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ACM Animal Care and Management Training Package

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ACM10117 Certificate I in Animal Studies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Version 1.0.

Qualification Description

This qualification covers work activities undertaken by a cross-section of animal care and management enterprises such as assistant animal care worker, assistant animal shelter attendant, assistant kennel hand and assistant cattery attendant.

No occupational licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 7 units of competency:
  - 5 core units plus
  - 2 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 units from the ACM Animal Care and Management Training Package or from any other currently endorsed Training Package or accredited course.

Core Units

ACMGAS101	Investigate job opportunities in animal care and related industries

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ACMGAS102	Catch and handle a range of quiet animals
ACMGAS103	Assist in the care of animals
ACMGAS202	Participate in workplace communications
ACMWHS201	Participate in workplace health and safety processes

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM10117 Certificate I in Animal Studies	ACM10110 Certificate I in Animal Studies	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM20117 Certificate II in Animal Studies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Qualification Description

This is a general qualification for entry into sectors of the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, kennels, catteries, sanctuaries and veterinary clinics. At this level, work takes place under direct supervision within clearly defined guidelines for work activities.

No occupational licensing, legislative or certification requirements apply to this qualification at the time of publication. However, individual units of competency may specify relevant licensing, legislative and/or regulatory requirements. Users of this qualification must refer to the relevant state or territory jurisdiction for details.

^ From 1 July 2022 the elective unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 8 core units plus
  - 4 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 2 units from Group A
- 2 units from the remaining electives in Group A, and/or from electives in Group B, and/or from any currently endorsed Training Package or accredited course.

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Core Units

ACMGAS201	Work in the animal care industry
ACMGAS202	Participate in workplace communications
ACMGAS203	Complete animal care hygiene routines
ACMGAS204	Feed and water animals
ACMGAS205	Assist in health care of animals
ACMGAS206	Provide basic first aid for animals
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS201	Participate in workplace health and safety processes

Elective Units

Group A

ACMGAS207	Provide reception services for an animal care facility
ACMGAS208	Source information for animal care needs
ACMGAS209	Provide information on companion animals, products and services
ACMGAS210	Prepare for and conduct a tour or presentation
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMVET201	Assist with veterinary nursing reception duties
ACMVET202	Carry out daily practice routines
ACMVET203	Assist with surgery preparation
HLTAID003 **^ HLTAID011**	Provide first aid **Provide first aid (must be delivered from 1 July 2022)**

Group B

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ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMSPE312	Provide basic care of rodents and rabbits

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM20117 Certificate II in Animal Studies	ACM20110 Certificate II in Animal Studies	Updated to meet Standards for Training Packages Amendments to core and elective groupings	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM20217 Certificate II in Horse Care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Qualification Description

This is a general qualification for entry into industry sectors where horses are used. Job roles may include stable hand; farm hand; groom, stock rider; or trail-ride assistant. The qualification is suitable for individuals who undertake routine activities under supervision with limited responsibility for their own work.

The qualification provides individuals with the skills and knowledge needed to work safely when handling and caring for horses. It includes stable duties, fitting gear, and assisting with horse exercise work, competition and transportation requirements. The skills and knowledge needed to ride horses are also included if they are occupational requirements.

No licensing, regulatory or certification requirements apply to this qualification at the time of endorsement.

^ From 1 July 2022 the elective unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 14 units of competency:
  - 6 core units plus
  - 8 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome in horse related industries.

Electives can be chosen to provide a general qualification or a qualification with a riding specialisation. For the award of the *Certificate II in Horse Care*, choose:

- 8 units from the electives listed in Groups B or C below or from elsewhere in this Training Package (excluding Group A in this qualification), or any other currently endorsed Training Package or accredited course.

For the award of the *Certificate II in Horse Care (Riding)* choose:

- *ACMEQU206 Perform basic horse riding skills at walk, trot and canter* and *ACMEQU207 Develop riding skills for exercise of horses* from Group A: Horse riding, and
- 6 more elective units from any of the groups below, or from elsewhere in this Training Package, or any other currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU201*	Work safely in industries with horses
ACMEQU202*	Handle horses safely
ACMEQU203*	Provide basic care of horses
ACMEQU204*	Perform daily tasks in the horse industry
ACMEQU205	Apply knowledge of horse behaviour
ACMGAS202	Participate in workplace communications

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A: Horse riding

ACMEQU206*	Perform basic horse riding skills at walk, trot and canter

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ACMEQU207*	Develop riding skills for exercise of horses
AHCLSK218*	Ride educated horses to carry out basic stock work
SISOEQO305A*	Ride horses in tracked areas

Group B: Horse-related work

ACMEQU208	Manage personal health and fitness for working with horses
ACMEQU209*	Provide non-riding exercise to horses
ACMEQU210*	Lunge educated horses
ACMEQU211*	Prepare horses for competition, presentation or sale
ACMEQU301*	Introduce horses to lunge exercise
ACMHBR201*	Check and treat horses
ACMHBR203*	Provide daily care for horses
ACMEQU302*	Apply knowledge of minimising impact of falling from a horse

Group C: Stock work/general

AHCLSK204	Carry out regular livestock observation
AHCLSK210	Muster and move livestock
AHCWRK201	Observe and report on weather
AHCWRK203	Operate in isolated and remote situations
AHCWRK302	Monitor water supplies
HLTAID003 ^ **HLTAID011**	Provide first aid **Provide first aid (must be delivered from 1 July 2022)**
TLID1001	Shift materials safely using manual handling methods

Prerequisite requirements

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Unit of competency	**Prerequisite requirement**
ACMEQU201 Work safely in industries with horses	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU203 Provide basic care of horses	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMEQU204 Perform daily tasks in the horse industry	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform basic horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMEQU207 Develop riding skills for exercise of horses	ACMEQU206 Perform basic horse riding skills at walk, trot and canter ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMEQU209 Provide non-riding exercise to horses	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMEQU210 Lunge educated horses	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMEQU211 Prepare a horse for competition, presentation or sale	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMEQU301 Introduce horses to lunge exercise	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour ACMEQU210 Lunge educated horses
ACMEQU302 Apply knowledge of minimising impact of falling from a horse	ACMEQU205 Apply knowledge of horse behaviour

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Unit of competency	Prerequisite requirement
ACMHBR201 Check and treat horses	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour
ACMHBR203 Provide daily care for horses	ACMEQU205 Apply knowledge of horse behaviour
AHCLSK218 Ride educated horses to carry out basic stock work*	ACMEQU202 Handle horses safely ACMEQU205 Apply knowledge of horse behaviour ACMEQU206 Perform basic horse riding skills at walk, trot and canter

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM20217Certificate II in Horse Care	Not applicable	New qualification	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30117 Certificate III in Animal Studies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Qualification Description

This qualification is a general industry qualification for persons operating at an assistant level and undertaking animal care functions in an animal care workplace.

Job roles covered by this qualification may include:

- Animal care receptionist and support officer
- Animal control and regulation assistant
- Animal health officer on indigenous communities
- Animal shelter assistant
- Assistant animal welfare officer

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

^ From 1 July 2022 the elective unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 7 core units plus
  - 5 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 5 from the electives listed below
- up to 5 from any currently endorsed Training Package or accredited course.

Core Units

ACMGAS202	Participate in workplace communications
ACMGAS203	Complete animal care hygiene routines
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS301	Contribute to workplace health and safety processes

Elective Units

ACMCAN311	Care for young animals
ACMGAS207	Provide reception services for an animal care facility
ACMGAS302	Provide enrichment for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish

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ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMSPE312	Provide basic care of rodents and rabbits
BSBINM301	Organise workplace information
BSBFLM312	Contribute to team effectiveness
HLTAID003 **^ HLTAID011**	Provide first aid **Provide first aid (must be delivered from 1 July 2022)**

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM30117 Certificate III in Animal Studies	ACM30110 Certificate III in Animal Studies	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30217 Certificate III in Animal Technology

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Qualification Description

This qualification is the industry qualification for persons operating at a junior or assistant level and undertaking animal technology functions within a biomedical research or production environment.

Job roles covered by this qualification include:

- Animal technician
- Laboratory animal technician
- Technical officer
- Field technician

Regulatory compliance with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes applies to some units of competency. In addition, individual units of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
  - 12 core units plus
  - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 6 from the electives listed below
- up to 6 from any currently endorsed Training Package or accredited course.

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Core Units

ACMATE301	Work within an animal technology facility
ACMATE302	Carry out institution containment and exclusion procedures
ACMATE303	Prepare for and monitor anaesthesia in animals
ACMATE304	Conduct non-surgical procedures on animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE312	Provide basic care of rodents and rabbits
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS201	Participate in workplace health and safety processes
MSL973004	Perform aseptic techniques

Elective Units

ACMATE305	Conduct euthanasia of research animals
ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater

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	invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMVET203	Assist with surgery preparation
AHCMOM305	Operate specialised machinery and equipment
HLTAID003	Provide first aid
MSL922001	Record and present data
MSL933001	Maintain the laboratory/field workplace fit for purpose
MSL973001	Perform basic tests
MSL973002	Prepare working solutions
MSL973007	Perform microscopic examination
MSL973008	Perform histological procedures

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM30217 Certificate III in Animal Technology	ACM30210 Certificate III in Animal Technology	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30317 Certificate III in Captive Animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Qualification Description

This qualification is a general industry qualification for persons operating at pre-trade level and undertaking animal care functions in a captive animal facility or institution.

Job roles covered by this qualification may include:

- Trainee keeper
- Pre-trade keeper
- Assistant keeper
- Animal care attendant
- Wildlife animal carer

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 11 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- at least 3 from the electives listed below
- up to 2 from any currently endorsed Training Package or accredited course.

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Core Units

ACMCAN301	Work within a captive animal facility
ACMCAN302	Prepare and present information to the public
ACMCAN304	Prepare and maintain animal housing
ACMCAN305	Assist with capturing, restraining and moving animals
ACMCAN306	Monitor animal reproduction
ACMCAN311	Care for young animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMSUS201	Participate in enviromentally sustainable work practices
ACMWHS301	Contribute to workplace health and safety processes

Elective Units

ACMATE302	Carry out institution containment and exclusion procedures
ACMCAN303	Support collection management
ACMCAN307	Rehabilitate native wildlife
ACMCAN308	Release native animals to natural environment
ACMCAN309	Develop institutional husbandry guidelines
ACMCAN310	Assist with exhibit design and renovation planning
ACMGAS305	Rescue animals and apply basic first aid
ACMGAS306	Assist with conditioning animals
ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds

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ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMSPE312	Provide basic care of rodents and rabbits
AHCFAU301	Respond to wildlife emergencies
AHCNAR202	Maintain wildlife habitat refuges

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30317 Certificate III in Captive Animals	ACM30310 Certificate III in Captive Animals	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30417 Certificate III in Companion Animal Services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Qualification Description

This qualification is the industry qualification for persons operating within a companion animal organisation.

Job roles covered by this qualification may include:

- pet shop/aquarium assistant
- kennel attendant
- cattery attendant
- assistant dog trainer
- pet exerciser
- assistant grooming attendant.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 6 core units plus
  - 9 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 4 from the electives listed below in Group A

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- up to 5 from the remaining electives listed in Group A and/or Group B
- up to 5 from any currently endorsed Training Package or accredited course.

Core Units

ACMCAS301	Work effectively in the companion animal industry
ACMGAS203	Complete animal care hygiene routines
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS301	Contribute to workplace health and safety processes

Elective Units

Group A

ACMCAS302	Provide advice on companion animal selection and general care
ACMCAS303	Provide advice on selection and care of aquatic animals
ACMCAS304	Capture, handle and transport companion animals
ACMCAS305	Maintain aquascapes and aquatic animals
ACMCAS306	Provide grooming services for companion animal comfort
ACMCAS307	Provide companion animal hydro-bathing services
ACMGAS207	Provide reception services for an animal care facility
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds

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ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMSPE312	Provide basic care of rodents and rabbits

Group B

BSBFLM309	Support continuous improvement systems and processes
BSBFLM312	Contribute to team effectiveness
BSBINM301	Organise workplace information
SIRXSLS002	Follow point-of-sale procedures
SIRRRTF001	Balance and secure point-of-sale terminal
SIRRINV001	Receive and handle retail stock
SIRRMER003	Coordinate visual merchandising activities

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30417 Certificate III in Companion	ACM30410 Certificate III in Companion Animal	Updated to meet Standards for Training Packages	Equivalent qualification

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Code and title current version	Code and title previous version	Comments	Equivalence status
Animal Services	Services	Removed SIR units from Group B electives that have been deleted from parent training package	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30517 Certificate III in Farriery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Qualification Description

This qualification provides a trade outcome in farriery. It relates to the work activities undertaken by a farrier who is engaged or employed to provide foot care services to equines with limited supervision in a defined range of varied contexts that may be complex and non-routine.

The duties require judgement and the ability to communicate accurately information concerning equine health related to foot care and performance to owners as well as the ability to interpret and relay information covering a variety of circumstances.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 21 core units of competency.

No electives due to trade qualification exemption.

Core Units

ACMFAR301	Handle equines safely during farriery services

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ACMFAR302	Work effectively as a farrier
ACMFAR303	Perform routine day-to-day farriery activities
ACMFAR304	Respond to emergencies and apply first aid
ACMFAR305	Perform welding tasks using a forge
ACMFAR306	Maintain, repair and manufacture hand tools used in farriery
ACMFAR307	Make standard shoes for a range of equines
ACMFAR308	Determine foot care and shoeing plans for equines
ACMFAR309	Select and fit shoes for normal healthy equines
ACMFAR310	Fit shoes to alleviate moderate faults and defects in equines
ACMFAR311	Fit shoes to alleviate severe faults and defects in equines
ACMFAR312	Use farriery techniques to meet special needs of equines
ACMSUS401	Implement and monitor environmentally sustainable work practices
AHCAGB301	Keep records for a primary production business
AHCWHS301	Contribute to work health and safety processes
MEM05004C	Perform routine oxy acetylene welding
MEM05012C	Perform routine manual metal arc welding
MEM05050B	Perform routine gas metal arc welding
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
SIRRINV002	Control stock

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30517 Certificate III in Farriery	ACM30510 Certificate III in Farriery	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30617 Certificate III in Pet Grooming

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is for persons operating within an organisation that provides professional pet grooming services. A pet grooming attendant undertakes salon reception and housekeeping duties as well as bathing, brushing, trimming and other basic grooming services for domestic pets, usually dogs and in some cases cats. The duties require patience and a genuine empathy for animals, excellent customer service skills as well as high standards of cleanliness and professionalism.

Job roles covered by this qualification may include:

- assistant grooming attendant
- stylist assistant
- trainee groomers.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 8 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 8 from the electives listed below

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- up to 8 from any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMCAS306	Provide grooming services for companion animal comfort
ACMCAS307	Provide companion animal hydro-bathing services
ACMGAS203	Complete animal care hygiene routines
ACMGAS206	Provide basic first aid for animals
ACMGRM301*	Perform dog grooms on different coat types
ACMGRM302*	Perform a cross breed clip
ACMINF301	Comply with infection control policies and procedures in animal care work
ACMWHS301	Contribute to workplace health and safety processes

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMCAS301	Work effectively in the companion animal industry
ACMCAS304	Capture, handle and transport companion animals
ACMGAS207	Provide reception services for an animal care facility
ACMGAS209	Provide information on companion animals, products and services
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS306	Assist with conditioning animals

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ACMGRM404 *	Provide creative styling for dogs
ACMGRM405 *	Carry out styling on cats of different breeds and coat type
ACMGRM406 *	Carry out breed standard styling on breed groups
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSUS201	Participate in environmentally sustainable work practices
BSBINM301	Organise workplace information
SIRRRTF001	Balance and secure point-of-sale terminal
SIRRMER001	Produce visual merchandise displays
SIRXSLS002	Follow point-of-sale procedures
SITXCCS007	Enhance customer service experiences

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMGRM301 Perform dog grooms on different coat types	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services
ACMGRM302 Perform a cross breed clip	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services ACMGRM301 Perform dog grooms on different coat types*
ACMGRM404 Provide creative styling for dogs	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services

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	ACMGRM301 Perform dog grooms on different coat types*
ACMGRM405 Carry out styling on cats of different breed and coat type	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services ACMSPE305 Provide basic care of domestic cats
ACMGRM406 Carry out breed standard styling on breed groups	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services ACMGRM301 Perform dog grooms on different coat types*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30617 Certificate III in Pet Grooming	ACM30612 Certificate III in Pet Grooming	Updated to meet Standards for Training Packages One unit removed from qualification and two units transferred from core to electives Changes to packaging rules Updated imported units in electives	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30717 Certificate III in Horse Breeding

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification provides a vocational outcome for persons operating in a horse breeding or stud farm operation.

No occupational licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 4 core units plus
  - 11 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 9 from the electives listed below
- up to 2 from the remaining electives listed below
- up to 2 from any currently endorsed Training Package or accredited course.

Core Units

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An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU201 *	Work safely in industries with horses
ACMEQU202 *	Handle horses safely
ACMEQU203 *	Provide basic care of horses
ACMEQU205	Apply knowledge of horse behaviour

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU204 *	Perform daily tasks in the horse industry
ACMEQU302 *	Apply knowledge of minimising impact of falling from a horse
ACMEQU303 *	Demonstrate riding techniques for avoiding falls and reducing the impact of falls
ACMEQU405	Maintain and monitor horse health and welfare
ACMGAS204	Feed and water animals
ACMHBR202	Assist with oestrus detection in mares
ACMHBR301 *	Transport horses
ACMHBR302 *	Carry out basic hoof procedures
ACMHBR303 *	Carry out mare mating procedures
ACMHBR304 *	Assist with artificial insemination of mares

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ACMHBR305 *	Assess suitability of horses for specific uses
ACMHBR306	Provide information on horses
ACMHBR307 *	Handle young horses
ACMHBR308 *	Maintain horses in a healthy state
ACMHBR309	Follow stud operational procedures
ACMHBR310	Prevent and treat equine injury and disease
ACMHBR311 *	Raise young horses
ACMHBR312	Carry out procedures for foaling down mares
ACMHBR313	Care for pregnant mares
AHCAIS301	Collect semen
AHCAIS302	Process and store semen
AHCLSK323	Maintain and monitor feed stock

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU201 Work safely in industries with horses	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU203 Provide basic care for horses	ACMEQU202 Handle horses safely*
ACMEQU204 Perform daily tasks in the horse industry	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU302 Apply knowledge of minimising impact of falling from a horse	ACMEQU205 Apply knowledge of horse behaviour

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ACMEQU303 Demonstrate riding techniques for avoiding falls and reducing the impact of falls	ACMEQU302 Apply knowledge of minimising impact of falling from a horse
ACMHBR301 Transport horses	ACMEQU202 Handle horses safely*
ACMHBR302 Carry out basic hoof care procedures	ACMEQU202 Handle horse safely*
ACMHBR303 Carry out mare mating procedures	ACMEQU202 Handle horses safely*
ACMHBR304 Assist with artificial insemination of mares	ACMEQU202 Handle horses safely*
ACMHBR305 Assess suitability of horses for specific uses	ACMEQU202 Handle horses safely*
ACMHBR307 Handle young horses	ACMEQU202 Handle horses safely*
ACMHBR308 Maintain horses in a healthy state	ACMEQU202 Handle horses safely*
ACMHBR311 Raise young horses	ACMEQU202 Handle horses safely*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30717 Certificate III in Horse Breeding	AHC30310 Certificate III in Horse Breeding	Updated to meet Standards for Training Packages Recoded from AHC to ACM Changes to core units	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM30817 Certificate III in Performance Horse

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is for occupational outcomes in the Performance Horse industry. Job roles may include stable hand; stud hand; groom or strapper; farm hand; stock rider; or trail-ride assistant. The qualification applies to individuals who undertake routine activities under minimal supervision with responsibility for their own work.

The qualification covers the skills and knowledge required to work safely with horses, it requires handling, feeding, exercising and caring for horses including stable duties, fitting gear, ridden and non-ridden horse exercise, work, competition and transportation requirements.

This qualification encompasses riding and driving sectors of the performance horse industry.

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

^From 1 July 2022 the core unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 8 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- 4 from Group A electives listed below
- up to 4 from remaining Group A and/or Group B electives listed below
- up to 4 from any currently endorsed Training Package or accredited course.

Core

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU202*	Handle horses safely
ACMPHR301*	Care for performance horses
ACMPHR302*	Maintain the health and welfare of performance horses
AHCBIO305	Apply biosecurity measures
AHCWHS301	Contribute to work health and safety processes
AHCWRK309	Apply environmentally sustainable work practices
HLTAID003 **^HLTAID011**	Provide First Aid **Provide First Aid (must be delivered from 1 July 2022)**
SISOEQO304A	Apply first aid for horses

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

ACMEQU205	Apply knowledge of horse behaviour
ACMEQU206*	Perform basic horse riding skills at walk, trot and canter
ACMEQU210*	Lunge educated horses
ACMEQU302*	Apply knowledge of minimising impact of falling from a horse
ACMEQU303*	Demonstrate riding techniques for avoiding falls and

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	reducing the impact of falls
ACMEQU402	Determine nutritional needs in provision of horse health care
ACMHBR302*	Carry out basic hoof procedures
ACMHBR303*	Carry out mare mating procedures
ACMHBR305*	Assess suitability of horses for specific uses
ACMHBR307*	Handle young horses
ACMHBR310	Prevent and treat equine injury and disease
ACMHBR403*	Handle and care for stallions
ACMPHR201*	Ride performance horses for exercise in an arena
ACMPHR303*	Participate in horse events and activities
ACMPHR304*	Ride and lead performance horses
ACMPHR401	Interpret equine behaviour
AHCLSK218*	Ride educated horses to carry out basic stock work
AHCLSK311	Implement feeding plans for livestock
AHCLSK314	Prepare animals for parturition
AHCLSK315	Prepare for and implement natural mating of livestock
AHCLSK316	Prepare livestock for competition
AHCLSK317	Plan to exhibit livestock
AHCLSK320	Coordinate and monitor livestock transport
AHCLSK337*	Train, care for and ride horses for stock work
RGRPSH203A	Perform basic driving tasks
RGRPSH401A	Relate anatomical and physiological features to the care and treatment of horses
SISOEQO202A	Demonstrate basic horse riding skills
SISOEQO305A*	Ride horses in tracked areas

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SITEEVT001	Source and use information on the events industry
SITEEVT003	Coordinate on-site event registrations

Group B

AHCBAC302	Establish pastures and crops for livestock production
AHCCHM303	Prepare and apply chemicals
AHCCHM304	Transport and handle chemicals
AHCINF301	Implement property improvement, construction and repair
AHCINF302	Plan and construct an electric fence
AHCINF303	Plan and construct conventional fencing
AHCMOM202	Operate tractors
AHCMOM211	Operate side by side utility vehicles
AHCMOM212	Operate quad bikes
BSBFLM303	Contribute to effective workplace relationships
BSBINM201	Process and maintain workplace information
SITXCCS006	Provide service to customers

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform basic horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely*
ACMEQU210 Lunge educated horses	ACMEQU202 Handle horses safely*

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Unit of competency	**Prerequisite requirement**
ACMEQU302 Apply knowledge of minimising impact of falling from a horse	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU303 Demonstrate riding techniques for avoiding falls and reducing the impact of falls	ACMEQU302 Apply knowledge of minimising impact of falling from a horse
ACMHBR302 Carry out basic hoof care procedures	ACMEQU202 Handle horses safely*
ACMHBR303 Carry out mare mating procedures	ACMEQU202 Handle horses safely*
ACMHBR305 Assess suitability of horses for specific uses	ACMEQU202 Handle horses safely*
ACMHBR307 Handle young horses	ACMEQU202 Handle horses safely*
ACMHBR403 Handle and care for stallions	ACMEQU202 Handle horses safely*
ACMPHR201 Ride performance horses for exercise in an arena	ACMEQU206 Perform basic horse riding skills at walk trot and canter*
ACMPHR301 Care for performance horses	ACMEQU202 Handle horses safely*
ACMPHR302 Maintain the health and welfare of performance horses	ACMEQU202 Handle horses safely*
ACMPHR303 Participate in horse events and activities	ACMEQU202 Handle horses safely*
ACMPHR304 Ride and lead performance horses	ACMEQU206 Perform basic horse riding skills at walk trot and cater*
AHCLSK218 Ride educated horses to carry out basic stock work	ACMEQU202 Handle horses safely* ACMEQU206 Perform basic horse riding skills at walk trot and cater*
AHCLSK337 Train, care for	AHCLSK218 Ride educated horses to carry out basic

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Unit of competency	Prerequisite requirement
and ride horses for stock work	stock work*
SISOEQO305 Ride horses in tracked areas	SISOEQO202A Demonstrate basic horse riding skills

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM30817 Certificate III in Performance Horse	Not applicable	New qualification	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM40117 Certificate IV in Animal Control and Regulation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is the industry qualification for persons undertaking animal control and regulatory functions. Animal control and regulation (also known as urban animal management) is a function provided by local and State/Territory governments. It provides a community management service comprising four elements - regulation, education, information and infrastructure.

The job role that this qualification describes is an animal management officer undertaking animal control and regulatory functions.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 16 units of competency:
  - 11 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification’s Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- 3 from the electives listed below
- up to 2 from the remaining electives listed below
- up to 2 from any currently endorsed Training Package or accredited course.

Core Units

ACMACR401	Comply with animal control and regulation requirements
ACMACR402	Assess and impound animals
ACMACR403	Identify and respond to animal behaviour
ACMACR404	Manage conflict situations within an animal control and regulation environment
ACMACR406	Carry out pound procedures
ACMACR409	Prepare and present animal control and regulation case
ACMWHS401	Maintain workplace health and safety processes
PSPINV001	Plan and initiate an investigation
PSPINV002	Conduct an investigation
PSPINV003	Finalise an investigation
PSPREG008	Act on non-compliance

Elective Units

ACMACR405	Assist with the euthanasia of sick, injured or unwanted pound animals
ACMACR407	Conduct community awareness programs
ACMACR408	Coordinate seizure of animals
ACMSUS401	Implement and monitor environmentally sustainable work practices
AHCPMG307	Apply animal trapping techniques
AHCPMG409	Implement a pest management plan
AHCPMG413	Define the pest problem

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BSBINM301	Organise workplace information
LGAEHRR304 B	Operate council pound facilities
LGAPLEM405 C	Provide assistance in carrying out building inspections
PSPGEN025	Develop and implement work unit plans

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM40117 Certificate IV in Animal Control and Regulation	ACM40110 Certificate IV in Animal Control and Regulation	Updated to meet Standards for Training Packages Change to core units	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM40217 Certificate IV in Captive Animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is a general industry qualification for persons operating at a senior keeper level and undertaking animal care functions within zoo, wildlife or theme park environments.

Job roles covered by this qualification may include:

- Senior keeper
- Post-trade keeper
- Wildlife care operator/manager.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 20 units of competency:
  - 13 core units plus
  - 7 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

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- 4 from the electives listed below
- up to 3 from the electives listed below
- up to 3 from any currently endorsed Training Package or accredited course.

Core Units

ACMCAN301	Work within a captive animal facility
ACMCAN302	Prepare and present information to the public
ACMCAN303	Support collection management
ACMCAN304	Prepare and maintain animal housing
ACMCAN305	Assist with capturing, restraining and moving animals
ACMCAN306	Monitor animal reproduction
ACMCAN402	Manage enclosures and exhibits
ACMCAN404	Develop, monitor and review behavioural management strategies
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMWHS401	Maintain workplace health and safety processes
TAEDEL402	Plan, organise and facilitate learning in the workplace

Elective Units

ACMCAN401	Implement collection management
ACMCAN403	Develop animal diets
ACMCAN405	Design and evaluate interpretive and learning programs
ACMCAN406	Assist in establishing and maintaining a plantation
ACMCAN501	Contribute to enclosure and exhibit design or renovation projects
ACMCAN502	Develop and monitor collection management

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ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMSPE312	Provide basic care of rodents and rabbits
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBRES401	Analyse and present research information

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM40217 Certificate IV in Captive Animals	ACM40210 Certificate IV in Captive Animals	Updated to meet 2012 Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM40317 Certificate IV in Companion Animal Services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is the industry qualification for persons operating within a companion animal organisation.

Job roles covered by this Qualification may include:

- Pet shop/aquarium manager
- Companion animal trainer/behaviourist
- Companion animal breeder
- Companion animal groomer
- Boarding kennel or cattery manager
- Animal shelter supervisor/manager
- Pet minding and exercise operator
- Mobile hydro-bathing operator.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 13 units of competency:
  - 3 core units plus

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- 10 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 4 from the electives listed below in Group A
- up to 6 from the remaining electives listed below in Group A and/or Group B
- up to 6 from any currently endorsed Training Package or accredited course.

