



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **RUV1103A Support animal care cleaning activities**

**Release: 1**

## **RUV1103A Support animal care cleaning activities**

### **Modification History**

Not applicable.

### **Unit Descriptor**

This unit of competency covers the process of supporting animal care cleaning activities under supervision. It requires the ability to work in a safe manner, undertake cleaning activities as directed, handle materials and equipment and clean up on completion of cleaning activities. Supporting cleaning activities requires knowledge of safe work practices and cleaning equipment, materials and agents.

In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised.

The work functions within this unit require the demonstration of knowledge by recall in a narrow range of areas. One would be expected to perform a sequence of routine tasks under clear direction, demonstrate basic practice skills, and receive and pass on messages or information. All tasks would be conducted under strict and direct supervision.

### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

Element	Performance Criteria
1 Prepare materials, tools and equipment for <b>cleaning activities</b>	<p>1.1 The required materials, <b>tools and equipment</b> are identified according to lists provided and / or supervisors' <b>instructions</b>.</p> <p>1.2 Checks are conducted on all materials, tools and equipment and insufficient or faulty items are reported to supervisors.</p> <p>1.3 Correct manual handling techniques are used when loading and unloading material to minimise damage to self and the material.</p> <p>1.4 Suitable <b>personal protective equipment</b> (PPE) is selected and checked prior to use.</p> <p>1.5 Support for cleaning activities is provided according to occupational health and safety (OHS) requirements.</p> <p>1.6 <b>OHS hazards</b> are identified and reported to supervisors.</p>
2 Undertake <b>cleaning activities</b> as directed	<p>2.1 Instructions and directions provided by supervisors are followed and clarification is sought when necessary.</p> <p>2.2 Work is undertaken in a safe and environmentally appropriate manner according to organisational guidelines.</p> <p>2.3 Interaction with other staff is carried out in a positive and professional manner.</p> <p>2.4 Organisational policies and procedures in relation to workplace practices and the handling and disposal of materials are observed.</p> <p>2.5 Problems or difficulties in completing work to the required standards or timelines are reported to supervisors.</p>

- 3 Handle materials and equipment
  - 3.1 Waste material produced during cleaning activities is stored in a designated area according to supervisors' instructions.
  - 3.2 Materials, equipment and machinery are handled and transported according to supervisors' instructions and organisational guidelines.
  - 3.3 A clean and safe work site is maintained while completing cleaning activities.
- 4 Clean up on completion of cleaning activities
  - 4.1 Materials are stored or disposed of according to supervisors' instructions
  - 4.2 Tools and equipment are cleaned, maintained and stored according to manufacturers' specifications and supervisors' instructions.
  - 4.3 Work outcomes are reported to supervisors.

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

**What are the critical aspects of evidence required for this unit of competency as a whole?**

The critical requirements that are valuable for this unit of competency as a whole are listed below.

Assessment must confirm one's ability to:

- prepare and use cleaning tools, equipment and materials correctly
- undertake cleaning activities as directed
- communicate effectively with supervisors
- follow instructions to complete work activities.

**What specific knowledge is needed to achieve the performance criteria?**

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit of competency are listed below and include:

- safe work practices
- cleaning agents and chemicals
- cleaning tools and equipment
- basic cleaning practices.

**What specific skills are needed to achieve the performance criteria?**

To achieve the performance criteria, some complementary skills are required. These skills include:

ability to prepare materials, tools and equipment for cleaning activities

ability to undertake cleaning activities as directed

ability to handle materials and equipment

ability to clean, store and maintain equipment and materials

literacy skills to read and follow organisational policies and procedures including OHS; follow sequenced written instructions; and record information accurately and legibly

interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities

oral communication skills / language competence required to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor

numeracy skills to complete basic arithmetic calculations and measure volumes

problem-solving skills to use available resources and prioritise daily tasks.

**What are the specific resource implications for this unit of competency?**

For valid assessment, one **must** have opportunities to participate in a range of exercises, case studies and other real and simulated practical and knowledge assessments that demonstrate the skills and knowledge to participate in **supporting animal care cleaning activities**. One **must** also have access to the resources listed below that include:

equipment and / or resources used in animal care work

supervisors

cleaning tools, equipment and materials

cleaning agents

areas to be cleaned.

**What considerations should there be for consistency in performance?**

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities and, where possible, over a number of assessment activities.

The skills and knowledge required to **support animal care cleaning activities** must be **transferable** to a range of work environments and contexts and include the ability to deal with unplanned events. For example, this could include work within different animal care organisations.

**What considerations should there be for context of assessment?**

Assessment for this unit of competency is to be largely practical in nature and will be most appropriately assessed in an animal care workplace or in a situation that reproduces normal work conditions.

There must be access in either situation to the appropriate equipment and / or resources to enable one to demonstrate competency.

**What processes should be applied to this unit of competency?**

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this unit of competency. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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|--|--|
| 1. How can <b>communication of ideas and information (1)</b> be applied?       | By discussing information about the job, tasks and problems with supervisors.  |
| 2. How can <b>information be collected, analysed and organised (1)</b> ?       | By locating, applying and clarifying when required workplace and supervisors' instructions.  |
| 3. How are <b>activities planned and organised (1)</b> ?                       | By discussing work tasks with supervisors and other team members in order to complete tasks efficiently, in a logical sequence and in a timely manner. |
| 4. How can <b>teamwork (1)</b> be applied?                                     | By communicating and cooperating with other staff in completing tasks.   |
| 5. How can the use of <b>mathematical ideas and techniques (1)</b> be applied? | By counting, tallying and estimating as required when carrying out animal care work.   |
| 6. How can <b>problem-solving skills (1)</b> be applied?                       | By consulting with supervisors on any problems.  |
| 7. How can the <b>use of technology (1)</b> be applied?                        | By using tools and equipment.  |

**Are there other units of competency that could be assessed with this one?**

This unit of competency **could** be assessed on its own or in combination with other competencies relevant to the job function.



## Range Statement

### Range of Variables

The Range of Variables explains the range of contexts within which the performance and knowledge requirements of this unit may be assessed. The scope of variables chosen in training and assessment may depend on the work contexts

What tasks may be included in **cleaning activities**?

Cleaning activities may include assisting with cleaning animal housing, including fixtures and fittings, and cleaning the surrounding work areas.

Which **instructions** may be relevant?

Instructions may include standard operating procedures, organisational policies and procedures, job specifications, work notes, material safety data sheets and manufacturers' instructions.

Which **tools and equipment** may be required for cleaning activities?

Tools and equipment may include brooms, rakes, mops, buckets and cloths.

Which **OHS hazards** may be associated with cleaning activities?

Hazards may include exposure to dust, noise, airborne micro-organisms, slippery surfaces, obstacles, tripping hazards, fumes and cleaning chemicals and agents. Hazards may also relate to hand tools and equipment, manual handling, overhead gear and other machinery, electric leads and cables, changes in floor level and continual bending and reaching.

What may the **PPE** requirements include?

Personal protective clothing and equipment may include overalls, gloves, eye and ear protection and face masks.

### Unit Sector(s)

Not applicable.