



Australian Government

ACMCAN302 Prepare and present information to the public

Release: 1

ACMCAN302 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 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare and present information to members of the public about captive animals.

This unit applies to wildlife animal keepers or carers who are required to take responsibility for their own work with limited responsibility for other workers and volunteers.

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

Captive Animals (CAN)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare a presentation	1.1 Identify audience and determine objectives of the presentation 1.2 Prepare a plan of the presentation and select materials appropriate for the audience 1.3 Trial the presentation with other staff to ensure its objectives and

Elements	Performance Criteria
	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 use animals involved in the presentation according to WHS and animal welfare and facility requirements 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 exhibit signage and other resources
4. Assist in media presentations	4.1 Clarify workplace policies on staff interaction with the media 4.2 Identify interview techniques and media presentation protocols according to workplace policies 4.3 Contribute to the preparation of information for media releases and 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 workplace policies relevant for presentations
Writing	Prepare signs and 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
ACMCAN302 Prepare and present information to the public	ACMCAN302A Prepare and present information to the public	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 ACMCAN302 Prepare and present information to the public

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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 information to the public on two different occasions that included having:

- planned presentations on two different topics
- used a range of equipment and materials within the presentations, including interpretive learning activities on at least one occasion
- interacted with captive animals safely during the presentation
- encouraged participation and feedback from the audience
- assisted in the preparation of at least one media 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:

- basic instructional design principles
- methods and principles for making presentations to different age groups
- interview techniques and media presentation principles
- features of presentation equipment
- organisation's education policy
- captive animal facility's policies and procedures, including WHS, animal welfare and emergency procedures
- relevant WHS and animal welfare legislative requirements and codes of practice
- interpretive theory
- public speaking techniques
- safe animal handling techniques and procedures
- conservation programs
- family learning programs
- outreach programs
- preschool and community programs

- interactive programs
- safe work practices
- subject matter for the presentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical environment:
 - a 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 captive animals
 - real captive animals for use in presentations
 - emergency procedures
- specifications:
 - access to organisational policies and procedures, including emergency procedures
 - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
 - 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.

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