Core Units

ACMCAS401	Manage compliance in the companion animal industry
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMWHS401	Maintain workplace health and safety processes

Elective Units

Group A

ACMCAN311	Care for young animals
ACMCAS402	Manage and maintain aviaries and bird rooms
ACMCAS403	Design, construct and maintain aquascapes
ACMCAS404	Develop enrichment strategies for companion animals
ACMCAS405	Purchase companion animal livestock
ACMCAS406	Manage companion animal breeding
ACMCAS407	Provide professional companion animal grooming services
ACMCAS408	Manage the operation of a mobile hydro-bathing facility
ACMCAS409	Provide training advice to companion animal owners
ACMCAS410	Conduct companion animal training classes
ACMGAS306	Assist with conditioning animals
ACMSPE301	Provide basic care of amphibians

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ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMSPE312	Provide basic care of rodents and rabbits
ACMSUS401	Implement and monitor environmentally sustainable work practices

Group B

BSBLDR403	Lead team effectiveness
BSBSMB403	Market the small business
BSBSMB405	Monitor and manage small business operations
BSBSMB407	Manage a small team
SIRRINV001	Receive and handle retail stock
TAEDEL402	Plan, organise and facilitate learning in the workplace

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
ACM40317 Certificate IV in Companion Animal Services	ACM40310 Certificate IV in Companion Animal Services	Updated to meet Standards for Training Packages SIRXMER405 unit removed from Group B as unit deleted from SIR07 Retail Services Training Package	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM40517 Certificate IV in Equine Dentistry

Modification History

Release	Comments
Release 1	This version released with Animal Care and Management Training Package Version 1.0.

Qualification Description

This qualification covers work activities undertaken by an equine dental service provider who is engaged or employed to provide day-to-day dental care and treatment services for routine dental correction and oral care for equines. Equine dental service providers must make referrals to registered veterinarians for work outside of their professional scope of practice.

To achieve this qualification, the individual must provide evidence of completion of at least 120 hours of work, during which they performed the tasks detailed in the assessment requirements (performance evidence section) of the units of competency.

The scope of practice for equine dental service providers is determined by state and territory legislative and regulatory requirements. Users of this qualification must refer to the relevant legislation and regulations in the development of training and assessment strategies.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 18 units of competency:
  - 13 core units plus
  - 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 5 from the electives listed below

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- up to 5 from any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQD401	Work within an equine dental service provider framework
ACMEQD402*	Determine equine oral functional efficiency
ACMEQD403*	Identify potential health impacts of equine oral conditions
ACMEQD404*	Conduct equine oral inspection and assessment and plan equine dental treatment
ACMEQD405*	Perform routine dental correction and oral care using manual instruments
ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU401	Relate equine anatomical and physiological features to equine health care requirements
ACMEQU402	Determine nutritional needs in provision of horse health care
ACMINF301	Comply with infection control policies and procedures in animal care work
AHCWHS401	Maintain work health and safety processes
BSBSMB405	Monitor and manage small business operations
RGRPSH308A	Provide first aid and emergency care for horses

Elective Units

ACMEQU403	Relate musculoskeletal structure to horse movement
ACMEQU404	Evaluate fit of saddlery and equipment
ACMSUS401	Implement and monitor environmentally sustainable work practices

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BSBSMB402	Plan small business finances
BSBWOR204	Use business technology
RGRPSH304A	Identify factors that affect racehorse performance

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQD402 Determine equine oral functional efficiency	ACMEQU202 Handle horses safely* ACMEQU205 Apply knowledge of horse behaviour
ACMEQD403 Identify potential health impacts of equine oral conditions	ACMEQU202 Handle horses safely* ACMEQU205 Apply knowledge of horse behaviour
ACMEQD404 Conduct equine oral inspection and assessment and plan equine dental treatment	ACMEQU202 Handle horses safely* ACMEQU205 Apply knowledge of horse behaviour
ACMEQD405 Perform routine dental correction and oral care using manual instruments	ACMEQU202 Handle horses safely* ACMEQU205 Apply knowledge of horse behaviour

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM40517 Certificate IV in Equine Dentistry	ACM40512 Certificate IV in Equine Dentistry	Updated to meet Standards for Training Packages One new unit added to core to address prerequisite requirements Work requirement added	No equivalent qualification

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM40617 Certificate IV in Pet Styling

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is for persons who are engaged or employed to provide pet stylist services. An experienced pet stylist will know the styling standards for different breeds, understand small animal anatomy and be able to identify pet hygiene issues that may indicate a health concern. In addition to patience and a genuine empathy for animals, a pet stylist must maintain high standards of cleanliness and professionalism. Excellent customer service skills are required and stylists who own or manage a salon will also require good business management and organisational skills. Dogs may be the animal to most commonly visit a stylist, but stylists should be prepared to care for cats and other pets.

Job roles covered by this Qualification may include:

- Head stylist
- Grooming Salon owner/manager
- Mobile Salon owner/manager.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 15 units of competency:
  - 9 core units plus
  - 6 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- up to 6 from the electives listed below
- up to 6 from any currently endorsed Training Package or accredited course.

Core Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMCAS306	Provide grooming services for companion animal comfort
ACMCAS307	Provide companion animal hydro-bathing services
ACMCAS401	Manage compliance in the companion animal industry
ACMCAS407	Provide professional companion animal grooming services
ACMGAS206	Provide basic first aid for animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGRM301*	Perform dog grooms on different coat types
ACMGRM406*	Carry out breed standard styling on breed groups
ACMWHS401	Maintain workplace health and safety processes

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMCAS408	Manage the operation of a mobile hydro-bathing facility
ACMGAS306	Assist with conditioning animals
ACMGRM404*	Provide creative styling for dogs
ACMGRM405*	Carry out styling on cats of different breeds and coat type

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ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBSMB403	Market the small business
BSBSMB404	Undertake small business planning
BSBSMB405	Monitor and manage small business operations
BSBSMB407	Manage a small team
SIRRINV001	Receive and handle retail stock
SITXCCS007	Enhance customer service experiences
TAEDEL402	Plan, organise and facilitate learning in the workplace

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMGRM301 Perform dog-grooms on different coat types	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services
ACMGRM404 Provide creative styling for dogs	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services ACMGRM301 Perform dog grooms on different coat types*
ACMGRM405 Carry out styling on cats of different breeds and coat type	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services ACMSPE305 Provide basic care of domestic cats

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ACMGRM406 Carry out breed standard styling on breed groups	ACMCAS306 Provide grooming services for companion animal comfort ACMCAS307 Provide companion animal hydro-bathing services ACMGRM301 Perform dog grooms on different coat types*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM40617 Certificate IV in Pet Styling	ACM40612 Certificate IV in Pet Styling	Updated to meet Standards for Training Packages Three core units replaced by one non equivalent unit Updated imported units in electives	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM40717 Certificate IV in Horse Breeding

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification allows individuals to develop post-trade skills and knowledge to become specialists within the horse breeding industry. It is designed to meet the needs of supervisors or team leaders in the agriculture industry.

No occupational licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency:
  - 2 core units plus
  - 10 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 7 from the electives listed below
- up to 3 from the remaining electives listed below
- up to 3 from any currently endorsed Training Package or accredited course.

Core Units

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AHCWHS401	Maintain work health and safety processes
AHCWRK403	Supervise work routines and staff performance

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU402	Determine nutritional needs in provision of horse health care
ACMEQU405	Maintain and monitor horse health and welfare
ACMEQU406*	Manage selection of horse for new or inexperienced handler, rider or driver
ACMHBR301*	Transport horses
ACMHBR310	Prevent and treat equine injury and disease
ACMHBR311*	Raise young horses
ACMHBR312	Carry out procedures for foaling down mares
ACMHBR313	Care for pregnant mares
ACMHBR401	Carry out stud stable management duties
ACMHBR403*	Handle and care for stallions
ACMHBR404*	Supervise staff raising young horses
ACMHBR405*	Supervise natural horse mating program
ACMHBR406	Prepare yearlings for sale
ACMHBR407*	Educate stallions
AHCAIS301	Collect semen
AHCAIS401	Supervise artificial breeding or embryo transfer programs

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RGRPSH302A	Supervise handling of horses

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour
ACMHBR301 Transport horses	ACMEQU202 Handle horses safely*
ACMHBR311 Raise young horses	ACMEQU202 Handle horses safely*
ACMHBR403 Handle and care for stallions	ACMEQU202 Handle horses safely*
ACMHBR404 Supervise staff raising young horses	ACMEQU202 Handle horses safely*
ACMHBR405 Supervise natural horse mating program	ACMEQU202 Handle horses safely*
ACMHBR407 Educate stallions	ACMHBR403 Handle and care for stallions*

Qualification Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACM40717 Certificate IV in Horse Breeding	Not applicable	New qualification	No equivalent qualification

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM50117 Diploma of Animal Technology

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This qualification is the industry qualification for persons aiming to operate at a senior or managerial level and undertaking animal technology functions within a biomedical research or production environment.

Job roles covered by this qualification may include:

- Animal technology manager
- Facility manager
- Animal technologist
- Animal house manager
- Supervising animal technician.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 23 units of competency:
  - 15 core units plus
  - 8 elective units.

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Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 5 from Group A electives listed below
- 3 from Group B electives listed below and/or from within the ACM Training Package and/or from any other currently endorsed Training Package or accredited course.

Core Units

ACMATE301	Work within an animal technology facility
ACMATE302	Carry out institution containment and exclusion procedures
ACMATE303	Prepare for and monitor anaesthesia in animals
ACMATE304	Conduct non-surgical procedures on animals
ACMATE305	Conduct euthanasia of research animals
ACMATE501	Manage compliance in animal technology
ACMATE502	Manage and maintain the health of research animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE312	Provide basic care of rodents and rabbits
ACMWHS501	Manage work health and safety processes
MSL924001	Process and interpret data
MSL973004	Perform aseptic techniques

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

Group A

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ACMATE503	Carry out post-mortem examination of a research animal
ACMATE504	Administer anaesthesia and perform surgery on animals for scientific purposes
ACMATE505	Carry out advanced breeding procedures
ACMATE507	Manage the parturition of transgenic mice or rats
ACMCAN404	Develop, monitor and review behavioural management strategies
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBRES401	Analyse and present research information
MSL915002	Schedule laboratory work for a small team
MSL916001	Develop and maintain laboratory documentation
MSL916003	Supervise laboratory operations in work or functional area
MSL916005	Manage complex projects
MSL974007	Undertake environmental field-based monitoring
MSL974011*	Prepare tissue and cell cultures

Group B

ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates

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ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles

Prerequisite requirements

Unit of competency	Prerequisite requirement
MSL974011 Prepare tissue and cell cultures	MSL973004 Perform aseptic techniques

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50117 Diploma of Animal Technology	ACM50110 Diploma of Animal Technology	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM50317 Diploma of Horse Stud Management

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

The Diploma of Horse Stud Management describes the occupational outcome for those working on horse studs who manage enterprise operations and employees.

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, an individual unit of competency may specify relevant licensing, legislative and/or regulatory requirements. Specific determination should be sought through the relevant State or Territory.

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

- 10 units of competency:
  - 2 core units plus
  - 8 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 6 from the electives listed below
- up to 2 from the remaining electives listed below and/or from any currently endorsed Training Package or accredited course.

Core Units

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AHCBUS501	Manage staff
AHCWHS501	Manage work health and safety processes

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU401	Relate equine anatomical and physiological features to equine health care requirements
ACMEQU403	Relate musculoskeletal structure to horse movement
ACMEQU406*	Manage selection of horse for new or inexperienced handler, rider or driver
ACMHBR401	Carry out stud stable management duties
ACMHBR402	Determine nutritional requirements for horses
ACMHBR403*	Handle and care for stallions
ACMHBR405*	Supervise natural horse mating program
ACMHBR501	Manage horse nutrition
ACMHBR502	Manage reproductive outcomes of stallions and mares
ACMHBR503	Develop and implement a marketing plan for stud stock
ACMHBR504	Manage horse pastures
AHCAGB505	Develop a whole farm plan
AHCBUS507	Monitor and review business performance
AHCCHM501	Develop and manage a chemical use strategy
AHCPHR506	Manage performance horse breeding operations
SIRXCCS509	Manage business customers

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Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour
ACMHBR403 Handle and care for stallions	ACMEQU202 Handle horses safely*
ACMHBR405 Supervise natural horse mating program	ACMEQU202 Handle horses safely*

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50317 Diploma of Horse Stud Management	Not applicable	New qualification	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACM50417 Diploma of Performance Horse Management

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and management Training Package Version 1.0.

Qualification Description

This is a qualification for the Performance Horse industry. Job roles may require a person to manage equine staff and business operations for a small to medium sized performance horse enterprise or function as part of a management team in a larger equine organisation.

The qualification applies to individuals who undertake management activities operating independently or within an enterprise management team.

The qualification covers the skills and knowledge required to:

- manage physical, financial and human resources
- manage operational functions related to horse care, nutrition, health, welfare, training, breeding and preparation for events
- manage farm and business operations
- develop business plans and operational procedures
- monitor, review and report on operational performance.

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

^ From 1 July 2022 the elective unit HLTAID003 must no longer be delivered and will be replaced in the Packaging Rules by the unit HLTAID011 - for more information see: https://asqa.gov.au/news-events/news/reminder-about-superseded-hlt-first-aid-units

Entry Requirements

There are no entry requirements for this qualification.

Packaging Rules

To achieve this qualification, competency must be demonstrated in:

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- 14 units of competency:
  - 8 core units plus
  - 6 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 4 from electives listed below
- up to 2 from the electives listed below and/or from any currently endorsed Training Package or accredited course.

Core Units

ACMPHR401	Interpret equine behaviour
ACMPHR405	Implement and monitor equine health and welfare strategies
ACMPHR504	Manage equine nutrition
AHCBIO403	Plan and implement a biosecurity program
AHCBUS508	Prepare and monitor budgets and financial reports
AHCWHS501	Manage work health and safety processes
BSBSMB404	Undertake small business planning
SISOEQO418	Apply anatomy and physiology to equine performance

Elective Units

An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification. Please refer to the Prerequisite requirements table for details.

ACMEQU202*	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
ACMEQU403	Relate musculoskeletal structure to horse movement
ACMEQU406*	Manage selection of horse for new or inexperienced handler, rider or driver

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ACMHBR401	Carry out stud stable management duties
ACMHBR404*	Supervise staff raising young horses
ACMHBR504	Manage horse pastures
ACMPHR402	Manage horses to meet performance horse sport requirements
ACMPHR403	Evaluate equine training methodologies
ACMPHR404	Manage international opportunities for performance horses
ACMPHR406	Manage the presentation of young horses
ACMPHR407	Implement an equine facility maintenance improvement and management program
ACMPHR408	Educate and train performance horses
ACMPHR502	Manage horse health using selected therapies
ACMPHR503	Evaluate performance horse conformation
ACMPHR505	Manage fitness in performance horses
ACMPHR506	Manage performance horse breeding operations
AHCAGB502	Plan and manage infrastructure requirements
AHCAGB505	Develop a whole farm plan
AHCAIS401	Supervise artificial breeding or embryo transfer programs
AHCBUS501	Manage staff
AHCBUS502	Market products and services
AHCBUS506	Develop and review a business plan
AHCLSK413	Design livestock handling facilities
AHCLSK416	Identify and select animals for breeding
AHCMOM402	Supervise maintenance of property machinery and equipment
AHCMOM501	Manage machinery and equipment
AHCNAR506	Develop and implement sustainable land use strategies

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AHCWRK501	Plan, implement and review a quality assurance program
AHCWRK504	Assess new industry developments
AHCWRK509	Provide specialist advice to clients
AHCWRK510	Audit site operations
AHCWRK511	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development
HLTAID003 ^ **HLTAID011**	Provide first aid **Provide first aid (must be delivered from 1 July 2022)**
SISOEQO409A	Train and condition horses
SISOEQO515A	Manage stable maintenance
SISOEQO516A	Manage the education of horses
SISXEMR002	Coordinate emergency responses
SITEEVT010	Manage on-site event operations
SITXHRM004	Recruit, select and induct staff

Prerequisite requirements

Note: Units listed in the *Prerequisite requirement* column that have their own prerequisite requirements are shown with an asterisk (*)

Unit of competency	**Prerequisite requirement**
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	ACMEQU205 Apply knowledge of horse behaviour
ACMHBR404 Supervise staff raising young horses	ACMEQU202 Handle horses safely*

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Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACM50417 Diploma of Performance Horse Management	Not applicable	New qualification	No equivalent qualification

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR401 Comply with animal control and regulation requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify and apply relevant industry, legislative and organisational requirements in an animal control and regulation workplace.

This unit applies to individuals who are required to comply with and enforce regulatory requirements and follow organisational procedures in their day-to-day work.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Obtain and use industry information	1.1 Access information about the industry and organisation and apply within daily activities 1.2 Document roles, needs and expectations of key internal and external stakeholders 1.3 Identify sources of assistance in undertaking own work role 1.4 Follow workplace policies and procedures to carry out work tasks

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	effectively
2. Access and comply with relevant animal control legislative requirements	2.1 Identify and access legislation relevant to workplace activities and the organisation 2.2 Read relevant legislation and apply it within day-to-day work activities 2.3 Identify and document key principles contained in legislation and regulations 2.4 Confirm statutory powers provided under legislation and the boundaries of those powers 2.5 Enforce legislation as required within day-to-day work activities 2.6 Maintain consistency of work within the boundaries and powers contained in animal control legislation
3. Maintain records	3.1 Access an organisational management system 3.2 Accurately enter new or amend existing records in an organisational management system 3.3 Complete and store records according to workplace policies and procedures 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	• Interprets and comprehends information in legislative and organisational documentation
Navigate the world of work	• Accesses appropriate resources to aid in understanding of requirements and responsibilities of own work role
Interact with others	• Uses appropriate channels to communicate with internal and external stakeholders to seek or provide information
Get the work done	• Plans and implements tasks according to set procedures, seeking assistance where required

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR401 Comply with animal control and regulation requirements	ACMACR401A Comply with animal control and regulation requirements	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

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Assessment Requirements for ACMACR401 Comply with animal control and regulation requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on more than one occasion, the individual has:

- obtained and used industry and organisational information to complete work tasks
- summarised the key principles and statutory powers contained within legislation and regulations relevant to work undertaken in the animal control and regulation workplace
- applied relevant legislation to day-to-day work activities
- used organisation management system to access existing records, accurately create or update records, and store according to organisational and legislative requirements.

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:

- an organisation’s policies and procedures relevant to animal control and regulation
- legislation, regulations, standards and codes of practice relevant to an animal control and regulation environment
- an organisation’s management system, including how it operates and the requirements for recordkeeping.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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  - equipment and/or resources necessary to complete tasks in an animal control and regulation environment
  - organisation management system
- specifications:
  - relevant legislation and organisation documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR402 Assess and impound animals

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 seize, handle and transport animals in routine situations according to relevant legislative and organisational requirements in an animal control and regulation environment. It does not include the use of firearms, chemicals or drugs in the process of seizing an animal.

This unit applies to individuals who are required to assess and impound animals as part of undertaking animal control and regulatory functions. In addition to complying with legal and ethical responsibilities, individuals are required to minimise stress and discomfort for animals through gentle and calm handling and appropriate care.

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

Animal Control and Regulation (ACR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation	1.1 Assess situation to determine risk to self, bystanders, the public and target animal 1.2 Maintain the safety of self, bystanders, the public and target animal 1.3 Assess the appropriate mode of transport and destination suitable to the animal's requirements 1.4 Identify and access legislation and organisation requirements relevant to the workplace activity
2. Seize animal	2.1 Select appropriate equipment, including personal protective equipment, for the seizure of the animal 2.2 Take appropriate action to reduce hazards and risks in seizing the animal 2.3 Use correct and humane animal handling techniques when seizing the animal 2.4 Follow safe work practices and WHS requirements when seizing the animal 2.5 Assess animal for injuries and health issues, and apply basic first aid to animal and/or self as required 2.6 Follow legislative and organisational policy and procedure requirements
3. Transport animal	3.1 Prepare and maintain restraints 3.2 Load and restrain animal humanely 3.3 Follow safe work practices and WHS requirements when transporting animal to destination 3.4 Remove animal from transport restraints and unload safely and correctly at destination 3.5 House and feed animal at destination 3.6 Accurately enter and store records into relevant organisational management system 3.7 Follow legislative and organisational policy and procedure requirements

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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	• Interprets and comprehends legislative and organisational documentation
Interact with others	• Uses appropriate channels to communicate with stakeholders to seek or provide information
Get the work done	• Plans and implements tasks according to set procedures, seeking clarification where required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR402 Assess and impound animals	ACMACR402A Assess and impound animals	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

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Assessment Requirements for ACMACR402 Assess and impound animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- assessed the situation and developed an appropriate plan for the seizure and transport of the animal(s)
- handled and restrained animal(s) in a safe and humane manner
- minimised risks to animal(s), bystanders, the public and self
- loaded and transported the animal(s) safely
- housed and fed the animal(s) at the agreed destination
- used organisation management system to accurately enter and store records according to organisational and legislative requirements.

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:

- animal behaviour, temperament and body language for a wide range of animals
- methods, strategies and equipment to seize, restrain and transport animals safely and humanely
- the principles of animal welfare and ethics
- how to recognise animal stress and comfort
- key requirements of regulations about animal control and regulation as they affect assessing and impounding animals.

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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, including real animals
- resources, equipment and materials:
  - equipment and/or resources appropriate to work being undertaken in an animal care environment, including personal protective equipment
  - organisational management systems
- specifications:
  - relevant legislation and organisation documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR403 Identify and respond to animal behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify and interpret animal body language and behaviour in an animal control and regulation environment.

This unit applies to individuals who are required to identify animals and respond appropriately to their behaviour, as part of an animal control and regulation role.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise and identify animal	1.1 Identify animal by characteristics, breed, type and group 1.2 Document a brief description, including unique features of the animal 1.3 Seek assistance from supervisors or peers according to workplace procedures/practices/protocols
2. Identify animal	2.1 Observe animal and interpret its body language

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
behaviour	2.2 Identify and document temperament, traits, health and wellbeing of animal 2.3 Assess physical and social environment of animal 2.4 Determine behaviour of animal
3. Assess and respond to animal behaviour	3.1 Assess infection control risks or hygiene hazards to the public, self, bystanders and target animals 3.2 Discuss constructive solutions to animal behaviour with owners when appropriate 3.3 Provide owners with referral to specialists according to workplace procedures/practices/protocols 3.4 Action statutory response to animal behaviour according to workplace procedures/practices/protocols 3.5 Accurately enter new or amend existing records of the response in an organisational management system 3.6 Follow organisational policies and procedures 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
Oral communication	• Discuss animal behaviour with owners using language appropriate to audience • Use questioning and active listening to confirm understanding
Reading	• Interpret and comprehend information in legislative and organisational documentation
Get the work done	• Use problem-solving skills to identify and respond to issues associated with hazards and risks with animals

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR403 Identify and respond to animal behaviour	ACMACR403A Identify and respond to animal behaviour	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

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Assessment Requirements for ACMACR403 Identify and respond to animal behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified at least ten animals by breed, type and group
- assessed specific types of animal behaviours, assessed wellbeing, and responded accordingly on at least two occasions
- determined the behaviour and temperament of animals on at least two occasions
- actioned a statutory response or referred unusual or dangerous behaviour to a specialist
- accessed and used an organisation management system to keep and maintain accurate records
- documented information about the animal, its behaviour and the action taken on each occasion
- maintained high standards of hygiene and infection control on each occasion.

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:

- how to identify a range of animals by breed, type and group
- animal behaviour as it relates to breed, type or group
- how to recognise animal stress and comfort
- the owner-animal relationship and its effect on animal behaviour
- the principles of animal health, hygiene, diseases and zoonoses
- various types of antisocial behaviour in animals and how to deal with these
- what to look for in the environment, including where the animal lives, how it is managed by its owner and how that impacts on animal behaviour
- the principles of animal welfare and ethics

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- key requirements of relevant legislation, regulations, standards and codes of practice relevant to work undertaken in an animal control and regulation environment
- the range of statutory responses available under relevant legislation to deal with animal behaviour issues.

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
- resources, equipment and materials:
  - access to real animals
  - equipment and resources appropriate to work being undertaken in an animal care environment, including personal protective equipment
  - organisational management system
- specifications:
  - organisational policies and procedures
  - legislation
  - industry standards and codes of practice relevant to work undertaken in animal control.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR404 Manage conflict situations in an animal control and regulation environment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to resolve disputes and conflict situations that may arise when working in animal control.

This unit applies to individuals who are required to manage conflict and seek resolution in their day-to-day work in the animal control and regulation sector.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the conflict situation	1.1 Identify and define the conflict, and record details according to workplace policies and procedures 1.2 Anticipate causes of a dispute or conflict and harmful behaviour, and implement appropriate responses to prevent escalation 1.3 Identify parties involved in the conflict

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Identify and analyse the issues of the conflict 1.5 Instigate proceedings to settle the dispute or conflict with minimal delay according to legislative requirements and workplace procedures 1.6 Identify situations requiring assistance and request support promptly
2. Negotiate resolution	2.1 Address conflict constructively and resolve using appropriate strategies according to workplace procedures 2.2 Use negotiation techniques to maintain positive interaction and to divert and minimise aggressive behaviour 2.3 Use effective communication techniques to ensure third parties understand the information received 2.4 Recognise social and cultural differences and take into account when choosing a negotiation approach 2.5 Request assistance, as required, for situations that cannot be resolved through negotiation or mutual resolution 2.6 Keep an accurate, complete and accessible record of the resolution
3. Evaluate response	3.1 Evaluate the effectiveness of the response and review 3.2 Use appropriate systems, records and reporting procedures to document the evaluation according to workplace procedures

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	• Gather, interpret and analyse information to measure the success of conflict-resolution strategies
Oral communication	• Use active questioning and listening techniques to confirm understanding

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR404 Manage conflict situations in an animal control and regulation environment	ACMACR404A Manage conflict situations in an animal control and regulation environment	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

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Assessment Requirements for ACMACR404 Manage conflict situations in an animal control and regulation environment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 identified a dispute or conflict situation relating to the control and regulation of an animal, its cause and the parties involved on at least two occasions. For each occasion the individual must show they have:

- analysed the situation and acted to resolve it using negotiation and mediation skills
- used verbal and non-verbal techniques to communicate effectively with parties involved in the dispute or conflict.

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:

- conflict or dispute resolution techniques and procedures
- consultation methods, techniques and protocols
- ethical practices and relevant codes of conduct
- negotiation techniques and strategies
- human behaviour and body language
- evaluation techniques to be applied to assess appropriate responses to conflict or disputes and assess effectiveness of resolution processes
- ways in which own personal style can be adapted to suit conflict or dispute situation, consult and negotiate in a culturally sensitive and appropriate manner, and relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- key requirements of relevant legislation, regulations, standards and codes of practice relevant to conflict and dispute resolution in an animal control and regulation environment.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
  - recordkeeping and storage systems and programs
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR405 Assist with the euthanasia of sick, injured or unwanted pound animals

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 assist with the euthanasia of sick, injured or unwanted pound animals in a humane way that complies with safe operating practices and with ethical, welfare and legislative requirements.

Individuals undertaking this task must be under the direct supervision of a qualified veterinarian.

This unit applies to individuals who are required to assist with the euthanasia of animals under the supervision of a registered veterinarian as part of their work in a pound. The individual is also required to exhibit appropriate care for animals so that stress and discomfort is minimised.

This unit does not cover the euthanasia of livestock.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

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

Animal Control and Regulation (ACR)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to euthanase an animal under supervision	1.1 Identify animal intended for euthanasia according to organisational policies and procedures 1.2 Select method of euthanasia that is consistent with organisational policies and procedures and legislative requirements 1.3 Prepare equipment and materials required for euthanasia 1.4 Determine required human assistance for the procedure and organise 1.5 Identify hazards associated with the procedure according to WHS procedures 1.6 Obtain and review licences and permits required to conduct euthanasia with the supervisor
2. Assist with euthanasia of an animal under supervision	2.1 Use personal protective and safety equipment according to WHS standards and statutory requirements 2.2 Handle and transport equipment safely at all times according to industry standards 2.3 Ensure animal is physically restrained in a way that minimises its pain and distress 2.4 Assist with the application of euthanasia method 2.5 Monitor euthanasia procedure to ensure that the animal's death is rapid and without complications or undue suffering 2.6 Confirm death of animal
3. Carry out post-euthanasia tasks	3.1 Handle and move carcass if required for research or post-mortem examination according to organisational policies and procedures and legislative requirements 3.2 Dispose of animal carcass and biological waste according to organisational policies and procedures and legislative requirements 3.3 Dispose of or decontaminate, clean and store equipment and materials according to standard operating procedures 3.4 Update records relating to the euthanased animal according to organisational policies and procedures

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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
Writing	• Make notes of chosen method of euthanasia
Oral communication	• Listen carefully to instructions from veterinarian and asks clarifying questions as required
Numeracy	• Calculate solutions, dilutions, body weights and dose rates
Get the work done	• Develop personal grief coping methods

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR405 Assist with the euthanasia of sick, injured or unwanted pound animals	ACMACR405A Euthanase sick, injured or unwanted pound animals	Updated to meet Standards for Training Packages Title changed to reflect application of unit	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

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Assessment Requirements for ACMACR405 Assist with the euthanasia of sick, injured or unwanted pound animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted with the euthanasia of animals under the direct supervision of a veterinarian, at least three times, including:

- selected a suitable method of euthanasia according to the size and number of animals and legislative constraints, in consultation with supervisor
- maintained high standards of hygiene and infection control to reduce the risk of infection and cross-infection
- disposed of animal carcass and waste not required for research or post-mortem purposes, in accordance with legislative requirements.

