



Australian Government

ACMACR409 Prepare and present animal control and regulation case

Release: 1

ACMACR409 Prepare and present animal control and regulation case

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 conduct interviews, prepare and present evidence for animal control and regulation cases.

This unit applies to individuals who work in animal care and management roles where they are required to prepare and present evidence for animal control and regulation cases.

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

Pre-requisite Unit

Nil

Unit Sector

Animal Control and Regulation (ACR)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Conduct interview	1.1 Determine purpose of interview 1.2 Select and prepare venue, equipment and personnel for interview according to workplace and legislative requirements 1.3 Inform interviewee of the interview of their rights according to legislative requirements 1.4 Ask comprehensive questions relevant to the situation and interviewee using appropriate questioning techniques and active

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<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	listening skills 1.5 Record interview and take statement according to workplace and legislative requirements 1.6 Review and clarify information obtained from the interview to ensure relevance and sufficiency 1.7 Produce record of interview in appropriate format and according to workplace and legislative requirements once interview is concluded 1.8 Seek assistance from supervisor and experts where required
2. Prepare evidence	2.1 Collect, collate and record all related information 2.2 Analyse information to confirm its authenticity and reliability as evidence and to identify further evidence to be collected 2.3 Separate and retain non-admissible evidence 2.4 Prepare admissible evidence and review to confirm if sufficient to proceed to prosecution 2.5 Secure and record all evidence according to workplace and legislative requirements 2.6 Coordinate witnesses 2.7 Develop a brief of evidence that contains the required information and addresses all elements of the offence
3. Present evidence	3.1 Confirm arrangements, role and involvement in proceedings 3.2 Prepare documentation and exhibits according to workplace and legislative requirements 3.3 Adhere to protocols and rules of evidence relevant to the organisation and case 3.4 Present evidence in a clear, concise and articulate manner 3.5 Note and file outcomes of the proceedings and complete reports where required according to workplace 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	Access and interpret information relating to animal control and regulation cases
Interact with others	- Play a lead role in situations requiring effective collaboration, demonstrating effective presentation skills - Recognise importance of taking audience, purpose and contextual factors into account when making decisions about what to communicate with whom, why and how

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR409 Prepare and present animal control and regulation case	ACMACR409A Prepare and present animal control and regulation case	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>

Assessment Requirements for ACMACR409 Prepare and present animal control and regulation case

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Performance Evidence

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 presented at least one animal control and regulation case including:

- recorded interviews and statements from witnesses, suspects, informants and complainants
- gathered information on the case and identified admissible evidence
- communicated effectively with interviewees using active listening and questioning techniques
- followed the rules of evidence and protocols relevant to the case
- maintained accurate records according to 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:

- legislative and organisational requirements for the conduct of interviews, including the use of electronic recording equipment
- legislative and organisational requirements for the documentation of interviews, information and evidence
- court, tribunal and commission procedures, protocols and processes
- the difference between admissible and non-admissible evidence
- the difference between common law, judicial precedent and legislation.

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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