



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>