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:

- injection methods and techniques
- how to use different euthanasia equipment and materials, including captive bolt, firearms and lethal injections
- the anatomy and physiology of animals commonly euthanased, especially the routes of administration, life signs and aiming points for firearms and captive bolts
- the boundaries of professional behaviour in dealing with own distress and grief in the workplace
- the equipment and drugs commonly used for euthanasia
- the suitability of different methods of euthanasia for a range of species
- the principles of animal welfare and ethics
- the standards, guidelines and approaches to environmental sustainability relevant to the animal care industry

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- requirements of legislation, regulations, standards and codes of practice, including WHS, and relevant to work undertaken in an animal control and regulation environment in relation to the euthanasia of animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal control and regulation workplace
- resources, equipment and materials:
  - a range of animals to be euthanased
  - personal protective and safety equipment
- specifications:
  - access to state and territory-based legislation
  - animal welfare codes of practice relating to pound animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR406 Carry out pound procedures

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 provide the appropriate management of impounded and surrendered animals.

This unit applies to individuals who are required to carry out daily procedures in an animal pound, including receiving and caring for animals as well as maintaining the pound and discharging animals.

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

Animal Control and Regulation (ACR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Receive animals	1.1 Gather and document information on animals according to organisational policies and procedures and legislative requirements 1.2 Transfer information on animals to organisational management

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and recordkeeping system 1.3 Assess the temperament, health and condition of the animal 1.4 Contact owners where possible and make efforts to reunite animal with owner
2. Maintain pound hygiene	2.1 Clean and disinfect pound facility according to organisational policies and procedures, including WHS procedures 2.2 Remove animals from housing temporarily whilst it is cleaned 2.3 Clean animals and return to housing 2.4 Clean, disinfect and maintain all walkways, floors, fixtures and structures according to organisational policies and procedures and legislative requirements 2.5 Implement isolation procedures where required 2.6 Dispose of waste using safe handling and disposal procedures according to legislative requirements 2.7 Maintain adequate levels of supplies
3. Provide appropriate care for animals	3.1 Check condition of animals regularly and report abnormalities immediately 3.2 Provide appropriate housing, food, water and veterinary care according to legislative requirements and/or veterinarian's instructions 3.3 Handle animals in a safe, humane and ethical manner 3.4 Maintain accurate records of care provision according to organisational policies and procedures
4. Discharge animals	4.1 Assess the animal’s temperament pending discharge 4.2 Prepare and discharge animals according to organisational policies and procedures and legislative requirements 4.3 Prepare documentation for discharges and ensure legal requirements are met 4.4 Provide information about care of the animal to the new owner, and discharge animals 4.5 Prepare animals not discharged within a given period to be euthanased 4.6 Complete all required documentation according to organisational policies and procedures

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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
Writing	• Document details about animals on receipt and discharge
Oral communication	• Communicate effectively with clients, animal owners, staff and veterinarians when collecting and providing information about the animal
Numeracy	• Calculate and provide correct amounts of food and water for animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR406 Carry out pound procedures	ACMACR406A Carry out pound procedures	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

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Assessment Requirements for ACMACR406 Carry out pound procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 carried out pound procedures for at least three animals from receiving the animal to its discharge, including:

- handled each animal in an ethical and humane way
- maintained high standards of hygiene and infection control to reduce the risk of infection and cross-infection
- handled each animal in a gentle and calm manner so that stress and discomfort is minimised.

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:

- animal behaviour for a wide range of animals
- animal health and hygiene relevant to the pound environment, including:
  - indicators of animal temperament and wellbeing
  - indicators of animal stress and comfort
  - indicators of diseases and zoonoses
- animal identification techniques
- animal requirements relating to feed, water and housing in a pound environment
- animal welfare and ethics
- effects of relevant legislation, regulations, standards and codes of practice on carrying out pound procedures.

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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
- resources, equipment and materials:
  - a range of pound animals
  - organisational management and recordkeeping system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR407 Conduct community awareness programs

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, deliver and evaluate programs to increase community awareness on matters relating to animal control and regulation.

The unit applies to individuals who work in roles that require them to deliver community awareness programs about issues in relation to animal control and regulation.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Consult with community	1.1 Identify specific information needs and expectations of the community 1.2 Discuss changes and improvements to community awareness programs with the community to ensure the programs meet their needs 1.3 Include appropriate contributions in the production of new and improved program materials and methods

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Publicise reports on progress of community awareness programs and encourage community feedback
2. Plan community awareness programs	2.1 Determine objectives of programs in consultation with relevant personnel 2.2 Conduct research to gather materials for presentation 2.3 Structure draft programs and check where required 2.4 Finalise programs and ensure they comply with workplace procedures 2.5 Identify, source and organise relevant equipment, aids and materials to be used in presentation
3. Deliver community awareness programs	3.1 Present information in a clear and logical sequence 3.2 Conduct programs using effective public speaking techniques, age-appropriate information and recognised principles of group learning appropriate to the community 3.3 Operate relevant equipment and use marketing aids and materials to assist the community in understanding the programs 3.4 Provide opportunities for the community to seek clarification on points 3.5 Answer questions and supplement with relevant information where possible 3.6 Refer queries outside the area of responsibility or expertise to relevant personnel
4. Evaluate the delivery of community awareness programs	4.1 Assess community understanding and responses to the programs 4.2 Analyse feedback from the community and observers 4.3 Make recommendations for changes and improvement to community awareness programs

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.

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Skill	Description
Reading	• Analyse source materials to identify key points for inclusion in information materials and presentations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR407 Conduct community awareness programs	ACMACR407A Conduct community awareness programs	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

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Assessment Requirements for ACMACR407 Conduct community awareness programs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 conducted at least two community awareness programs that were delivered to two different audiences, or two different programs, and:

- included consultation with the community to determine needs and expectations
- included contribution to the development or improvement of community awareness programs and associated materials
- conducted research and gathered materials to develop programs for presentation
- used relevant presentation equipment, materials and aids
- presented programs to the community using effective public speaking and communication techniques
- gathered community feedback and evaluated the delivery of programs.

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:

- how data collection methods support the development of materials
- the legislation relevant to the subject matter of the presentations
- organisational policies and procedures relating to presenting information to the public
- techniques to aid learning for children and adults in the audience of community awareness presentations
- legislation relevant to animal control and regulation
- presentation aids and materials to support presentations
- existing community awareness programs relevant to animal control and regulation.

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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
- resources, equipment and materials:
  - audiovisual presentation equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMACR408 Coordinate seizure of animals

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 coordinate and implement a plan for the seizure of animals that may be aggressive, dangerous, injured or large.

The unit applies to individuals who work in animal care and management roles that require them to seize animals as part of their role.

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

Animal Control and Regulation (ACR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation	1.1 Record details of the seizure situation 1.2 Assess situation to determine risks to self, bystanders, the public

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and target animal 1.3 Maintain the safety of self, bystanders, the public and target animal at all times 1.4 Follow workplace policies, industry standards and procedures and legislative requirements all times 1.5 Select and use appropriate personal protective equipment 1.6 Determine seizure plan in consultation with colleagues and other relevant personnel
2. Coordinate the seizure plan	2.1 Request backup from appropriate personnel 2.2 Quarantine the area, if required, to minimise risk to self, assistants, the public and target animals 2.3 Request professional assistance and advice if required 2.4 Notify emergency services personnel and involve them if necessary 2.5 Implement WHS and emergency procedures relating to the seizure 2.6 Select, unpack and prepare appropriate equipment according to manufacturers' requirements 2.7 Ensure relevant licences and permits for the use of drugs and equipment are held by the user 2.8 Calculate and prepare drug doses for sedation and immobilisation under the direct supervision of a veterinarian
3. Capture animals	3.1 Give appropriate instructions to personnel assisting in the seizure 3.2 Use equipment legally, correctly and safely to capture animals in an ethical and humane manner 3.3 Secure, restrain, load and transport animals humanely 3.4 Unload and secure animals at holding destination 3.5 Dispose of deceased animals appropriately according to workplace policies and procedures and legislative requirements 3.6 Handle drugged animals appropriately, examine them for health and welfare problems and, if necessary, give recovery treatment
4. Complete post-seizure procedures	4.1 Clean, maintain and store equipment 4.2 Store any unused sedation and immobilisation drugs in an appropriate place

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Notify owners of animals, if relevant, and take any further action required 4.4 Complete documentation about the incident and enter into relevant organisational management systems 4.5 Brief supervisor on incident according to workplace procedures /practices /protocols 4.6 Review seizure and capture plan to ensure improved performance in the future

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
Get the work done	• Make decisions about whether assistance is required for seizure of the animal, and coordinate available support
Numeracy	• Estimate animal's body weight to calculate required drug dosage

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMACR408 Coordinate seizure of animals	ACMACR408A Coordinate seizure of animals	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

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Assessment Requirements for ACMACR408 Coordinate seizure of animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 coordinated and planned the seizure of at least three dangerous, aggressive, large or injured animals on at least one occasion, including:

- planned and coordinated the seizure of animals, including requesting backup or assistance as required and minimising risk to self, assistants, the public and target animal
- used a range of capture, restraint, sedation and transportation equipment in a safe and humane manner
- maintained high standards of hygiene and infection control to reduce the risk of infection and cross-infection
- handled each animal in a gentle and calm manner so that stress and discomfort was minimised
- carried out a post-seizure plan review and made at least one recommendation of improvement
- maintained accurate records of seizure in an organisational management system.

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:

- animal stress and threat signs and what they mean
- methods, strategies and equipment to seize, restrain and transport animals safely and humanely
- principles of animal welfare and ethics
- principles of animal health, hygiene, diseases and zoonoses
- importance of maintaining equipment
- requirements of relevant state or territory legislation covering the use of therapeutic and controlled substances

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- the characteristics of specific restraint drugs, including their pharmacology, antidotes, dose rates, methods of administration and effects to both animals and humans in case of error
- the safe use of firearms, capture guns and anaesthetic agents
- the requirements of legislation, regulations, standards and codes of practice relevant to seizure of animals.

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
- resources, equipment and materials:
  - dangerous, aggressive, large or injured animals
  - organisational management system.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
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

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	interviewee using appropriate questioning techniques and active 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

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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

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Assessment Requirements for 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.

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:

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- 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.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE301 Work within an animal technology facility

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 work in an animal technology facility.

The unit applies to individuals who work under strict supervision as junior or assistant level animal technicians, working with and caring for animals used within an animal technology environment for scientific purposes.

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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Work effectively within an animal technology facility	1.1 Identify role of the animal technology facility within the context of relevant legislative requirements 1.2 Determine roles and relationships between departments or

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	individuals 1.3 Identify relationships with other bodies and agencies 1.4 Use industry terminology related to work procedures, equipment and animal management 1.5 Complete daily routines according to WHS requirements ad environmentally sensitive work practices
2. Work ethically with animals	2.1 Perform personal work practices to comply with facilities policies, procedures and guidelines 2.2 Interpret and comply with relevant codes of practice, regulations and legislation related to the ethical treatment of animals in animal technology workplaces 2.3 Comply with biosecurity protocols to ensure the safety of animals and staff
3. Identify animals	3.1 Use common and scientific names to identify animals 3.2 Use distinguishing characteristics to identify specific animals 3.3 Provide assistance, according to WHS requirements, in applying identification methods to specific animals within a group 3.4 Accurately record details of animal identification in the organisational management system according to facilities policies and procedures
4. Anticipate, recognise and respond to signs of distress or grief in self	4.1 Identify and document situations or incidents that may result in distress or grief 4.2 Identify and document personal stressors and grief responses 4.3 Identify and use strategies for coping with distress or grief responses
5. Comply with industry specific WHS requirements	5.1 Perform job-specific work practices to comply with WHS guidelines, environmental processes and industry best practice 5.2 Comply with workplace security procedures 5.3 Communicate clearly the need for assistance to improve performance, to the appropriate person 5.4 Identify and report breaches in biological control barriers

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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	• Read and interpret texts, including illustrations and diagrams, to identify common and scientific names for commonly used animals
Writing	• Complete workplace forms accurately and completely to document observations, measurements, treatments and decisions on animal care
Learning	• Plan and organise routine daily tasks, identifying possible risks and accessing assistance where required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE301 Work within an animal technology facility	ACMATE301A Work within an animal technology facility	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

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Assessment Requirements for ACMATE301 Work within an animal technology facility

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

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 completed work tasks within an animal technology facility with due consideration to workplace and individual obligations to the welfare of self, others and animals on at least three occasions, including:

- applied ethical work practices to all activities and tasks
- complied with relevant legislation and regulations
- identified animals, relevant to the workplace, using common and scientific names and distinguishing characteristics
- identified, recognised and responded to personal grief or distress
- maintained accurate records using relevant organisational management systems.

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:

- principles and practices of animal technology work
- structure of the major animal technology sectors and associated external bodies and agencies
- workplace departments and sections, staffing structures and protocols
- organisational policies and safe work procedures, including:
  - WHS and emergency procedures
  - indicators of stress and wellbeing in people
  - biohazards in the workplace of significance to animals and humans
  - communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities

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  - industry expectations of conduct, presentation and work performance, including quality and productivity
  - identification features of animals
  - issues relating to community attitudes and expectations regarding animal experimentation
- implications for own work of:
  - protocols, legal and ethical considerations in documenting observations, measurements, treatments and decisions on animal care
  - relevant animal technology regulations and codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
  - relevant state or territory legislation and regulations relating to the practice of veterinary science, WHS, animal welfare and research
  - standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
  - animal welfare and ethics.

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.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE302 Carry out institution containment and exclusion procedures

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 carry out institution containment and exclusion procedures that are designed to exclude pathogenic organisms from entering an aseptic site and to contain organisms in a particular site.

The unit applies to individuals who work as junior or assistant level animal technicians, working under the supervision of a senior or more experienced staff member and according to established industry standards.

No occupational licensing, legislative or certification requirements are known to 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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to carry out	1.1 Treat items requiring decontamination according to institutional

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
containment and exclusion procedures	policies and procedures 1.2 Decontaminate personal and work vehicles before entering a containment or exclusion site 1.3 Carry out personal decontamination tests and procedures before entering a containment or exclusion site 1.4 Report contact with potential contaminants according to institutional requirements 1.5 Wash hands and change gloves before handling animals, feed, plant stock or other products 1.6 Put on / dress in appropriate clothing, footwear and personal protective equipment before commencing work, and store street clothing securely away from animals, feed or other products
2. Carry out site containment and exclusion procedures	2.1 Handle and store chemicals and medications according to industry standards 2.2 Keep different feed mixes, soils, growing media and other products separate, and mark appropriately according to industry standards 2.3 Identify and report any cases of pest infestation 2.4 Identify any WHS hazards and take appropriate action according to institutional policies and WHS legislation 2.5 Dispose of all waste products according to industry standards 2.6 Record information relating to work in containment and exclusion sites
3. Carry out animal care in a containment and exclusion area	3.1 Provide for animal health and wellbeing requirements according to industry standards 3.2 Maintain animal isolation housing areas in accordance with containment and exclusion requirements 3.3 Monitor and record physical health and behaviour of animals according to institutional policies and procedures 3.4 Carry out regular hygiene, feeding, exercise and enrichment procedures according to institutional policies and procedures 3.5 Provide disease or illness treatments
4. Assist in maintaining site containment and	4.1 Follow, and explain to visitors, procedures and protocols for restricted access

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
exclusion procedures	4.2 Decontaminate incoming and outgoing goods according to institutional policies and procedures 4.3 Note and report any observed breaches of containment and exclusion procedures 4.4 Keep gates and doors locked according to institutional policies and procedures 4.5 Maintain security fencing, where installed according to institutional policies and procedures 4.6 Check deliveries to site to ensure that established industry procedures are followed for vehicle decontamination, unloading, receipt and holding or storage of stock and supplies
5. Respond to site containment or exclusion breach or problem	5.1 Identify and report the specific problem and its location 5.2 Secure the problem area 5.3 Clean and disinfect containment and exclusion site and location of breach 5.4 Isolate and monitor livestock and plant stock suspected of being exposed to contaminants for evidence of contamination according to institutional policies and procedures 5.5 Treat or dispose of all contaminated stock and materials according to institutional policies and procedures 5.6 Treat contaminated persons according to institutional policies and procedures 5.7 Accurately record information about the breach or problem according to institutional policies and procedures

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	• Extract information about storage requirements from labels and other information sources to ensure safe and contained storage • Check information in workplace procedure documents to ensure

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Skill	Description
	correct procedures for containment and exclusion are followed
Writing	• Complete workplace forms and report information about containment breaches in a clear and accurate manner
Oral communication	• Ask questions to clarify and confirm instructions and clearly explain importance of exclusion and containment to visitors

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE302 Carry out institution containment and exclusion procedures	ACMATE302A Carry out institution containment and exclusion procedures	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

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Assessment Requirements for ACMATE302 Carry out institution containment and exclusion procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 carried out containment and exclusion procedures including assisted in responding to at least three containment and exclusion breaches and contamination, including:

- applied specific institutional procedures for containment and exclusion, together with security requirements, and reported breaches
- isolated and monitored animals as required
- cared for, monitored and maintained animals housed in containment and exclusion areas
- carried out cleaning and disinfection duties, including decontaminating items as required before entering a site
- maintained accurate records related to breaches and problems encountered on each of the three occasions.

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:

- relevant animal technology, codes of practice and regulations
- institutional containment and exclusion policies and procedures
- industry standards and organisational policies and safe work procedures, including WHS and emergency procedures
- applicable industry quality assurance requirements and required documentation
- biohazards in the workplace of significance to animals and humans
- animal welfare and ethics requirements as they apply to containment and exclusion procedures
- communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities
- personal protective clothing and equipment and when and how it should be used

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- reporting procedures for alleged breaches of containment and exclusion procedures
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

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
- resources, equipment and materials:
  - a fully equipped animal technology laboratory.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE303 Prepare for and monitor anaesthesia in animals

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 for and monitor anaesthesia in animals for non-surgical and tissue collection procedures under supervision.

The unit applies to individuals who work as junior or assistant level animal technicians working under the supervision of a senior or more experienced staff member. All work is performed where required and when appropriate, as directed by a supervisor. Animal technicians administering anaesthesia operate under and must comply with legislative requirements and the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes as well as protocols, policies and procedures set down by the institution's Animal Ethics Committee (AEC).

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

Animal Technology (ATE)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for anaesthesia	1.1 Prepare facility and personnel for animal anaesthesia 1.2 Prepare and calibrate equipment according to manufacturer specifications or job requirements 1.3 Prepare anaesthetic and monitoring equipment
2. Prepare animals for anaesthesia procedures	2.1 Assess animal health and condition 2.2 Handle and restrain animals safely and humanely according to workplace policies and procedures 2.3 Perform pre-anaesthetic evaluations on animals 2.4 Prepare animals for anaesthesia 2.5 Identify and locate animal structures, tissues and organs relevant to administration and monitoring of induction of anaesthesia 2.6 Follow safe work practices, including WHS, according to workplace policies and procedures
3. Assist in administering anaesthesia and monitoring animals	3.1 Assist in the induction of anaesthesia 3.2 Monitor animals during anaesthetic and non-surgical or tissue collection procedures 3.3 Record variations in the physiological parameters and signs of anaesthesia in animals 3.4 Comply with institution protocols for anaesthetic procedures on animals 3.5 Provide anaesthetic emergency assistance according to workplace policies and procedures
4. Provide post-anaesthetic care for animals	4.1 Use analgesics and other supportive therapies to manage animals post-anaesthesia 4.2 Apply fluid therapy and oxygen supplementation to animals as required 4.3 Recognise and respond to post-anaesthetic emergencies immediately 4.4 Monitor animals post-anaesthesia by evaluating behaviour, vital signs and symptoms 4.5 Maintain post-anaesthetic monitoring records accurately and completely according to legislative requirements

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Elements	Performance Criteria
5. Maintain anaesthetic facilities and equipment	5.1 Clean facilities and store equipment according to workplace policies and procedures 5.2 Carry out routine maintenance on anaesthetic equipment according to manufacturer specifications or job 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
Writing	• Complete workplace documentation in relation to monitoring animals pre- and post-anaesthesia
Numeracy	• Correctly calibrate equipment used for anaesthesia
Oral communication	• Listen to clear sequenced instructions by supervisor and ask clarifying questions as required in order to assist with administering anaesthesia

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE303 Prepare for and monitor anaesthesia in animals	ACMATE303A Prepare for and monitor anaesthesia in animals	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

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Assessment Requirements for ACMATE303 Prepare for and monitor anaesthesia in animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 for, and monitored, anaesthesia in at least three animals, including:

- applied first aid techniques and provided basic animal care
- calculated dose rates of anaesthetic and other medications and verified with supervisor
- employed safe, humane and environmentally responsible organisational systems and procedures when handling and working with animals
- maintained the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection
- prepared, used and maintained equipment and materials correctly and according to manufacturers' specifications.

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:

- principles and practices of anaesthesia monitoring in animals
- anatomical terminology, structures, tissues and organs relevant to the induction and monitoring of animals under anaesthetic
- indicators of normal and undesirable responses to anaesthetic and related medications
- animal anaesthetic emergencies and responses, including animal first aid techniques
- biohazards in the workplace of significance to animals and humans
- characteristics of healthy, sick or distressed animals
- communication procedures and systems and technology relevant to the organisation and the individual's work responsibilities

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- information that should be documented for the administration of anaesthetic and related substances
- methods and equipment used to:
  - measure, interpret and record objective measure of animal health
  - anaesthetise animals in animal technology workplaces
  - monitor animals during anaesthesia
- organisational policies and safe work procedures, including WHS and emergency procedures
- physiological features of animals related to the application of anaesthesia and related medications
- relevant codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
- safe animal handling techniques and procedures
- types of non-surgical or tissue collection procedures used in animal technology facilities that require the use of anaesthetics and related medications
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal technology laboratory
- resources, equipment and materials:
  - a range of animals to be anaesthetised.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE304 Conduct non-surgical procedures on animals

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 administer substances and take tissue and fluid samples for clinical trial project research purposes.

The unit applies to individuals who work as junior or assistant level animal technicians working under supervision of a senior or more experienced staff member.

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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Elements	**Performance Criteria**
essential outcomes.	*achievement of the element.*
1. Prepare for non-surgical procedures	1.1 Verify procedures and sample requirements according to legislative and ethical requirements 1.2 Confirm sample methods 1.3 Calculate dose rates 1.4 Prepare and position required equipment
2. Prepare animals for procedure	2.1 Select animals to meet project requirements 2.2 Move animals to testing area and prepare for procedure using techniques to minimise stress and discomfort 2.3 Manage work practices to ensure animals are kept in preparation and procedure areas for minimal time
3. Administer substances to animals	3.1 Confirm approved substances and dose rates 3.2 Confirm method of administration of substances 3.3 Evaluate risks associated with preparation and administration of substances, practise emergency procedures and implement as required 3.4 Administer substances to animals 3.5 Monitor animals for adverse reactions
4. Collect samples from animals	4.1 Confirm sampling techniques 4.2 Identify hazards in collection process and practise and implement emergency response requirements 4.3 Collect, process, package and store body fluid samples 4.4 Collect tissue samples 4.5 Check samples for suitability and prepare according to laboratory and project protocols
5. Complete post-procedure duties	5.1 Return animals to housing, and monitor and respond according to workplace procedures / laboratory schedule 5.2 Update and store animal and project records in the organisational management system 5.3 Clean procedures area and equipment and dispose of waste according to laboratory protocols and industry standards

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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
Writing	• Complete workplace documentation in relation to non-surgical procedures
Oral communication	• Listen to clear sequenced instructions by supervisor and ask clarifying questions as required to clarify requirements in relation to sampling techniques and checking samples

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE304 Conduct non-surgical procedures on animals	ACMATE304A Conduct non-surgical procedures on animals	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

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Assessment Requirements for ACMATE304 Conduct non-surgical procedures on animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 conducted non-surgical procedures on at least three animals, including:

- applied first aid techniques and provided basic animal care
- employed safe, humane and environmentally responsible organisational systems and procedures when handling and working with animals
- maintained the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection
- prepared, used and cleaned the procedures area, materials, tools and equipment correctly and according to industry standards and manufacturers' specifications
- documented procedures used in the administration of substances and collection of samples.

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:

- principles and practices for conducting non-surgical procedures
- anatomical terminology, structures and physiological features of animals relevant to the administration of substances and collection of samples
- basic animal first aid techniques
- biohazards in the workplace of significance to animals and humans
- ethical practices, protocols and procedures in relation to the administration of substances and collection of samples of animals in animal technology workplaces
- indicators of stress and wellbeing in animals, and methods used to measure, interpret and record objective measures of animal health

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- information that should be documented related to the administration of substances, and collection of samples
- methods used to prepare, store and transport samples
- organisational policies and safe work procedures, including WHS and accident requirements
- personal protective clothing and equipment, and when and how it should be used
- animal welfare and ethics
- relevant codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes for role and work undertaken
- relevant state or territory legislation and regulations relating to the practice of veterinary science, WHS and animal welfare and research for role and work undertaken
- relevant state or territory legislation covering the use of therapeutic and controlled substances for role and work undertaken
- safe animal handling techniques, including approved handling methods during the administration of substances and collection of samples
- situations where the administration of substances or collection of samples should be stopped and reported
- tissue and fluid sample types and methods
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal technology laboratory
- resources, equipment and materials:
  - a range of animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE305 Conduct euthanasia of research animals

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 the euthanasing of research animals under supervision.

The unit applies to individuals who are employed as junior or assistant level animal technicians working with and caring for animals used within an animal technology biomedical research or production environment for scientific purposes and teaching purposes where it may be necessary to euthanase individual or groups of animals because of a range of reasons approved by the institution's Animal Ethics Committee (AEC). Individuals work under the supervision of a senior or more experienced staff member and must ensure animals are handled gently and calmly, and must exhibit appropriate care for animals so that stress and discomfort is minimised.

Animal technicians conducting euthanasia operate under and must comply with legislative requirements and the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, as well as protocols, policies and procedures set down by the institution's AEC.

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

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Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct euthanasia of research animal	1.1 Identify, justify and report need for euthanasia 1.2 Ensure method selected for the euthanasia is consistent with the research program approval or protocol 1.3 Prepare euthanasia equipment and materials 1.4 Select location for the euthanasia 1.5 Identify associated euthanasia hazards according to WHS procedures and guidelines 1.6 Review and complete licences and permits required to conduct the euthanasia with the supervisor
2. Carry out the euthanasia of animals	2.1 Use personal protective and safety equipment according to WHS policies and statutory requirements 2.2 Handle and transport equipment according to statutory requirements and industry practices` 2.3 Assist with the physical restraining of animals to minimise pain, distress and risk of injury to the animals or personnel and complies with animal welfare, ethical and legal requirements 2.4 Apply euthanasia method according to the requirements of the task and as instructed
3. Complete the euthanasia of animals	3.1 Confirm animal deaths 3.2 Handle and move carcasses that are required for research or post-mortem examination according to experimental and WHS requirements 3.3 Dispose of biological waste and animal carcasses that are not required for research or other approved purposes according to WHS procedures and legislative requirements 3.4 Decontaminate or clean, and store or dispose of, equipment and materials 3.5 Update records relating to euthanased animals according to workplace policies and procedures

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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
Numeracy	• Calculate solutions, dilutions, body weights and dose rates
Oral communication	• Listen carefully to instructions from supervisor and ask clarifying questions as required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE305 Conduct euthanasia of research animals	ACMATE305A Conduct euthanasia of research animals	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

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Assessment Requirements for ACMATE305 Conduct euthanasia of research animals

Modification History

Release	Comment
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 carried out euthanasia of research animals at least three times, including:

- ensured that the euthanasing of research animals is completed in a humane, rapid and appropriate manner for the approved endpoint
- prepared and maintained required materials and equipment
- disposed of animal carcasses and biological waste not required for research or post-mortem purposes according to statutory requirements
- decontaminated, cleaned and stored equipment and materials or disposed of them according to industry standards
- used appropriate coping mechanisms to deal with personal distress or grief.

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:

- principles and practices of research animal euthanasia
- anatomical terminology, structures and physiological features of animals in research facilities
- anatomy and physiology of animals commonly held in the institution, especially the neck and head, and respiration and heart rates
- physical conditions, vital signs of animals as well as signs of pain and distress in commonly held species
- biohazards in the workplace of significance to animals and humans
- equipment and drugs commonly used for euthanasia
- firearm legislation, regulations and techniques related to the humane destruction of animals if required
- methods and administration routes of euthanasia and their suitability for a range of species
- methods used to cope with distress and grief due to workplace duties

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- organisational policies and safe work procedures, including WHS and accident requirements
- animal welfare and ethics
- protocols, legal and ethical considerations in the euthanasing of animals
- requirements of legislation, regulations, standards and codes of practice relevant to work undertaken in an animal technology environment in relation to the euthanasia of research animals
- safe animal handling techniques and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an animal technology workplace setting
- resources, equipment and materials:
  - research animals to be euthanased.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE501 Manage compliance in animal technology

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 practise and promote animal welfare and ethical standards to others in animal technology workplaces, and liaise with and report to the institution's Animal Ethics Committee (AEC) according to institutional requirements.

