clear information to team members about individual stock recording responsibilities. 2.4. Maintain stock storage and movement records. 2.5. Record and report stock discrepancies. 2.6. Monitor stock performance and identify and report fast and slow-selling items.
3. Process and follow up orders.	3.1. Process and raise stock orders according to organisational procedures. 3.2. Monitor delivery of stock to ensure agreed deadlines and inventory requirements are met. 3.3. Liaise with suppliers to ensure continuity of supply. 3.4. Resolve routine supply problems or refer to appropriate personnel for action. 3.5. Distribute stock within the organisation according to required allocations. 3.6. Handle routine supply problems or refer to management as required by store policy.
4. Minimise stock losses.	4.1. Regularly check storage of stock and ensure its protection. 4.2. Identify, record and report stock losses. 4.3. Identify avoidable losses and establish reasons for them. 4.4. Recommend solutions and implement procedures to prevent future losses.
5. Coordinate stocktake or cyclical count.	5.1. Explain procedures for stocktake and cyclical counts to team members. 5.2. Allocate stocktaking tasks to individual team members ensuring effective use of staff resources to complete task. 5.3. Provide team members with clear directions for performance of each task. 5.4. Produce accurate reports for management on stocktake data, including discrepancies.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret supplier purchasing agreements, purchase orders, records of incoming stock and organisational policies and procedures for stock control.

Numeracy skills to:	• calculate:
	  • supplier costs and complex order costs
	  • complex details of stock on hand and stock losses and produce complex numerically-based reports
	• reconcile incoming stock and invoices against purchase orders.

Technology skills to:	• use business technology for inventory management.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV002 Control stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- maintain and order stock across one stock cycle according to organisational procedures using all of the following stock processes:
  - receipt
  - dispatch
  - ordering
  - stock level monitoring
  - records maintenance
- produce three different stock control reports
- organise and coordinate one stocktake or cyclical count
- provide clear and correct information to team members involved in stock control processes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - receipt and dispatch of goods, including inspection for quantity and quality
  - stock ordering and reordering
  - stock replenishment
  - stock rotation
  - reporting of stock discrepancies, damage and loss
  - safe transport, handling and storage of goods
  - stock control
  - stocktaking and cyclical counts
  - pricing, labelling and packaging
  - stock security
- key aspects of legislation and codes of practice relevant to stock control:
  - Australian Consumer Law
  - Work Health and Safety (WHS)

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  - manual handling
  - licensing for mechanical movement of stock
- principles of stock control:
  - rotation and replenishment
  - product life cycle
- impact of business planning and sales forecasts on stock control
- types of stock control systems used in the sector
- reasons for stock loss and damage and methods to control these and protect stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation and codes of practice relevant to stock control as listed in Knowledge Evidence
- a computerised stock control system
- stock for use in stock control activities
- organisational policies and procedures for stock control
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER001 Produce visual merchandise displays

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to display retail merchandise. It requires the ability to prepare, produce and maintain merchandise displays in accordance with visual merchandising requirements.

This unit applies to all businesses that sell retail merchandise. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller businesses, senior personnel might also undertake this function.

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

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to produce visual merchandise display.	1.1. Review visual merchandising display guidelines, and seek clarification as required. 1.2. Obtain merchandise, materials and equipment required for

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	the display. 1.3. Prepare product labels and price tickets from in-house documents and according to organisational requirements. 1.4. Unpack merchandise according to manufacturer instructions.
2. Display merchandise.	2.1. Produce display following visual merchandising display guidelines. 2.2. Ensure merchandise is displayed according to manufacturer instructors where specific requirements for display and storage exist. 2.3. Display merchandise labels and price tickets according to organisational requirements. 2.4. Handle and move stock and equipment according to safe manual handling guidelines to prevent injury to self. 2.5. Promptly return excess stock to storage area, and store according to organisational requirements. 2.6. Check and ensure area around the display remains clear of debris.
3. Maintain display.	3.1. Review displays against visual merchandising display guidelines, and refine as required. 3.2. Maintain clear and correct product and pricing information for merchandise. 3.3. Identify damaged or out of date stock, and remove from display as required. 3.4. Rotate and replenish merchandise to maintain optimum stock levels. 3.5. Monitor the display regularly to maintain appearance and cleanliness of display and display area.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret plain English documents that outline organisational policies and procedures related to display of merchandise.
Numeracy skills to:	• estimate dimensions of display areas and appropriate size of displays from display documentation.
Planning and organising skills to:	• prepare for display and complete display activities in a logical and time-efficient sequence.
Technology skills to:	• prepare product labels and price tickets.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRMER001 Produce visual merchandise displays

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines and organisational procedures to prepare and produce three merchandise displays, from the following list, of varying sizes and complexities:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- maintain each of the above displays and display area, adequate stock level and appearance of display.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic principles of visual merchandising as they relate to producing retail visual merchandise displays
- visual merchandise display guidelines and how they are used in creating a retail displays
- organisational procedures for:
  - correct manual handling techniques for protection of self and merchandise
  - correct storage of merchandise and equipment
  - damaged or out of date stock
  - maintenance of display areas
  - merchandise rotation and replenishment
  - product labelling and pricing
  - unpacking merchandise.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

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- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- a range of retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- organisational visual merchandise display guidelines
- organisational procedures for:
  - manual handling techniques for protection of self and merchandise
  - storage of merchandise and equipment
  - damaged or out of date stock
  - maintenance of display areas
  - merchandise rotation and replenishment
  - product labelling and pricing
  - unpacking merchandise
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate store visual merchandising activities and ensure adherence to organisational standards, policies and procedures for the display of merchandise.

It applies to individuals working in frontline roles in a diverse range of retail industry sectors and business contexts that display retail products for sale. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Coordinate visual merchandise requirements.	1.1. Access and interpret organisational visual merchandising guidelines, and policies and procedures. 1.2. Communicate visual merchandising standards and display

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	requirements to team members. 1.3. Plan appropriate timing for producing and dismantling visual merchandise displays. 1.4. Communicate roles and responsibilities for visual merchandising to team members. 1.5. Plan and coordinate promotional and special event displays as directed by management.
2. Supervise visual merchandise activities.	2.1. Supervise construction and maintenance of displays to achieve balance and visual impact. 2.2. Ensure display information accurately depicts product or service being promoted. 2.3. Ensure displays are completed with minimum disruption to customer service and traffic flow. 2.4. Ensure displays meet organisational standards and visual merchandise guidelines. 2.5. Regularly monitor replenishment of merchandise and rotation of stock and take action to ensure optimal stock levels as required.
3. Review impact of visual merchandise activities.	3.1. Evaluate promotions or special event displays and determine impact on sales results. 3.2. Report on visual merchandising activities to relevant personnel and make suggestions for improvements as required.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Problem solving skills to:	• overcome difficulties relevant to the display of merchandise.

Unit Mapping Information

No equivalent unit.

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Links

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Assessment Requirements for SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines, and organisational policies and procedures to coordinate visual merchandise activities for two of the following:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- for each of the above visual merchandising activities:
  - communicate requirements with team members
  - monitor visual merchandising displays and standards
- report on the effectiveness of the above merchandising activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - merchandise labelling and pricing
  - required stock levels
  - merchandise rotation and replenishment
- organisational visual merchandise standards and guidelines and their application to visual merchandising activities
- key aspects of relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
  - Australian Consumer Law
  - Work Health and Safety (WHS)
- objectives and use of visual merchandise displays
- interpretation of scaled versions of store design, layout and fixture placements
- techniques for creating effective visual merchandise displays:
  - types of displays and their impact

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    - display location
    - display lighting
    - display signage
- fundamental elements and principles of visual design and their use in the display and merchandise of products
- commercial impact of incorrect pricing both favourable and unfavourable:
    - customer complaints
    - profitability
- safe work practices for displaying merchandise with particular emphasis on:
    - safe use of equipment
    - safe manual handling techniques for bending, lifting and shifting heavy items
- product knowledge relevant to visual merchandise activities:
    - price
    - features
    - benefits.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- relevant documentation:
    - organisational visual merchandise display guidelines
    - organisational policies and procedures for:
        - merchandise labelling and pricing
        - required stock levels
        - merchandise rotation and replenishment
    - relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
        - Australian Consumer Law
        - Work Health and Safety (WHS)
- team members; these can be:
    - individuals in an industry workplace, or

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- individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment, clear registers, count money, calculate non cash transactions, and reconcile and record takings.

It applies to individuals working in frontline operational roles in a diverse range retail industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Balance and secure takings.	1.1. Perform register or terminal balance at designated times. 1.2. Separate cash float from takings prior to balancing and secure takings.

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	1.3.Supply change to register or terminal and accurately record. 1.4.Obtain and interpret register or terminal reading or print-out. 1.5.Secure cash and non cash documents according to organisational procedures.
2. Reconcile takings.	2.1.Count cash accurately. 2.2.Calculate non cash documents accurately. 2.3.Determine balance between register or terminal reading and sum of cash and non cash transactions. 2.4.Investigate or report discrepancies between register or terminal reading and sum of cash and non cash transactions to relevant personnel. 2.5.Record takings and file records according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consistently apply organisational policies and procedures to:
  - balance a register or terminal on three occasions with complete accuracy
  - reconcile three different sets of takings comprising both cash and non-cash with complete accuracy
  - identify and resolve three different types of balancing discrepancies
  - process three different types of takings according to organisational policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role and importance of the balancing process
- techniques for identifying and resolving discrepancies
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - balancing
  - clearance of terminal and transference of tender
  - recording takings
  - consumables required by system
  - security
- cash handling procedures:
  - counting cash
  - handling cash floats
  - change required, denominations of change and tendering change
  - security
- organisational policies and procedures for non-cash transactions:
  - credit cards
  - EFTPOS

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  - vouchers
- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
  - cash handling
  - cash float
  - operation of point-of-sale equipment
  - register or terminal balance
  - security of cash and non cash transactions.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures related to point-of-sale
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXSLS002 Follow point-of-sale procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to follow point-of-sale work systems, process transactions and complete sales.

It applies to individuals working in frontline operational roles in a diverse range of industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Follow point of sale work systems.	1.1. Open and close point-of-sale terminal at designated times and according to organisational procedures. 1.2. Clear point-of-sale terminal and transfer cash. 1.3. Handle cash according to organisational policies and

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	procedures. 1.4. Maintain supplies of change at agreed levels in point-of-sale terminal to agreed levels. 1.5. Maintain adequate supplies of consumables.
2. Process point-of-sale transactions.	2.1. Identify transaction type and required procedure to be followed. 2.2. Correctly interpret sale price information. 2.3. Make accurate calculations for pricing and collection of payment. 2.4. Enter accurate sale information into point-of-sale equipment. 2.5. Confirm price to customer and check customer payment against sale value. 2.6. Provide correct change for cash payments. 2.7. Identify transaction errors, follow procedures for resolution and complete accurate records.
3. Complete sales.	3.1. Generate and complete documentation associated with the sale. 3.2. Confirm and process any purchase follow up activities. 3.3. Acknowledge and thank customer in line with organisational policy.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• interpret numerical information from various sources and calculate accurately with or without the use of a calculator. • measure or estimate quantities to calculate costs. • calculate percentage discounts.

Unit Mapping Information

No equivalent unit.

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Assessment Requirements for SIRXSLS002 Follow point-of-sale procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow procedures for set up, maintenance and close of point-of-sale area/terminal on three different occasions
- perform three point-of-sale transactions for each of the following:
  - cash sales
  - non-cash sales
- perform three point-of-sale transactions for each of the following:
  - refunds
  - exchanges
- make six accurate financial calculations relating to product pricing that individually or cumulatively involve:
  - multiple products
  - products of varying prices
  - products with percentage discounts
- follow procedures to complete four sales that require post purchase activity.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
- basic key aspects of legislation that impact point-of-sale activities:
  - Australian Consumer Law
- features of products sold by the organisation
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - clearance of terminal and transference of tender

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    - recording takings
    - consumables required by system
    - security
- cash handling procedures:
    - counting cash
    - handling cash floats
    - change required, denominations of change and tendering change
    - security
- procedures for non-cash transactions:
    - credit cards
    - EFTPOS
    - vouchers
- types of purchase follow up activities and associated organisational policies and procedures:
    - placing of orders
    - delivery
    - issuing of invoices
    - issuing of receipts
    - wrapping and packing.

Assessment Conditions

Skills must be demonstrated in a service industries environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures for point-of-sale activities
- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation that impact point-of-sale activities as listed in the Knowledge Evidence
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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SISOEQU007 Instruct horse handling skills

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to teach handlers and riders to safely handle horses, particularly those used in equestrian sport or recreational riding programs but it could have wider application to other equine settings.

It requires the ability to plan, organise and deliver individual training sessions within an overall learning program designed to progressively develop participants' horse handling skills.

This unit applies to instructors and coaches who work for a range of organisations including those involved in equestrian sport, instructional, recreational riding and other programs.

