Australian Government
Department of Education, Employment and Workplace Relations

ACMCAN303A Support collection management

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

ACMCAN303A Support collection management

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the process of supporting collection management for captive animals.
	No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

Application of the unit	This unit is applicable to wildlife animal keepers or carers who are expected to perform tasks under supervision.
	In addition to legal and ethical responsibilities, all units of competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify animal keeping information systems and software	1.1. Purpose, variations and application of relevant *animal keeping information systems and software* are identified and documented.
2. Identify, collect, record and interpret data	2.1. Relevant data is identified and collected in accordance with institutional policies and procedures and recorded using approved animal keeping information systems and/or software. 2.2. Data in institutional and regional collection plans is interpreted.
3. Assist with *collection management*	3.1. Relationships between institutional and regional plans are identified. 3.2. *Personnel* associated with institutional and regional plans are identified and located as required. 3.3. Institutional and regional collection plans are accessed and interpreted. 3.4. Collection management plans are followed as directed by supervisors.
4. Interpret population management practices and principles	4.1. Commonly used terms in population management are defined. 4.2. Categories of relevant species management programs are identified.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- access technical advice
- analyse information
- assist in developing in-house studbooks
- assist in maintaining section records
- follow institutional policies and procedures
- operate appropriate species management databases
- record data using approved animal keeping information systems and/or software
- read and understand population management documents, such as Australasian Species Management Program (ASMP) Annual Reports
- use appropriate species management databases to run basic analysis, such as reports in Animal Record-Keeping System (ARKS)
- literacy skills to read and implement institutional policies and procedures, including OHS and waste management; interpret studbook data; record accurately and legibly information collected; and select and apply procedures to a range of defined tasks
- communication skills/language to fulfil the job role as specified by the institution, including questioning techniques, active listening, asking for clarification from supervisors and consulting with supervisors
- interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds
- problem solving skills to use available resources and prioritise daily tasks.

Required knowledge

- ASMP and ASMP Regional Census and Plan
- ASMP guidelines and criteria for studbook keeping
- basic genetic principles for the management of captive animal populations, including small population biology and concepts of inbreeding and out breeding
- captive animal policies
- collection planning requirements
- database programs for record keeping and data analysis
- institutional collection planning policies and procedures and other relevant policies and procedures, including OHS
- international agreements and conventions such as the International Union for Conservation of Nature and Natural Resources conservation status categories
- principles and constraints of wildlife conservation
- principles of animal welfare and ethics
- principles of taxonomy and relevance to population management

REQUIRED SKILLS AND KNOWLEDGE

- relevant federal, state or territory legislation
- report formats for captive animal management plans.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competence in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit. Assessors should ensure that candidates can: • identify approved animal keeping information systems and software • identify, collect, record and interpret data • assist with collection management • follow institutional policies and procedures and legislative requirements • interpret population management practices and principles. The skills and knowledge required to support collection management must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.
Context of and specific resources for assessment	Assessment of this unit is to be practical in nature and will be most appropriately assessed in a captive animal workplace or in a situation that reproduces normal work conditions. There must be access in either situation to animal keeping information systems and software, relevant collection and species-management plans as well as the appropriate equipment and/or resources to enable one to demonstrate competence.
Method of assessment	To ensure consistency in one's performance, competency should be demonstrated, to industry defined standards, on more than one occasion over a period of time in order to cover a variety of circumstances and where possible, over a number of assessment activities.

EVIDENCE GUIDE	
	The assessment strategy must include practical skills assessment. Suggested strategies for this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and first-hand testimonial evidence of candidate's application of practical tasks • simulation exercises that reproduce normal work conditions • third-party evidence • workplace documentation • portfolio. This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.
Guidance information for assessment	Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Animal keeping information systems and software include:	• International Species Information System (ISIS) • Regional Animal Species Collection Plan (REGASP) • Animal Record-Keeping System (ARKS) • Single Population Analysis and Records Keeping System (SPARKS) • Population Management (PM 2000) • GENES and DEMOG.

Collection management involves:	• collection management occurs at a regional and institutional level and needs to consider:
	  • regional and institutional collection plans
	  • species-management plans
	  • regional captive management plans
	  • available facilities
	  • conservation and education issues
	  • visitors' experiences of particular captive animal facilities.

Personnel that may be indentified in a plan include:	• Taxon Advisory Group (TAG) representatives • husbandry program coordinator • species coordinators (in-house and regional) • species contact • studbook keepers.

Unit Sector(s)

Unit sector	Captive animals

Competency field

Competency field	

Co-requisite units

Co-requisite units		

AgriFood Skills Australia