This unit applies to individuals who ensure that work practices, documentation and attitudes meet legislative, regulatory and workplace standards.

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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Elements	**Performance Criteria**
essential outcomes.	*achievement of the element.*
1. Manage animals in accordance with relevant codes of practice and legislative and institutional requirements	1.1 Ensure the use of animals in the institution's research programs is justified, and seek written approval from the AEC 1.2 Apply principles of replacement, reduction and refinement 1.3 Identify the scope of interests and responsibilities of the institution, the individual working in animal technology and the community 1.4 Apply requirements outlined in the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes to daily animal care 1.5 Define and follow reporting requirements to the AEC 1.6 Follow the care and containment of experimental animals to comply with AEC requirements
2. Manage the euthanasia of research animals	2.1 Identify reasons for the decision to euthanase an animal ensuring they comply with institutional policies and procedures, program approvals or protocols and legislative requirements 2.2 Obtain licences and permits required to conduct the euthanasia of an animal 2.3 Monitor euthanasia procedures conducted by less experienced staff, and provide assistance or support 2.4 Review the institution's standard operating procedures relating to euthanasia regularly, and discuss and implement suggestions for improvement with veterinarians 2.5 Communicate the institution's standard operating procedures relating to euthanasia to staff, researchers and others
3. Manage the negotiation of approval for non-standard laboratory practices and specific projects	3.1 Identify project and laboratory practices that require approval 3.2 Justify project and non-standard laboratory practices in line with animal ethics and welfare guidelines 3.3 Prepare and present application for approval of projects and non-standard laboratory practices
4. Manage the operation of and compliance with containment and exclusion procedures	4.1 Develop and implement monitoring programs for containment and exclusion of organisms 4.2 Act on breaches of containment or exclusion reported by staff or others according to the monitoring program and the institution's standard operating procedures 4.3 Review the institution's standard operating procedures relating to containment and exclusion regularly, and discuss suggestions for

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Elements	Performance Criteria
	improvement with veterinarians 4.4 Communicate the institution's standard operating procedures relating to containment and exclusion to staff, researchers and others
5. Maintain records	5.1 Maintain records relating to the management of breeding stock, research and teaching animals 5.2 Maintain complete and accurate records relating to containment and exclusion

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	• Analyse and interpret relevant information about the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes and the institution's standard operating procedures
Writing	• Prepare written reports and workplace documentation that communicate complex information clearly and effectively to staff, researchers and others about the institution's standard operating procedures relating to euthanasia, and containment and exclusion
Oral communication	• Use listening and questioning techniques to confirm understanding and to engage team members • Use interpersonal skills to gain trust and confidence of team, and provide feedback to others in forms that they can understand and use • Adapt personal communication style to build positive working relationships and to show respect for the opinions, values and particular needs of others
Numeracy	• Recognise safety parameters and interpret numerical information regarding quantities of sedatives, tranquilisers and anaesthetics used in euthanasia

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE501 Manage compliance in animal technology	ACMATE501A Manage compliance in animal technology	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

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Assessment Requirements for ACMATE501 Manage compliance in animal technology

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- maintained accurate records using relevant institutional electronic and manual systems
- managed the euthanasia of research animals and monitored staff performing euthanasia procedures
- prepared and presented an application for approval for a non-standard laboratory practice or project
- managed the use, care and containment of animals to be used in research programs
- provided advice to and monitored staff on a range of procedural work functions relating to animal technology workplace compliance requirements
- reviewed, improved and implemented the institution's policies and procedures to ensure compliance.

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:

- principles and practices of compliance management in animal technology
- Australian Standard Safety in laboratories – Microbiological aspects and containment facilities, or its successor
- applicable industry quality assurance requirements and required documentation
- biohazards in the workplace of significance to animals and humans
- classification system used to categorise animal care and treatment by AECs
- containment and exclusion policies, procedures and requirements under the Federal Gene Technology Act or its successor

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- institution's standard operating procedures relating to restraining, handling, euthanasing and disposing of animals
- institution's standard operating procedures relating to use, storage and transport of equipment and drugs used when conducting euthanasia of animals
- organisational policies and safe work procedures, including WHS and emergency procedures
- animal welfare and ethics
- protocols, legal and ethical considerations in establishing animal care procedures and policies and gaining AEC approval
- relevant codes of practice including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
- key requirements of relevant state or territory legislation and regulations relating to the practice of veterinary science, WHS and animal welfare, quarantine and research, including the Office of the Gene Technology Regulator or its successor
- key requirements of relevant state or territory legislation covering the use of therapeutic and controlled substances
- reporting procedures for alleged breaches of containment and exclusion procedures and the consequences of any breaches.

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
- resources, equipment and materials:
  - equipment and resources – including personal protective equipment – used when working in animal technology environments
  - recordkeeping and storage systems and programs
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice relevant to work undertaken in animal research and technology.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE502 Manage and maintain the health of research animals

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 manage the health of animals in a research environment.

It applies to individuals who work as part of a team with other staff, researchers and veterinarians to manage the health of research animals.

All work practices must be undertaken in accordance with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes and the institution's standard operating procedures. It requires the ability to liaise with and report to the institution's Animal Ethics Committee (AEC) according to institutional requirements.

In addition to complying with legal and ethical responsibilities, individuals are required to minimise stress and discomfort for animals through gentle and calm handling and appropriate care.

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

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Unit Sector

Animal Technology (ATE)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor the health status of laboratory animals	1.1 Develop standard operating procedures to monitor the health of laboratory animals for signs of disease 1.2 Follow the institution's standard operating procedures, including WHS requirements, when monitoring the health of laboratory animals
2. Investigate and recognise disease processes in research animals	2.1 Develop standard operating procedures to investigate and recognise diseases in laboratory animals 2.2 Follow the institution's standard operating procedures to investigate and recognise diseases in laboratory animals 2.3 Recognise and report signs of ill health, sickness behaviours and pain to appropriate staff 2.4 Recognise lesions clinically and during post-mortem examinations, and record against health status of animals 2.5 Recognise post-mortem changes due to deterioration in tissues and organs 2.6 Classify organisms detected during testing procedures on biological samples taken from animals and their environments as pathogenic or potentially pathogenic
3. Treat, prevent and control disease in laboratory animals	3.1 Develop standard operating procedures to treat, prevent and control disease in laboratory animals 3.2 Follow the institution's standard operating procedures when treating, preventing and controlling a range of diseases in laboratory animals 3.3 Develop and implement strategies to investigate, treat, prevent, control and monitor disease

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Elements	Performance Criteria
4. Identify effects	4.1 Identify and document effects of disease processes in laboratory animals on the research program 4.2 Identify and document effects on laboratory animals of experimental techniques

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
Writing	• Prepare written reports and workplace documentation that communicate complex information clearly and effectively about the effects of disease processes in laboratory animals and the impacts on laboratory animals of experimental techniques
Numeracy	• Recognise safety parameters and interpret numerical information regarding quantities of feed, water, food supplements and medication • Calculate changes to dosages due to animal health and disease issues

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE502 Manage and maintain the health of research animals	ACMATE502A Manage and maintain the health of research animals	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMATE502 Manage and maintain the health of research animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least one occasion, the individual has:

- assisted in the investigation of disease processes and acted to treat, prevent, control and monitor disease
- developed and implemented standard operating procedures to manage and maintain the health of research animals
- identified and documented the impact of disease processes on a research program
- worked independently and as part of a team and observed animals, monitored their health, sickness behaviours and pain and reported abnormalities.

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:

- principles and practices in managing health of research animals
- anatomical and physiological structures and functions related to the health and wellbeing of commonly held animals
- ante-mortem and post-mortem changes in animals
- biohazards in the workplace of significance to animals and humans
- industry terminology used to describe administration of substances and sampling techniques and other animal technology workplace practices
- industry terminology used to identify animals, describe their behaviour and diseases
- methodology and format of the institution's standard operating procedures
- microbiology of common diseases in laboratory animals
- nutritional and behavioural disorders found in commonly held species

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- organisational policies and safe work procedures, including WHS and emergency procedures
- parameters of normal and abnormal behaviour in animals, including signs of a healthy animal, and signs of an animal in pain or distress in commonly held species
- protocols, legal and ethical considerations in establishing animal care procedures and policies and gaining ethics committee approval
- relevant codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes or its successor
- relevant state or territory legislation and regulations relating to the practice of veterinary science, WHS, and animal welfare and research
- key requirements of relevant state or territory legislation covering the use of therapeutic and controlled substances
- safe animal handling techniques, including approved handling methods during the administration of substances and collection of samples
- sources of relevant scientific and technical literature
- tissue and fluid sample types and methods
- types of disease vectors
- types of infectious and non-infectious diseases relevant to commonly held research animals
- causes of infectious diseases and non-infectious diseases in commonly held research animals
- workplace hygiene standards, including commonly used disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

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
- resources, equipment and materials:
  - personal protective equipment – used when working with research animals
  - animals and animal housing used in research
- specifications:
  - organisational policies and procedures, legislation, regulations, industry standards and codes of practice relevant to work undertaken in animal research.

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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ACMATE503 Carry out post-mortem examination of a research animal

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to conduct a post-mortem examination of a research animal for scientific purposes.

This unit applies to individuals who are required to work with and care for animals used within scientific establishments for scientific purposes and teaching. All work practices must be undertaken in accordance with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes and the institution's standard operating procedures. It requires the ability to liaise with and report to the institution's Animal Ethics Committee according to institutional requirements.

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

Animal Technology (ATE)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to conduct the post-mortem examination	1.1 Select and prepare the site for the post-mortem 1.2 Identify containment issues and take appropriate action 1.3 Obtain and prepare correct clothing, equipment and resources to be used in the post-mortem examination 1.4 Use appropriate manual lifting techniques to move the animal to be examined to the post-mortem area 1.5 Confirm death of the animal by checking for the absence of any vital signs 1.6 Obtain and collate all relevant preliminary information about the animal to be examined 1.7 Identify abnormal characteristics that may indicate the presence of notifiable and potentially hazardous conditions or diseases and take appropriate action 1.8 Identify WHS hazards associated with the procedure and take appropriate action to protect self and others 1.9 Seek expert assistance as appropriate
2. Carry out the post-mortem examination	2.1 Carry out external assessment of the animal and note outward signs of abnormalities or injury 2.2 Dissect animal using appropriate techniques and equipment to avoid cutting into organs or stomach cavity 2.3 Examine nominated organs, tissues and structures 2.4 Take and prepare samples of organs, other tissues and fluid samples where appropriate
3. Complete the post-mortem examination	3.1 Dispose of carcass using appropriate equipment according to animal research practices and waste disposal legislation and regulations 3.2 Send correctly labelled and packaged samples for analysis 3.3 Collate records of observations and information about the animal examined, and forward to the relevant persons for analysis and diagnosis 3.4 Clean and disinfect post-mortem area and equipment 3.5 Complete personal biosecurity clean-up

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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	• Read and interpret relevant codes of practice
Get the work done	• Develop, implement and monitor post-mortem examination to ensure effectiveness in meeting timelines and work schedules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE503 Carry out post-mortem examination of a research animal	ACMATE503A Carry out post-mortem examination of a research animal	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

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Assessment Requirements for ACMATE503 Carry out post-mortem examination of a research animal

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least two occasions of post-mortem examinations, the individual has:

- collected and obtained information about animals to be examined
- carried out external and internal assessments of animals and taken samples and tissues as required and in accordance with WHS and organisation policies and procedures
- cleaned and disinfected equipment, materials and the area upon completion of post-mortem examination
- handled, moved and disposed of an animal carcass
- prepared a brief for the veterinarian or supervisor to enable an accurate analysis and diagnosis of the cause of death, and provided data required for the research program
- complied with the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, and the institution's standard operating 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:

- principles and practices for carrying out post-mortem examination of research animals
- animal biology, anatomy and physiology of the range of species in the institution's research program, including the position, features and appearance of major organs in healthy animals of the species being examined
- anatomical and physiological terminology, and glossary of terms and nomenclature related to the species being examined
- animal care and ethics protocols related to the conduct of post-mortems
- biosecurity issues (for animals and humans) relating to the collection of samples from animals

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- classification system used by Animal Ethics Committees to categorise animal care and treatment
- industry terminology used to describe and document findings in post-mortem
- methods and equipment used to collect and prepare tissue and fluid samples for transport to testing area
- organisational policies and safe work procedures, including WHS and emergency procedures
- relevant codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
- key requirements of relevant state or territory legislation and regulations relating to the practice of veterinary science, WHS, animal welfare, waste disposal and animal research practices
- relevant state or territory legislation covering the use of therapeutic and controlled substances
- requirements for the correct preparation, labelling and packaging of biological and potentially hazardous samples
- sequence of actions in conducting a post-mortem
- specific post-mortem clean-up techniques, equipment and materials
- terminology used to describe findings in post-mortem
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

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
- resources, equipment and materials:
  - equipment and resources used when conducting a post-mortem examination, including personal protective equipment
  - two animals for post-mortem examination
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice relevant to work undertaken in animal research.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes

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 personnel, equipment, animals and the facility for anaesthesia and surgical procedures, and to carry out those surgical procedures for scientific purposes.

It applies to individuals working with and caring for animals (all live, non-human vertebrates) used within scientific establishments for scientific purposes and teaching.

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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare facilities equipment and personnel	1.1 Prepare anaesthetic and surgical facilities 1.2 Select and prepare anaesthetic agents, equipment and supplies 1.3 Select and prepare surgical instruments and equipment 1.4 Maintain aseptic environment at all times 1.5 Follow and comply with safe work practices, including WHS, according to institutional protocols, policies and procedures and legislative requirements
2. Prepare animals for anaesthesia and surgery for scientific purposes	2.1 Handle and restrain animals according to institutional policies and procedures 2.2 Prepare animals 2.3 Perform pre-anaesthetic and pre-operative evaluations of animals, including indications for the use of tranquillisers, sedatives, analgesics and antibiotics
3. Induce, maintain and monitor anaesthesia in animals	3.1 Administer pre-anaesthetic and pre-operative medication according to institutional policies and procedures 3.2 Induce anaesthesia in animals 3.3 Monitor and maintain animals during anaesthetic and surgical procedures 3.4 Record and interpret variations in the physiological parameters and signs of anaesthesia 3.5 Comply with institutional protocols for anaesthetic procedures 3.6 Follow anaesthetic emergency procedures according to institutional policies and procedures
4. Identify and handle a range of body parts for surgical procedures	4.1 Locate, identify and handle integument and facial structures 4.2 Locate, identify and handle musculoskeletal structures 4.3 Locate, identify and handle digestive system structures and organs 4.4 Locate, identify and handle reproductive system, organs and structures 4.5 Locate, identify and handle other structures and organs
5. Perform basic surgery on animals	5.1 Use surgical equipment and instruments accurately and safety 5.2 Apply surgical materials and medications to animals 5.3 Perform basic surgical procedures according to research,

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Elements	Performance Criteria
	institution and Animal Ethics Committee (AEC) protocols and relevant legislative requirements 5.4 Suture surgical wounds according to the surgical procedure 5.5 Follow agreed policies to complete post-operative anaesthesia procedures
6. Provide post-anaesthetic and post-operative care for animals	6.1 Use analgesics and other supportive therapies to manage animals post-operatively 6.2 Apply fluid therapy, medication, dressings, bandages and oxygen supplementation to animals as required 6.3 Monitor surgical wounds for signs of healing, inflammation or infection 6.4 Monitor animals post-operatively and respond to abnormalities 6.5 Recognise and respond to emergencies immediately 6.6 Accurately write and maintain monitoring records in line with research requirements and the institution's AEC
7. Maintain facilities and equipment	7.1 Clean facilities and equipment and store according to institutional policies and procedures 7.2 Carry out routine maintenance on equipment according to manufacturer requirements 7.3 Maintain anaesthetic and surgical facilities according to institutional policies and procedures

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
Oral communication	• Engage in discussions or provide information using appropriate vocabulary and non-verbal features • Use listening and questioning techniques to confirm understanding and to engage team members
Numeracy	• Recognise safety parameters and interpret numerical information regarding quantities of tranquillisers, sedatives, analgesics and antibiotics accordingly • Calculate changes to timelines resulting from variations to surgery

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Skill	Description
	schedules

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes	ACMATE504A Administer anaesthesia and perform surgery on animals for scientific purposes	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

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Assessment Requirements for ACMATE504 Administer anaesthesia and perform surgery on animals for scientific purposes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 administered anaesthesia and performed surgery for scientific purposes on animals on at least two occasions, including on each occasion:

- prepared facilities, personnel and equipment, including anaesthetic equipment, anaesthetic agents and surgical instruments and equipment
- prepared animal and carried out pre-anaesthetic and pre-operative evaluation
- complied with institutional protocols, policies and procedures, Animal Ethics Committee and relevant legislative requirements
- induced, monitored and maintained anaesthesia in an animal
- performed aseptic and basic surgical procedures
- recognised and responded to emergencies during and after anaesthesia and surgery
- provided post-anaesthetic and post-operative care
- recorded and maintained concise, accurate records of the procedure.

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:

- principles and practices for administering anaesthesia
- anatomical and physiological terminology, and glossary of terms and nomenclature related to the species being examined, anaesthetic processes, equipment and materials
- anatomical structures, tissues and organs relevant to basic surgical procedures and the induction and monitoring of animals under anaesthetic
- aseptic techniques
- biosecurity issues for animals and humans relating to conducting surgical procedures
- characteristics of healthy, sick or distressed animals, including indicators of normal and undesirable responses to anaesthetic and related medications

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- communication procedures and systems, and technology relevant to the organisation and the individual's work responsibilities
- methods and equipment used to monitor animals during anaesthesia and surgical procedures
- information that should be documented regarding the administration of anaesthetic and related substances and application of surgical procedures
- methods used to measure, interpret and record objective measures of animal health
- physiological features of animals related to the application of anaesthesia and related medications and the response to surgical procedures
- principles of animal welfare and ethics
- procedures for managing an anaesthetic overdose
- relevant codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, or its successor
- key requirements of relevant state or territory legislation and regulations relating to the practice of veterinary science, WHS, waste disposal, animal welfare and research
- relevant state or territory legislation covering the use of therapeutic and controlled substances
- surgical procedures and techniques used in animal technology facilities
- safe animal handling techniques, including approved handling methods during the administration of substances and surgical procedures
- terminology used to describe anaesthetic processes, equipment, materials and physiological responses
- types of information that is to be reported and recorded in relation to anaesthesia and surgical procedures
- workplace hygiene standards, including commonly used disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - animals for administering anaesthesia and performing surgery on
  - equipment and resources used when administering anaesthesia and performing surgery, including personal protective equipment
- specifications:
  - organisational policies and procedures, legislation, regulations, standards and codes of practice relevant to work undertaken in animal research and technology.

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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ACMATE505 Carry out advanced breeding procedures

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 establish breeding programs for multiple generation production lines, select and prepare animals for breeding, and implement breeding and post-mating procedures.

The unit applies to individuals who work as animal technicians in research and teaching facilities that are required to breed animals for scientific purposes. Work is performed according to the institution's breeding program and standard operating procedures and requires a sound, effective working knowledge of genetics.

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

Animal Technology (ATE)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish breeding programs for production lines	1.1 Comply with institutional policies, procedures and protocols set by the Animal Ethics Committee (AEC) and relevant legislation, including WHS, at all times 1.2 Relate genetic diversity principles to breeding program requirements 1.3 Design and establish breeding programs for multiple generation production lines 1.4 Confirm design and develop data collection record systems 1.5 Review and modify institutional standard operating procedures for breeding programs
2. Select animals and prepare for breeding	2.1 Identify and confirm breeding program for specific production line requirements and production schedules 2.2 Select and monitor animals for mating to determine the current stage of their reproductive cycle 2.3 Monitor females for stages of oestrus cycle and identify those that are ready for mating 2.4 Place animals selected for mating in an appropriate environment
3. Implement breeding procedures	3.1 Select and apply appropriate mating systems and methods according to the breeding program 3.2 Monitor animals during and after the mating period to determine whether mating has been successful
4. Perform post-mating procedures	4.1 Monitor animals for signs of parturition and eggs for signs of hatching 4.2 Plan fostering arrangements or caesarean re-derivations 4.3 Assess quality of offspring according to the required quality parameters of the breeding program 4.4 Identify, sex and wean offspring according to the breeding program 4.5 Carry out post-weaning management according to the breeding program 4.6 Maintain breeding records according to the breeding program and institutional policies and procedures

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Elements	Performance Criteria
	4.7 Review and modify breeding program outcomes for future production runs
5. Name and record animals	5.1 Identify types of animals 5.2 Establish the correct genetic names of animals by gathering information and seeking guidance from the relevant nomenclature committee and scientists 5.3 Register strain names if appropriate

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	• Analyse documentation to review breeding program outcomes • Analyse information to assist in the identification of animals
Learning	• Plan and organise complex tasks, identifying possible risks and accessing assistance where required

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE505 Carry out advanced breeding procedures	ACMATE505A Carry out advanced breeding procedures	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

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Assessment Requirements for ACMATE505 Carry out advanced breeding procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 carried out advanced breeding procedures on at least two occasions, including having:

- established breeding programs for multiple generation production lines according to institutional policies and procedures, including AEC and legislative requirements
- selected animals for breeding and applied appropriate breeding systems and mating methods and performed appropriate post-mating procedures according to the breeding program and institutional standard operating procedures
- identified and recorded animal type and genetic and strain names
- reviewed, revised, maintained and updated records according to regulatory and project documentation requirements.

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:

- principles and practices of advanced breeding procedures
- anatomical and physiological structures and functions related to animal reproductive health and wellbeing of commonly held animals
- anatomical and physiological terminology, and glossary of terms and nomenclature related to animal reproduction
- differences between knock-in, knock-out, transgenic and genetic drift lines
- artificial insemination procedures, including cryopreservation techniques
- common diseases, ailments, injuries and other impacts on animal health and wellbeing and characteristics of healthy, sick or distressed animals
- common pedigrees

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- effective knowledge of genetics, including principles, common terminology and nomenclature
- functions and requirements of a breeding colony
- knock-out and transgenic technology
- organisational policies and safe operating procedures, including WHS and emergency procedures
- oestrus cycles of a range of species, including representative polyoestrus, mono-oestrus and induced ovulation species
- animal welfare and ethics
- post-weaning management
- range of mating systems, behaviour and methods appropriate to the species
- recordkeeping requirements, including types of information that need to be kept on birthing and fostering processes
- reproductive cycles
- safe animal handling techniques, including approved handling methods during mating and breeding programs
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials
- relevant codes of practice, such as the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
- relevant state or territory legislation and regulations relating to the practice of veterinary science, workplace health and safety and animal welfare and research, including the Office of the Gene Technology Regulator and the National Health and Medical Research Council (NHMRC).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an animal technology laboratory
- resources, equipment and materials:
  - a range of breeding animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE506 Assist to collect and transfer embryos of mice

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 assist in the collection, handling, storage and transfer of mouse embryos.

The unit applies to individuals who work as animal technicians in research and teaching facilities that require laboratory mice to be re-derived by embryo transfer for scientific purposes.

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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for procedures and maintain documentation	1.1 Comply with institutional protocols, policies and procedures as set down by the Animal Ethics Committee (AEC) and relevant legislative requirements, including WHS, at all times 1.2 Identify regulatory and project documentation requirements 1.3 Verify project reproductive and breeding program objectives 1.4 Maintain and update records according to institutional policies and procedures
2. Assist to vasectomise males	2.1 Prepare equipment and work areas 2.2 Select male mice for vasectomy and assess for health status and suitability for surgery 2.3 Prepare contingency plans to respond to potential emergencies during and after surgery 2.4 Prepare anaesthetics, analgesics and equipment 2.5 Anaesthetise animal under supervision and monitor to ensure surgical anaesthesia is achieved and maintained 2.6 Prepare animal for aseptic surgery 2.7 Conduct vasectomy and close wounds under supervision 2.8 Monitor animal during recovery 2.9 Confirm success of vasectomy
3. Assist to collect embryos	3.1 Monitor females for stages of oestrous cycle 3.2 Identify suitable females and assess health status 3.3 Prepare female for super-ovulation 3.4 Mate female with an entire male 3.5 Confirm presence or absence of vaginal plugs 3.6 Collect embryos under supervision from the reproductive tract of super-ovulated and mated donor females
4. Manage and manipulate embryos	4.1 Hold embryos in a suitable receptacle under optimal temperature and atmospheric conditions to ensure viability 4.2 Grade and manipulate embryos 4.3 Wash embryos in an aseptic manner for the purpose of re-derivation transfer

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Elements	Performance Criteria
	4.4 Store embryos before transfer 4.5 Monitor procedures, materials, equipment and techniques for quality
5. Assist to transfer embryos	5.1 Mate females with vasectomised males and check for the presence of vaginal plugs 5.2 Prepare embryos for transfer 5.3 Under supervision, anaesthetise females for embryo transfer and monitor to ensure surgical anaesthesia is achieved and maintained 5.4 Transfer embryos under supervision
6. Monitor success of embryo transfer	6.1 Monitor females for pregnancy 6.2 Monitor and record number of pups born to embryos transferred per recipient to determine success of program 6.3 Assess health status of pups and recipient after birth and weaning

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	• Synthesise relevant ideas from several sources, including identifying work requirements from regulatory and project documentation
Writing	• Note observations during monitoring of animals, including health status of pups and recipient
Oral communication	• Listen to instructions about work procedures and ask questions to clarify where required while working under supervision

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE506 Assist to collect and transfer	ACMATE506A Assist to collect and transfer	Updated to meet Standards for	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
embryos of mice	embryos of mice	Training Packages	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMATE506 Assist to collect and transfer embryos of mice

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted to collect and transfer embryos of mice on at least two occasions, including:

- complied with institutional protocols, policies and procedures, including AEC, legislative and WHS requirements at all times
- monitored the health and welfare of animals during and after procedures and provided appropriate care.

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:

- principles and practices for mouse embryo transfer collection
- relevant common diseases, injuries and other impacts on mouse health and wellbeing, and characteristics of healthy, sick or distressed mice
- relevant codes of practice including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes, and how the code affects the collection and transfer of embryos of mice
- relevant state or territory legislation and regulations relating to the practice of veterinary science, workplace health and safety and animal welfare and research, including the Office of the Gene Technology Regulator and how they impact the work in assisting to collect and transfer embryos of mice
- relevant state or territory legislation covering the use of therapeutic and controlled substances
- institutional policies and safe work procedures, including WHS and emergency procedures
- relevant laboratory techniques and procedures, including:
    - methods used to collect, store and manipulate embryos from mice for re-derivation purposes

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    - methods used to perform embryo transfer procedures in mice
    - surgery relevant to vasectomy, embryo collection and transfer
    - aseptic techniques
    - relevant anaesthetics, analgesics and other medications used, and methods of administration for mouse surgery
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials and infection control protocols
- anatomical and physiological features of mice related to vasectomy, embryo collection and transfer
- reproductive cycles relating to mouse embryo technology
- mouse oogenesis, ovulation, conception and embryonic development
- constitution, storage and use of proprietary embryo flushing, holding and culture media
- super-ovulation regimens for mice
- applicable industry quality assurance requirements and required documentation
- biosecurity issues relating to the collection of samples from animals
- relevant principles of animal welfare and ethics
- safe mouse handling techniques, including approved handling methods during the administration of substances and surgical procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an animal research or production facility or an environment that accurately represents workplace conditions that has a scientific establishment licence and access to an approved Animal Ethics Committee
- resources, equipment and materials:
    - a range of research animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMATE507 Manage the parturition of transgenic mice or rats

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 manage the process of stages of natural and caesarean births and management of transgenic mice or rat pups.

The unit applies to individuals who work as animal technicians in research and teaching facilities that require transgenic laboratory animals for scientific purposes where it is necessary to monitor natural birth or perform caesarean sections and rear offspring for transgenic programs.

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

Animal Technology (ATE)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for procedures and maintain documentation	1.1 Comply with institutional protocols, policies and procedures as set down by the Animal Ethics Committee (AEC) and relevant legislative requirements, including WHS, at all times 1.2 Identify regulatory and project documentation requirements 1.3 Verify project reproductive and breeding program objectives 1.4 Revise, review, maintain and update records according to institutional policies and procedures
2. Monitor natural birth of transgenic offspring	2.1 Identify signs of parturition 2.2 Monitor birth and make decision to foster pups or leave with birth mother 2.3 House and monitor mother and offspring to minimise stress to animals
3. Perform caesarean procedures	3.1 Justify need for caesarean section and confirm AEC approval 3.2 Prepare equipment, including personal protective equipment and medications 3.3 Euthanase female by cervical dislocation or sedate and euthanase 3.4 Conduct caesarean procedure 3.5 Collect, identify, check and monitor pups 3.6 Euthanase birth mother (if not previously) and dispose of carcass according to legislative requirements
4. Foster pups onto clean mother	4.1 Verify clean or dirty status of the mother and separate handling and treatment areas of each group according to biosecurity requirements 4.2 Select and prepare foster mother prior to caesarean surgery of birth mother 4.3 Select and prepare area for fostering to ensure minimal stress to foster mother and pups 4.4 Allocate pups to foster mother and monitor bonding

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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
Numeracy	• Keep accurate records of animal birth weight and other measurements
Get the work done	• Make decisions and solve problems as they arise during the stages of natural and caesarean births

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMATE507 Manage the parturition of transgenic mice or rats	ACMATE507A Manage the parturition of transgenic mice or rats	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

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Assessment Requirements for ACMATE507 Manage the parturition of transgenic mice or rats

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed the parturition of transgenic mice or rats, including:

- managed a natural birth on at least two occasions
- planned and carried out a caesarean section on at least two full-term pregnant mice or rats.