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

Pre-requisite Unit

SISOEQU001 Handle horses

SISOEQU010 Identify hazards, assess and control safety risks for horse handling and riding activities

Competency Field

Equine

Unit Sector

Outdoor Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan instructional sessions.	1.1. Determine objectives of individual sessions to allow progression of skills within overall learning program.
	1.2. Identify and evaluate participant needs, characteristics and

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	current horse handling skills.
	1.3. Develop session plans to include appropriate activities for learner requirements and stage of skills acquisition.
	1.4. Identify suitable environment, horses and equipment for handling session.
	1.5. Complete session specific risk assessment and determine safety, emergency response and first aid procedures.
2. Prepare for session.	2.1. Set up area for activities and complete safety checks on environment.
	2.2. Select horses of suitable history, size and temperament to match participant capabilities.
	2.3. Select gear and equipment to match handling activities, and check it is in safe working condition.
	2.4. Confirm participants have clothing and footwear appropriate for handling session
3. Brief participants.	3.1. Communicate instructions and information about session in a manner appropriate to participants.
	3.2. Encourage participants to ask questions and seek advice before and during session.
	3.3. Inform participants of known and anticipated risks, safety procedures, safe behaviour, safe areas and boundaries.
	3.4. Advise participants of communication protocols to use during activities.
4. Instruct horse handling sessions.	4.1. Implement teaching and coaching techniques to impart skills and knowledge for handling techniques.
	4.2. Provide clear and accurate exercise instructions and horse handling demonstrations throughout the session.
	4.3. Facilitate effective group communication and interaction to maintain group control, engagement and safety.
	4.4. Observe and monitor participant performance of handling techniques and provide corrective instruction.
	4.5. Monitor participant adherence to safety procedures and assertively correct breaches.
	4.6. Monitor horse behaviour and interaction and promptly control aggressive, misbehaved and frightened horses.
	4.7. Supervise safe departure of participants from horse enclosure.
5. Evaluate the session.	5.1. Debrief and encourage participants to identify personal skill

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progression and satisfaction with session.

5.2. Provide feedback on techniques and adherence to safety requirements.

5.3. Self-evaluate session against learning objectives and identify areas for future improvement.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret detailed familiar organisational safety, emergency response and first aid procedures.
Writing skills to:	• prepare detailed session plans incorporating correct terminology and jargon for the activities • use fundamental sentence structure to complete safety checklists that require factual information.
Oral communication skills to:	• provide clear and unambiguous instructions to learners using language and terms easily understood by novice handlers • ask open and closed probe questions and actively listen to determine learners' understanding of handling techniques.
Planning and organising skills to:	• manage own timing and that of participants to complete instructional sessions within organisational service times.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISOEQU007 Instruct horse handling skills

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop three session plans for three different horse handling instructional sessions
- deliver three instructional sessions according to the session plans developed:
  - deliver one session to a single learner handler
  - deliver two sessions to a group of minimum three and maximum six learners
- across the three instructional sessions, cumulatively incorporate activities to develop the following horse handling skills for learners:
  - approaching horses with halters and leads
  - catching horses alone and in groups, and fitting halters and leads
  - using cues to start, stop and turn horses
  - leading horses through confined spaces
  - leading horses alone and in groups
  - holding horses in position when lined up in groups
  - tying up and untying horses
  - releasing horses alone and in groups
- during all instructional activities:
  - consistently control participant adherence to safety procedures
  - consistently monitor and control horse behaviour.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational safety, emergency response and first aid procedures for horse handling instructional sessions
- requirements of overall learning program and how sessions are sequenced to progressively develop handling skills
- format and contents of session plans
- how characteristics of participants affect the choice of sessional activities:
  - age
  - current horse handling experience and skill level

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  - skill development needs
  - fitness level and physical capabilities
  - injuries and medical conditions
- suitable environments for delivery of horse handling activities
- factors that affect the selection of equipment to suit handlers and activities
- clothing and footwear requirements for horse handlers
- communication protocols used between participants, instructors and horses during instructional sessions
- teaching and coaching techniques applicable to horse handling and a range of ages and learning abilities
- techniques used to provide constructive feedback to learners
- a range of instructional activities used to develop the following horse handling skills:
  - approaching horses with halters and leads
  - catching horses alone and in groups, and fitting halters and leads
  - using cues to start, stop and turn horses
  - leading horses through confined spaces
  - leading horses alone and in groups
  - holding horses in position when lined up in groups
  - tying up and untying horses
  - releasing horses alone and in groups
- common behavioural problems of horses when being handled
- techniques used to control adverse horse behaviour while maintaining welfare of the horse and safety of handler.

Assessment Conditions

Skills must be demonstrated in contained horse handling environments which must include:

- small fenced enclosures
- large fenced enclosures
- areas containing doorways and gates.

Horse matching prior to all assessments involving horse interaction is essential. Assessors must:

- complete, participate in or validate a risk assessment of both the candidate’s and participant learners’ characteristics and level of horse handling skills
- match, or validate the matching of, horses of suitable history, size and temperament to both the candidate and participant learners to ensure that handler and horse combination is safe.

Assessment must ensure use of:

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- learners whom the candidate instructs; for group sessions, a minimum three and maximum six learners
- horses, matched to all handlers as above; these must be:
  - calm, consistent and obedient horses for the first and second instructional sessions delivered by the candidate
  - compliant and manageable horses for the third instructional session delivered by the candidate
- equipment used to handle horses:
  - halters
  - leads
  - tie-up points
- template:
  - session plans
  - safety checklists
- participant profiles to include:
  - age and size
  - current horse handling experience and skill level
  - skill development needs
  - fitness level and physical capabilities
  - injuries and medical conditions
- organisational safety, emergency response and first aid procedures for horse handling instructional sessions

Assessment must ensure access to:

- human and equine first aid equipment
- communication equipment for emergency response.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- hold a qualification or Statement of Attainment which includes this unit of competency, SISOEQU007 Instruct horse handling skills, or a qualification or Statement of Attainment which includes a unit of competency that has been superseded by this unit, and
- have at least three years' experience as a horse handling instructor where they have applied the skills and knowledge covered in this unit of competency, and
- hold accreditation relevant to assessing instructional skills covered by this unit; accreditation refers to:
  - accreditation offered by equine sporting organisations recognised by the Australian Sports Commission (ASC), or
  - certification offered by equine organisations which are Registered Training Organisations (RTOs) or whose training is managed by an affiliated RTO.

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SISOEQU010 Identify hazards, assess and control safety risks for horse handling and riding activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess associated safety risks, take measures to eliminate or control those risks and document all processes. It covers the processes necessary to manage the significant safety risks associated with horse handling, instructing, coaching, guiding and riding activities.

This unit applies to a range of organisations including those involved in equestrian sport, instructional and recreational riding programs. Risk assessments are usually completed by those responsible for the activity including instructors, coaches, guides, and trail bosses. They may complete risk assessments independently, in consultation with others or through a team effort.

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

Pre-requisite Unit

Nil

Competency Field

Equine

Unit Sector

Outdoor Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify hazards for horse handling or riding	1.1. Use hazard identification and risk assessment templates, independently or with other personnel to complete assessments.

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activities.	1.2. Use a range of methods to identify current and foreseeable hazards with potential to harm health and safety of anyone involved in or present during activities. 1.3. Identify man-made or environmental obstacles and hazards in areas where horse handling or riding activities are scheduled. 1.4. Gather and interpret weather and environmental information to ascertain impacts on handling or riding conditions. 1.5. Identify hazards, including biosecurity issues, associated with handling or riding horses for program activities. 1.6. Identify features of and potential hazards for tack and all other equipment to be used. 1.7. Record identified hazards according to organisational procedures and legal requirements.
2. Assess safety risks associated with hazards.	2.1. Consult with other personnel, as required, for input into risk assessments. 2.2. Collect sufficient evidence of the type and level of risk posed by identified hazards. 2.3. Use commonly accepted methods to complete risk analysis and risk assessments. 2.4. Document outcomes of risk assessments and proposed actions to eliminate or control risks. 2.5. Maintain records of risk assessments according to organisational procedures and legal requirements.
3. Assess risks associated with horse and handler or rider combination.	3.1. Use organisational templates designed to match horses to handlers or riders. 3.2. Identify handler or rider characteristics and level of horse handling or riding skills. 3.3. Identify known behaviour and education level of horses available for the activity and consider potential hazards. 3.4. Assess and select horses of suitable history, size and temperament to match handler or rider characteristics and skill level. 3.5. Assess handler or rider’s own horse, when self-provided, and ensure horse and handler or rider combination is safely matched. 3.6. Maintain records of assessments according to organisational procedures.
4. Plan activities to eliminate or control risks.	4.1. Evaluate and determine ways to eliminate hazards from horse handling or riding activity.

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	4.2. Evaluate and determine ways that safety risks can be effectively controlled for horse handling or riding activity. 4.3. Take measures to eliminate or control risks, within scope of responsibility or refer for authorisation. 4.4. Incorporate risk control processes into documented plans or procedures for horse handling or riding activities.
5. Respond to immediate safety risks.	5.1. Monitor horse behaviour and handler or rider control during activities and adjust horse and handler or rider combination as required. 5.2. Respond immediately to safety situations and stimuli causing adverse horse reactions as they arise. 5.3. Complete on-the-spot risk assessment to avoid injury to handlers or riders and horses. 5.4. Amend or cease activities if hazard or safety risk is determined to be extreme.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

Reading skills to:	• interpret complex and sometimes unfamiliar documents which can include:
	  • organisational work health and safety procedures and templates
	  • materials describing work health and safety regulatory requirements for hazard identification and risk assessment.

Numeracy skills to:	• score the level of risk and calculate overall risk level for hazards.
Self-management skills to:	• critically analyse hazards and logically evaluate associated risks to apply effective and tailored control measures.

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Unit Mapping Information

No equivalent unit.

Links

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Assessment Requirements for SISOEQU010 Identify hazards, assess and control safety risks for horse handling and riding activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- for particular equestrian sport, instructional or recreational handling or riding programs:
  - complete one horse suitability audit
  - complete two risk assessments for different activities within the relevant program
  - incorporate risk control processes into documented plans or safety procedures for the above two activities
  - complete three risk assessments to match horses to handlers or riders, each using different horses and for different handlers or riders
- according to three different scenarios, provide responses to immediate safety risks that have arisen during handling or riding activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- requirements under the local state or territory work health and safety law for:
  - organisational and worker responsibility to ensure safety of self, other workers and other people in the workplace
  - when, where and how hazards must be identified
  - when, where and how risk assessments must be conducted
  - consultation in the hazard identification and risk assessment process
  - record keeping
- for equestrian sport, instructional or recreational organisations:
  - what constitutes the workplace including environments where horse handling and riding activities occur
  - what constitutes a worker including paid and volunteer workers
  - what constitutes other people present in the workplace including participant handlers or riders and spectators
- organisational work health and safety procedures for:
  - identifying hazards

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  - assessing risks
  - assessing horse and handler or rider combination
- a range of methods that can be used to identify hazards for horse handling and riding activities to include:
  - inspecting the workplace, tack and all equipment used for the activity and completing safety checklists
  - gathering and evaluating weather and environmental information including terrain when relevant
  - identifying the known behaviour and education level of horses available for the activity
  - completing periodic horse suitability audits
  - completing biosecurity checks
  - identifying handler or rider characteristics and level of horse handling and or riding skills
  - reviewing near miss incidents and accidents
  - evaluating the complexity of activities
- features of commonly used risk assessment methods which can include:
  - identifying potential injuries, illness and consequences
  - determining the exposure
  - estimating probability
  - determining overall risk level
- features of commonly used methods for controlling risks which can include:
  - substituting systems or equipment with something safer
  - isolating the hazard
  - introducing engineering or administrative or procedural controls
  - using personal protective equipment
  - implementing combined controlled measures to minimise risks
- for the particular sport, instructional or recreational riding activity:
  - industry association safety standards or codes or practice
  - safety standards or codes of practice issued by national, state or territory work health and safety authorities
- format, content and use of templates to:
  - identify and record hazards, complete horse suitability audits and biosecurity checks
  - assess and record associated risks and control methods
  - match horses to handlers and or riders
- factors that affect the matching of horses to handler or rider capabilities to include:
  - horse:
    - age and gender
    - size
    - health and fitness
    - tractability and temperament

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    - level of education
    - history
    - behaviour patterns
  - participant characteristics:
    - age, size and weight
    - current horse handling or riding experience and skill level
    - fitness level and physical capabilities
    - injuries and medical conditions
    - emotional, behavioural and intellectual ability or disability.

Assessment Conditions

In order to demonstrate the physical hazard identification components of this unit, access to the following is required:

- the environment where the particular equestrian sport, instructional or recreational riding programs are conducted
- tack and all equipment used for the activity.

Assessment must ensure use of:

- hazard identification and risk assessment templates specific to horse handling and riding activities, including those for horse suitability audits and biosecurity issues
- weather and environmental information including terrain when relevant
- horse profiles to include:
  - age and gender
  - size
  - health and fitness
  - tractability and temperament
  - level of education
  - history
  - behaviour patterns
- participant profiles to include:
  - age, size and weight
  - current horse handling or riding experience and skill level
  - fitness level and physical capabilities
  - injuries and medical conditions
- templates designed to match horses to handlers or riders
- organisational work health and safety procedures for:
  - identifying hazards
  - assessing risks
  - assessing horse and handler or rider combination

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- for the particular equestrian sport, instructional or recreational riding activity:
  - industry association safety standards or codes of practice
  - safety standards or codes of practice issued by national, state or territory work health and safety authorities.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- hold a qualification or Statement of Attainment which includes this unit, SISOEQU010 Identify hazards, assess and control safety risks for horse handling and riding activities, or demonstrate competency in this unit, and
- have at least three years' experience with an organisation involved in equestrian sport, instructional or recreational riding programs where they have applied the skills and knowledge covered in this unit of competency.