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:

- principles and practices of parturition management of transgenic mice and rats
- anatomical and physiological terminology and glossary of terms
- anatomical structures and physiological features of mice and rats related to the reproductive system and parturition
- aseptic techniques
- biosecurity requirements for clean and dirty status handling and treatment areas
- common diseases, ailments, injuries and other impacts on animal health and wellbeing and characteristics of healthy, sick or distressed animals
- relevant codes of practice, including the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes
- relevant state or territory legislation and regulations relating to the practice of veterinary science, workplace health and safety and animal welfare and research, including the Office of the Gene Technology Regulator
- relevant state or territory legislation covering the use of therapeutic and controlled substances

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- institutional policies and safe work procedures, including WHS and emergency procedures
- communication procedures and systems, and technology relevant to the institution and the individual's work responsibilities
- comprehensive understanding of genetics, including principles, common terminology and nomenclature
- equipment and drugs commonly used for euthanasia
- methods used to perform caesarean procedures in mice and rats
- mouse and rat breeding procedures and their species-specific requirements
- animal welfare and ethics
- reproductive cycles
- techniques used to start the breathing process in pups
- techniques used to foster pups onto foster mothers
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an animal research or production facility or an environment that reflects work conditions that has a scientific establishment licence and access to an approved Animal Ethics Committee and in which the parturition of transgenic mice or rats can take place.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN301 Work within a captive animal facility

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 work in a captive animal facility. It includes identifying, handling and caring for animals while complying with facility policies and procedures.

This unit applies to individuals 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
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Elements	Performance Criteria
essential outcomes.	*achievement of the element.*
1. Work effectively within a captive animal facility	1.1 Determine the facilities function and structure and identify the role 1.2 Determine roles and relationships between departments and individuals 1.3 Identify relationships with other bodies and agencies 1.4 Complete daily routines according to WHS requirements and environmentally sensitive work practices
2. Comply with captive animal interaction policies and procedures	2.1 Identify hazards associated with interacting with captive animals, consider risks and confirm suitable control measures 2.2 Read animal interaction policies and procedures and identify areas to comply with personal roles and responsibilities 2.3 Demonstrate safe work procedures used to enter and leave animal enclosures according to the standards principles of animal welfare and ethics 2.4 Demonstrate escaped animal procedures 2.5 Demonstrate negative animal interaction incident procedures according to WHS identification and risk control procedures
3. Identify and handle animals humanely	3.1 Use common and scientific names according to workplace requirements to identify animals 3.2 Use distinguishing characteristics to identify specific animals within a group or section 3.3 Handle animals humanely according to animal welfare considerations and relevant codes of practice 3.4 Provide assistance with the application of identification techniques according to WHS requirements
4. Communicate effectively	4.1 Document communications and keep records according to workplace policies and procedures 4.2 Maintain and store records according to workplace policies and procedures

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.

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Skill	Description
Reading	• Access and interpret policies and procedures related to captive animal interaction
Writing	• Accurately complete records, and document communications using language appropriate to audience needs
Oral communication	• Obtain information from others by listening and questioning
Get the work done	• Use problem-solving skills to identify and respond to hazards and risks associated with captive animal handling and housing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN301 Work within a captive animal facility	ACMCAN301A Work within a captive animal facility	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

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Assessment Requirements for ACMCAN301 Work within a captive animal facility

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least two occasions, the individual has completed routine work tasks commonly carried out in a captive animal facility, including:

- identified hazards and risks associated with working with captive animals
- demonstrated safe work procedures when working with captive animals
- handled captured animals humanely
- accurately completed required records.

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:

- principles and practices for working in a captive animal facility
- functions of captive animal facilities (conservation, education, recreation, research) in the context of:
  - the World Zoo Conservation Strategy
  - the role of the International Union for Conservation of Nature and Natural Resources
  - the Conservation Breeding Specialist Group
  - the Australasian Regional Association of Zoological Parks and Aquaria
- principles of animal welfare and ethics, including:
  - adequate housing and stock levels
  - enrichment opportunities
  - compliance to appropriate WHS and captive animals state or territory legislation, regulations and codes of practice and international agreements and conventions
  - the compatibility of species and breeds

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    - the absence of pests and vermin
- animal taxonomy to family level
- characteristics of captive animals that distinguish them, including:
    - age, sex and size
    - coat or skin colours and texture
    - eye colour
    - markings, patterns and permanent scars
    - toe nail colour
    - microchip, ear tags, tattoos and markings, and leg bands
- basic animal behaviour and the potential effects of captivity
- bodies and agencies that contribute to captive animal care, including:
    - animal welfare and rescue groups
    - government departments and statutory bodies
    - industry associations
    - other captive animal institutions/facilities
    - research organisations
    - volunteer groups
- the captive animal facility's policies and procedures, including captive animal interaction and emergency procedures
- the communication procedures and systems, and animal information systems, relevant to the organisation and the individual's work responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
    - equipment and resources used when working in a captive animal facility, including personal protective equipment
    - a range of captive animals
    - recordkeeping recording and storage system
- specifications:
    - the facility's policies and procedures, and captive animal interaction and emergency procedures.

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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Links

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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
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Elements	Performance Criteria
essential outcomes.	*achievement of the element.*
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 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

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Skill	Description
	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

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Assessment Requirements for 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.

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

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- 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.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN303 Support collection management

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 support collection management for 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.

Pre-requisite Unit

Nil

Unit Sector

Captive Animals (CAN)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify, collect, record and interpret animal keeping data	1.1 Identify the purpose, variations and application of relevant animal keeping information systems and software 1.2 Identify and collect relevant data according to workplace practices 1.3 Record data using approved animal keeping information systems

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Elements	Performance Criteria
	and software 1.4 Interpret data in institutional and regional collection plans
2. Assist with collection management	2.1 Identify relationships between institutional and regional plans 2.2 Identify and locate personnel associated with institutional and regional plans 2.3 Access and interpret institutional and regional collection plans 2.4 Follow collection management plans
3. Identify population management practices and principles	3.1 Use common population management terms 3.2 Identify categories of relevant species management programs

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	• Interpret workplace records and documentation • Review information from collection management plans and captive animal information management systems
Writing	• Accurately complete records for institutional and regional collection plans
Numeracy	• Collect and accurately record numerical data in animal keeping information management systems • Read and interpret numerical data in animal keeping information management systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN303 Support collection management	ACMCAN303A Support collection management	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMCAN303 Support collection management

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has:

- identified, collected, recorded and interpreted data for at least two captive animals
- accessed and interpreted at least one institutional or regional collection plan
- followed at least one collection management plan.

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:

- the purpose, variations and application of an animal keeping information system and software
- principles and practices for supporting collection management, including:
  - Australasian Species Management Program (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 outbreeding
  - captive animal policies
  - collection planning requirements
  - 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 for managing captive animals
  - principles of taxonomy relevant to population management

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- report formats for captive animal management plans.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - real captive animals
  - equipment and resources including personal protective equipment used in managing collections of captive animals
  - institutional and regional collection plans
  - animal keeping information management systems
- specifications:
  - policies and procedures relating to captive animals.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN304 Prepare and maintain animal housing

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 determine housing needs for particular animal species. It includes preparation, cleaning and routine tasks required to maintain the hygiene and appearance of an enclosure or exhibit.

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
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Elements	Performance Criteria
essential outcomes.	*achievement of the element.*
1. Prepare housing appropriate to a particular species	1.1 Identify behavioural and physical requirements of the species 1.2 Identify animal enclosures appropriate for specific species 1.3 Identify and assess enclosure furniture requirements for the species 1.4 Prepare animal housing for species-specific requirements
2. Implement animal housing maintenance routines	2.1 Identify enclosure maintenance activities and determine if they are daily, weekly or longer term tasks 2.2 Identify and follow procedures relating to the wellbeing of animals during maintenance activities 2.3 Follow enclosure and exhibit security and safety procedures 2.4 Maintain aesthetic qualities and furniture of enclosures and exhibits 2.5 Report areas requiring horticultural or maintenance attention 2.6 Establish responsibility levels for horticultural or maintenance tasks and work schedule timelines in consultation with supervisor
3. Maintain enclosure hygiene and appearance	3.1 Prepare, implement and review cleaning regime for a section 3.2 Clean enclosures, equipment and furniture with minimum disturbance to animals 3.3 Detect and report pests 3.4 Assist with environmentally safe and effective pest control 3.5 Maintain tools and equipment 3.6 Report and record enclosure and exhibit maintenance status

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	• Interpret information from everyday workplace documentation on captive animal housing and animal welfare
Writing	• Accurately complete reports and records on enclosure and exhibit maintenance status, and pests found in enclosures

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Skill	Description
Oral communication	• Use questioning and listening techniques to exchange and clarify information
Numeracy	• Collect and record numerical data in organisational information management systems • Calculate correct quantities of routine workplace measures
Get the work done	• Problem-solve to use available resources and prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN304 Prepare and maintain animal housing	ACMCAN304A Prepare and maintain animal housing	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

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Assessment Requirements for ACMCAN304 Prepare and maintain animal housing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 maintained housing for at least two different captive animals, including:

- identified the physical and behavioural requirements of each captive animal
- identified the enclosure and enclosure furniture requirements for each animal
- carried out routine maintenance activities with minimal disturbance to animal
- followed safe work procedures
- accurately recorded and reported enclosure maintenance information.

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:

- requirements of different types of animal enclosures, including:
  - aquaria
  - aviaries
  - cages
  - habitat boxes
  - paddocks
  - walk-through or closed-off enclosures
- behavioural requirements of captive animals, including:
  - environments that replicate normal feeding behaviour
  - environments that provide appropriate stimulation for the animals
  - normal activity patterns:
    - crepuscular

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    - diurnal
    - nocturnal
  - physical requirements:
    - appropriate space and/or features based on whether animal is arboreal, terrestrial or aquatic
    - appropriate substrate
    - temperature and humidity regimes
- appropriate furniture for different animal enclosures, including:
  - shading, shelters, walkways and behavioural enrichment features:
    - branches, logs, rocks and vines
    - landscaping
    - vegetation
    - water features
- appropriate enclosure security maintenance, including:
  - checking for pests within animal housing or enclosures
  - checking there are no unauthorised people in animal enclosures
  - checking that locks and slides are in good working order
  - considering compatibility of species and breeds within housing
  - ensuring animals are safe and secure in their housing
  - identifying any animal housing faults that may result in escape
  - maintaining structures in good order
- WHS risks when handling captive animals, including:
  - animal bites, envenomation, kicks, scratches and crush injuries if working in with the animal or the animal has potential to reach keeper through barriers
  - biological hazardous waste and sharps disposal
  - handling of chemicals and medicines
  - inhalation of aerosol particles
  - intraocular contamination
  - manual handling, including carrying, lifting and shifting
  - moving parts of machinery or equipment
  - noise, including machinery and some animals
  - repetitive strain injury
  - slippery or uneven work surfaces
  - zoonoses
- safe usage of maintenance equipment, including:
  - blowers
  - cleaning agents
  - mowers
  - pressure cleaners
  - rakes and spades

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    - secateurs
    - wheelbarrows
    - whipper snippers
- pest identification and associated risks and controls
- the principles of animal welfare and ethics
- safe animal handling techniques and procedures with respect to 'shifting' animals if and when required for enclosure maintenance
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials and associated workplace health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
    - equipment and resources used when working in a captive animal facility
    - personal protective equipment suitable for handling and working with captive animals
    - a range of captive animals
- specifications:
    - the facility's policies and procedures, including captive animal interaction and emergency procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN305 Assist with capturing, restraining and moving animals

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 assist with, capture and restrain animals that may need rescue and moving from one location to another.

This unit applies to wildlife animal keepers or carers who work in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Element	Performance criteria
essential outcomes.	*achievement of the element.*
1. Plan the capture and restraint of animals	1.1 Confirm species of animal to be captured 1.2 Plan capture and restraint of animal 1.3 Confirm and allocate role of individuals involved in the capture 1.4 Identify and check capture equipment 1.5 Review and follow WHS and emergency procedures relating to capture including risks when handling animals
2. Capture and restrain animals	2.1 Use capture and restraint equipment in a safe and humane manner 2.2 Provide assistance to administer medication under a veterinarian's supervision where appropriate 2.3 Monitor animals carefully for distress or injury 2.4 Dispose of dead animals if relevant according to workplace procedures 2.5 Clean, maintain and store capture and restraint equipment 2.6 Conduct debriefing sessions with relevant personnel
3. Assist with animal transportation requirements	3.1 Prepare animals for transportation 3.2 Design, or select and prepare, transport containers appropriate to the species and to comply with appropriate live animal transport regulations 3.3 Follow protocols and procedures for shipment or transfer 3.4 Complete relevant documentation and reports

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
Oral communication	• Interact appropriately with a small group for debriefing
Get the work done	• Anticipate problems that may arise with planned capture and restraint, and formulate solutions

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN305 Assist with capturing, restraining and moving animals	ACMCAN305A Assist with capturing, restraining and moving animals	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

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Assessment Requirements for ACMCAN305 Assist with capturing, restraining and moving animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- assisted in capturing, restraining and moving a minimum of three different animals using safe and humane methods.

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:

- principles and practices for capturing, restraining and moving animals
- anatomical structures and physiological features of animals that are captured, restrained and transported
- animal husbandry requirements related to capture, restraint and transportation
- planning requirements for moving animals, including:
  - assessment of the impact of the capture or restraint on animals and/or group
  - choice of capture technique depending on species' characteristics:
    - aggressive nature
    - defence mechanisms
    - flight or fight
    - physiological attributes
    - sex
    - size
    - stress response
  - choice of staff, including veterinary
  - climatic conditions

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  - contingency plans in the event of escape
  - equipment required
  - safety issues, including those relating to the public and the team involved in the capture or restraint
  - time factors
- equipment, including:
  - bags
  - catch poles
  - nets
  - ropes
  - transportation containers
  - visual barriers
  - anaesthetic agents
- containers used for transporting different animals
- emergency procedures appropriate for the task
- risks involved when handling animals, including:
  - animal bites, envenomation, kicks, scratches and crush injuries
  - biological hazardous waste and sharps disposal
  - handling of chemicals and medicines
  - gas leakage
  - inhalation of aerosol particles
  - intraocular contamination
  - manual handling, including carrying, lifting and shifting
  - needle pricks and cuts from other sharps
  - release of infective agents (animal and human)
  - slippery or uneven work surfaces
  - zoonoses
- International Air Transport Association (IATA) shipment requirements and protocols
- appropriate use and maintenance of capture and restraint equipment
- principles of animal welfare and ethics
- principles of capture and restraint and associated behavioural and physiological aspects
- relevant institutional policies and procedures including WHS, animal welfare, ethics, hygiene standards and other industry guidelines
- relevant quarantine requirements for the external shipment of animals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:

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  - a range of animals
  - equipment and resources typically available in a captive animal facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN306 Monitor animal reproduction

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 facilitate and monitor reproduction needs in accordance with the institution's breeding plan. Animals in the reproduction program may be either naturally or artificially reared.

This unit applies to wildlife animal keepers or carers working in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the	*Performance criteria describe the performance needed to demonstrate*

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Element	Performance criteria
essential outcomes.	*achievement of the element.*
1. Facilitate reproduction	1.1 Recognise and report sexual behaviour communication and signs in the male and female reproductive cycle 1.2 Identify and monitor WHS risks and animal welfare requirements associated with potential aggressive behaviour 1.3 Provide conditions and environmental cues conducive to breeding and to meet species-specific requirements 1.4 Facilitate reproduction according to the institution's breeding plan
2. Monitor breeding animals during the period of reproduction	2.1 Provide a suitable species-specific environment for breeding animals 2.2 Provide and monitor requirements 2.3 Record relevant data so that successes can be replicated 2.4 Communicate changes to husbandry regimes
3. Prepare and assist with birth or hatching	3.1 Provide suitable media to assist with birth or hatching 3.2 Monitor birth or hatching of young animals 3.3 Assess and manage post-birth or post-hatching behaviour 3.4 Assess breeding outcomes and recommend updates for inclusion in the institution's breeding plan

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
Get the work done	• Anticipate problems in conditions for animal reproduction and birthing or hatching, and formulate solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN306 Monitor animal reproduction	ACMCAN306A Monitor animal reproduction	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

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Assessment Requirements for ACMCAN306 Monitor animal reproduction

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has monitored the reproduction of three different animals, including:

- providing environments conducive to reproduction according to institution's breeding plan
- recognising courtship, copulation, combat and signs of behavioural and physical changes associated with reproduction
- assessing and managing birth or hatching process
- recording and maintaining records.

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:

- principles and practices of animal reproduction monitoring
- anatomical structures and physiological features for the animal groups associated with reproduction
- animal husbandry requirements related to breeding animals
- behavioural changes in animals when pregnant, with young, or when displaying territorial behaviour
- emergency procedures
- environmental processes that may influence breeding, birth and hatching
- breeding plans
- factors that may interfere with breeding
- housing requirements for mother and young, where relevant
- the institution’s collection and breeding plans
- natural breeding behaviours and biology

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- normal and abnormal animal behaviour
- animal sexual behaviour, including:
- aggression between males
- courtship rituals
- copulation
- nesting
- preening
- communications and signs in the male and female reproductive cycle, including:
  - olfactory signals
  - specific breeding calls
  - changes in dietary habits
  - fattening up
  - metamorphosis in amphibians
  - oestrus
  - parturition
- puberty
- seasonality and non-seasonality of reproduction
- relevant facility policies and procedures, including WHS, animal welfare, ethics, hygiene standards and other industry guidelines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals
  - equipment and resources typically available in a captive animal facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with co-workers.

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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ACMCAN307 Rehabilitate native wildlife

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 provide immediate care for rescued native wildlife and rehabilitating animals.

This unit applies to wildlife animal keepers or carers who work in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide immediate care for rescued animals	1.1 Select and use appropriate personal protective equipment 1.2 Handle native animals following WHS and animal welfare procedures

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Element	Performance criteria
	1.3 Follow quarantine and disease control procedures according to work place policies and procedures 1.4 Identify animals and initiate emergency care according to work place policies and procedures 1.5 Examine animals and refer seriously injured animals to supervisor or take to veterinary clinic for immediate treatment 1.6 Collect and record information on each animal according to legislative and work place policies and procedures
2. Rehabilitate rescued animals	2.1 Apply suitable species-relevant rearing procedures 2.2 Provide captive diets similar to the natural diet of the species 2.3 Identify common problems experienced by rescued animals, and treat as directed by veterinarian 2.4 Implement species-specific recovery procedures 2.5 Process deceased animals for research purposes according to legislative and work place policies and procedures 2.6 Maintain documentation required in relation to rescued wildlife
3. Prepare animals for post-rehabilitation life	3.1 Evaluate options for returning mature animals to native habitat 3.2 Evaluate options for orphaned animals 3.3 Provide hunting or foraging skills development opportunities according to workplace policies and procedures 3.4 Provide socialising opportunities according to workplace policies and procedures 3.5 Implement tactics to reduce human interaction

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	• Interpret legislation and codes of practice relevant to animal capture and release • Interpret animal identification tags
Writing	• Record details of animal health and history

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN307 Rehabilitate native wildlife	ACMCAN307A Rehabilitate native wildlife	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

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Assessment Requirements for ACMCAN307 Rehabilitate native wildlife

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 rehabilitated a minimum of three native animals, including (for each):

- providing appropriate care for rescued animal
- developing and implementing rehabilitation programs for native animals in consultation with relevant people and organisations
- identifying and handling native wildlife correctly and humanely
- maintaining accurate records
- preparing animals for post-rehabilitation life.

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:

- principles and practices of native wildlife rehabilitation
- animals typically rescued, including:
  - amphibians
  - birds
  - mammals
  - reptiles
- anatomical structures and physiological features of common native animals
- basic animal husbandry requirements and rehabilitation procedures for common native species
- initial emergency care activities, including:
  - clearing animal's mouth and nose to assist breathing
  - applying pressure bandages to stem external bleeding
  - supporting bandages to immobilise fractures

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  - observing injuries
  - treating dehydration
  - providing warmth and comfort for shock
- natural dietary requirements for specific species
- normal behaviour of native wildlife
- common problems experienced by rescued animals, including:
  - age-related health conditions
  - bloat
  - changes in behaviour
  - changes in urine and bowel movements
  - cloacal prolapse
  - dehydration
  - discharges
  - feeding problems, including milk aspiration and decreased appetite
  - fight injuries
  - fur loss
  - general ill health
  - heat stress
  - humanisation
  - lethargy
  - loss of weight
  - malnutrition
  - parasitic burdens
  - stooped position
  - stress
  - trauma
  - zoonotic and other diseases
- recovery procedures, including:
  - 24-hour care for young animals
  - accessing veterinary care and administering medication as directed
  - applying relevant husbandry standards to ensure pathogens are not contracted
  - cleaning eyes
  - dressing wounds
  - feeding and hydrating
  - integrating with other same-species animals
  - minimising stress
  - providing warmth
  - releasing animals to the natural environment if permitted by relevant legislation
  - removing domestic animals from wild animals' presence
- pathogens and their potential impact on the environment

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- principles and objectives of animal rehabilitation programs, animal welfare and ethics
- relevant facility policies and procedures, including WHS, animal welfare, hygiene standards and other industry guidelines
- relevant legislation including state or territory wildlife Acts and codes of practice
- wildlife ecology, including population dynamics, habitat selection, competition, and predator-prey interactions.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of native animals
  - equipment and resources appropriate to work undertaken in an animal care facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN308 Release native animals to natural environment

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 successfully release native wildlife into their natural environment.

This unit applies to wildlife animal keepers or carers who work in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate options for release of native animals	1.1 Research habitat of native animals for release, and identify and evaluate suitable release locations 1.2 Identify risks to released native animals and evaluate options to

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Element	Performance criteria
	minimise risks 1.3 Develop release strategy and select and prepare site 1.4 Monitor release site in consultation with experienced personnel
2. Prepare for animal release	2.1 Assess animal's readiness to be released 2.2 Evaluate and implement monitoring devices or tactics 2.3 Complete documentation
3. Release and monitor native animals	3.1 Determine release day according to animal needs 3.2 Transport animals safely and humanely and to the release site 3.3 Use release strategies according to animal's requirements 3.4 Monitor released animals where possible to confirm a successful return to their natural environment 3.5 Update records

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
Numeracy	• Estimate, calculate and record routine measurements
Get the work done	• Prioritise daily tasks and use available resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN308 Release native animals to natural environment	ACMCAN308A Release native animals to natural environment	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for ACMCAN308 Release native animals to natural environment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 released a minimum of three native animals into a natural environment, including (for each):

- assessing the animal’s readiness to be released
- identifying the risks to the animal about to be released
- safely transporting animals and releasing at specified site
- implementing monitoring devices or tactics
- maintaining accurate records.

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:

- principles and practices of native animal release
- anatomical structures and physiological features of native animals
- animal monitoring devices and tactics
- basic animal husbandry requirements and rehabilitation procedures for common native species
- databases to establish status of species in the wild
- indicators of animals' readiness for release:
  - being dehumanised
  - displaying appropriate species behaviour
  - displaying normal physical features, such as returning to waterproof state
  - feeding independently and eating at least 85 per cent natural diet that will be available in the proposed release site
  - moving freely
  - recognising own species

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    - socially adapted to survive in their natural state
    - recognising natural food sources
    - used to exposure to natural elements
- readiness will also depend on:
    - availability of a suitable release site
    - other habitat considerations
    - practicality of releasing animals into the area where they were originally found
    - timing of release and consideration of species migratory patterns
    - weather conditions
- risks of working with captive animals, including:
    - animal bites, envenomation, kicks, scratches and crush injuries
    - biological hazardous waste and sharps disposal
    - handling of chemicals and medicines
    - inhalation of aerosol particles
    - intraocular contamination
    - manual handling, including carrying, lifting and shifting
    - needle pricks and cuts from other sharps
    - release of infective agents (animal and human)
    - slippery or uneven work surfaces
    - zoonoses
- typical steps for release, including:
    - veterinary examination to ensure animals are clinically free of diseases and parasite
    - notifying relevant government department of proposed release, as required
    - organising tagging, banding or other marking, as required, for monitoring purposes
    - soft or hard release
    - releasing as near as possible to original habitat
    - releasing in the appropriate social group, where applicable to species
    - selecting appropriate weather, season and time of day
- principles and objectives of animal rehabilitation and release programs, animal welfare and ethics
- relevant facility policies and procedures, including WHS, animal welfare, hygiene standards and other industry guidelines
- relevant legislation, including state or territory wildlife Acts and codes of practice
- wildlife ecology, including population dynamics, habitat selection, competition, and predator-prey interactions.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately reflects a real workplace setting

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- resources, equipment and materials:
  - a range of rescued and rehabilitated native animals
  - equipment and resources appropriate to work undertaken in a captive animal facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN309 Develop institutional husbandry guidelines

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 research, consult with others and write institutional husbandry guidelines for a particular species.

This unit applies to wildlife animal keepers or carers who work in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Write institutional husbandry guidelines	1.1 Confirm the need for husbandry guidelines and additional notes in consultation with supervisor 1.2 Research information relevant to the species to be included or

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	referenced in the guidelines 1.3 Prepare draft husbandry guidelines 1.4 Circulate draft of guidelines within the institution for comment, and revise accordingly 1.5 Produce final document and distribute
2. Review and maintain husbandry guidelines	2.1 Monitor information for accuracy, relevance and currency 2.2 Update and improve guidelines in consultation with relevant personnel 2.3 Disseminate new information to staff 2.4 File guidelines appropriately

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 husbandry manuals and published data on husbandry guidelines
Oral communication	• Consult with supervisor and team members to clarify task and information
Writing	• Document guidelines in an approved format, using language appropriate to the audience

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN309 Develop institutional husbandry	ACMCAN309A Develop institutional husbandry guidelines	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
guidelines			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMCAN309 Develop institutional husbandry guidelines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 developed institutional husbandry guidelines for a minimum of three different species, including:

- researched, collated and analysed information relating to a particular species
- discussed and collaborated with team members and supervisor on the development of the guidelines.

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:

- principles and practices for developing institutional animal husbandry guidelines
- animal husbandry guidelines requirements
- biology and husbandry of animals in a captive animal environment
- database programs for recordkeeping and data analysis
- genetic principles for the management of captive animal populations
- institutional policies and procedures, including WHS and relevant state/territory animal welfare regulations
- principles of animal welfare and ethics
- regional and institutional collection plans and policies
- relevant federal, state or territory legislation and codes of practice
- report formats for husbandry guidelines
- research methods and facilities
- species stocking policies.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work undertaken in a captive animal facility
- specifications:
  - access to organisational policies, procedures and guidelines
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with supervisor
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN310 Assist with exhibit design and renovation planning

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 contribute to exhibit design and renovation planning.

This unit applies to wildlife animal keepers or carers who work in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess exhibit status	1.1 Review exhibit security for animals, staff and the public according to WHS, animal welfare and ethics 1.2 Evaluate animal welfare in relation to exhibit structure and

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Element	Performance criteria
	furnishings 1.3 Review exhibit aesthetics and access from the perspective of public perception, workplace image and animal needs 1.4 Evaluate exhibit furnishings condition, functionality and safety 1.5 Document and report recommendations for exhibit design or renovation upgrades
2. Contribute to exhibit design and renovation planning	2.1 Review enclosure and exhibit development and renovation proposals 2.2 Make contributions to facility concept briefs for the design or renovation of enclosures and exhibits

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
Numeracy	• Complete mathematical calculations relating to enclosure and exhibit designs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN310 Assist with exhibit design and renovation planning	ACMCAN310A Assist with exhibit design and renovation planning	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

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Assessment Requirements for ACMCAN310 Assist with exhibit design and renovation planning

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted with exhibit design and renovation planning on a minimum of three occasions, including:

- assessed current exhibit status and submitted upgrade recommendations
- contributed to concept briefs for new or renovated exhibits.

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:

- principles and practices of animal exhibit design and renovation planning
- animal biology and husbandry requirements relevant to enclosures and exhibits
- educational and interpretive functions of enclosures
- environmental enrichment related to exhibit species
- principles of enclosure landscaping and horticulture, including basic working knowledge of exhibit plants and weeds
- principles and protocols for enclosure or exhibit design, including aesthetics, function and effects of introduced fixtures and features
- principles of animal welfare and ethics
- principles of naturalistic landscaping for enclosures and exhibits
- relevant federal and state or territory legislation and codes of practice and facility policies and procedures, including WHS, animal welfare, ethics, hygiene standards and other industry guidelines
- security control principles
- specialist enclosures for different animals.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals and enclosures
  - equipment and resources appropriate to work undertaken in a captive animal facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN311 Care for young animals

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 monitor the general health and wellbeing of young animals that may be either rescued native wildlife or captive animals being naturally or artificially reared.