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISOEQU014 Determine nutritional requirements for sport or recreational horses

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assess the nutritional requirements of horses used in in equestrian sport or recreational riding programs, and to formulate rations and monitor feeding regimes.

This unit applies to a range of organisations involved in equestrian sport, instructional and recreational riding programs. It applies to experienced senior staff who supervise the care of horses. This can include trainers, guides, trail bosses, instructors and coaches.

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

Pre-requisite Unit

Nil

Competency Field

Equine

Unit Sector

Outdoor Recreation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess nutritional requirements of sport or recreational horses.	1.1. Identify and assess nutritional requirements for individual horse needs in consultation with relevant personnel. 1.2. Select feed for quality, nutritional and economic value to meet nutritional requirements of specific horses.

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2. Assess food supplements for horses.	2.1. Determine need to provide supplements to individual horses.
	2.2. Identify, as required, supplements that contravene rules for horse purpose.
	2.3. Assess suitability of supplements for individual horses and their workloads.
3. Establish and monitor individual feeding regimes.	3.1. Create rations and determine feeding regimes to meet individual horse needs, for the range of horses in care.
	3.2. Use safe practices when feeding horses individually and in groups to avoid injury to self, others and horses.
	3.3. Prepare feed and supplements, feed horses at appropriate times and monitor individual feeding regimes.
	3.4. Monitor food rations and confirm they meet nutritional requirements of individual horses.
	3.5. Monitor and evaluate the effects of supplements on the work performance of horses.
	3.6. Provide paddocked horses with suitable pasture and supplementary feed according to their needs.
	3.7. Document, for individual horses, eating behaviour, food intake and work level.
	3.8. Adjust feeding regime in response to changing horse behaviour and needs.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret material describing complex nutritional ingredients of feed and supplements.
Writing skills to:	• use fundamental sentence structure to complete horse feeding, behavioural and nutritional records that require factual information.
Numeracy skills to:	• complete complex calculations to compare costs for different feed, supplements and quantities • calculate and document individual quantities, measure and weigh feed and supplements for multiple horses.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISOEQU014 Determine nutritional requirements for sport or recreational horses

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- assess the nutritional requirements of three different sport or recreational horses
- create a ration for each of the three horses
- determine a monthly feeding regime to include feed and supplements
- cost the monthly provision of feed and supplements for each of the three horses
- feed the three horses according to the predetermined ration and regime on three occasions
- consistently use safe work practices when feeding horses
- complete documentation for each of the three horses to include:
  - food intake
  - eating behaviour
  - work level
  - any recommended changes to feeding regime.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- common behaviour of horses when fed individually and in groups
- safe horse handling techniques specific to feeding horses in these situations:
  - stables
  - yards
  - paddocks
  - groups of horses
- basic function of horse digestive system
- types of feed suitable for horses
- types of supplements suitable for horses and their value to horse performance
- types of supplements that contravene rules for horses used in competitive sports
- sources and importance of the following to horse nutrition:
  - protein
  - fat
  - trace elements

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    - fibre
    - minerals
- factors that determine the nutritional and energy requirements of horses:
    - age
    - gender
    - pregnancy and lactation
    - weight
    - condition
    - work purpose
    - workload
    - stage of training
    - spelling
    - environmental conditions of work and housing
- natural grazing and browsing behaviours of horses
- poisonous plants and their effects on grazing horses
- nutritional value of pasture
- common horse eating disorders, feeding behavioural problems and methods to correct
- indicators of need to adjust feeding regime which can include:
    - colic
    - diarrhoea
    - changes in horse eating behaviour
    - behavioural changes during work
- feed safety requirements:
    - environmental conditions for storage of feed and supplements to avoid contamination
    - cleaning requirements for food storage, preparation, feeding and watering equipment.

Assessment Conditions

Skills can be demonstrated in any indoor or outdoor environment where horses are fed. Environments must include paddocked areas.

Horse matching prior to all assessments involving horse interaction is essential. Assessors must:

- complete, participate in or validate a risk assessment of the candidate’s characteristics and level of horse handling skills
- match, or validate the matching of, horses of suitable history, size and temperament to the candidate to ensure that handler and horse combination is safe.

Assessment must ensure use of:

- horses matched to the candidate as above; these can be:

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  - calm, consistent and obedient horses; or
  - compliant and manageable horses
- equipment used to weigh and measure feed and supplements
- bags, nets and bins used to feed horses
- a range of equine feed and supplements
- information about:
  - the nutritional ingredients of feed and supplements
  - costs of feed, additives and supplements
- template feeding records.

Assessment must ensure access to:

- organisational safety procedures for feeding horses
- human and equine first aid equipment
- communication equipment for emergency response.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- hold a qualification or Statement of Attainment which includes this unit of competency, SISOEQU014 Determine nutritional requirements for sport or recreational horses, or a qualification or Statement of Attainment which includes a unit of competency that has been superseded by this unit, and
- have at least three years' experience in a role involving the care of sport or recreational horses where they have applied the skills and knowledge covered in this unit of competency.

Links

Companion Volume Implementation Guide - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISXEMR002 Coordinate emergency responses

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate a response to an emergency situation. The unit focuses on assessing emergency situations, implementing an emergency action plan, and coordinating a prompt and effective response.

This unit applies to individuals designated as safety officers during a specific indoor or outdoor activity at locations such as camp sites, training areas and other outdoor sites; or the warden in a sport, fitness or recreation, such as a community leisure centre, aquatic centre or indoor activities centre.

These individuals undertake work according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Emergency Response

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Coordinate response to emergency reports or signals.	1.1 Identify and respond to emergency reports or signals. 1.2 Attend, where appropriate, emergency situations and respond accordingly. 1.3 Assess emergency situations and report details to designated personnel. 1.4 Coordinate emergency response actions.
2. Assess the emergency.	2.1 Conduct an assessment of the situation according to organisational policies and procedures. 2.2 Establish an emergency action plan based on assessment of current situation and potential for escalation. 2.3 Prioritise actions promptly.
3. Coordinate the response.	3.1 Implement organisational emergency procedures and policies. 3.2 Supervise equipment selection suitable to the type of emergency. 3.3 Confirm and coordinate the safe use of emergency equipment. 3.4 Supervise selection and use of rescue techniques. 3.5 Improvise, where necessary, equipment and technique. 3.6 Arrange and confirm the safety of staff and participants.
4. Liaise with relevant authorities.	4.1 Liaise with members of emergency team and monitor the emergency. 4.2 Refer situations beyond the capability of the emergency team to the appropriate authorities for assistance. 4.3 Provide information and assistance to authorities. 4.4 Control and coordinate, if necessary, emergency evacuation.
5. Finalise operational procedures.	5.1 Complete and maintain an operational log. 5.2 Debrief emergency team members. 5.3 Evaluate operation of emergency procedures and recommend any changes. 5.4 Advise emergency team members to refer media inquiries to the nominated spokesperson.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

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Reading skills to:	• interpret emergency documentation, reports and signals.
Writing skills to:	• complete accurate and detailed emergency documentation.
Planning and organising skills to:	• coordinate resources and equipment necessary to respond effectively to emergency situations.
Self-management skills to:	• review and reflect on own work performance in coordinating emergency responses.

Unit Mapping Information

SISXEMR402A Coordinate emergency responses

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISXEMR002 Coordinate emergency responses

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify and assess at least five of the following emergency situations and coordinate the appropriate response:
  - fire
  - hazardous release
  - bomb threat
  - medical
  - accidents
  - panic and other emotional responses
  - equipment failure
  - lost party member
  - changing environmental conditions
  - activity specific
- two of the above situations must include an assessment that identifies possible escalation and an appropriate response actioned for each.
- confirm and supervise the selection and safe use of emergency equipment for each situation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable application of legal requirements according to own work role and level of responsibility:
  - duty of care
  - work health and safety/occupational health and safety
  - environment protection
  - hazardous substances
  - public health and safety
- organisational emergency policies and procedures related to coordinating emergency responses:

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    - communication lines
    - debrief procedures
    - duty of care
    - emergency procedures
    - environment protection
    - exit and assembly points
    - hazardous substances and dangerous goods
    - industry codes of practice
    - reporting incidents
    - work health and safety/occupational health and safety
- appropriate responses to emergency situations, as specified in the Performance Evidence
- location and safe use of rescue and emergency equipment and resources:
    - hoses
    - ladders
    - rescue equipment
    - monitors
    - foam equipment and extinguishers
    - blankets
    - spill kits
    - personal protective clothing and equipment
    - salvage gear
    - first aid and evacuation equipment
- the potential for emergency escalation:
    - spread of fire
    - threat to adjoining areas
    - dangers of explosion
    - loss of communications
    - involvement of additional persons
    - deterioration in environmental conditions
- rescue techniques
- emergency response agencies within the activity area and direct communication channels to enable information about an emergency to be communicated quickly and directly
- factors that impact on emergency situations to enable appropriate contingency planning
- behaviour and characteristics of typical emergencies to enable the development of an action plan to quickly and effectively bring the situation under control.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment where the individual is exposed to simulated emergencies requiring response. This can be a workplace or simulated environment.

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Assessment must ensure access to:

- current industry procedures for reporting and managing emergency situations
- legislation relevant to emergencies:
  - work health and safety/occupational health and safety
  - duty of care
  - environment protection
  - hazardous substances and dangerous goods
  - public health and safety
  - industry codes of practice
- equipment and resources to ensure adequate response to emergencies relevant to work role and workplace
- a variety of clients and/or participants requiring an emergency response, clients and participants can be:
  - clients and participants in a sport, fitness or recreation industry workplace who are assisted by the individual during the assessment process or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- coordinate participant movement during emergency situations
- respond to a range of emergencies in a sport, fitness or recreation environment, within the required, but realistic, timeframe.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SISXFAC003 Implement facility maintenance programs

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to implement a maintenance program for a facility, including monitoring equipment, supplies and assets.

This unit applies to recreation or grounds assistants under supervision in a range of roles and settings in the sport, fitness or recreation industry. This includes providing support in the provision of grounds and facilities maintenance and routine housekeeping in locations such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres. Work is performed according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Facility Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify maintenance program requirements.	1.1 Access relevant organisational maintenance programs for the facility.

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	1.2 Clarify responsibilities with appropriate personnel as required.
	1.3 Identify maintenance schedules and budgets.
	1.4 Offer suggestions that support the effective implementation of the maintenance program.
	1.5 Identify strategies to minimise impact of maintenance activities on facility users.
2. Implement a maintenance program.	2.1 Conduct routine maintenance activities within scheduled timeframes and budgets.
	2.2 Maintain facility function without interruption where possible.
	2.3 Maintain safety of facility users at all times.
	2.4 Respond promptly to requests for maintenance assistance.
	2.5 Research and seek feedback from facility users on effectiveness of maintenance program.
	2.6 Report recommendations to the responsible person, which contribute to the increased efficiency of maintenance.
3. Respond to failed or unsafe equipment.	3.1 Identify faulty equipment and erect clear and noticeable warning signs.
	3.2 Assess failed or unsafe equipment.
	3.3 Perform repairs within designated responsibility.
	3.4 Tag and isolate unsafe equipment, which cannot be repaired within own area of responsibility, promptly.
	3.5 Report unsafe equipment promptly to the responsible person and document as required.
	3.6 Complete reports on all repair work undertaken.
4. Monitor supplies and records.	4.1 Maintain supply and stock levels to ensure ongoing availability.
	4.2 Purchase, receipt, store and issue supplies.
	4.3 Reconcile supply and stocks levels with paperwork and rectify or report discrepancies to nominated person within designated timelines.
	4.4 Maintain supply records and update.
5. Monitor function and value of assets.	5.1 Check condition of assets regularly against criteria to ensure retention of function and value.
	5.2 Respond to identify problems promptly.
	5.3 Determine value of supplies and stock.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret maintenance documentation.
Problem-solving skills to:	• conduct maintenance tasks in the most efficient and cost-effective manner that protects the function and value of assets.

Unit Mapping Information

SISXFAC303A Implement facility maintenance programs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISXFAC003 Implement facility maintenance programs

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement facility maintenance programs that meet scheduled timeframes for at least one facility that incorporates:
  - organisational schedules for short and long-term maintenance programs for four of the following facilities and equipment:
    - capital items
    - fittings and fixtures
    - equipment
    - premises
    - plant
    - motor vehicles
    - environment
  - maintenance requests and feedback from facility users
  - budget restrictions
- maintain records according to organisational requirements and manage discrepancies.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable:
  - safe implementation of maintenance operations
  - reporting of unsafe equipment
- organisational policies and procedures to enable maintenance programs to be carried out efficiently, safely and responsibly:
  - isolation procedures for failed or unsafe equipment
  - purchasing and receipting procedures
  - reporting of unsafe equipment
- own responsibilities within maintenance program to enable tasks to be carried out responsibly
- suppliers for specific products, supplies and services

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- purchase specifications to enable the purchase of quality stock
- strategies to minimise disruptions to facility users when carrying out maintenance requirements
- techniques to enable routine maintenance tasks to be completed safely and efficiently
- basic gardening techniques and operations to carry out maintenance schedules as required
- basic principles of supply and demand to ensure optimum stock levels are maintained.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation facility. This can be a workplace or simulated facility.

Assessment must ensure use of:

- a facility for which a maintenance program would be implemented
- organisational policies and procedures on which procedures are based
- reporting documentation
- resources to maintain facility and equipment.