This unit applies to wildlife animal keepers or carers who work in a captive animal facility, under the direction of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and assist with animal care needs	1.1 Prepare and maintain a suitable environment for rearing young animals according to WHS requirements 1.2 Develop appropriate care program to ensure the health and

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	wellbeing of the animals 1.3 Provide assistance in operating and maintaining controlled environments according to facility policies and procedures 1.4 Identify and minimise artificial rearing risks
2. Monitor health and nutrition requirements for young animals	2.1 Prepare and store dietary and feeding requirements according to facility policies and procedures 2.2 Monitor growth and general condition of animals 2.3 Follow weaning procedures for nominated species 2.4 Conduct pre-release activities under supervision where appropriate 2.5 Maintain records according to facility policies and procedures

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
Writing	• Plan and document an appropriate dietary and feeding plan
Get the work done	• Maintain the highest standards of hygiene and infection control to reduce the risk of infection and cross-infection • Identify signs and symptoms of disease and ill thrift in young animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN311 Care for young animals	ACMCAN311A Care for young animals	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for ACMCAN311 Care for young animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 cared for a minimum of three young animals, including (for each):

- provided appropriate environments and care programs to meet the needs of each animal
- assisted in artificially rearing animals
- monitored the health and nutrition of young animal to ensure their overall growth and wellbeing
- prepared the animal for release into a captive or natural habitat environment.

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:

- principles and practices of care for young animals
- anatomy structure and physiology features of the relevant animal groups related to caring for young animals
- concepts of imprinting and socialisation
- feeding and husbandry requirements for artificially raised animals
- formula types for common species
- housing requirements for mother and young where relevant
- normal and abnormal animal behaviour
- pre-release activities
- range of risks to animals being artificially fed
- release strategies
- relevant federal and state or territory legislation and codes of practice and facility policies and procedures, including WHS, animal welfare, ethics, hygiene standards and other industry guidelines
- safe animal handling techniques and procedures
- risks of working with young animals, including:

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  - animal bites, envenomation, kicks, scratches and crush injuries
  - biological hazardous waste and sharps disposal
  - handling of chemicals and medicines
  - inhalation of aerosol particles
  - intraocular contamination
  - manual handling, including carrying, lifting and shifting
  - needle pricks and cuts from other sharps
  - release of infective agents (animal and human)
  - slippery or uneven work surfaces
  - zoonoses
- safe work practices
- weaning management, including:
  - changing the diet
  - introducing alternative feeding strategies
  - weaning from human contact
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of young animals
  - equipment and resources appropriate to work undertaken in a captive animal facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN401 Implement collection management

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 contribute to and implement regional collection plans within a captive animal facility by ensuring breeding environments and programs are monitored carefully and the transportation of animals between captive animal facilities is managed effectively.

This unit applies to senior or experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Action collection plans	1.1 Review and implement regional and institutional plan

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	objectives within own area of responsibility 1.2 Prepare or update in-house husbandry manuals and studbooks as requested or required 1.3 Maintain communication with relevant internal and external personnel to ensure appropriate breeding environments 1.4 Monitor and review breeding programs according to collection plan requirements 1.5 Maintain accurate section records according to facility policies and procedures
2. Identify and transport animals between facilities	2.1 Select and use identification techniques 2.2 Manage animal transactions and security to comply with animal transport regulations and WHS requirements 2.3 Maintain records of transactions according to facility policies and procedures
3. Contribute to collection planning policies	3.1 Analyse species management and collection planning policies 3.2 Give feedback and provide ideas to planning policies and procedures 3.3 Discuss and disseminate endorsed policies according to facility policies and procedures

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
Learning	• Access technical advice
Reading	• Interpret and review studbooks and husbandry manuals
Numeracy	• Estimate, calculate and record routine measures, and interpret studbook data • Interpret breeding coefficients

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN401 Implement collection management	ACMCAN401A Implement collection management	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

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Assessment Requirements for ACMCAN401 Implement collection management

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented a minimum of one regional collection plan, including:

- analysed collection plans and contributed to their review and implementation
- communicated effectively with staff on breeding programs
- developed and reviewed in-house husbandry manuals and studbooks
- maintained accurate records
- managed the transportation of animals between captive animal facilities.

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:

- principles and practices for collection management implementation
- animal husbandry manual requirements
- animal identification to the sub-species level
- Australasian Species Management Program (ASMP) and ASMP Regional Census and Plan
- ASMP guidelines and criteria for studbook keeping
- breeding control methods
- collection planning requirements
- concepts of inbreeding and outbreeding
- database programs for recordkeeping and data analysis
- genetic principles for the management of captive animal populations
- importance of breeding coefficients

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- institutional collection planning policies and procedures and other relevant policies and procedures, including WHS, emergency procedures and relevant state/territory animal welfare regulations
- principles and constraints of wildlife conservation
- principles of animal welfare and ethics
- principles of taxonomy and relevance to population management
- relevant international, federal and state or territory legislation and codes of practice
- report formats for captive animal management plans
- role of the Zoo and Aquarium Association
- small population biology
- species stocking policies
- working knowledge of international agreements and conventions, including the World Zoo Conservation Strategy and the International Union for Conservation of Nature and Natural Resources conservation status categories.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals for collection
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies, procedures, collection plans, husbandry manuals and studbooks
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN402 Manage enclosures and exhibits

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 supervise animal care and housing operations, supervise staff, and implement plans for the commissioning of new or renovated enclosures or exhibits.

This unit applies to senior or more experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Supervise enclosure and exhibit staff	1.1 Identify personnel, material and equipment required to manage and maintain enclosures and exhibits

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.2 Arrange recruitment and induction of staff 1.3 Develop and coordinate rosters to balance job requirements, responsibility levels and skill development opportunities 1.4 Communicate and enforce safe work practices for all staff 1.5 Review work operations and improve operational efficiency 1.6 Identify staff skills and knowledge gaps and arrange training
2. Supervise animal care and housing operations	2.1 Monitor enclosure and exhibit security according to WHS and animal welfare requirements and prepare recommendations for improvements 2.2 Assess and evaluate animal care strategies in consultation with animal handlers and other relevant staff members 2.3 Monitor enclosure and exhibit maintenance works 2.4 Implement environmentally safe pest control procedures as required 2.5 Initiate urgent maintenance works 2.6 Update animal housing maintenance records
3. Implement plans for new or renovated enclosures and exhibits	3.1 Review current exhibit status in consultation with staff 3.2 Submit exhibit development and renovation proposals to management for consideration 3.3 Identify and assess factors that may impact on commissioning of new or renovated enclosures and exhibits 3.4 Develop, review and evaluate operating procedures for new or renovated exhibits in consultation with relevant departments and staff 3.5 Brief staff on revised operating procedures 3.6 Update facility master plan

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

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Skill	Description
Writing	• Produce operational documents that communicate clear messages to the audience
Oral communication	• Interact effectively with staff to ensure work is completed in a timely and safe manner • Present proposals to management with confidence

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN402 Manage enclosures and exhibits	ACMCAN402A Manage enclosures and exhibits	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

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Assessment Requirements for ACMCAN402 Manage enclosures and exhibits

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed the operations of animal enclosures and exhibits, including:

- supervised a team of at least three people to carry out work on an enclosure or exhibit
- submitted a minimum of two proposals to management to develop or renovate an enclosure
- implemented the plans for the commissioning of at least one new or renovated enclosure or exhibit
- maintained accurate records.

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:

- principles and practices of enclosure and exhibits management
- animal biology and husbandry requirements relevant to enclosures and exhibits
- animal husbandry manuals and other recordkeeping requirements
- educational and interpretive functions of enclosures
- environmental enrichment related to exhibit species
- exhibit maintenance and security requirements
- institution master plan and collection management policy
- pest identification and management techniques
- principles of animal welfare and ethics
- principles of enclosure landscaping and horticulture
- principles and protocols for enclosure or exhibit design, including aesthetics, function and effects of introduced fixtures and features
- principles of naturalistic landscaping for enclosures and exhibits

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- relevant facility policies and procedures, including WHS and emergency procedures, animal welfare, ethics, hygiene standards and other industry guidelines
- relevant federal and state or territory legislation and codes of practice
- safe work practices
- security control principles
- specialist enclosures for different animals
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animal enclosures and exhibits
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN403 Develop animal diets

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 develop and communicate animal diets.

This unit applies to senior or more experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a feed regime	1.1 Evaluate diets of animals 1.2 Research natural and artificial diets and feeding regimes

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Element	Performance criteria
	1.3 Formulate and modify diets and feeding regimes to assist in correct diet development 1.4 Substitute natural feed with artificial or alternative feeds after consultation with supervisor 1.5 Coordinate preparation and presentation of diets according to WHS and animal requirements
2. Monitor food	2.1 Order food supplies 2.2 Monitor food quality according to workplace policies and procedures 2.3 Maintain and store food and feeding records according to workplace policies and procedures
3. Communicate effectively with others about animal nutritional requirements	3.1 Contribute to facility's nutritional policy 3.2 Assist with nutrition training of keepers 3.3 Coordinate nutritional projects and communication with internal and external personnel 3.4 Prepare and present nutritional reports to management according to workplace policies and procedures

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
Numeracy	• Calculate nutritional requirements for specific animals • Check food allocations are measured accurately
Get the work done	• Use computer-based technology to research animal diets and feeding regimes • Maintain the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN403 Develop animal diets	ACMCAN403A Develop animal diets	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

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Assessment Requirements for ACMCAN403 Develop animal diets

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has:

- developed diets for a minimum of three animals, each with different needs, including:
  - two different species
  - one interim corrective diet
- supervised staff to prepare diets and feed regimes to meet specific animal requirements
- communicated effectively with staff and management on all aspects of animal nutrition
- maintained section nutrition reports.

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:

- principles and practices for developing animal diets
- animal care and management strategies
- anatomy and physiology (particularly digestive systems, styles of eating, nutritional needs) of a range of animal groups for which diets will be planned
- behavioural features related to feeding styles and unsuitable responses to diets
- feeding techniques that suit different animal behaviours
- animal husbandry manuals and other recordkeeping requirements
- animal management software, such as Animal Records Keeping System (ARKS) and Single Population Analysis and Records Keeping System (SPARKS)
- dietary requirements for a broad range of animal groups
- feedstuffs available and approved in Australia for animals, their availability, cost, shelf life, method of storage, preparation and presentation to animals
- institution master plan
- importance of vitamin and mineral substitution in artificial diets

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- methods used to calculate rations, estimate weight of animals, calculate dry feed weight of food stuffs and other relevant measurements and calculations used for diet planning and food preparation
- natural animal diets
- signs of poor nutrition
- principles of animal welfare and ethics
- principles of nutrition and the impact of poor nutrition on the health and condition of animals
- relevant facility policies and procedures, including WHS, animal welfare, feeding regimes, hygiene standards and other industry guidelines
- relevant Commonwealth and state or territory legislation and codes of practice, including WHS and animal welfare
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - real captive animals, or specific detail about the condition of different animals for which to plan diets
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN404 Develop, monitor and review behavioural management strategies

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 develop, monitor and review behavioural management strategies for animals, which incorporate short-term and long-term objectives and require the involvement and cooperation of a range of staff within the facility or institution.

This unit applies to senior or more experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the	*Performance criteria describe the performance needed to*

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Element	Performance criteria
essential outcomes.	*demonstrate achievement of the element.*
1. Analyse animal data profiles	1.1 Analyse and collate animal behaviour data 1.2 Create individual animal profiles and compare against known normal behaviour patterns in captivity and in the wild
2. Develop behavioural management strategies	2.1 Conduct research and consult others to determine appropriate strategies for particular animals 2.2 Develop strategies incorporating animal welfare and WHS considerations 2.3 Finalise strategies and seek approval
3. Monitor and review strategies	3.1 Disseminate strategies to relevant staff, and implement action plans 3.2 Review short-term and long-term objectives on a regular basis according to workplace policies and procedures
4. Communicate effectively with others on behavioural management strategies	4.1 Contribute to animal behavioural management policy 4.2 Assist with training for keepers in animal behaviour strategies and enrichment programs 4.3 Maintain coordination of projects and communication with internal and external personnel 4.4 Prepare and present reports to supervisor according to workplace policies and procedures 4.5 Update animal husbandry manuals according to workplace policies and procedures

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
Writing	• Plan and develop reports using industry accepted terminology to describe health and behavioural signs and symptoms
Oral communication	• Use industry terminology to describe behavioural signs and symptoms, including desirable and undesirable features

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN404 Develop, monitor and review behavioural management strategies	ACMCAN404A Develop, monitor and review behavioural management strategies	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

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Assessment Requirements for ACMCAN404 Develop, monitor and review behavioural management strategies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 developed, monitored and reviewed behavioural strategies for a minimum of three different animals with varying behaviour, including:

- created and analysed animal profiles
- developed behavioural management strategies in accordance with WHS and animal welfare requirements
- communicated and worked effectively over a period of time with a wide range of people in respect to the strategies
- provided support and advice to others on behavioural management issues
- maintained records and prepared reports as required.

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:

- principles and practices for developing, monitoring and reviewing behavioural management strategies
- animal care and management strategies
- anatomy and physiology of animals
- animal husbandry manuals and other recordkeeping requirements
- behavioural needs such as housing, nutrition and feeding, enclosure maintenance and breeding
- animal management software, such as Animal Records Keeping System (ARKS) and Single Population Analysis and Records Keeping System (SPARKS)
- institution master plan

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- normal and abnormal animal behaviour and behaviour patterns
- principles of animal welfare and ethics
- relevant institutional policies and procedures, including WHS, animal welfare, ethics, hygiene standards and other industry guidelines
- relevant Commonwealth and state or territory legislation and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care facility
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN405 Design and evaluate interpretive and learning programs

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 develop and evaluate interpretive and learning programs for a captive animal institution to provide exemplary learning opportunities that connect people to nature.

This unit applies to senior or more experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and design	1.1 Review learning and interpretive policies and assess whether

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Element	Performance criteria
interpretive and learning programs	program objectives meet the strategic plan 1.2 Establish priorities for interpretive and learning programs in consultation with management 1.3 Identify and access internal and external resources to assist with development of specific program content 1.4 Design programs to meet the learning objectives of the target audience in consultation with relevant personnel 1.5 Present draft program designs to management
2. Develop and deliver interpretive and learning programs	2.1 Develop communication methods and materials noting relevant WHS requirements 2.2 Train staff members and provide with ongoing professional development to deliver and support the programs 2.3 Trial programs where appropriate and incorporate feedback into the final draft 2.4 Promote and display programs according to workplace policies and procedures
3. Review and evaluate the programs or materials	3.1 Present programs or other interpretive material to relevant client groups 3.2 Collect, collate and analyse feedback from a variety of sources 3.3 Improve and update programs or displays according to workplace policies and procedures

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
Writing	• Develop written plans of learning and interpretive programs
Oral communication	• Engage and facilitate learning with community groups that have different needs

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN405 Design and evaluate interpretive and learning programs	ACMCAN405A Design and evaluate interpretive and learning programs	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

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Assessment Requirements for ACMCAN405 Design and evaluate interpretive and learning programs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- designed and evaluated at least one interpretive and learning program
- trialled and delivered an interpretive and learning program to two different audiences
- reviewed and improved an interpretive and learning program, based on feedback.

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:

- principles and practices for designing and evaluating interpretive and learning programs
- Zoo and Aquarium Association education policy and support materials
- exhibit design theories
- features of presentation equipment
- instructional design principles
- interpretive theory
- communication strategies to interact effectively with different audiences
- learning principles, strategies and technologies
- principles of animal welfare and ethics
- public speaking techniques
- group presentation techniques
- relevant institutional policies and procedures, including WHS, animal welfare, ethics and strategic plan
- relevant legislative requirements and codes of practice
- subject matter for the interpretive and learning programs.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations
  - relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with manager
  - interactions with team members
  - interactions with audiences.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN406 Assist in establishing and maintaining a plantation

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 assist other personnel, such as horticulturists, to establish and maintain a plantation for animal feed requirements.

This unit applies to senior or more experienced keepers with extensive zoo keeping or related experience who supervise others and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with establishing and maintaining a	1.1 Identify and source plantation requirements

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Element	Performance criteria
zoological plantation	1.2 Assist in establishing a plantation 1.3 Implement plantation management strategies according to WHS and workplace policies and procedures 1.4 Conduct daily plantation activities
2. Calculate and harvest animal food requirements	2.1 Calculate animal food requirements 2.2 Harvest plantation 2.3 Advise personnel about maintaining the plantation to meet animal requirements 2.4 Maintain and store plantation records according to workplace policies and procedures

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
Numeracy	• Identify the nutritional content of various plantation food and calculate requirements to suit specific needs
Get the work done	• Research plantation requirements for specific animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN406 Assist in establishing and maintaining a plantation	ACMCAN406A Assist in establishing and maintaining a plantation	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for ACMCAN406 Assist in establishing and maintaining a plantation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted in establishing and maintaining a minimum of one plantation, including:

- worked effectively with others, including horticulturalists
- correctly calculated and harvested food requirements
- maintained plantation records.

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:

- principles and practices for establishing and maintaining a plantation
- basic physiology of required plant species
- pest identification and management techniques
- objectives of a plantation program
- WHS and animal welfare legislative requirements and codes of practice
- relevant institutional policies and procedures, including WHS, animal welfare, ethics, hygiene standards and other industry guidelines
- risks associated with planation work, including:
  - biological hazardous waste and sharps disposal
  - handling of chemicals and fertilisers
  - inhalation of aerosol particles
  - manual handling, including carrying, lifting and shifting
  - moving parts of machinery or equipment
  - noise, including machinery
  - repetitive strain injury from tasks such as using secateurs

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  - slippery or uneven work surfaces
- safe work practices
- toxic plants and substances, including control factors affecting toxicity and protocols for suspected animal poisoning
- zoological horticulture principles and practices.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - an animal feed plantation
  - equipment and resources appropriate to work undertaken in an animal plantation environment
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with others, including a horticulturalist.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN501 Contribute to enclosure and exhibit design or renovation projects

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 assess current exhibit status, identify the need for new or renovated enclosure or exhibit works, prepare proposals and contribute to project planning and implementation.

It applies to senior or experienced keepers, such as a keeper in charge, who operates as a specialist in exhibit design and development whilst demonstrating competence in other specialist areas, including animal husbandry, interpretive and learning programs, nutrition, collection management and conservation and research.

No occupational licensing, legislative or certification requirements are known to 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

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research enclosure or exhibit needs	1.1 Establish exhibit purpose 1.2 Research animal needs 1.3 Review on-site climate, landscape and other environmental conditions 1.4 Research public access and safety requirements 1.5 Identify staff and animal security issues
2. Review exhibit options	2.1 Evaluate current exhibit performance critically in relation to WHS, animal welfare requirements and workplace policies and procedures 2.2 Evaluate features of other exhibits for relevance to current project 2.3 Estimate longevity, wear and tear of exhibit based on experience and research of specific animal behaviour and needs 2.4 Prioritise exhibit design features with regards to animal welfare and staff safety 2.5 Evaluate impact of building and construction works on other exhibits
3. Present findings to project team	3.1 Confirm concept findings with other staff or experts 3.2 Contribute to preparation of images that illustrate design features and needs for report 3.3 Identify references or support for exhibit needs justification 3.4 Itemise and justify issues relating to potential construction impact on workplace operation from keepers' perspective 3.5 Prepare report and present to project team and management
4. Contribute to project planning and implementation	4.1 Prepare concept briefs in consultation with others, and present to project team and management 4.2 Contribute to development of project management plan and implementation strategies 4.3 Raise issues that compromise animal welfare and public safety throughout the project planning and implementation stages as they arise

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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
Numeracy	• Estimate costs of proposed works • Prepare concept drawings of proposed works

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN501 Contribute to enclosure and exhibit design or renovation projects	ACMCAN501A Contribute to enclosure and exhibit design or renovation projects	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

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Assessment Requirements for ACMCAN501 Contribute to enclosure and exhibit design or renovation projects

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 contributed to a minimum of two enclosure and exhibit design and/or renovation projects, including:

- researched and reviewed enclosure and/or exhibit needs
- worked with others to prepare proposals and concept briefs for the design and development or renovation of exhibits and enclosures
- contributed to project planning
- monitored and advised on issues that arise during the implementation stages.

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:

- animal care and management strategies
- animal biology and husbandry requirements relevant to enclosures and exhibits
- educational and interpretive functions of enclosures
- environmental enrichment relative to exhibit
- exhibit maintenance and security requirements
- institution master plan and collection policy
- interaction between animal types and various habitats
- internal decision-making process leading to approval of new exhibits or renovation of existing ones
- principles of animal welfare and ethics
- principles of enclosure landscaping and horticulture, including basic working knowledge of exhibit plants and weeds
- principles and protocols for enclosure or exhibit design, including aesthetics, function and effects of introduced fixtures and features

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- principles of naturalistic landscaping for enclosures and exhibits
- principles of project management
- recognition of animal, keeper, client and public requirements
- relevant facility policies and procedures, including WHS and emergency procedures, animal welfare, ethics, hygiene standards and other industry guidelines
- relevant federal and state or territory legislation and codes of practice
- security control principles
- specialist enclosures for different animals

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - access to a range of animal enclosures
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and relevant state/territory animal welfare regulations
- relationships (internal and/or external):
  - interactions with team members
  - interactions with managers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAN502 Develop and monitor collection management

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 develop and monitor the implementation of a collection plan, by ensuring extensive liaison with internal and external personnel and assisting in the development of institutional policies, manuals and records in the area of species management.

It applies to senior or more experienced keepers, such as a keeper in charge, who operates as a specialist in collection management while demonstrating competence in other specialist areas including animal husbandry, interpretive and learning programs, nutrition, conservation and research.

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

Pre-requisite Unit

Nil

Unit Sector

Captive Animals (CAN)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	Performance criteria
1. Assist with the development of the collection plan	1.1 Prepare collection plan according to workplace policies and procedures 1.2 Liaise with internal and external personnel about collection planning 1.3 Consider recommendations of Taxon Advisory Groups when acquiring and disposing of animals 1.4 Evaluate merits of each species in the collection plan 1.5 Use databases and other resources
2. Contribute to collection planning policy and practice	2.1 Assist with development of collection planning policy 2.2 Provide information or assistance to regional and international studbooks and management plans 2.3 Analyse and review the collection plan and present recommendations to management 2.4 Prepare reports and present to management according to workplace policies and procedures 2.5 Coordinate and maintain section animal records according to workplace policies and procedures

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	• Interpret and review studbooks and husbandry manuals
Numeracy	• Interpret studbook data and run basic analysis • Determine appropriate genetic pairings
Get the work done	• Operate appropriate species management databases • Record data using approved animal keeping information systems and/or software

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAN502 Develop and monitor collection management	ACMCAN502A Develop and monitor collection management	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

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Assessment Requirements for ACMCAN502 Develop and monitor collection management

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 developed and monitored a minimum of one collection management plan, including:

- initiated and carried out analyses of species management and collection planning
- interpreted and completed analyses of studbooks
- wrote and interpreted a strategic plan for a regional population of a species
- liaised extensively with internal and external personnel on behalf of the institution in respect to collection planning
- managed animal records and provided reports to management as required.

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:

- principles and practices for developing and monitoring collection management
- animal husbandry manual requirements
- animal identification to the sub-species level
- animal management software, such as Animal Records Keeping System (ARKS), International Species Information System (ISIS), Regional Animal Species Collection Plan (REGASP) and Single Population Analysis and Records Keeping System (SPARKS)
- Australasian Species Management Program (ASMP) and ASMP Regional Census and Plan
- ASMP guidelines and criteria for studbook keeping
- biology and husbandry of animals in a captive animal environment
- breeding control methods
- collection planning requirements
- concepts of inbreeding and outbreeding

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- international agreements and conventions, including the World Zoo Conservation Strategy and the International Union for Conservation of Nature and Natural Resources conservation status categories
- database programs for recordkeeping and data analysis
- genetic principles for the management of captive animal populations
- importance of breeding coefficients
- institutional collection planning policies and procedures, institutional master plan and other relevant policies and procedures
- principles and constraints of wildlife conservation
- principles of animal welfare and ethics
- principles of taxonomy and relevance to population management
- relevant international, federal and state or territory legislation and codes of practice
- report formats for captive animal management plans
- role of the Zoo and Aquarium Association
- small population biology
- species stocking policies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work undertaken in an animal care environment
  - studbooks and husbandry manuals
- specifications:
  - access to organisational policies and procedures
- relationships (internal and/or external):
  - interactions with team members
  - interactions with management.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS301 Work effectively in the companion animal industry

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 work in the companion animal industry sector. This unit applies to those who work in pet shops, aquariums, boarding kennels and catteries, companion animal training, grooming establishments, breeding establishments, veterinary clinics, and mobile animal facilities.

This unit applies to those who work under the supervision of a more experienced staff member.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise and complete daily work activities	1.1 Identify own role and responsibilities and confirm with supervisor according to workplace policies and procedures

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Element	Performance criteria
	1.2 Identify, prioritise and complete work tasks within designated timeframes according to task requirements 1.3 Identify factors affecting the achievement of task instructions, and report to supervisor 1.4 Use organisational equipment as required to complete work tasks within designated timeframes 1.5 Perform daily routines according to safe work practices and WHS requirements
2. Work ethically with companion animals	2.1 Identify companion animals in the workplace using common names 2.2 Handle animals ethically and in a humane manner that optimises animal health and welfare
3. Communicate effectively with clients	3.1 Identify the client's needs and respond to them appropriately according to workplace policies and procedures 3.2 Conduct communication with clients in a professional and courteous manner 3.3 Use questioning and active listening techniques to determine client requirements
4. Maintain companion animal records	4.1 Gather and document data according to workplace policies and procedures and task requirements 4.2 Record and maintain data in the organisational recordkeeping system

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
Oral communication	• Use industry terminology to discuss work with team members and clients

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS301 Work effectively in the companion animal industry	ACMCAS301A Work effectively in the companion animal industry	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

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Assessment Requirements for ACMCAS301 Work effectively in the companion animal industry

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 worked effectively in the companion animal industry, over a period of one day, including:

- organised, prioritised and completed work tasks in a timely manner
- identified and handled animals in an ethical and humane manner
- complied with relevant legislation, regulations and codes of practice, including animal welfare and WHS
- communicated effectively with supervisor and followed task instructions to complete daily work activities
- built relationships and communicated effectively with clients
- gathered, documented, maintained and recorded companion animal records using organisational recordkeeping systems.

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:

- principles and practices for working effectively in the companion animal industry
- communication procedures, systems and technology relevant to own work
- animal ethics and welfare
- safe animal handling techniques
- organisational recordkeeping systems
- safe work practices and WHS requirements, including:
  - applying appropriate manual handling techniques when packaging and handling loads, including animals and equipment
  - hazard identification and risk minimisation:
  - using infection control procedures to minimise risks

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  - using machinery and equipment according to manufacturers' instructions
  - using personal protective equipment and clothing
- legislative requirements for working with animals, including:
  - Pet Industry Joint Advisory Council codes of practice
  - relevant companion animal legislation
  - local council regulations
  - microchipping
  - animal welfare legislation
  - National Parks and Wildlife Service legislation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work with companion animals
- specifications:
  - access to organisational policies and procedures
  - current WHS legislation and regulations and animal welfare legislation and regulations
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS302 Provide advice on companion animal selection and general care

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 provide advice to clients on the appropriate selection of companion animals, and on their housing, nutritional and other general care requirements.

This unit applies to individuals who work in pet shops, boarding kennels and catteries, companion animal training, grooming or breeding establishments, mobile animal facilities and veterinary practices. This unit applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

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

Pre-requisite Unit

Nil

Unit Sector

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information and advice on companion animal	1.1 Use interpersonal skills effectively to engage clients and identify their requirements 1.2 Provide information on the characteristics of different breeds and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
selection	species of animals 1.3 Provide advice on the suitability of the selected animal to meet client's requirements
2. Advise on housing and environmental requirements	2.1 Discuss appropriate housing and shelter requirements for the selected animal 2.2 Explain set-up and maintenance of housing, and demonstrate if required 2.3 Provide advice on the introduction of animals to a new environment
3. Advise on health and nutritional requirements	3.1 Discuss the animal's health requirements with the client 3.2 Provide information on preventative health measures for the selected animal 3.3 Explain the dietary requirements for the selected animal 3.4 Explain the grooming requirements for the selected animal
4. Advise on additional products and services	4.1 Display and demonstrate products as required by client 4.2 Discuss and demonstrate additional equipment and related services as required 4.3 Arrange transportation of animal or provide instructions to client
5. Complete transactions	5.1 Complete sales of animals and products according to workplace policies and procedures 5.2 Ensure compliance with legislative requirements for the sale or transportation of the selected animal 5.3 Maintain records and follow up with client according to workplace policies and procedures

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**

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Skill	Description
Reading	• Summarise product information for clients • Access information about breeds and nutritional needs
Numeracy skills	• Accurately calculate prices and change • Record sales information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS302 Provide advice on companion animal selection and general care	ACMCAS302A Provide advice on companion animal selection and general care	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

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Assessment Requirements for ACMCAS302 Provide advice on companion animal selection and general care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- provided advice on companion animal selection and general care to at least five different clients
- maintained high standards of hygiene and infection control
- maintained accurate sales records
- used safe and environmentally responsible organisational systems and procedures when working with and handling animals.