Assessment must ensure access to:

- maintenance equipment
- supplies and stock:
  - first aid
  - pool chemicals (where applicable)
  - office supplies
  - hygiene and sanitary supplies (where applicable)
  - cleaning supplies
  - activity-specific equipment
- organisational policies and procedures in relation to facility maintenance:
  - work health and safety/occupational health and safety
  - documents relating to purchase, receipt, storage and issue
  - record keeping
  - maintenance timeframes and schedules
  - roles and responsibilities of staff
  - isolation and reporting of failed or unsafe equipment
- relevant legislation:
  - work health and safety/occupational health and safety
  - building codes and regulations
  - fire regulations
  - health acts
  - industrial relations

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  - environment legislation
  - local government regulations
  - Australian tax office regulations
- information on equipment safety specifications
- appropriate personnel such as facility managers and supervisors; these can be:
  - personnel in an industry workplace who are assisted by the individual during the assessment process or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- implement and monitor maintenance of a facility over time.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SITEEVT010 Manage on-site event operations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage on-site operational activities for the staging of events. It requires the ability to finalise operational plans, oversee event set-up, execution and break-down, and evaluate the operational success of events.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event coordinators and managers as well as venue duty, front of house and operations managers who operate independently, and are responsible for operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1. Finalise event preparations.	1.1. Check final arrangements for event and address any discrepancies or outstanding matters. 1.2. Analyse event requirements and develop plans and procedures for event staging. 1.3. Prepare and collate operational documentation to facilitate effective on-site management, and distribute to relevant personnel. 1.4. Develop and provide event briefings to relevant personnel in advance of event. 1.5. Minimise use of printed materials and maximise electronic transmission of documents to reduce waste.
2. Oversee event set-up.	2.1. Establish on-site contact with contractors and reconfirm all requirements. 2.2. Assess all aspects of event set-up against prearranged service agreements and check for safety and ease of attendee access. 2.3. Identify deficiencies and discrepancies and take prompt action to resolve. 2.4. Conduct final briefing on event operational details, including communication and control mechanisms.
3. Monitor event operation.	3.1. Monitor event operation through observation and communication with relevant personnel to ensure effective delivery of services. 3.2. Identify and quickly evaluate operational problems as they arise and take prompt action to resolve. 3.3. Monitor compliance with environmental and social sustainability procedures to ensure minimal impacts. 3.4. Liaise with client throughout event to ensure satisfaction with service delivery and make necessary adjustments.
4. Oversee event break-down.	4.1. Ensure event break-down is completed according to agreements. 4.2. Check and sign invoices according to contractor agreements. 4.3. Debrief relevant personnel to improve future event service delivery.
5. Evaluate operational success of event.	5.1. Obtain feedback from customers and seek input from personnel and contractors on event operations. 5.2. Reflect on and evaluate operational problems. 5.3. Provide recommendations for improvements to future event management practices.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret complex event planning documentation.
Writing skills to:	• write complex and detailed, yet easily accessible, event operational documents.
Oral communication skills to:	• provide precise instructions to event team members and contractors throughout the operation of the event • negotiate solutions and provide clear instructions when problems arise.
Numeracy skills to:	• interpret event budgets and event service agreement costings to determine correct on-site supply of contracted services • work quickly and accurately with budget figures to calculate effect on event profitability when resolving on-site problems.
Problem-solving skills to:	• negotiate solutions with clients, and internal and external personnel under pressure where time constraints play a key factor.
Teamwork skills to:	• lead a team of event staging personnel and external contractors to effectively deliver events • consult with team members and take account of suggested solutions to on-site staging problems.
Self-management skills to:	• take responsibility for the finalisation of event plans and on-site coordination of the delivery of the event.
Technology skills to:	• use calculators, computers, software programs and printers for processing event documentation • use two-way communication equipment for on-site management.

Unit Mapping Information

SITXEVT505 Manage on-site event operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITEEVT010 Manage on-site event operations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- manage on-site event operations for at least one event type listed in the knowledge evidence with multiple operational components, overseeing event:
  - set-up
  - operation
  - break-down
- develop comprehensive plans, procedures and operational documentation for staging at above event
- conduct event briefings prior to and following the above event
- liaise and consult with contractors and other relevant personnel during event finalisation, operation and break-down to ensure service agreements are met and potential risks are mitigated
- manage on-site event operations in live time where commercially realistic time pressures and constraints play a key factor.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of events:
  - business and corporate
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - marketing
  - meetings and conventions
  - sports
- characteristics of different types of events; their purpose, format and running order
- personnel and others involved in the operation of an event:

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    - clients
    - contractors
    - event operations team
    - exhibitors
    - merchandisers
    - organising committee
    - sponsors
    - suppliers
    - venue coordinators or duty managers
    - volunteers
- roles, responsibilities, hierarchy of controls, and reporting for event staging of:
    - corporate clients
    - internal event team members, venue personnel and external contractors
    - on-site event manager
- features and functions of two-way communication equipment used to facilitate communication between event personnel
- techniques for managing stress and time during operation of events
- types of event contractors:
    - caterers
    - display suppliers
    - entertainers
    - food and beverage personnel
    - florists
    - equipment hire companies
    - registration and ticket sales specialist companies
    - security personnel
    - speakers and facilitators
    - suppliers of technical equipment and services
    - venue coordinators or duty managers
- key features and functions of event staging products and services:
    - catering
    - displays, stands and signage
    - exhibitor services
    - security
    - talent
    - technical equipment and services:
        - audiovisual
        - lighting
        - rigging
        - sets

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    - sound
    - special effects
    - stage design
  - venue or site:
    - furniture
    - layouts
    - registration areas and equipment
    - styling
- styles used in venue room set-up and their different purposes:
  - banquet
  - classroom
  - cabaret
  - theatre
  - u shape
- formats for, inclusions, and uses of:
  - operational plans and procedures used to manage on-site event logistics:
    - event documentation issued to operational personnel and contractors
    - briefing papers
    - running sheets for delivery of event
    - registration reports
    - layout plan for venue or site
  - event service agreements
- key environmental and social impacts of event delivery and minimal impact procedures to reduce them:
  - reducing impacts on the lifestyle of neighbouring residents
  - maintaining natural and cultural integrity
  - recycling and disposing of waste, especially hazardous substances
  - safety for crowds and the movement of large numbers of attendees
  - use of energy, water and other resources during event set up, operation and break down
- control measures to mitigate risk for:
  - attendees
  - contract staff
  - personnel
  - volunteers
- components of event break-down:
  - correctly removing infrastructure and facilities to ensure site is left in good condition
  - debriefing participants, exhibitors and contractors
  - directing event team member participation
  - liaising with venue and site personnel

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- overseeing recycling and environmentally sound disposal of waste
- packing and removing items.

Assessment Conditions

Skills must be demonstrated in an operational events context where the management of on-site event operations is required. This can be:

- a live event
- a simulated industry event set up for the purpose of skills assessment.

Assessment must ensure access to:

- dedicated event budgets
- venues and sites where events are operated
- computers, software programs and printers currently used by the events industry to prepare event documentation
- two-way communication equipment for on-site management
- industry current operational documents used to facilitate effective on-site management:
  - briefing papers
  - contact numbers for contractors and/or emergency services
  - copies of agreements with contractors and/or clients
  - event program and scheduled time for activities
  - event orders
  - incident reports
  - itemised lists of resources, suppliers and costs
  - layout plan for venue or site
  - plans and procedures
  - registration reports
  - risk assessments
  - running sheet for delivery of event
  - service vouchers
  - signage
  - sign-in and sign-out sheets
  - site maps
  - staffing rosters
- client's internal event team members, venue personnel and external contractors with whom the individual can interact; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

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Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITTGDE005 Prepare and present tour commentaries or activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to construct commentaries or activities and to use effective interpretation and presentation techniques to ensure customer participation and enjoyment in tours or activities. Guides may be presenting generalist or specialist information.

It is relevant in industries where group tours or activities take place in museums, galleries, libraries, places of historical or cultural significance, performing arts centres or zoos; to sport and recreation industries where groups participate in outdoor and adventure activities, such as guided bushwalking; and to any industry that operates tours for business or promotional purposes.

This unit applies in any context where individuals develop and present commentaries or activities that involve creative approaches to the preparation and delivery of information. Guides of all types working independently with limited supervision undertake this role.

Tour guides, residing anywhere in Australia, are required to undertake training and assessment prescribed by Parks Australia to guide within Kakadu and Uluru–Kata Tjuta National Parks in the Northern Territory.

When working in Queensland, all guides, regardless of their place of residence, are subject to the Queensland Tourism Services Act 2003.

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

Pre-requisite Unit

Nil

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Competency Field

Guiding

Unit Sector

Tourism

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare commentaries or activities for presentation to customers.	1.1. Select and evaluate information to meet needs of specific customers, operational contexts and timing restrictions. 1.2. Select or develop themes as a basis for commentaries or activities. 1.3. Construct commentaries or activities to maximise potential for enjoyment and learning. 1.4. Organise support materials in advance of tour or activity. 1.5. Prepare interpretive information tailored to specific audiences.
2. Present commentaries or activities to customers.	2.1. Use interpretive and presentation techniques to combine entertainment and learning to enhance customer experience. 2.2. Present current, accurate and relevant information in a logical order. 2.3. Present information of appropriate depth and breadth using language suited to the group. 2.4. Pace presentation according to timing requirements and operational context. 2.5. Use equipment and resources and identify and report any equipment defects promptly. 2.6. Maintain communication with colleagues as required by specific tour or activity circumstances. 2.7. Implement contingency plans when unexpected events occur and amend presentation format, order or structure to minimise impact on customer enjoyment.
3. Interact with customers.	3.1. Encourage customer participation within safety requirements. 3.2. Invite and respond to questions and feedback, ensuring involvement of whole group.

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3.3. Where the answer to a question is not known, offer to supply the answer at a future time, or refer to other information sources.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• research and analyse potentially complex information and adapt this for effective presentation.
Writing skills to:	• plan and structure cohesive presentations.
Oral communication skills to:	• engage with group members in a positive manner to build rapport.
Teamwork skills to:	• facilitate group participation throughout tour or activity.
Planning and organising skills to:	• structure and time presentations according to tour needs and the demographics of the group.

Unit Mapping Information

SITTGDE304 Prepare and present tour commentaries or activities

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITTGDE005 Prepare and present tour commentaries or activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- prepare and present at least three tour commentaries or activities to different groups of customers, which relate to one of the following subject areas:
  - arts
  - built environments
  - history and heritage
  - industrial operations
  - natural environment:
    - flora
    - fauna
    - landscape
  - social environment
  - sport or recreation
- use interpretive and presentation techniques to present commentaries or activities in a manner that:
  - is engaging, entertaining and informative
  - demonstrates knowledge of relevant subject matter
- complete above activities within commercial duration and timeframes that reflect local industry product and practice.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- techniques for structuring commentaries and activities
- subject matter being presented, which will vary according to context, specified in the performance evidence
- role and use of the following presentation and interpretive techniques:
  - body language
  - games and activities
  - humour

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    - positioning
    - role play
    - sensory awareness exercises
    - storytelling
    - visual aids and props
    - voice techniques
- characteristics of customers that can affect their needs in relation to tour activities:
    - age
    - cultural background
    - educational level
    - geographic origin
    - physical factors impacting participation:
        - hearing impairment
        - problems with mobility
        - visual impairment
    - special interests and requested coverage
- appropriate organisational contingency plans to address:
    - changed access arrangements
    - customer health, accident or behavioural issues
    - equipment or system failure
    - natural environment issues.

Assessment Conditions

Skills must be demonstrated in an operational touring environment that reflects the nature of tours commercially available in the relevant city or region. This can be:

- an industry workplace where tour commentaries are prepared and presented
- a simulated activity or role play where tour commentaries are prepared and presented.

Assessment must ensure access to:

- sources of information to prepare commentaries or activities
- organisational specifications:
    - running sheets for tours and activities
    - incident report templates
    - passenger lists
- real or simulated touring activities
- microphone
- props and signage
- customer groups of a size and nature that reflect the commercial environment in which the guide operates

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- participants undertaking a tour or activity for whom the individual can act as guide; participants can be:
  - those participating in a tour or activity who interact with the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities set up for the purpose of assessment in an operational touring context.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXCCS006 Provide service to customers

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to communicate effectively with and provide quality service to both internal and external customers. It requires the ability to establish rapport with customers, determine and address customer needs and expectations, and respond to complaints.

The unit applies to those frontline service personnel who deal directly with customers on a daily basis and who operate with some level of independence and under limited supervision.

This includes individuals working in a range of tourism, travel, hospitality and events contexts.

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

Pre-requisite Unit

Nil

Competency Field

Client and Customer Service

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Communicate with internal	1.1.Communicate with customers in a professional manner

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and external customers.	within designated response times using appropriate verbal and non-verbal communication. 1.2. Observe and respond to non-verbal communication of customers. 1.3. Use active listening and questioning to facilitate effective two-way communication. 1.4. Select a ***medium of communication*** appropriate for the customer and ***situation***.
2. Follow defined organisational standards when delivering service.	2.1. Practise high standards of personal presentation and hygiene according to organisational requirements. 2.2. Follow organisational customer service policies and procedures. 2.3. Adhere to professional standards expected of service industry personnel.
3. Provide service to customers.	3.1. Establish rapport with customer to promote goodwill and trust during service delivery. 3.2. Identify customer needs and expectations, including customers with special needs. 3.3. Promptly meet all reasonable customer needs and requests. 3.4. Identify and anticipate operational problems and take action to minimise the effect on customer satisfaction. 3.5. Recognise and act upon opportunities to deliver additional levels of service beyond customer's immediate request.
4. Respond to customer complaints.	4.1. Proactively recognise customer dissatisfaction and take swift action to avoid escalation to a complaint. 4.2. Respond to customer complaints in a professional manner. 4.3. Identify solutions in consultation with customer. 4.4. Resolve complaints according to own level of responsibility and organisational policy. 4.5. Escalate complex service issues to higher level staff for action.
5. Provide internal feedback on customer service practices.	5.1. Provide ongoing internal feedback on service practices, policies and procedures, and suggest improvements. 5.2. Identify individual and recurring complaints and provide internal feedback to avoid future occurrence.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret messages, notes, letters, online communications, and policies and procedures.
Writing skills to:	• record clear and concise messages, notes, emails, faxes and letters.
Self-management skills to:	• deal with customer enquiries in a logical sequence while accommodating other work commitments.
Technology skills to:	• use electronic communication media.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Medium of communication must include consideration of:	• assistive technology • email or other electronic communication • face-to-face communication • fax • written messages for restaurant bookings or phone messages • standard forms and pro formas • telephone • use of interpreters • two-way communication systems.
Situation must involve consideration of the following factors:	• access of the sender and receiver to necessary equipment and technology • degree of formality required • required format • technical and operational features to fulfil the need • technical skills required to use the medium • urgency and timeframes.

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Unit Mapping Information

SITXCCS303 Provide service to customers

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXCCS006 Provide service to customers

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify customer requirements and provide quality customer service to three different internal and three different external customers to meet requirements
- provide service to above customers in line with organisational customer service standards and within designated organisational response times
- demonstrate procedures to respond to and resolve three different customer complaints according to organisational policies and procedures
- demonstrate effective communication with the above internal and external customers, including any with special needs
- seek formal and informal feedback from customers on above service.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- principles of quality customer service and positive communication
- appropriate non-verbal communication for customer service:
  - body language
  - culturally specific communication customs and practices
  - dress and accessories
  - gestures and mannerisms
  - use of space
  - voice tonality and volume
- methods for enhancing service delivery in response to staff and customer feedback
- specific industry sector:
  - professional service standards expected of service industry personnel
  - attitudes and attributes expected by the service industries to work with customers
  - standards of personal presentation and hygiene
  - different customer service and communication expectations, especially those with special service needs
- particular organisation:

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    - types of customers
        - external
        - internal
        - new
        - regular or repeat
        - visitors
    - designated response times for acknowledging customers and their enquiry
    - personal presentation and hygiene standards
- customer service policies and procedures, in particular those for:
    - acknowledging and greeting customers
    - complaint and dispute management
    - empowerment of different levels of personnel to resolve complaints, disputes, service issues and customer compensation
    - loyalty programs
    - presentation standards for customer environment, customer service personnel, and documents and promotional materials
    - pricing guarantees
    - product quality
    - refunds and cancellation fees
    - response times
    - service guarantees
    - training staff for customer service and complaint handling
- awareness of special needs, customs and practices of various social and cultural groups of customers in regards to:
    - modes of greeting, farewelling and conversation
    - body language and body gestures
    - formality of language
    - clothing
- methods of collecting feedback:
    - formal:
        - surveys
        - interviews
        - structured questioning
    - informal:
        - observation
        - casual discussion
- essential features, conventions and usage of different types of communication techniques and equipment.

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Assessment Conditions

Skills must be demonstrated in an operational business environment where customers are served. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies, procedures and templates relating to:
  - customer service standards
  - designated response times
  - presentation standards
  - procedures for dealing with customer complaints
  - customer surveys and feedback collection
  - recording and reporting customer feedback
- internal and external customers with different cultural backgrounds and special service needs with whom the individual can interact; these can be:
  - customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXEBS001 Use social media in a business

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to establish a social media presence in a business. It requires an understanding of the use of social media tools and platforms to enhance customer engagement and market a business.

The unit is relevant to businesses operating in many industry contexts, including the tourism, travel, hospitality, events and other service industry sectors.

It applies to individuals using social media for business at an operational level under limited supervision.

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

Pre-requisite Unit

Nil

Competency Field

E-Business

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to use social	1.1.Review organisational social media requirements and related

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media.	policies and procedures. 1.2. Identify and confirm availability of resources required to comply with organisational objectives. 1.3. Confirm understanding of terms of use and policies for social media tools and platforms.
2. Prepare content for use on social media.	2.1. Source information and content from internal and external sources. 2.2. Develop content in line with target audience, brand culture and social media plan. 2.3. Source and use campaigns, promotions and community events that align with social media plan.
3. Use social media to enhance customer engagement.	3.1. Adhere to legal and ethical practices for use of social media according to social media plan. 3.2. Track social media activity using monitoring tools. 3.3. Respond to customers in a timely manner and direct them to relevant information as required. 3.4. Respond to negativity and complaints promptly and within scope of own role, using crisis management processes, policies and standard approved responses. 3.5. Identify potential incidents or points of conflict and escalate to relevant personnel as required. 3.6. Identify opportunities to improve individual customer experience.
4. Market and promote a business.	4.1. Curate and post content according to social media plan and content calendar. 4.2. Create opportunities to attract and promote user-generated content. 4.3. Monitor organisational metrics according to social media plan and report to relevant personnel. 4.4. Recommend improvements to marketing and promotion through social media engagement to relevant personnel.

Foundation Skills

Foundation skills essential to performance, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret basic technical terminology in relation to social media platforms and tools.

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Writing skills to:	• use correct spelling and grammar in social media posts and interactions • communicate effectively to diverse audiences with honesty and transparency.
Numeracy skills to:	• interpret social media usage and activity reports.
Initiative and enterprise skills to:	• act on opportunities for enhanced customer experience presented by social media interactions.
Self-management skills to:	• manage time spent online for maximum efficiency.
Technology skills to:	• upload images, text files, PDF files, audio files, video files and link associated files • import and export software functions • conduct online research for appropriate content.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXEBS001 Use social media in a business

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify at least six content items suitable for use on a social media platform, demonstrating use of both internal content development and external content sourcing
- use social media tools on at least five occasions to engage with different customers by:
  - asking questions to determine customer needs
  - responding to questions and complaints within timelines and according to organisational policy and procedures
  - referring customers to relevant information as needed
  - responding to customer reviews and other user-generated content
  - communicating effectively in writing to a variety of audiences
- respond to customers from each of the following different social media customer responder categories, through at least two different social media platforms:
  - troll
  - rager
  - misguided customer
  - unhappy customer
- market and promote a business using social media tools over a period of one month by:
  - managing a business account on at least one social media platform
  - following monthly content calendar to pre-plan a variety of content
  - curating content appropriate to business needs
  - monitoring and reporting on organisational measurement metrics according to social media plan.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- key elements of an organisational social media plan
- organisational policy and procedures for social media use
- types of social media platform, tools and their operation
- rules and regulations and terms of use of specific social media platforms:

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  - privacy legislation and confidentiality requirements
  - spamming
  - copyright and intellectual property considerations
  - creative commons
- legal and ethical practices for use of social media:
  - responsible use of platforms and tools
  - responsible marketing practices
  - fair competition guidelines
  - duty of care
  - bullying and harassment policies
- categories of social media responders specified in the performance evidence and how to effectively engage with them
- types of crisis issues or conflicts that can arise on social media locally, nationally and internationally
- crisis management processes and chain of command
- current tools that facilitate social listening/monitoring
- current tools for social media scheduling
- value of building a community of advocates on a social media platform
- importance of consumer reviews and user-generated content
- what makes good content for a social media community
- sources of information for social media content:
  - compliments
  - complaints
  - images and photos
  - links to other websites
  - current trends
  - internet
- how to and where to source photo content from the internet
- importance of tone in online communication:
  - conversation
  - broadcasting
- customer behaviour in relation to social media use
- characteristics of a well written blog.

Assessment Conditions

Skills must be demonstrated in a business where use of social media is required. This can be:

- an industry workplace
- a simulated industry workplace set up for the purpose of skills assessment.

Assessment must ensure use of:

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- content calendar that lists:
  - key events
  - milestones and relevant dates
  - content for release
- files for use in social media:
  - images
  - text files
  - PDFs
  - audio files
  - video files
  - link associated files
- organisational social media plan
- computer or mobile device with internet access
- social media monitoring tools
- social media platforms and tools
- social media platform and tool policies and terms of use
- customers or stakeholders on social media with whom the individual can interact; these can be:
  - customers or stakeholders in an industry workplace; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
  - risk controls for the specific learning environment.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group.

It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret learning environment and delivery requirements	1.1 Access, read, and interpret learning program documentation to determine delivery requirements 1.2 Use available information and documentation to identify group and individual learner needs, and learner characteristics 1.3 Identify and assess constraints, and risks to delivery

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Confirm personal role and responsibilities in planning, and delivering training, with relevant personnel
2. Prepare session plans	2.1 Refine existing learning objectives according to program requirements and specific needs of individual learners 2.2 Develop session plans and document these plans for each segment of the learning program 2.3 Use knowledge of learning principles and theories to generate ideas for managing session delivery
3. Prepare resources for delivery	3.1 Contextualise learning materials to meet the needs of the specific learner group 3.2 Finalise learning materials and organise facility, technology and equipment needs in time for delivery of learning sessions 3.3 Confirm overall delivery arrangements with relevant personnel
4. Deliver and facilitate training sessions	4.1 Conduct each session according to the session plan, modified where appropriate to meet learner needs 4.2 Use the diversity of the group as another resource to support learning 4.3 Employ a range of delivery methods to optimise learner experiences 4.4 Demonstrate effective facilitation skills to ensure effective participation and group management
5. Support and monitor learning	5.1 Monitor, and document, learner progress to ensure outcomes are being achieved, and individual learner needs are being met 5.2 Make adjustments to the delivery sessions to reflect specific needs and circumstances 5.3 Manage inappropriate behaviour to ensure that learning can take place 5.4 Maintain and store learner records according to organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 3.1, 5.1	• Access, read and interpret documentation relevant to the learning context, including program documents, learning materials, policies and procedures relevant to the context
Writing	2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 5.1, 5.2, 5.4	• Develops and maintains workplace documentation accurately and in response to required needs
Oral Communication	1.2, 1.3, 4.1, 4.3, 4.4	• Uses communication techniques to build rapport and explore requirements • Facilitates training in an appropriate style for both individuals and groups
Navigate the world of work	1.4, 5.4	• Recognises and follows organisational protocols, policies and procedures relevant to own role
Interact with others	1.4, 3.3, 4.4, 5.3	• Cooperates and collaborates with others as part of routine activities to achieve team results, and to confirm that outcomes meet requirements • Recognises inappropriate behaviours and the potential for conflict, and implements strategies to maintain an appropriate learning environment
Get the work done	1.1-1.4, 2.1-2.3, 3.1-3.3, 4.1-4.4, 5.1-5.4	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems and opportunities for improvement and considers options for different approaches • Uses information and communications technology (ICT) based tools to access, organise, analyse and display information relevant to role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL401 Plan, organise and deliver	TAEDEL401A Plan, organise and deliver	Updated to meet Standards	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
group-based learning	group-based learning	for Training Packages	

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL401 Plan, organise and deliver group-based learning

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1.* Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit, including:

- facilitating group-based learning by preparing and delivering at least three training sessions, including:
  - at least two consecutive sessions of at least 40 minutes duration, that follow one of the learning program designs, to a learner group of at least eight individuals
  - at least one session delivered to a learner group of at least eight individuals, with evidence of how the characteristics and needs of this group were addressed
- identifying and responding to individual needs
- accessing and using documented resources, and any support personnel required to guide inclusive practices.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learning theories and principles
- resources available to identify different learner styles
- the relevant industry area and subject matter of the delivery
- the learner group profile, including characteristics and needs of individual learners in the group
- the requirements of the learning program and/or delivery plan, and the content purpose
- different delivery methods and techniques appropriate to face-to-face group delivery

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- different techniques for the recognition and resolution of inappropriate behaviours
- behaviours that may indicate learner difficulties, and the methods used to address these difficulties
- the purpose of organisational record-management systems and reporting requirements
- evaluation and revision techniques used to improve session plans
- specific resources, equipment and support services available for learners with special needs
- assessment and risk control measures relating to the facilitation of group-based learning
- policies and procedures relevant to the learning environment.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to learning program designs in use in the learning environment.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.