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:

- animal common names
- basic animal biology
- common companion animal diseases and treatment strategies
- communication procedures and systems, including sales techniques
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- general maintenance and cleaning of animal housing
- nutritional requirements for a range of species and breeds, including the most commonly selected companion animals
- principles of animal ethics and welfare as they apply to companion animals
- relevant commonly held products and additional services provided
- safe animal handling techniques
- species compatibility

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- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- workplace hygiene standards.

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
- resources, equipment and materials:
  - companion animals
  - nutritional and grooming products
  - cleaning and hygiene products
  - other products specific to the care of the specific companion animals
  - documentation relevant to the specific companion animals
- relationships (internal and/or external):
  - real clients/customers or realistic scenarios or roleplays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS303 Provide advice on selection and care of aquatic animals

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 provide advice to clients on the appropriate selection of aquatic animals, and on their housing, nutritional and other general care requirements.

This unit is applicable to those working in the companion animal industry sector. It relates to the selection and care of aquatic animals and may include aquariums and pet shops.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

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

Pre-requisite Unit

Nil

Unit Sector

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information and advice on aquatic	1.1 Use interpersonal skills effectively to engage clients and identify their requirements

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
animal selection	1.2 Develop client profiles during communication with clients 1.3 Provide information on the level of care required by varied species of aquatic animals 1.4 Provide advice on the suitability of the selected species to meet client's requirements
2. Advise on housing and environmental requirements	2.1 Discuss appropriate housing and shelter requirements for the selected species 2.2 Identify and recommend water features and landscaping requirements to suit requirements of the species 2.3 Explain set-up and maintenance of housing, and demonstrate if required 2.4 Provide advice on the introduction of species to a new environment
3. Advise on aquatic support systems	3.1 Identify systems and demonstrate to client 3.2 Evaluate systems and make recommendations to client 3.3 Discuss additional equipment and related services, and demonstrate as required 3.4 Arrange transportation of species and equipment, and provide instructions to client
4. Advise on health and nutritional requirements	4.1 Discuss the environmental health requirements of the species with the client 4.2 Provide information on recommended medical treatments for the selected species 4.3 Explain the dietary requirements for the selected species
5. Complete aquatic animal sales transactions	5.1 Complete sales of species and products according to workplace policies and procedures 5.2 Ensure compliance with legislative requirements for the sale or transportation of the selected species 5.3 Maintain records and follow up with client according to workplace policies and procedures

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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	• Use books, internet or other sources of information to check information about aquatic species and their specific needs
Get the work done	• Problem-solve issues in relation to types of equipment to provide client recommendations
Numeracy	• Accurately calculate sales figures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS303 Provide advice on selection and care of aquatic animals	ACMCAS303A Provide advice on selection and care of aquatic animals	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

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Assessment Requirements for ACMCAS303 Provide advice on selection and care of aquatic animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least five occasions, the individual has:

- communicated effectively with customers, including providing accurate advice about the selection and care of aquatic animals
- maintained high standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection
- maintained accurate records.

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:

- principles and practices for providing advice on selection and care of aquatic animals
- aquatic species using common names
- basic aquatic animal biology
- common aquatic animal diseases and treatment strategies
- communication procedures and systems, including sales techniques
- feeding techniques for a range of species
- general maintenance and cleaning of animal aquaria
- nutritional requirements for a range of aquatic species
- animal ethics and welfare
- relevant products and additional services
- safe aquatic animal handling techniques
- species compatibility
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry

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- types of disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal enterprise
- industry hygiene standards
- information management systems such as International Species Information System (ISIS) and Zoological Information Management System (ZIMS).

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
- resources, equipment and materials:
  - a range of commonly held aquatic animals
  - equipment and materials commonly used in the care of aquatic animals
- relationships (internal and/or external):
  - interactions with real clients/customers or realistic scenarios or roleplays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS304 Capture, handle and transport companion animals

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 capture, handle and transport companion animals.

This unit applies to individuals working in the companion animal industry sector where it is necessary to transport companion animals. This includes transportation to and from pet shops, boarding kennels and catteries, companion animal training, groomer and breeding establishments, mobile animal facilities, stables, client residences or veterinary practices. This unit applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan the capture and restraint of companion animals	1.1 Identify animals and assess risks according to WHS and work place policies and procedures 1.2 Select appropriate capture techniques and equipment and prepare equipment for use 1.3 Prepare transport housing and ensure high standards of hygiene and infection control according to WHS and workplace policies and procedures
2. Capture animals	2.1 Capture animals in a safe and humane manner and according to WHS and animal welfare policies and procedures 2.2 Handle animals correctly and monitor carefully for stress or injury 2.3 Place animals in transport housing and secure housing correctly
3. Prepare animals for movement	3.1 Provide advice to client on appropriate transport and relocation procedures 3.2 Complete documentation according to workplace procedures/ practices

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	• Collect and interpret information about products such as disinfectants, cleaning agents, cleaning techniques and cleaning equipment • Refer to policies and procedures for information
Writing	• Maintain accurate workplace records

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS304 Capture, handle and transport companion animals	ACMCAS304A Capture, handle and transport companion animals	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

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Assessment Requirements for ACMCAS304 Capture, handle and transport companion animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 safely and humanely captured and transported at least three companion animals, including:

- prepared correct type of transport container
- maintained high standards of hygiene and infection control
- used safe and environmentally responsible organisational systems and procedures when working with and handling companion animals
- maintained records and documentation.

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:

- the principles and practices of the capture, handling and transport of companion animals
- appropriate relocation procedures for a range of animals
- behaviour and physiology of typical companion animals
- dietary requirements before, during and after transport
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- animal welfare and ethics
- relevant WHS and animal welfare legislative requirements and codes of practice, including environmental regulations
- safe and humane animal capture, handling and restraint techniques and procedures
- species compatibility
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- transport housing requirements

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- industry hygiene standards.

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 for the capture, handling and transport of companion animals
- resources, equipment and materials:
  - live companion animals
  - equipment and resources for the capture, handling and transport of companion animals
  - personal protective equipment
- specifications:
  - access to organisational policies and procedures
  - current WHS and animal welfare legislation and regulations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS305 Maintain aquascapes and aquatic animals

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 monitor illness and abnormal behaviour in aquatic animals; and to collect and analyse water samples and administer treatments.

This unit applies to individuals working in the companion animal industry sector. It relates to the maintenance of aquascapes and aquatic animals, including fish, amphibians and some reptiles. This unit applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow effective personal health management practices	1.1 Maintain personal hygiene and cleanliness standards according to WHS and workplace policies and procedures 1.2 Identify disease agents and their impact on aquatic animals 1.3 Implement work practices to protect self from, and minimise spread of, zoonotic diseases
2. Identify unhealthy aquatic animals	2.1 Identify unhealthy aquatic animals and record information according to workplace policies and procedures 2.2 Identify injured aquatic animals and report to supervisors 2.3 Identify abnormal behaviour and condition in aquatic animals and report to supervisors 2.4 Maintain records for unhealthy aquatic animals according to workplace policies and procedures
3. Sample, analyse and adjust aquascape water quality	3.1 Collect water samples using appropriate equipment according to workplace policies and procedures 3.2 Test samples using appropriate equipment and according to manufactures directions 3.3 Record sampling results according to workplace policies and procedures 3.4 Adjust water quality to better suit the requirements of the aquascape and species 3.5 Maintain optimum water quality records for the aquascape and species according to industry requirements
4. Administer aquatic animal treatments	4.1 Identify broad categories of parasitic infestations and viral, fungal and bacterial diseases 4.2 Administer appropriate and authorised aquatic animal treatments 4.3 Implement preventative medicine programs for internal and external parasites 4.4 Store treatments and medicines appropriately 4.5 Maintain records for treatments and medicine programs according to workplace policies and procedures and legislative requirements

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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 information about aquatic animal disease and behaviour
Numeracy	• Use tables, graphs or other techniques to document trends and changes in sampling data over time • Measure volumes and calculate ratios to achieve correct concentration of chemicals to adjust the aquascape

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS305 Maintain aquascapes and aquatic animals	ACMCAS305A Maintain aquascapes and aquatic animals	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

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Assessment Requirements for ACMCAS305 Maintain aquascapes and aquatic animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- maintained at least three different aquascapes, including at least three different types of aquatic animals, ensuring the optimal health of those animals
- collected and tested at least two water samples and adjusted water quality to suit the aquascape and species requirements
- administered appropriate and authorised aquatic animal treatments on at least one occasion
- maintained records and required documentation for treatments and medicine programs.

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:

- animal welfare and ethics
- appropriate and authorised aquatic animal treatments
- basic aquatic animal biology
- broad categories of parasitic infestations and viral, fungal and bacterial diseases
- chemicals used to correct water conditions and the water quality of aquascapes
- ideal water conditions and quality for a range of aquatic animals, including pH, nitrate, nitrite, ammonia, salinity, calcium and hardness
- normal and abnormal behaviour of aquatic species
- relevant WHS and animal welfare legislative requirements and codes of practice, including environmental regulations
- preventative medicine programs for internal and external parasites
- principles and practices of aquascapes and aquatic animal maintenance

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- signs of common aquatic animal diseases and parasitic infestations and their transmission between aquatic animals
- water quality adjustment procedures, including water chemistry
- water sampling, testing and analysis procedures and techniques
- zoonotic diseases.

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
- resources, equipment and materials:
  - a range of different types of aquatic animals
  - sufficient materials and equipment to create and maintain aquascapes
  - chemicals to test and treat water quality.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS306 Provide grooming services for companion animal comfort

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 provide animal grooming services for companion animals. It addresses the requirements to maintain and restore animal comfort within an established grooming environment.

This unit is applicable to individuals who work in the companion animal industry sector where grooming services are provided under supervision. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised. This unit applies to individuals who take responsibility for their own work and for the quality of the work of others. They use discretion and judgement in the selection, allocation and use of available resources.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish client requirements	1.1 Identify breed type grooming characteristics 1.2 Establish animal profile 1.3 Evaluate animal condition 1.4 Establish owner's desired outcome
2. Plan grooming routine	2.1 Determine and minimise the risks associated with grooming the nominated animal according to WHS and animal welfare requirements 2.2 Consider time limitations, budget and available facilities in preparing grooming plan individual animal requirements 2.3 Confirm grooming plan with supervisor based on animal and client needs 2.4 Prepare grooming equipment and supplies
3. Groom animals	3.1 Restrain animal for grooming, and monitor for signs of distress 3.2 Implement grooming techniques used to address matted or knotted coat 3.3 Groom coat to meet owner’s desired outcome 3.4 Implement techniques used to clip or file nails
4. Trim coat for animal comfort	4.1 Select and prepare tools to be used for coat trimming 4.2 Identify risks associated with using coat trimming equipment and minimise risks according to WHS and animal welfare requirements 4.3 Trim coat to restore animal comfort 4.4 Remove hair from ears and around eyes and feet to meet owner’s requirements and to ensure animal comfort 4.5 Bathe and dry animal to industry standard
5. Complete grooming and trimming procedures	5.1 House and monitor animal until owner arrives 5.2 Clean grooming equipment and area and return to storage, audit supplies and document 5.3 Collect waste material and dispose of according to environmental and legislative requirements 5.4 Document grooming services for invoicing 5.5 Review grooming plan with supervisor 5.6 Return animal to owner and discuss any follow up requirements

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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
Oral communication	• Determine client expectations and discuss grooming options
Writing	• Document outcomes on grooming plan
Numeracy	• Shampoo dilution rates
Reading	• Review and comprehend product information on shampoo and other products

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS306 Provide grooming services for companion animal comfort	ACMCAS306A Provide grooming services for companion animal comfort	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

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Assessment Requirements for ACMCAS306 Provide grooming services for companion animal comfort

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 groomed at least three companion animals, including:

- assessed health and condition of animal's coat and determined grooming requirements with owner
- maintained high standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection
- followed workplace instructions to apply industry recognised grooming methods and procedures for different breeds of companion animals to maintain or restore animal comfort
- handled animals in a safe and humane manner
- used and maintained grooming equipment and supplies according to organisational standards and manufacturers' specifications
- maintained records and followed up with clients
- built relationships and communicated effectively with clients regarding appropriate bathing requirements.

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:

- animal anatomy and physiology related to grooming procedures
- animal common names
- disease transmission between animals
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- organisation policies, procedures and requirements, including emergency procedures, hygiene standards and waste disposal regulations

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- normal and abnormal animal behaviour and traits for relevant species
- WHS and animal ethics and welfare legislative requirements and codes of practice
- relevant grooming products and services
- use and maintenance of grooming equipment
- safe animal handling and restraint techniques and procedures
- signs of abnormalities and health concerns in animals, including parasitic infections
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- animal care industry hygiene standards
- industry recognised maintenance and restoration animal grooming techniques, procedures and equipment
- requirements of relevant record keeping system.

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
- resources, equipment and materials:
  - live animals for grooming
  - grooming products and grooming equipment for coat and nails
  - hygiene equipment
  - systems for invoicing.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS307 Provide companion animal hydro-bathing services

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 provide hydro-bathing services for companion animals, following industry recognised bathing procedures.

The unit applies to individuals working in companion animal facilities where hydro-bathing services are provided at a fixed location, or in a mobile operation. These individuals work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess bathing requirements	1.1 Establish coat type and bathing needs with client 1.2 Assess animal’s coat length and condition, including condition of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	its ears, eyes and toenails in relation to its age and breed 1.3 Provide animal condition report to client and advice regarding maintenance regimes for the animal's coat or condition
2. Prepare and bathe animal	2.1 Determine risks associated with bathing nominated animal and minimise risk according to WHS and animal welfare requirements 2.2 Prepare bathing facilities and equipment 2.3 Restrain animal for bathing and monitor for signs of distress 2.4 Brush animal prior to, during, or after bathing to remove dead skin, knots and loose hair 2.5 Select appropriate water temperature, shampoos and supplementary treatments, including external parasite treatment when required, according to the animals coat type and skin condition 2.6 Bathe, rinse and dry animal according to industry recognised bathing and drying techniques
3. Complete bathing procedures	3.1 Restrain animal safely and manage until owner's arrival 3.2 Clean and disinfect hydro-bath and associated equipment according to workplace policies and procedures 3.3 Dispose of waste according to legislative requirements 3.4 Check consumables and other equipment and return to storage, audit supplies and document 3.5 Document bathing services provided for invoicing 3.6 Return animal to owner, review bathing services and discuss any follow-up 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
Oral communication	• Discuss bathing and preferences with the client

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Skill	Description
Reading	• Review and comprehend product information on shampoo, parasite treatment and other products
Numeracy	• Dilution ratios
Writing	• Keeping records

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS307 Provide companion animal hydro-bathing services	ACMCAS307A Provide companion animal hydro-bathing services	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

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Assessment Requirements for ACMCAS307 Provide companion animal hydro-bathing services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 provided hydro-bathing services to at least three different companion animals, including:

- maintained high standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection
- employed safe and environmentally responsible organisational systems and procedures when working with and handling companion animals
- assessed health and condition of animal's coat and determined bathing requirements with owner
- applied industry recognised hydro-bathing methods and procedures and handled animals in a safe and humane manner
- built relationships and communicated effectively with clients regarding appropriate bathing requirements
- maintained records and followed up with clients as required.

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:

- principles and practices for providing companion animal hydro-bathing services
- animal anatomy and physiology related to bathing procedures
- disease transmission between animals
- normal and abnormal animal behaviour and traits for relevant species
- relevant bathing products and services
- safe animal handling and restraint techniques and procedures
- signs of abnormalities and health concerns in animals, including parasitic infections
- animal ethics and welfare

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- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry including waste disposal
- WHS and animal ethics and welfare legislative requirements and codes of practice
- the types of disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- use and maintenance of bathing equipment and drying equipment
- industry hygiene standards.
- record keeping
- how shampoo and bathing products may irritate an animal, and the effects of incorrect rinsing.

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
- resources, equipment and materials:
  - companion animal
  - hydro-bath
  - equipment for restraint of companion animals
  - shampoo and supplementary treatments
  - drying equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS401 Manage compliance in the companion animal industry

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 manage compliance within the companion animal industry, including the provision of high-level advice to clients on companion animal management and housing needs, maintaining external relationships, and keeping records.

This unit applies to individuals working in the companion animal industry sector including pet and aquarium shops, boarding kennels and catteries, companion animal training, grooming or breeding establishments and mobile animal facilities. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide high-level advice on companion animals	1.1 Assess needs of client and animal needs 1.2 Provide advice on behaviour management for particular species and breeds 1.3 Provide advice on special dietary requirements, including food and water
2. Manage animals in accordance with relevant codes of practice and legislative requirements	2.1 Provide appropriate housing and equipment to animals kept on the premises in accordance with the physical, behavioural and social requirements of each animal 2.2 Develop, document and promote policies and procedures for animal management, WHS, security and environmentally sustainable work practices 2.3 Develop appropriate nutritional strategies for the range of animals kept on the premises 2.4 Arrange monitoring and care of young, sick or injured animals 2.5 Implement effective waste management strategies
3. Provide advice on legislative requirements	3.1 Provide advice on local council and companion animal legislative requirements 3.2 Provide advice on relocation options and disposal of dead animals according to legislative requirements 3.3 Provide advice on companion animal agencies 3.4 Provide advice on transportation and quarantine requirements
4. Manage external relationships	4.1 Conduct consultations and maintain relationships with veterinarians 4.2 Maintain relationships with suppliers, relevant industry associations and other stakeholders
5. Maintain records	5.1 Maintain records of medication and treatments provided to animals 5.2 Manage trading in animals that are subject to regulatory control 5.3 Report illness, disease or death in animals according to legislative requirements and industry standards

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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	• Identify explicit information about companion animals, and their requirements for upkeep
Oral communication	• Discuss issues and provide clear advice and information • Ask questions to clarify client concerns and information needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS401 Manage compliance in the companion animal industry	ACMCAS401A Manage compliance in the companion animal industry	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

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Assessment Requirements for ACMCAS401 Manage compliance in the companion animal industry

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed compliance for a companion animal enterprise and provided high-level technical advice to clients and more junior staff on at least three occasions, including:

- established animal welfare organisation policies and procedures that ensured the organisation is compliant with relevant legislation, regulations and codes of practice
- managed relationships and communicated effectively with a range of stakeholders, including veterinarians, suppliers and relevant industry associations
- maintained accurate records of medication and treatments provided to animals.

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:

- principles and practices of managing compliance
- key requirements of legislation relating to animal care and management, including related regulations and codes of practice and their effect on the individual workplace in areas including animal transport and quarantine
- processes and techniques to develop policy and procedures, based on legislation, regulations and codes of practice, for an individual workplace
- scope of animal care and management services and agencies
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- WHS and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions
- specifications:
  - access to documents such as policies, procedures, processes, forms
  - access to WHS, legislation current WHS, animal welfare legislation and regulations and codes of practice
  - clients/customers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS402 Manage and maintain aviaries and bird rooms

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 determine the housing and maintenance needs of specific species and breeds of birds.

This unit applies to individuals working in companion animal industry organisations that include aviaries and bird rooms as part of their operations. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine housing	1.1 Identify housing requirements of particular species and breeds, and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
needs	provide appropriate security and housing 1.2 Determine husbandry practices of species, and provide appropriate resources
2. Maintain enclosures	2.1 Develop maintenance plans for aviaries and bird rooms according to WHS requirements and environmental considerations 2.2 Conduct maintenance activities according to maintenance plans and industry standards 2.3 Select and use appropriate tools, equipment and materials, including personal protective equipment (PPE) 2.4 Implement environmentally safe and effective measures, including hygiene standards and infection control procedures 2.5 Document maintenance plans and activities
3. Identify and control pests and report notifiable diseases	3.1 Identify pests and implement appropriate control procedures 3.2 Maintain pest control and disease records 3.3 Identify notifiable diseases and document and report in accordance with 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	• Interpret product information about aviaries, bird rooms and pest control
Writing	• Maintain accurate records to meet legal and regulatory requirements
Get the work done	• Use problem-solving techniques to control pests

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS402 Manage and maintain aviaries and bird rooms	ACMCAS402A Manage and maintain aviaries and bird rooms	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

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Assessment Requirements for ACMCAS402 Manage and maintain aviaries and bird rooms

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed and maintained at least two aviaries or bird rooms over a period of at least 10 days, including:

- provided appropriate husbandry for birds
- maintained enclosures
- identified pests and applied pest control techniques
- detected and reported notifiable diseases
- maintained accurate records and workplace documentation.

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:

- principles and practices of aviary and bird room maintenance
- avian biology related to the care and wellbeing of commonly held avian species and breeds
- avian pests and diseases and treatment strategies
- bird common names
- communication procedures and systems
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- general maintenance and cleaning requirements of avian housing
- housing requirements of bird species and breeds
- physical, behavioural and social requirements of a range of avian species and breeds kept in captivity
- animal ethics and welfare
- appropriate use of PPE

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- recordkeeping systems
- safe avian handling techniques and procedures
- safe work practices
- species and breed nutritional requirements and feeding techniques
- species compatibility
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- WHS and animal welfare legislative requirements and codes of practice
- waste management strategies
- zoonotic diseases associated with animal care, and methods of prevention and control.

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
- resources, equipment and materials:
  - live birds
  - aviaries or bird rooms
  - equipment for the maintenance of aviaries or bird rooms
  - materials for pest control in birds
  - hygiene and cleaning products for the maintenance of aviaries or bird rooms.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS403 Design, construct and maintain aquascapes

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 design, construct and maintain aquascapes for a range of aquaria, including ponds, waterfalls and water features.

This unit applies to individuals working in the companion animal industry sector where aquascapes are designed, constructed and maintained for clients to house aquatic animals, such as fish, amphibians and some reptiles. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

All work is carried out to comply with the design specifications of the aquascape.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify client needs	1.1 Discuss types of aquaria and proposed species to be housed with client 1.2 Identify location and climatic conditions affecting design 1.3 Confirm special installation and maintenance requirements with client 1.4 Advise client on suitability of species and location
2. Prepare aquascape design	2.1 Select appropriate heating, lighting and filtration according to design parameters 2.2 Select plants, features and substrate materials according to design parameters
3. Establish aquascape	3.1 Select and use tools, equipment and materials appropriate to the job, including personal protective equipment and WHS requirements 3.2 Establish substrate using appropriate materials 3.3 Install and secure aquascape features and plants 3.4 Conduct installation, testing and commissioning of lighting, heating and filtration systems according to manufactures requirements 3.5 Discuss ongoing maintenance requirements with client in preparation for handover 3.6 Collect, treat and dispose of or recycle waste from construction and installation according to workplace and environmental requirements 3.7 Clean worksite, tools and equipment and return to operating order and store according to WHS and workplace requirements
4. Maintain aquascapes	4.1 Conduct water sampling and testing according to species type and environmental requirements 4.2 Prove isolation of electrical equipment prior to maintenance using appropriate techniques, procedures and equipment 4.3 Carry out service and repairs according to manufactures specifications and workplace requirements 4.4 Monitor and report on health of aquaria and plants 4.5 Identify complex faults and refer for specialist advice and remedial action according to workplace requirements 4.6 Maintain accurate records according to workplace policies and procedures

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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	• Interpret plans, diagrams and specifications
Numeracy	• Calculate quantities of materials required to construct aquascapes • Calculate costs of materials for construction of aquascape

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS403 Design, construct and maintain aquascapes	ACMCAS403A Design, construct and maintain aquascapes	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

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Assessment Requirements for ACMCAS403 Design, construct and maintain aquascapes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 designed, constructed and maintained at least two aquascapes, including:

- used safe and environmentally responsible organisational systems and procedures when working with and handling aquatic animals
- installed, secured and tested lighting, heating and filtration systems
- applied correct cleaning and maintenance techniques
- maintained records and documentation.

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:

- fish, reptile and amphibian common names
- aquaria heating, lighting and filtration systems
- aquaria water chemistry, including water quality adjustment procedures and chemicals used to correct water conditions of aquascapes
- aquatic animal biology related to the care and wellbeing of commonly held species
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- environmental requirements for commonly held species
- general maintenance and cleaning techniques of aquaria
- ideal water conditions and quality for a range of aquatic animals, including pH, nitrate, nitrite, ammonia, salinity, calcium and hardness
- normal and abnormal behaviour of aquatic species, including behaviours and conditions that could be indicative of possible aquatic animal health problems
- plants, features and substrate materials suitable for aquascapes

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- animal ethics and welfare
- WHS and animal welfare legislative requirements and codes of practice
- safe aquatic animal handling techniques and procedures
- signs of common aquatic animal diseases and parasitic infestations and their transmission between aquatic animals
- species compatibility
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- waste management strategies
- water sampling, testing and analysis procedures and techniques.

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
- resources, equipment and materials:
  - live aquatic animals
  - materials, tools and products for designing, constructing and maintaining aquascapes, including lighting, heating and filtration systems.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS404 Development enrichment strategies for companion animals

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 develop, implement, monitor and review enrichment strategies for companion animals, and to communicate the strategies to staff members.

This unit applies to individuals working in the animal care industry, where it is necessary to develop and provide enrichment activities for animals in various companion animal sectors, including but not restricted to pet shops, boarding kennels and catteries, dog and cat breeding establishments, veterinary clinics, stables, captive animal establishments and properties on acreage that house companion animals. This unit applies to individuals who analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop enrichment strategies	1.1 Conduct research and consultation to determine appropriate strategies for particular animals and breeds 1.2 Develop enrichment strategies against known animal behaviour and traits 1.3 Incorporate animal welfare and WHS requirements into strategies as appropriate 1.4 Develop organisational procedures for enrichment according to the profile of animals 1.5 Align behavioural management budget allocation to short-term and longer-term strategies
2. Implement enrichment programs	2.1 Communicate enrichment strategies and procedures to staff, and provide training as necessary 2.2 Adjust animal husbandry regimes to incorporate enrichment strategies 2.3 Provide assistance to staff in implementing physical, social and food-related enrichment programs appropriate to the target species 2.4 Supervise staff members providing enrichment to animals according to workplace policies and procedures 2.5 Assess short-term management of animals exhibiting undesirable behaviour, and implement corrections
3. Monitor and review enrichment strategies	3.1 Monitor responses to implementation of enrichment strategy to determine their effects on animals, and document 3.2 Investigate and evaluate adverse consequences to an enrichment strategy 3.3 Collate enrichment program modification suggestions in consultation with staff, and implement where appropriate 3.4 Update short-term and longer-term enrichment strategies in line with review findings, and document 3.5 Align organisation behavioural management budget allocation to reviewed and updated strategies

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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
Oral communication	• Consult with experts about companion animal behaviours and appropriate methods of enrichment for those breeds • Explain strategies and procedures to staff and engage their cooperation
Reading	• Research texts about breeds and their behaviours

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS404 Develop enrichment strategies for companion animals	ACMCAS404A Develop enrichment strategies for companion animals	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

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Assessment Requirements for ACMCAS404 Development enrichment strategies for companion animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 developed enrichment strategies for at least three companion animals, including:

- communicated enrichment strategies to staff, providing training and supervision of implementation
- maintained records of enrichment strategies
- modified behaviour enrichment programs as required
- observed animals and documented and reported behaviour and feeding patterns.

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:

- a variety of physical, social and food-related enrichment activities
- common indicators of the presence of disease, injury, compromised health or distress in animals
- communication procedures and systems, and technology relevant to the organisation and own work responsibilities
- companion animal husbandry regimes
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- health and behavioural signs and patterns, including desirable and undesirable features using industry standard terminology
- housing, exercise, social and activity needs of animals
- indicators of stress and wellbeing in animals
- methods of rectifying and modifying animal behaviour patterns
- natural animal behaviour relating to the characteristics of the species, age, health status and social needs

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- normal and abnormal behaviour patterns and traits of commonly held animals
- safe animal handling techniques
- safe work practices
- species compatibility
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- animal welfare and ethics
- the signs, behaviour and objective measures of development in young animals
- waste management strategies
- WHS and animal welfare legislative requirements and codes of practice.

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
- resources, equipment and materials:
  - live companion animals
  - housing for companion animals
  - resources to implement enrichment strategies.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS405 Purchase companion animal livestock

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 purchase companion animal livestock for companion animal organisations and on behalf of clients.