It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish effective work environment for learning	1.1 Establish, and agree upon, the objectives and scope of the work-based learning 1.2 Analyse work practices and routines to determine their effectiveness in meeting established learning objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify, and address any workplace health and safety (WHS) implications of using work as the basis for learning
2. Develop a work-based learning pathway	2.1 Address contractual requirements and responsibilities for learning at work 2.2 Arrange for the integration and monitoring of external learning activities with the work-based learning pathway 2.3 Obtain agreement from relevant personnel to implement the work-based learning pathway
3. Establish the learning-facilitation relationship	3.1 Identify the context for learning and the individual's learning style 3.2 Select an appropriate technique or process to facilitate learning, and explain the basis of the technique to the learner 3.3 Develop, document and discuss an individualised learning plan with the learner 3.4 Access, read and interpret documentation outlining the WHS responsibilities of the various parties in the learning environment 3.5 Monitor supervisory arrangements appropriate to learner's levels of knowledge, skill and experience to provide support and encouragement and ensure learner's health and safety
4. Implement the work-based learning pathway	4.1 Explain the objectives of work-based learning, and the processes involved, to the learner 4.2 Sequence the introduction of workplace tasks, activities and processes to reflect the agreed work-based learning pathway 4.3 Encourage learner to take responsibility for learning and to self-reflect 4.4 Develop techniques that facilitate the learner's transfer of skills and knowledge
5. Maintain and develop the learning-facilitation relationship	5.1 Prepare for each session 5.2 Structure learning activities to support and reinforce new learning, build on strengths, and identify areas for further development 5.3 Observe learner cues, and change approaches where necessary, in order to maintain momentum 5.4 Practise ethical behaviour at all times 5.5 Monitor the effectiveness of the learning/facilitation relationship through regular meetings between the parties

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ELEMENT	PERFORMANCE CRITERIA
6. Close and evaluate the learning-facilitation relationship	6.1 Carry out the closure smoothly, using appropriate interpersonal and communication skills 6.2 Seek feedback from the learner on the outcomes achieved, and the value of the relationship 6.3 Evaluate effectiveness of the work-based pathway against the objectives, processes and techniques used 6.4 Recommend improvements to work-based practice in light of the review process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 3.1, 3.4, 3.5, 6.3	• Accesses and interprets compliance information, contractual information, WHS information, and documents relevant to learning in the workplace, in the context of consultation and continuous improvement, to apply relevance to requirements
Writing	1.1, 2.3, 3.3, 4.1, 6.3	• Develops and maintains documentation relevant to workplace learning, including learning plans and evaluations, in accordance with organisational and workplace requirements
Oral Communication	2.2, 3.3, 4.2, 5.5, 6.1	• Uses oral communication techniques to identify needs, build rapport, agree on learning plans, facilitate effective learning and monitor practice • Selects appropriate vocabulary adjusting language, tone and pace to maintain effective interactions, and to build and maintain engagement with individuals or groups
Navigate the world of work	1.3, 2.1, 5.4	• Follows organisational protocols, policies and procedures in the management of records • Recognises and responds to contractual and ethical requirements associated with own role
Interact with others	1.1, 2.3, 3.5, 4.3, 6.2	• Asks questions to clarify understanding, and seeks feedback and further information • Cooperates and collaborates with others as part of

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		routine activities to achieve team results, and to confirm outcomes meet requirements
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.3, 5.5, 6.1-6.3	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Uses systematic, analytical processes in complex, routine and non-routine situations, gathering information, and identifying and evaluating options based on organisational needs • Identifies and responds to problems and opportunities for improvement, considering options for different approaches • Uses information and communications technology (ICT) based tools to design work processes and to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- preparing and facilitating work-based learning
- providing a minimum of two examples of developing work-based learning pathways, that include:
  - identifying needs for learning
  - analysing work practices, work environment and work activities
  - organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes
- conducting a learning facilitation relationship:
  - with at least two individuals
  - demonstrating communication skills and flexibility
  - demonstrating one or more of the processes, or techniques, identified.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems, processes and practices within the organisation where work-based learning is taking place
- systems for identifying skill needs within the workplace
- different learning styles, and how to encourage learning for those who learn in different ways

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- workplace health and safety (WHS) relating to the work role, including:
  - hazards relating to the industry and specific workplace
  - reporting requirements for hazards and incidents
  - specific procedures for work tasks
  - safe use and maintenance of relevant equipment
  - emergency procedures
  - sources of WHS information.
  -

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to any documentation relating to workplace procedures required by the candidate.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL404 Mentor in the workplace

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace.

It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a mentoring plan	1.1 Identify scope and boundaries of the mentoring relationship according to organisational procedures 1.2 Document mentoring plan in accordance with organisational requirements 1.3 Establish ground rules and negotiate realistic expectations 1.4 Establish and maintain confidentiality of the relationship in

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ELEMENT	PERFORMANCE CRITERIA
	accordance with legislation, policy and procedures
2. Facilitate mentoring relationship	2.1 Develop learner's confidence, self-esteem, respect and trust in the mentoring relationship 2.2 Share personal experiences and knowledge with the person being mentored according to agreed objectives 2.3 Support the person being mentored to develop and use skills in problem solving and decision making 2.4 Use personal and professional networks to assist the person being mentored 2.5 Provide information, and guidance to enhance engagement in the workplace 2.6 Use techniques for resolving differences without damaging the relationship, and obtain assistance according to organisational policy and procedures
3. Monitor mentoring relationship	3.1 Provide planning assistance and guidance as requested by the person being mentored in a form and style to suit their requirements 3.2 Provide feedback to the person being mentored on progress towards achieving the expectations and goals of the mentoring process 3.3 Recognise and discuss changes in the mentoring relationship with appropriate stakeholders 3.4 Negotiate and manage closure of the mentoring arrangement once objectives have been met
4. Evaluate effectiveness of mentoring	4.1 Establish and discuss benefits gained from the mentoring process 4.2 Reflect on and articulate the personal benefits gained from providing mentoring 4.3 Identify and report the outcomes of the mentoring arrangement and the benefits to the organisation according to organisational policy and procedures to improve the mentoring system or program

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Reading	1.1, 1.4	• Sources and interprets texts relevant to mentoring context, including organisational policies and learner information
Writing	1.1, 1.3, 2.5, 3.1, 3.2, 4.3	• Develops content and documents information relevant to mentoring plan
Oral Communication	2.4, 3.3, 4.1, 4.2, 4.3	• Uses appropriate communication techniques to build rapport, trust, engagement and provide guidance and feedback
Navigate the world of work	1.1, 1.4, 2.6, 4.3	• Follows legislative requirements, organisational protocols, policies and procedures in workplace mentoring
Interact with others	1.2, 2.1-2.3, 2.5, 2.6, 3.1, 3.2, 3.4	• Builds rapport using collaboration with others to achieve joint outcomes and effective interaction • Provides mentoring and role modelling to achieve agreed outcomes • Cooperates and consults with others to clarify understanding and seek feedback
Get the work done	1.1-1.4, 2.1-2.6, 3.1-3.4, 4.1-4.3	• Plans, organises and completes work according to defined requirements taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to problems, considering options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL404 Mentor in the workplace	TAEDEL404 A Mentor in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL404 Mentor in the workplace

Modification History

Release	Comments
Release1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, including:

- preparing a mentoring plan between the mentor and mentee that sets out clear objectives for a mentoring relationship that will last at least one year
- facilitating at least three mentoring sessions
- documenting information on sessions, including comments and notes from both mentor and mentee.
-

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- relevant policy, legislation, codes of practice and national standards likely to impact on the provision of workplace mentoring, including training contracts and responsibilities of employer, registered training organisation (RTO) and funding body where they exist
- mentoring methodologies and strategies
- learning theories in relation to mentoring
- strategies for working with a mentee including encouraging self reflection, confidence and the building of rapport
- acceptable behaviour in the mentoring relationship
- equal employment opportunity, equity and diversity principles
- how a mentor can support the mentee's employer to meet its WHS obligations for the mentee.
-

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to:

- documentation of any existing training plan or contract if applicable to the mentoring relationship.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLIE0007 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply workplace statistics.

It includes identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data. It also includes applying established statistical principles for work outcomes within workplace operations. The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1 Identify situations where statistics are used in the workplace	**1.1** Types of statistical representations of data, relevant to the workplace, are identified
	1.2 Statistical data representations are matched for appropriate workplace applications
	1.3 Potential users of statistical data in the workplace are identified and confirmed with appropriate personnel
	1.4 Relevant legislation and workplace procedures are identified and accessed
2 Collect numerical data	**2.1** Purpose of data collection is identified
	2.2 Sources of information are established, accessed and reviewed for suitability to the workplace context
	2.3 Relevant personnel are consulted to confirm purpose, data representation and sources
	2.4 Data collection methods are modified and used based on feedback from relevant personnel
3 Process and present data	**3.1** Data collected is checked for accuracy
	3.2 Data collection methods are used
	3.3 Potential for inaccurate results arising from variables is estimated and outlined
	3.4 Data collected is represented in graphs, tables, averages and percentages, as required, in accordance with workplace procedures
	3.5 Spreadsheets and flowcharts are used to present data
	3.6 Relevant stakeholders are consulted for feedback on their interpretation and use of the statistical data in the workplace
	3.7 Feedback is discussed with appropriate personnel and data representation is changed as agreed to
	3.8 Data is stored following workplace procedures
4 Interpret trends and patterns from numerical data	**4.1** Trends or patterns in data are noted
	4.2 Possible reasons for trends or patterns are generated
	4.3 Non-conforming results outside of predicted outcomes

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	are noted and reasons are identified
	4.4 Reasons for non-conforming results are noted and potential solutions are identified
5 Apply outcomes of statistical analysis to workplace operations	**5.1** Interpreted data is used to identify possible improvements in work processes and organisation
	5.2 Appropriate action is initiated to implement identified strategies for improving processes or work organisation in accordance with workplace procedures
	5.3 Relevant stakeholders are supported to apply and monitor workplace statistics as applicable to their work, as required
	5.4 Feedback from relevant stakeholders is gathered to help determine effectiveness of implemented strategies
	5.5 Improvements are statistically monitored and evaluated in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIE4013 Apply workplace statistics.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE0007 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- accurately completing relevant documentation
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- interpreting sourced data and providing appropriate, timely information on the outcomes of data analysis to appropriate personnel
- monitoring the effectiveness of applying workplace statistics to workplace activities
- reading and interpreting relevant workplace data and statistics
- seeking feedback and actioning approved changes to initiated improvements
- selecting and appropriately applying technology and software, information systems and procedures to workplace tasks
- using identified strategies for improving processes based on statistical analyses
- working systematically with required attention to detail.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- effective strategies to support stakeholders to apply workplace statistics to their workplace
- feedback techniques to use with stakeholders to gauge effectiveness of applying relevant statistics to a work context
- mathematical processes related to arranging data and estimating the impact of variables
- operational recording, reporting and establishing statistical principles, analysis systems and resources
- relevant workplace procedures, protocols and compliance requirements for the identification, collection and use of workplace statistical data within work contexts
- software for capturing, analysing and presenting statistical data
- strategies to action continuous improvement initiatives utilising workplace procedures
- workplace contexts where statistical data is applied to complete workplace activities or to meet compliance requirements.

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Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment and software
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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TLIE4013 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply statistical data in the workplace. The application of workplace statistics is carried out as an integral part of work operations in the context of the workplace concerned.

It includes identifying situations where statistics are used in the workplace, collecting numerical data, processing and presenting data, and interpreting trends and patterns from numerical data. It includes applying established statistical principles for work outcomes within workplace operations.

Work is performed under general guidance on progress and outcomes of work. It involves discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within organisational policy and procedures.

The unit generally applies to those with responsibility for resource coordination and allocation, and who lead individuals or teams.

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

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS **PERFORMANCE CRITERIA**

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Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify situations where statistics are used in the workplace	1.1 Types of statistical representations of data are identified
	1.2 Users of statistical data in the workplace are identified
	1.3 Statistical data representations are matched for appropriate workplace applications
2 Collect numerical data	2.1 Purpose of data collection is identified
	2.2 Sources of information are established
	2.3 Data collection methods are used
	2.4 Mathematical processes are used to arrange data
	2.5 Data collected is checked for accuracy
	2.6 Potential for inaccurate results arising from variables is estimated and outlined
3 Process and present data	3.1 Data collected is represented in graphs, tables, averages and percentages as required
	3.2 Spreadsheets and flowcharts are used to present data
4 Interpret trends and patterns from numerical data	4.1 Non-conforming results outside of predicted outcome/s are noted and reasons are identified
	4.2 Trends or patterns in data are noted
	4.3 Possible reasons for trends or patterns are generated
	4.4 Potential solutions are identified
	4.5 Appropriate techniques are used to encourage participation of team/group members to interpret and use statistical data
5 Apply outcomes of statistical analysis to workplace operations	5.1 Interpreted data is used to identify possible improvements in work processes and organisation
	5.2 Appropriate action is initiated to implement identified strategies for improving processes or work organisation in accordance with workplace procedures
	5.3 Improvements are statistically monitored and evaluated in accordance with workplace procedures

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Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4013A Apply workplace statistics.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLIE4013 Apply workplace statistics

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- interpreting data and providing appropriate, timely information on the outcomes of data analysis to appropriate personnel
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures
- selecting and appropriately applying technology, information systems and procedures to workplace tasks
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- coaching and mentoring approaches to support team members to develop knowledge and skills in statistical collection, collation and analysis
- customer and supplier contact and coordination
- operational recording, reporting and statistical analysis systems and resources
- relevant procedures and duty of care requirements
- resource availability including the processing capacity of equipment and software systems for statistical data analysis

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- workplace business policies and plans including procedures for reporting performance
- workplace protocols and procedures for applying workplace statistics within work activities.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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ACM Animal Care and Management Training Package

Modification History

Version	Release Date	Comments
1.0	TBA	Initial release Includes 24 qualifications, 195 units of competency and assessment requirements and 6 Skill Sets.

Credit Arrangements

Qualification	Credit Arrangements
ACM10116 Certificate I in Animal Studies	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM10216 Certificate I in Horse Care	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM20116 Certificate II in Animal Studies	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM20216 Certificate II in Horse Care	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30116 Certificate III in Animal Studies	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30216 Certificate III in Animal Technology	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30316 Certificate III in Captive Animals	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30416 Certificate III in Companion Animal Services	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30516 Certificate III in Farriery	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30616 Certificate III in Pet	At the time of endorsement of this Training

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Grooming	Package no national credit arrangements exist.
ACM30716 Certificate III in Horse Breeding	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40116 Certificate IV in Animal Control and Regulation	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40216 Certificate IV in Captive Animals	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40316 Certificate IV in Companion Animal Services	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40416 Certificate IV in Veterinary Nursing	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40516 Certificate IV in Equine Dentistry	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40616 Certificate IV in Pet Styling	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40716 Certificate IV in Horse Breeding	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50116 Diploma of Animal Technology	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50216 Diploma of Veterinary Nursing (Surgical)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50316 Diploma of Veterinary Nursing (Dental)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50416 Diploma of Veterinary Nursing (Emergency and Critical Care)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50516 Diploma of Veterinary Nursing (General Practice)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50616 Diploma of Horse Stud Management	At the time of endorsement of this Training Package no national credit arrangements exist.

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Links

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

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ACMSS00007 Microchip Implantation for Dogs and Cats Skill Set

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0. Pathways information, unit code updated and target group clarified.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to understand, interpret and apply microchip implantation procedures on cats and dogs whilst exhibiting appropriate care for animals so that stress and discomfort is minimised.

Pathways Information

These units provide credit towards several ACM Animal Care and Management qualifications, including:

- ACM30121 Certificate III in Animal Care Services
- ACM30321 Certificate III in Wildlife and Exhibited Animal Care
- ACM40221 Certificate IV in Animal Facility Management
- ACM40418 Certificate IV in Veterinary Nursing

Licensing/Regulatory Information

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

Skill Set Requirements

- ACMGEN311 Maintain and monitor animal health and wellbeing
- ACMMIC401 Implant microchip in cats and dogs
- ACMWHS201 Participate in workplace health and safety processes

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Target Group

This skill set is for individuals who are seeking registration or authorisation as a state or territory approved microchip implanter for cats and dogs.

Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the state and territory regulatory requirements for recognition as an approved microchip implanter for cats and dogs.

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ACMSS00012 Preventative Biosecurity Skill Set

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to provide individuals with the skills and knowledge required to recognise unusual disease or plant pest signs and comply with infection control policies and procedures in animal care workplaces and relevant field locations.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including:

- ACM30121 Certificate III in Animal Care Services
- ACM30321 Certificate III in Wildlife and Exhibited Animal Care
- ACM40418 Certificate IV in Veterinary Nursing

Licensing/Regulatory Information

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

Skill Set Requirements

- ACMINF301 Comply with infection control policies and procedures in animal care work
- AHCBIO301 Identify and report signs of unusual disease or pest

Target Group

This skill set is for individuals who are working across a broad spectrum of facilities/workplaces or sectors, where animal care is provided, and compliance with preventative biosecurity procedures is essential.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and AHC Agriculture, Horticulture and Conservation and Land Management Training Package meet exhibited and native wildlife industry requirements related to compliance with infection control procedures in animal care work.

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ACMSS00015 Equine Emergency Shoe Replacement Skill Set

Modification History

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 5.0. Updated pathways information, qualification and unit of competency codes.
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Description

This skill set is designed to cover the skills and knowledge required to provide basic hoof care and remove and replace an equine shoe as an emergency measure to address an immediate equine welfare requirement relating to hoof and/or shoe conditions.

Pathways Information

These units of competency provide credit toward *ACM30821 Certificate III in Horse Care* and *ACM30921 Certificate III in Equine Hoof Care*.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details.

- ACMEQU212 Handle horses safely
- ACMEQU309* Carry out basic hoof care procedures
- ACMFAR317 Replace equine shoes as an emergency measure

Prerequisite requirements

Unit of competency	Prerequisite requirement

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ACMEQU309 Carry out basic hoof care procedures	ACMEQU212 Handle horses safely

Target Group

This skill set is for livestock or agricultural workers, typically in regional or remote areas with limited access to a farrier. They use horses or other equines for work and are required to carry out basic hoof care as part of their job role.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* meet industry requirements for providing basic hoof care and the emergency replacement of equine shoes.

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ACMSS00017 Animal Ethics Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Description

This skill set reflects the work undertaken to interpret and monitor the ethical components of an animal research proposal according to an organisation's Animal Ethics Committee (AEC), relevant legislation and the Australian Code for the Care and Use of Animals for Scientific Purposes.

Pathways Information

This unit of competency provides credit towards:

- ACM50119 Diploma of Animal Technology.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMATE510 Review and monitor research proposals for an Animal Ethics Committee

Target Group

This skill set is for individuals who are members of the Animal Ethics Committee or have a specific role in contributing to research ethics and animal welfare.

Suggested words for Statement of Attainment

This unit of competency from the *ACM Animal Care and Management Training Package* meets the industry requirements for individuals who contribute to research ethics and animal welfare within a research facility.

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ACMSS00018 Large Animal Incident Awareness Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Description

This skill set reflects the work required to contribute to safety at incidents involving large animals at workplaces, event sites or in other situations. It provides an introduction to large animal behaviours, safety, situational awareness, and incident management system processes.

Pathways Information

These units of competency build on skills in *ACM Animal Care and Management Training Package* qualifications and provides credit towards *ACM40117 Certificate IV in Animal Control and Regulation.*

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details.

- ACMAIM201 Contribute to safety at incidents involving large animals
- ACMAIM202* Participate in an incident involving large animals.

Prerequisite requirements

Unit of competency	Prerequisite requirement
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals

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Target Group

This skill set is for individuals requiring an induction to safety, large animal behaviours and basic incident management relating to potential incidents at their workplace or event site.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* meet the industry requirements for a large animal incident induction program.

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ACMSS00019 Large Animal Incident Team Member Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Description

This skill set reflects the work required to safely participate in a team responding to a large animal incident. It covers assessing risks and hazards, working safely and using recognised manual manipulation and handling techniques with compromised animals at incident scenes. It applies to large land-based domesticated animals, typically prey and herd species.

Pathways Information

These units of competency build on skills in several *ACM Animal Care and Management Training Package* qualifications and provide credit towards the *ACM40117 Certificate IV in Animal Control and Regulation*.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details.

- ACMAIM201 Contribute to safety at incidents involving large animals
- ACMAIM202* Participate in an incident involving large animals
- ACMAIM301* Use manual techniques to safely move large animals
- ACMAIM303 Move large animals to new locations.

Prerequisite requirements

Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

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Unit of competency	Prerequisite requirement
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals*

Target Group

This skill set is for individuals who work or volunteer in a team responding to a range of potential large animal incidents at a workplace, event site or incident scene.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* meet the industry requirements for people participating in a large animal incident response team.

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ACMSS00020 Large Animal Incident Specialist Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 3.0.

Description

This skill set reflects the work required to manage or provide specialist advice on complex incidents involving large animals. It covers incidents where a range of human, animal and environmental factors create complexities for the operation.

Pathways Information

These units of competency build on skills in *ACM Animal Care and Management Training Package* and *other training package*s and may provide credit towards the *ACM40117 Certificate IV in Animal Control and Regulation*.

Note some units of competency have prerequisite requirements. This means that an individual must be competent in the prerequisite unit(s) of competency before undertaking any assessment in the unit containing the prerequisites.

Licensing/Regulatory Information

No licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

An asterisk next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details.

- ACMAIM201 Contribute to safety at incidents involving large animals
- ACMAIM202* Participate in an incident involving large animals
- ACMAIM301* Use manual techniques to safely move large animals
- ACMAIM302* Perform technical large animal rescues
- ACMAIM403* Undertake complex operations at incidents involving large animals

Prerequisite requirements

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Note: Units listed in the Prerequisite requirement column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMAIM202 Participate in an incident involving large animals	ACMAIM201 Contribute to safety at incidents involving large animals
ACMAIM301 Use manual techniques to safely move large animals	ACMAIM202 Participate in an incident involving large animals*
ACMAIM302 Perform technical large animal rescues	ACMAIM301 Use manual techniques to safely move large animals*
ACMAIM403 Undertake complex operations at incidents involving large animals	ACMAIM301 Use manual techniques to safely move large animals*

Target Group

This skill set is for individuals who have experience in participating in complex large animal incidents. They may work in emergency services, animal regulation, racing, recreational sport, or other animal care and management industries.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* meet the industry requirements for people who manage all aspects of complex animal incidents and rescues.

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ACMSS00021 Large Whale Disentanglement Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to participate in a response team crew aboard a vessel to safely assess a scene and release a large whale from entanglement. It includes personal sea-safety skills.

Pathways Information

These units of competency build on skills in the ACM Animal Care and Management Training Package.

Licensing/Regulatory Information

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMAIM307 Participate in large whale disentanglement operations
- DEFSUR011 Survive at sea

Target Group

This skill set is for individuals who work with approved agencies to undertake large whale disentanglements.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and DEF Defence Training Package meet exhibited and native wildlife industry requirements related to individuals who work with approved agencies to undertake large whale disentanglements.

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ACMSS00022 Native Wildlife Rehabilitation Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0. Supersedes and is not equivalent to ACMSS00008 Native Amphibian Rehabilitation Skill Set, ACMSS00009 Native Bird Rehabilitation Skill Set, ACMSS00010 Native Mammal Rehabilitation Skill Set, and ACMSS00011 Native Mammal Rehabilitation Skill Set. Four species specific rehabilitation skill sets merged to reduce duplication of content.

Description

This skill set is designed to provide individuals with the skills and knowledge to rehabilitate and release native wildlife. It covers providing basic first aid, and care and husbandry activities with a focus on infection control and biosecurity.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including:

- ACM30121 Certificate III in Animal Care Services
- ACM30321 Certificate III in Wildlife and Exhibited Animal Care.

Licensing/Regulatory Information

Regulatory requirements apply to rehabilitation and release of native wildlife but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority.

Skill Set Requirements

- ACMEXH306 Rehabilitate native wildlife
- ACMEXH307 Release native wildlife to the natural environment
- ACMGEN309 Provide basic animal first aid
- ACMINF303 Implement infection control in the handling and care of native wildlife

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Target Group

This skill set is for individuals involved in the rehabilitation and release of native wildlife.

Suggested words for Statement of Attainment

These competencies from the Animal Care and Management Training Package meet exhibited and native wildlife industry requirements related to native wildlife carers in the animal care and management industry.

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ACMSS00023 Animal Welfare Management Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to provide individuals with skills and knowledge for higher level responsibilities in managing animal welfare. It involves assessing and managing the welfare of animals within a workplace and promoting animal welfare principles, policies and procedures to staff.

Pathways Information

These units provide credit towards ACM40121 Certificate IV in Animal Facility Management in the ACM Animal Care and Management Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMGEN303 Assess the welfare status of an animal
- AHCLSK404 Implement and monitor animal welfare programs

Target Group

This skill set is for individuals with broad responsibilities for animal welfare in facilities that care for animals.

Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and AHC Agriculture, Horticulture and Conservation and Land Management Training Package meet exhibited and native wildlife industry requirements related to animal welfare management in a range of animal care facilities.

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ACMSS00024 Zoological Horticulture Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to provide individuals with skills and knowledge in zoological horticulture to source appropriate plant foods and enrichment items for animals cared for in a zoo, wildlife park or similar facility.

Pathways Information

These units provide credit towards ACM40121 Certificate IV in Animal Facility Management in the ACM Animal Care and Management Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEXH404 Assist in establishing and maintaining a zoological plantation or plant production system
- AHCBER302 Work effectively in a biosecurity emergency response
- AHCPCM204 Recognise plants

Target Group

This skill set is for individuals who are working in senior keeper/carer roles with responsibilities for sourcing animal plant food within a zoo, wildlife park or other facility where animals are cared for or exhibited.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and AHC Agriculture, Horticulture and Conservation and Land Management Training Package meet exhibited and native wildlife industry requirements related to individuals specialising to zoological horticulture in a zoo, wildlife park or other animal facility.

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ACMSS00025 Exhibited Animal Visitor Experience Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to provide individuals with skills and knowledge in conducting visitor animal experience programs in a zoo, wildlife park, aquarium or other facility where animals are exhibited.

Pathways Information

These units provide credit towards ACM40121 Certificate IV in Animal Facility Management in the ACM Animal Care and Management Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEXH403 Design and evaluate interpretive and learning programs
- SITTGDE005 Prepare and present tour commentaries or activities

Target Group

This skill set is for individuals who are working in senior keeper/carer/aquarist roles with responsibilities for conducting and planning animal visitor experience programs.

Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and SIT Tourism, Travel and Hospitality Training Package meet exhibited and native wildlife industry requirements related to conducting and planning visitor experience programs in a zoo, wildlife park, aquarium or other facility where animals are exhibited.

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ACMSS00026 Orphan Native Wildlife Carer Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to provide individuals with the skills and knowledge to provide care for young/orphan native wildlife within a rehabilitation program.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including:

- ACM30121 Certificate III in Animal Care Services
- ACM30321 Certificate III in Wildlife and Exhibited Animal Care.

Licensing/Regulatory Information

Regulatory requirements apply to caring for and rehabilitating native wildlife but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority.

Skill Set Requirements

- ACMGEN302 Care for young animals
- ACMSPE314 Provide general care of birds
- ACMSPE315 Provide general care of common native mammals

Target Group

This skill set is for individuals who are working as native wildlife carers in the animal care and management industry.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet exhibited and native wildlife industry requirements related to carers of orphan animals in a native wildlife rehabilitation program.

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ACMSS00027 Exhibited Animal Behaviour and Training Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to provide zookeepers and wildlife carers with the skills and knowledge to interpret animal behaviour and condition and/or train animals in facilities that house exhibited and/or native wildlife. The general skills and knowledge covered can be applied and contextualised to a broad range of exotic and native animal species.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including:

- ACM40121 Certificate IV in Animal Facility Management
- ACM40321 Certificate IV in Animal Behaviour and Training

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMBEH401 Develop, monitor and review behavioural husbandry strategies
- ACMBEH402 Develop, implement and monitor enrichment strategies for animals
- ACMBEH403 Evaluate animal conditioning methodology and program design
- ACMBEH404 Condition animal behaviour

Target Group

This skill set is for zookeepers and wildlife carers who want to further develop skills in animal behaviour and conditioning and/or training in the exhibited and/or native wildlife sectors.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet exhibited and native wildlife industry requirements related to animal behaviour and training.

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ACMSS00028 Species Population Management Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to provide individuals with skills and knowledge to manage a species population plan to address facility objectives and broader regional plans such as wildlife conservation, species recovery and research.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including:

- ACM30321 Certificate III in Wildlife and Exhibited Animal Care
- ACM40121 Certificate IV in Animal Facility Management.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEXH302 Support species population planning and management
- ACMEXH401 Implement species population planning and management

Target Group

This skill set is for individuals who are working in senior keeper/carer/aquarist roles with responsibilities for managing a species population and contributing to facility and regional population planning.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet industry requirements related to managing a species population in a zoo, wildlife park, aquarium or other facility where animals are cared for or exhibited.

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ACMSS00029 Marine Animal Stranding Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to participate in an event involving single or multiple stranding and/or grounding of marine animals, typically whales, dolphins and dugongs.

Pathways Information

These units of competency build on skills in the ACM Animal Care and Management Training Package.

Licensing/Regulatory Information

Most government jurisdictions have requirements that allow only appropriately authorised agencies to undertake response operations. Users are advised to check with the relevant authority.

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMAIM308 Respond to marine wildlife stranding
- PUASAR012 Apply surf awareness and self-rescue skills

Target Group

This skill set is for individuals who work with approved agencies to participate in a marine animal stranding event.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and PUA Public Safety Training Package meet requirements related to participating in a marine animal stranding event.

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ACMSS00030 Animal Shelter Worker Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set provides individuals with the skills and knowledge required to work in animal shelters or holding facilities.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including:

- ACM30121 Certificate III in Animal Care Services
- ACM40121 Certificate IV in Animal Regulation and Management
- ACM40221 Certificate IV in Animal Facility Management
- ACM40321 Certificate IV in Animal Behaviour and Training

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

- ACMBEH301 Identify behaviours and interact safely with animals
- ACMBEH302 Provide enrichment for animals
- ACMGEN303 Assess the welfare status of an animal
- ACMGEN305 Provide advice on companion animal selection and general care
- ACMGEN311 Maintain and monitor animal health and wellbeing
- ACMINF301 Comply with infection control policies and procedures in animal care work

Target Group

This skill set is for individuals who work in animal shelters or holding facilities.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the requirements for individuals who work in animal shelters or holding facilities.

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ACMSS00031 Promote Animal Health in Remote Communities Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0. Supersedes and is not equivalent to *ACMSS00016 Promote Animal Health in Remote Communities Skill Set*. Skill set requirements amended, new and additional units required for completion of skill set.

Description

This skill set describes the skills and knowledge to work effectively in remote Aboriginal and Torres Strait Islander (herein referred to as Indigenous) communities to provide advice and services relating to animal health and infection control, particularly community dogs.

Pathways Information

These units of competency provide credit towards ACM30121 Certificate III in Animal Care Services.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMARM301 Support veterinary activities in remote communities
- ACMBEH301 Identify behaviours and interact safely with animals
- ACMINF304 Promote environmental health and safety for companion animals in remote communities
- HLTPOP032 Monitor and maintain dog health in the community

Target Group

This skill set is for individuals working in animal management or health roles in remote Indigenous communities.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and the HLT Health Training Package meet the requirements for animal management or health workers in remote Indigenous communities.

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ACMSS00032 Advanced Dog Grooming Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set provides individuals with the skills and knowledge to groom the different coat types that occur in dog breed groups recognised by the Australian National Kennel Council and to identify companion animal coat and skin conditions.

Pathways Information

These units provide credit towards ACM30121 Certificate III in Animal Care Services in the ACM Animal Care and Management Training Package

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

- ACMGRM304 Perform grooms on cross breed dogs
- ACMGRM305* Groom dogs to meet breed style and coat requirements
- ACMGRM401* Carry out advanced grooming to dog breed standards
- ACMGRM403 Enhance companion animal coat and skin condition

Note: prerequisite units apply to some units in this skill set - denoted with an asterisk (*). All prerequisite units are incorporated in the skill set.

Target Group

This skill set is for experienced pet groomers who want to perform advanced dog grooming techniques including at competition and show levels.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the requirements for individuals who perform advanced dog grooming techniques to meet breed standard requirements.

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ACMSS00033 Cat Grooming Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set provides individuals with the skills and knowledge to handle and groom cats of different breeds and coat types.

Pathways Information

These units provide credit towards ACM30121 Certificate III in Animal Care Services in the ACM Animal Care and Management Training Package.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

- ACMBEH301 Identify behaviours and interact safely with animals
- ACMGRM402* Groom cats of different breeds and coat types
- ACMGRM403 Enhance companion animal coat and skin condition
- ACMSPE317 Provide general care of domestic cats

Note: prerequisite units apply to some units in this skill set - denoted with an asterisk (*). All prerequisite units are incorporated in the skill set.

Target Group

This skill set is for experienced pet groomers who want to groom cats.

Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the requirements for individuals to groom a range of cat breeds and coat types.

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ACMSS00034 Animal Management Coordination in Remote Communities Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set provides individuals with the skills and knowledge to coordinate and oversee animal health and management activities in remote Aboriginal and Torres Strait Islander (herein referred to as Indigenous) communities.

Pathways Information

These units provide credit towards the ACM40121 Certificate IV in Animal Regulation and Management.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

- ACMARM409 Plan and monitor remote community animal management activities
- ACMARM410 Develop and implement animal management initiatives
- HLTPOP032 Monitor and maintain dog health in the community

Target Group

This skill set is for individuals who work with and oversee animal health and management activities in remote Indigenous communities.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package and the HLT Health Training Package meet the requirements for individuals who supervise and oversee animal health and management activities in remote Indigenous communities.

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ACMSS00035 Animal-Assisted Services Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set provides individuals with the skills and knowledge to work as an animal handler providing animal-assisted services to support people with disabilities and special needs.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package including;

- ACM30121 Certificate III in Animal Care Services
- ACM40321 Certificate IV in Animal Behaviour and Training.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

- ACMAAS401 Manage animals and facilitate human-animal interaction in animal-assisted services
- ACMAAS402 Apply disability awareness to animal-assisted services
- ACMBEH301 Identify behaviours and interact safely with animals

Target Group

This skill set is for individuals who are experienced working with animals and who want to provide animal-assisted services.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the requirements to provide and/or contribute to animal-assisted services to support people with disabilities and special needs.

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ACMSS00036 Animal Breeder Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 4.0.

Description

This skill set provides individuals with skills and knowledge to work with and care for animals in breeding operations.

Pathways Information

These units provide credit towards qualifications in the ACM Animal Care and Management Training Package, including:

- ACM30121 Certificate III in Animal Care Services
- ACM30321Certificate III Wildlife and Exhibited Animal Care
- ACM40221 Certificate IV in Animal Facility Management.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Skill Set Requirements

- ACMBEH301 Identify behaviours and interact safely with animals
- ACMBEH302 Provide enrichment for animals
- ACMGEN302 Care for young animals
- ACMGEN303 Assess the welfare status of an animal
- ACMGEN313 Carry out simple breeding procedures
- ACMGEN405 Manage companion animal breeding

Target Group

This skill set is for individuals who breed companion animals.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the requirements for individuals who breed companion animals.

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ACMSS00037 Incorporate Safety When Instructing Learners in Horse Handling Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0. This skill set supersedes and is not equivalent to *ACMSS00013 Incorporate safety when instructing beginners in horse handling Skill Set*. Title and units of competency updated.

Description

This skill set is designed to provide the skills and knowledge to prepare individuals to incorporate safe work practices when training learners in horse handling activities. It includes understanding work health and safety requirements and matching learners to suitably assessed horses for the relevant activity.

Pathways Information

These units of competency provide credit toward *ACM30821 Certificate III in Horse Care*.

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication, except for the racing industry, where licensing or registration varies between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details.

- ACMEQU212 Handle horses safely
- ACMEQU313* Work safely in equine workplaces
- ACMEQU423 Manage selection of horse for handler, rider or driver
- TAEDEL301 Provide work skill instruction

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Prerequisite requirements

Unit of competency	Prerequisite requirement
ACMEQU313 Work safely in equine workplaces	ACMEQU212 Handle horses safely

Target Group

This skill set is for teachers, trainers, instructors or coaches across a range of equine sectors that train learners in horse handling activities.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management and TAE Training and Education Training Packages* prepare trainers, assessors or instructors to incorporate safe work practices when training learners in horse handling activities.

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ACMSS00038 Handling Horses Safely Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0. This skill set supersedes and is not equivalent to *ACMSS00014 Beginners horse handling safety Skill Set*. Title and units of competency updated.

Description

This skill set is designed to prepare individuals to work safely in an equine workplace, including handling horses.

Pathways Information

These units of competency provide credit toward *ACM20221 Certificate II in Horse Care and ACM30821 Certificate III in Horse Care.*

Licensing/Regulatory Information

No licensing or certification requirements apply to this skill set at the time of publication, except for the racing industry, where licensing or registration varies between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details.

- ACMEQU212 Handle horses safely
- ACMEQU213* Follow safe work practices in equine industries

Prerequisite requirements

Unit of competency	Prerequisite requirement

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ACMEQU213 Follow safe work practices in equine industries	ACMEQU212 Handle horses safely

Target Group

This skill set is for entry level horse care workers across a range of equine sectors.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* prepare individuals to work safely in an equine workplace, including handling horses.

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ACMSS00039 Prepare To Work Safely Around Horses Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Description

This skill set is designed to provide the skills and knowledge to understand and interpret horse behaviour and body language to minimise risks to self, others and horses when working around horses**,** but does not involve direct handling of horses.

Pathways Information

This unit of competency provides credit toward *ACM20121 Certificate II in Animal Care.*

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEQU214 Prepare to work safely around horses

Target Group

This skill set is for workers who work around horses, in industries involving horses, but do not directly handle horses. These roles may include administration, finance, marketing, customer service, catering, facility management, equipment repair and support roles at equine events.

Suggested words for Statement of Attainment

This competency from the *ACM Animal Care and Management Training Package* meets industry requirements to work safely around horses in an equine workplace, not involving direct handling of horses.

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ACMSS00040 Horse Groom Functions Coordinator Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Description

This skill set is designed to provide skilled and experienced horse grooms and stable hands with the skills and knowledge required to coordinate horse care tasks and workers in an equine workplace.

Pathways Information

These units of competency provide credit toward *ACM30821 Certificate III in Horse Care and ACM40921 Certificate IV in Equine Care.*

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEQU417 Advise on horse nutritional needs
- ACMEQU422 Maintain and monitor horse health
- ACMEQU423 Manage selection of horse for handler, rider or driver
- BSBLDR414 Lead team effectiveness
- BSBOPS401 Coordinate business resources
- BSBOPS402 Coordinate business operational plans
- TAEDEL301 Provide work skill instruction

Target Group

This skill set is for highly skilled and experienced grooms and stable hands that coordinate and/or supervise horse care tasks and workers in industries involving horses.

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Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management, BSB Business Services and TAE Training and Education* Training Packages meet industry requirements to coordinate and supervise horse care workers in an equine workplace.

Entry Requirements

Prior to commencing this skill set, individuals must have achieved or be able to demonstrate competency in the following units of competency or their equivalent:

- ACMEQU212 Handle horses safely
- ACMEQU313 Work safely in equine workplaces

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ACMSS00041 Transport Horses Using a Road Vehicle Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 5.0.

Description

This skill set is designed to provide the skills and knowledge to safely transport horses using a road vehicle, including planning, loading and unloading with consideration for animal welfare requirements. Users of this skill set do not necessarily have to drive the transport vehicle.

Pathways Information

These units of competency provide credit toward *ACM20221 Certificate II in Horse Care and ACM30821 Certificate III in Horse Care.*

Licensing/Regulatory Information

No vehicle licensing is required for individuals undertaking the work described in this skill set. Where an individual is the nominated transport vehicle owner or driver, state and territory legislation, regulations, licencing and registration apply.

Skill Set Requirements

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met as part of the skills set requirements. Please refer to the Prerequisite requirements table for details:

- ACMEQU212 Handle horses safely
- ACMEQU217* Load and unload horses
- ACMEQU308* Transport horses using a road vehicle
- ACMGEN303 Assess the welfare status of an animal

Prerequisite requirements

Unit of competency	Prerequisite requirement
ACMEQU217 Load and unload horses	ACMEQU212 Handle horses safely

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ACMEQU308 Transport horses using a road vehicle	ACMEQU212 Handle horses safely

Target Group

This skill set is for drivers of horse transport vehicles and other workers involved in transporting horses by road that may work at an equine workplace or a horse or livestock transport company. They are required to handle and care for horses as part of the loading, transporting and unloading of horses.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* meet industry requirements to safely transport horses using a road vehicle, including planning, loading and unloading with consideration for animal welfare requirements.

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