This unit applies to individuals working in the animal care industry where it may be necessary to purchase a range of companion animal livestock for companion animal organisations, such as pet shops, or to fulfil specific client orders. Those individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Locate companion animal livestock purchase opportunities	1.1 Research and evaluate trends in purchase patterns for companion animals 1.2 Research and review agents and sellers of companion animal livestock to determine appropriate sources

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Evaluate and monitor sales histories for companion animal livestock species or breeds 1.4 Assess relevant legislative requirements in relation to species and breeds 1.5 Identify appropriate purchases from reliable sources, and initiate pre-purchase investigations
2. Inspect livestock condition	2.1 Check health and condition status of livestock using accepted industry standard methods 2.2 Obtain and verify records and documents related to livestock histories 2.3 Consult government agencies, industry bodies and veterinarians as required 2.4 Arrange livestock purchases of suitable stock
3. Manage documentation and livestock procurement	3.1 Meet licensing requirements for non-exempt native species as required 3.2 Identify and utilise special transportation needs of livestock 3.3 Complete purchase details of livestock 3.4 Complete organisation’s purchasing records

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	• Check on breed characteristics and health issues
Navigate the world of work	• All work is carried out to comply with workplace procedures

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS405 Purchase companion animal livestock	ACMCAS405A Purchase companion animal livestock	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

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Assessment Requirements for ACMCAS405 Purchase companion animal livestock

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 purchased companion animal livestock, at least three times, including:

- evaluated livestock suppliers
- identified, and complied with housing, transport and quarantine requirements for the purchased companion animal livestock
- maintained high standards of hygiene and infection control
- performed health and condition checks on potential purchases.

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:

- anatomical and physiological structures and functions related to livestock assessment requirements
- common diseases, ailments, injuries and other impacts on animal health and wellbeing
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- housing and transportation requirements for a range of companion animal species and breeds
- legislative and regulatory compliance requirements, including relevant industry codes of practice, companion animal legislation, local council regulations, microchipping, animal welfare legislation and wildlife regulations
- normal and abnormal behaviour patterns and traits of a range of species
- principles of animal welfare and ethics
- safe animal handling techniques
- safe work practices

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- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately represents industry conditions
- resources, equipment and materials:
  - companion animal livestock.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS406 Manage companion animal breeding

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 plan for and monitor companion animal mating and breeding programs and evaluating outcomes.

This unit applies to individuals working as senior supervisors or managers in a companion animal facility where animal breeding is conducted. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess breeding requirements	1.1 Assess and clarify breeding requirements according to organisational objectives 1.2 Identify and obtain resources to support breeding requirements 1.3 Select breeding options to optimise results and consistency 1.4 Formulate breeding programs to meet organisation objectives 1.5 Develop organisational procedures for breeding according to legislative requirements, industry standards, animal welfare and safe workplace and environmentally responsible practices
2. Select animals for breeding	2.1 Select animals for mating according to the requirements of the breeding program, animal welfare regulations and ethical practice principles 2.2 Schedule examinations and tests as required to confirm suitability of selected animals for breeding program 2.3 Select and apply appropriate breeding systems according to the requirements of the breeding program 2.4 Apply appropriate mating methods according to the breeding program
3. Monitor breeding programs	3.1 Communicate breeding program strategies and procedures to staff and provide training as necessary 3.2 Identify potential risks to animals during breeding, birth and early life 3.3 Evaluate the options for managing risks according to WHS, and make preparations in case of emergencies 3.4 Monitor implementation of breeding programs for efficiency and effectiveness according to the requirements of the breeding program 3.5 Prioritise and implement changes necessary to achieve breeding aims
4. Evaluate breeding programs	4.1 Review and evaluate breeding program processes and outcomes against the organisation's objectives, and update breeding plans as required 4.2 Assess and update criteria used to select animals for breeding to meet the requirements of the breeding programs 4.3 Maintain breeding records according to industry standards and breeding program requirements

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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
Oral communication	• Explain breeding strategies and procedures to staff
Get the work done	• Carry out breeding risk analysis, problem solving and planning requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS406 Manage companion animal breeding	ACMCAS406A Manage companion animal breeding	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

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Assessment Requirements for ACMCAS406 Manage companion animal breeding

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed a breeding program for at least one companion animal species, including:

- identified, developed and implemented breeding program aims
- selected suitable animals for breeding programs
- established appropriate mating systems and methods
- monitored breeding activities and evaluated program outcomes
- identified potential risks to animals in breeding, birth and early life procedures and planned for emergencies
- maintained breeding program records.

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:

- anatomical and physiological structures and functions related to the reproduction, care and wellbeing of commonly held animals
- breeding program systems, methods and traits related to commonly held animals
- communication procedures and systems, and technology relevant to the organisation and own work responsibilities
- companion animal health and breeding processes and events using industry terminology
- diseases and ailments of breeding and young animals
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- normal and abnormal animal behaviour relating to the characteristics of the species, age, health status and social needs

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- relevant organisational policies and procedures, including WHS and emergency procedures and animal welfare requirements
- protocols, legal and ethical considerations in providing care and treatment of breeding animals and their offspring
- relevant legislative and regulatory compliance requirements, including relevant industry codes of practice, companion animal legislation, local council.

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
- resources, equipment and materials:
  - live companion animals for breeding programs
  - suitable housing and other equipment to support breeding programs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS407 Provide professional companion animal grooming services

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 provide professional pattern and style grooming services for companion animals.

The unit applies to individuals who work in the companion animal industry sector where pattern and style grooming services are provided for companion animals at their home, or at a companion animal facility. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

No occupational licensing, legislative or certification requirements are known to 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

Companion Animal Sector (CAS)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess grooming needs	1.1 Establish grooming needs of animals with client 1.2 Assess animal's coat length and condition, including condition of the ears, eyes and toenails in relation to its age and breed 1.3 Check animal for parasitic infection 1.4 Check general health and temperament of animal with the client, and document 1.5 Report observations of the animal's condition to the client 1.6 Inform the client of grooming procedures and give advice regarding required maintenance regimes for the animal's coat and condition
2. Prepare animal and grooming environment	2.1 Determine risks associated with grooming the animal and manage according to WHS and animal welfare requirements 2.2 Identify appropriate grooming pattern and style in accordance with breed standards, client preference, health of the animal and condition of its coat 2.3 Select and prepare grooming equipment and supplies relevant for the condition of the coat, its pattern and style 2.4 Restrain the animal and handle it safely and humanely according to its age, health and breed characteristics
3. Perform grooming services	3.1 Carry out pre-bathing procedures, including brushing and de-matting, as required 3.2 Bathe, rinse and dry animal using appropriate bathing procedures according to workplace policies and procedures 3.3 Operate grooming equipment safely according to workplace grooming procedures and manufacturers' instructions 3.4 Style the animal's coat as required using industry-recognised grooming techniques and according to pattern, style and client requirements 3.5 Complete additional grooming services as required
4. Complete grooming services	4.1 House and monitor animal until owner's arrival 4.2 Clean grooming equipment and area and return equipment to storage, audit supplies and document

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Collect and dispose of waste material according to environmental and legislative requirements 4.4 Document grooming services provided and update business records for compliance and invoicing requirements 4.5 Return animal to client, provide advice on home-grooming care and discuss any follow-up 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
Oral communication	• Discuss and negotiate client preferences for grooming

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS407 Provide professional companion animal grooming services	ACMCAS407A Provide professional companion animal grooming services	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

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Assessment Requirements for ACMCAS407 Provide professional companion animal grooming services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 bathed and groomed at least three different breeds of companion animal, including:

- assessed the health and condition of an animal's coat and determined the pattern and style grooming requirements with the client, for at least three different breeds of companion animal
- operated and maintained grooming equipment and supplies according to organisational standards and manufacturers' specifications
- handled animals in a safe and humane manner
- maintained high standards of hygiene and infection control
- maintained records and followed up with clients as required.

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:

- principles and practices of bathing and grooming companion animals
- animal anatomy and physiology related to grooming procedures
- communication procedures and systems and technology
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- grooming products and services
- industry recognised animal pattern and style grooming techniques, procedures and equipment

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- legislative and regulatory compliance requirements, including WHS, relevant industry codes of practice, companion animal legislation, local council regulations, microchipping, animal welfare legislation and wildlife regulations
- normal and abnormal animal behaviour and traits for relevant species
- animal welfare and ethics
- safe animal handling and restraint techniques and procedures
- safe work practices
- signs of abnormalities and health concerns in animals, including parasitic infections
- zoonotic diseases
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- transmission of diseases between animals
- use and maintenance of grooming equipment
- waste management strategies.

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
- resources, equipment and materials:
  - live animals for bathing and grooming
  - bathing and grooming equipment and products
  - disinfectant and cleaning products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS408 Manage the operation of a mobile hydro-bathing facility

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 manage the set-up, operation, cleaning and pack-up of a mobile hydro-bathing facility.

This unit applies to individuals working in the companion animal industry where a mobile hydro-bathing facility is operated. They analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

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

Companion Animal Sector (CAS)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Set up mobile hydro-bath	1.1 Confirm location for hydro-bath service and access to power and water with client 1.2 Identify on-site risks and manage according to WHS, traffic control and waste disposal regulations 1.3 Position and secure mobile unit and trailer in a safe and easily accessible area according to manufacturer's instructions 1.4 Connect appropriate hoses to water supply and drainage systems at the client's residence according to legislative requirements 1.5 Unload and prepare materials and equipment in readiness of provision of hydro-bathing services
2. Clean and pack up hydro-bath	2.1 Clean and disinfect hydro-bath and associated equipment according to workplace policies and procedures 2.2 Dispose of waste according to relevant legislative requirements 2.3 Check and pack consumables and other equipment into mobile unit 2.4 Secure and conduct safety check on mobile unit ready for removal from site 2.5 Complete relevant documentation according to workplace policies and procedures

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	• Read and interpret instructions for operation of equipment and cleaning materials and disinfectants
Get the work done	• Plan and complete tasks efficiently and effectively

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS408 Manage the operation of a mobile hydro-bathing facility	ACMCAS408A Manage the operation of a mobile hydro-bathing facility	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

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Assessment Requirements for ACMCAS408 Manage the operation of a mobile hydro-bathing facility

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least two occasions, the individual has in two different locations (total four places):

- set up, cleaned up, and packed up a mobile hydro-bath
- identified risks related to WHS, traffic control and animal welfare and implemented risk minimisation strategies
- maintained high standards of hygiene and infection control
- used safe and environmentally responsible organisational systems and procedures when working with and handling a variety of animals.

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:

- bathing materials and equipment
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- how to use and maintain bathing and rinsing equipment
- legislative and regulatory compliance requirements, including relevant industry codes of practice, companion animal legislation, local council regulations, microchipping, animal welfare legislation and wildlife regulations
- organisational policies and procedures, including WHS and emergency procedures, animal welfare requirements, hygiene standards and waste disposal regulations
- animal welfare and ethics
- recordkeeping systems
- safety check procedures for mobile unit

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- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry.

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
- resources, equipment and materials:
  - a mobile hydro-bath
  - access to water
  - access to power to operate the hydro-bath
  - cleaning products and materials used for cleaning a hydro-bath.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS409 Provide training advice to companion animal owners

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 develop, conduct and review training plans and programs for companion animals for their owners.

This unit applies to individuals working in the companion animal industry sector where training is required to modify undesirable behaviour traits for a range of breeds and species. This includes training conducted in group or one-on-one sessions with animals and their owners (clients) that takes place in public open spaces, in private residences or at agreed alternative venues. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

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

Pre-requisite Unit

Nil

Unit Sector

Companion Animal Sector (CAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine client's needs	1.1 Discuss and determine training needs with client 1.2 Conduct initial assessment of animal 1.3 Set short- and medium-term goals in conjunction with client 1.4 Offer referral to an animal behaviourist or other relevant persons if required
2. Develop training plans	2.1 Research behavioural traits and conditioning strategies for a range of breeds 2.2 Determine training strategies to achieve desirable behaviours for a range of breeds 2.3 Develop training plans to achieve desirable behaviours for a range of breeds
3. Conduct training	3.1 Select and use appropriate training equipment according to training plan 3.2 Explain initial training to client 3.3 Conduct training according to industry standards, animal welfare and ethics requirements 3.4 Maintain, hygienically clean and store training equipment according to workplace policies and procedures and manufacturers' guidelines
4. Conduct ongoing assessments	4.1 Review progress of animal according to training plan and discuss with client 4.2 Review training plan and modify accordingly 4.3 Maintain training records according to industry standards
5. Instruct client in ongoing management	5.1 Discuss strategies to achieve short- and medium-term conditioning objectives 5.2 Provide advice on longer-term objectives to client 5.3 Provide advice to client on training plans, including dietary requirements, behavioural enrichment, exercise and maintenance

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.

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Skill	Description
Oral communication	• Explain concepts to people unfamiliar with those concepts, in terms that they understand • Use open-ended questioning, active listening and paraphrases • Sequence information logically for easy understanding
Writing	• Write training plans and strategies that can be followed by clients
Reading	• Research behaviours associated with breeds

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS409 Provide training advice to companion animal owners	ACMCAS409A Provide training advice to companion animal owners	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

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Assessment Requirements for ACMCAS409 Provide training advice to companion animal owners

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- provided training advice to three owners of companion animals
- communicated effectively with clients on three occasions to determine animal and client needs and provided advice and assistance
- evaluated behaviour, signs and objective measures that may indicate animal health is at risk
- handled and restrained animals appropriately and humanely
- identified and implemented a variety of scientifically recognised behaviour modification techniques, including the effect of positive and negative reinforcement
- researched and determined training strategies to achieve desirable behaviours
- selected, used and maintained appropriate and humane training equipment
- supervised the training of animals in accordance with training plans
- used and maintained training equipment, including restraint devices
- used safe manual handling techniques and equipment.

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:

- animal dietary, exercise and maintenance requirements
- basic animal anatomy and physiology related to companion animal behaviour management requirements
- behaviour modification techniques and conditioning strategies
- humane training techniques for a range of animals and training requirements
- animal welfare and ethics

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- normal and abnormal animal behaviour relating to the characteristics of the species, age, health status and social needs
- safe animal handling and restraint techniques and procedures
- safe work practices
- training strategies and plans
- waste management strategies
- the types of disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- the standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- common animals and breeds, their typical behavioural traits and temperaments
- commonly used animal training equipment and its use.

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
- resources, equipment and materials:
  - live companion animals
  - equipment for training and restraining animals
- relationships:
  - interactions with real clients/customers or realistic scenarios or roleplays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMCAS410 Conduct companion animal training classes

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 develop, conduct and review training classes for companion animals and their owners.

This unit applies to individuals who work in the companion animal industry sector where training classes are required to assist owners with modifying undesirable behaviour traits for a range of breeds and species. Training may include behavioural training in obedience, agility and socialisation conducted in group sessions, and will generally take place in public open spaces. This unit applies to individuals who analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

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

Companion Animal Sector (CAS)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop class training plans	1.1 Conduct research to explore community and client requirements for classes and to determine current acceptable training methods 1.2 Research behavioural traits for a range of breeds 1.3 Determine training strategies to achieve desirable behaviours 1.4 Determine training classes to be held according to workplace requirements 1.5 Develop class training plans according to workplace requirements and the goals of training classes to be held
2. Advertise training classes	2.1 Determine, evaluate and prepare venues for training classes 2.2 Prepare documents that itemise costs involved in training classes 2.3 Prepare advertising materials and distribute according to workplace requirements 2.4 Take bookings for classes and respond to enquiries appropriately
3. Conduct training classes	3.1 Select appropriate training equipment and use according to training plans 3.2 Conduct training according to training plans and industry standards, including WHS and animal welfare and ethics requirements 3.3 Observe behaviour of individual breeds and interaction between breeds, and manage to minimise stress in animals, owners and class participants 3.4 Maintain, hygienically clean and store training equipment according to workplace policies and procedures and relevant manufacturers' guidelines 3.5 Discuss progress of class participants with handlers or owners 3.6 Review and update training plans as required 3.7 Maintain records according to training plans and workplace policies and procedures
4. Conduct ongoing assessments	4.1 Review progress of animals according to training plans and discuss with clients 4.2 Review training plans and modify accordingly 4.3 Maintain training records according to industry standards

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Instruct classes in ongoing training maintenance	5.1 Discuss strategies to achieve short-term and medium-term conditioning objectives with classes 5.2 Provide advice on longer-term objectives to classes 5.3 Provide advice to classes as required on animal's dietary, exercise and maintenance requirements according to training plans

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
Writing	• Prepare and document training plans
Oral communication	• Explain animal behaviours to clients, and provide advice about how to manage those behaviours

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMCAS410 Conduct companion animal training classes	ACMCAS410A Conduct companion animal training classes	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

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Assessment Requirements for ACMCAS410 Conduct companion animal training classes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- conducted at least one animal training class, of at least one hour’s duration, for at least three animals
- communicated effectively with animal owners and training class participants to determine animal and client needs and provide advice and assistance as required
- conducted initial and ongoing assessment of animals to assess progress against the training plan's behaviour management and conditioning strategies
- developed, reviewed and updated animal training strategies and plans for a range of breeds
- handled and restrained animals appropriately and humanely
- observed and interpreted the behaviour of owners and animals
- researched and determined training strategies to achieve desirable behaviours for a range of breeds
- supervised the training of animals in accordance with training plans
- conducted training class in accordance with training plan
- used safe waste handling and disposal procedures
- used and maintained training equipment, including restraint devices.

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:

- advertising strategies that can be used to promote classes
- animal anatomy and physiology related to companion animal behaviour management requirements

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- animal dietary, exercise and maintenance requirements
- animal training equipment and its use
- animals and breeds, their common behavioural traits and temperaments
- behaviour modification techniques and conditioning strategies
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- humane training techniques for a range of animals and training requirements
- animal welfare and ethics
- WHS and animal welfare legislative requirements and codes of practice
- safe animal handling and restraint techniques and procedures
- safe work practices
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- training strategies and plans.

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
- resources, equipment and materials:
  - live companion animals
  - equipment for training companion animals
  - equipment for restraining companion animals
- relationships:
  - interactions with real clients or realistic scenarios or roleplays.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQD401 Work within an equine dental service provision framework

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 work as an equine dental service provider. It covers the legal requirements and ethical principles and responsibilities and an overview of industry best practice techniques and procedures used in evidenced based equine dentistry.

The unit applies to individuals who work in equine allied health provider fields providing equine dental treatment and other services across various equine industry sectors.

Legislative and regulatory requirements, including work health and safety and animal welfare, apply to the scope of work of equine dental service providers, and vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Equine Dentistry (EQD)

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Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Commit to the principles and practices of equine dentistry	1.1 Develop knowledge of good practice techniques and procedures used in the equine dentistry and allied health provider fields 1.2 Develop, apply and maintain administrative support services including records and charts for all cases 1.3 Identify and comply with animal welfare and work health and safety requirements in conducting equine dental services within professional and personal scope 1.4 Identify and comply with industry standards of practice and codes of conduct 1.5 Comply with national, State or Territory veterinary surgeon or practitioner legislation and regulations 1.6 Develop, document and promote policies and procedures for animal management and environmentally sustainable work practices
2. Develop an industry network	2.1 Identify equine industry health service providers and evaluate options for horse or other equine health care 2.2 Develop a network for sharing of information, collaboration and consultation in the care of equines with other equine industry health service providers 2.3 Refer owners or carers to registered veterinarians or other appropriate service providers when service required is outside scope of practice
3. Represent equine dentistry practices available to the community	3.1 Explain to owners, carers and members of the public the need for and importance of regular equine dental care 3.2 Explain to the public the qualifications of equine dental service providers, their scope of practice and services provided

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

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Skill	Description
Reading	• Interpret dental information provided in equine treatment records and veterinary advice
Writing	• Record dental conditions and treatments accurately and use clear language and accurate terminology in written reports or correspondence
Oral communication	• Use industry medical terminology and concepts appropriate for the audience when explaining equine dental conditions and procedures
Navigate the world of work	• Take responsibility for complying with and keeping up to date with regulatory requirements, codes of practice, standards and workplace procedures relating to safety, biosecurity and animal welfare
Interact with others	• Build and maintain connections with a range of other health professionals to share information and resources and obtain advice and services • Follow accepted industry practices and protocols for working collaboratively with and conveying information to others
Get the work done	• Plan, sequence and prioritise equine dental activities to achieve positive outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD401 Work within an equine dental service provision framework	ACMEQD401A Work within an equine dental service provision framework	Updated to meet Standards for Training Packages. Work placement requirement included.	No 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

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Assessment Requirements for ACMEQD401 Work within an equine dental service provision framework

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit. There must be evidence that the individual has worked within an equine dental service provision framework and demonstrated each of the following points:

- complying with work health and safety (WHS) and animal welfare requirements in providing equine dental health care, including:
  - using safe handling techniques and equine restraints safely and humanely
  - fitting and correctly using personal protective equipment (PPE)
  - complying with hygiene and biosecurity requirements
- upholding the ethical principles and responsibilities of equine dental service providers
- developing, applying and maintaining administrative support services including professional records and dental charts
- developing a network of equine industry health service providers
- referring owners or carers to an appropriate registered veterinary practitioner or other qualified service provider in conditions or situations where additional or different services are required
- promoting and explaining the processes and procedures used in modern equine dentistry, using clear and appropriate terminology, to equine owners and others
- performing the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by supervised by an equine dental service provider who is a dental association member and/or a qualified equine dental service provider and/or is currently commercially active in providing equine dental services.

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:

- range of options available in the management of equine health, therapies and treatments
- overview of the history of equine dental care, techniques and methods

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- appropriate industry, anatomical and dental terminology related to equine dental health care
- types of dental encoded systems including modified Triadan number system, symbols and nomenclature
- anatomical nomenclature.
- principles of equine dental service practice, including:
  - accepted preventative practices adopted by the provider or peers to minimise safety hazards and risks
  - maintaining provider, assistant and patient health and hygiene
  - adherence to principles of client confidentiality
  - conducting referral of equines requiring treatment outside the provider's professional and personal scope
  - adherence to relevant code of ethics or code of conduct documents/policies
  - adherence to relevant national, state and territory regulations and guidelines
- role and responsibilities of equine dental service providers, including:
  - veterinary practices and restricted dental practices outlined in relevant restricted acts of veterinary science
  - qualifications of and dental services provided by different practitioners and registered veterinarians
  - professional indemnity and public liability insurance requirements
- relevant state or territory legislation covering the supply, possession and use of restricted and controlled substances
- standards, codes of practice, guidelines and approaches to environmental sustainability relevant to the animal care industry
- key requirements of work health and safety regulations and guidelines relating to:
  - safe work practices
  - purpose and types of PPE
  - risk assessment, control and review
  - safe equine handling techniques
  - proper storage of chemicals and veterinary prescribed medicines
- key requirements of biosecurity and hygiene standards:
  - disinfection and sterilization procedures
  - infection control with respect to exotic, zoonotic and contagious diseases
- key requirements of animal welfare regulations, policies and procedures relevant to the safe, humane and ethical care of equines
- notifiable diseases and quarantine procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - administrative support services including records and charts
- specifications:
    - legislation, regulations, codes of practice and standards relevant to equine dentistry or technology needed to access them
- relationships:
    - interactions with owners or carers of horses or other equines
    - interactions with registered veterinarians.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQD402 Determine equine oral function efficiency

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 determine equine oral function efficiency. It includes knowledge of the anatomy and physiology of the equine head including oral structures and dentition, and how they relate to general health and in particular, to dental conditions and disease.

The unit applies to individuals who use practical skills and knowledge to provide equine dental care and treatments across various equine industry sectors.

Legislative and regulatory requirements, including work health and safety and animal welfare, apply to the scope of work of equine dental service providers, and vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle	ACMEQU205 Apply knowledge of

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horses safely	horse behaviour

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the structures and determine the function of the equine oral cavity	1.1 Define structures within the oral cavity by name and location from embryonic (or foetal) to mature equine 1.2 Describe the functions of oral cavity structures 1.3 Analyse and define structures and body systems that affect growth and health of oral structures and their functions 1.4 Describe and relate the process of prehension and mastication of food to normal oral function including the influence of different food types
2. Relate the prehensile and masticatory function to teeth types	2.1 Identify and classify equine teeth by name and location using established equine dental formulae and terminology 2.2 Identify structures of equine teeth and periodontium by name and location 2.3 Identify and define stages of development and eruption of equine teeth 2.4 Identify normal development and eruption 2.5 Identify abnormalities of development and eruption 2.6 Define the function of individual equine teeth
3. Age the horse by interpreting tooth eruption, dental wear patterns and tooth angles	3.1 Identify and define stages of equine dental eruption and age indicators 3.2 Determine incisor angles in relation to age and define the variables that affect this assessment 3.3 Identify and define occlusal wear and shape of teeth

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	throughout horse life 3.4 Estimate the age of the horse based on presence or absence of deciduous and permanent teeth, wear patterns, tooth form and tooth angles 3.5 Document tooth status and oral conditions using accepted industry notation methods

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	• Interpret dental information in equine treatment records and veterinary advice
Writing	• Record equine dental conditions and treatments accurately using accepted dental encoded systems
Navigate the world of work	• Take responsibility for complying with and keeping up to date with regulatory requirements, codes of practice, standards and workplace procedures relating to safety, patient microbiological risk, biosecurity and animal welfare
Get the work done	• Plan, sequence and prioritise equine dental activities to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD402 Determine equine oral functional efficiency	ACMEQD402A Determine equine oral functional efficiency	Updated to meet Standards for Training Packages Prerequisite added Work placement	No equivalent unit

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		requirement included	

Links

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Assessment Requirements for ACMEQD402 Determine equine oral function efficiency

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit. There must be evidence that the individual has determined the oral function efficiency for at least six different horses on a variety of diets and of different ages, including:

- locating and describing oral cavity features by name, location and function
- identifying lateral excursion, rostro-caudal movement and occlusion function
- determining the age of horses based on tooth development, wear, shape and incisor angulation
- using dental formulae and established terminology to describe and document tooth status and oral conditions
- performing the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by supervised by an equine dental service provider who is a dental association member and/or a qualified equine dental service provider and/or is currently commercially active in providing equine dental services.

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:

- principles and practices for determining equine oral function efficiency
- anatomy and physiology of the equine head and oral structures including:
  - detailed features and functions of the equine head, mouth and teeth
  - soft tissues - lips, tongue, gums and cheeks
  - hard palate and palatine artery
  - periodontal structures
  - bone structures of the head
  - normal and abnormal functions

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    - equine teeth and tooth types
    - incisors
    - canines
    - premolars (including wolf teeth)
    - molars
    - stages of tooth development, growth, wear and ageing
- classification of equine tooth types:
    - Triadan system nomenclature
    - anatomical nomenclature
    - type and timing of eruption
    - deciduous
    - permanent
- structures of equine teeth and periodontal structures:
    - apical foramen
    - alveolus (socket) periodontal ligament
    - cementum, dentine and enamel
    - root and crown, infundibulum
    - pulp canals (or chamber) nerves, vessels and structures
- stages of development and eruption of teeth, including:
    - bud, cap and bell stages
    - apposition and calcification of enamel and dentine
    - attrition (wear)
- abnormalities of development and eruption:
    - absence of teeth (oligodontia)
    - supernumerary teeth
    - underdevelopment of cementum or enamel (hypoplasia)
    - overdevelopment of cementum or enamel (hyperplasia, hypercementosis)
    - dentigerous cysts
    - super-eruption (including of unopposed teeth)
    - impaction (failure of tooth to erupt)
    - lack of wear
    - parrotmouth, overbite, overjet (brachygnathism)
    - sow mouth, monkey mouth (maxillary brachygnathism or mesiocclusion)
    - wry mouth (campylorrhinus lateralis)
- stages of equine dental eruption and age indicators:
    - presence or absence of deciduous teeth
    - presence or absence of permanent teeth
    - presence or absence of infundibula
    - observation of teeth in wear
- masticatory processes:

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  - biomechanics of the mandible and maxilla and the temporomandibular joint (TMJ)
  - feed manipulation and formation of food bolus
  - masticatory muscles, the tongue and saliva
  - rugae
  - teeth and their occlusal angles and ridges, the curve of Spee
- process of prehension, mastication and the role of normal oral function
- infectious and/or contagious disease prophylaxis, symptoms, infection control and biosecurity protocols
- animal welfare needs of equines
- relationship between equine dental anatomy and physiology
- legislation, regulations and codes of practice, including work health and safety, animal welfare and ethics, veterinary practices, restricted dental practices, drugs and poisons legislation, and waste disposal
- workplace hygiene standards (including those of biosecurity) including: disinfectants, cleaning agents and techniques, cleaning and appropriate disinfection and/or sterilisation of equipment, materials and personal protective equipment
- safe work practices including safe horse handling techniques and personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various equines of different ages on different diets assessed as suitable for the skill level of the individual
  - PPE correctly fitted and applicable to activity for the individual
  - appropriate tack, materials and equipment to provide dental care and treatment for horses
- specifications:
  - legislation, regulations, codes of practice and standards relevant to equine dentistry or technology to access them.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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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Links

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ACMEQD403 Identify potential health impacts of equine oral conditions

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 evaluate the anatomy and physiology of the equine head, with specific reference to how the teeth and related dental structures can affect equine health.

The unit applies to individuals who use practical skills and knowledge to provide dental care to ensure the health and efficient physiological function of equine dentition.

Legislative and regulatory requirements, including work health and safety and animal welfare, apply to the scope of work of equine dental service providers, and vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate the impact of dental and oral health on digestion and nutrient absorption	1.1 Identify and describe structures of the head that relate to prehension, mastication, swallowing and digestion 1.2 Identify and describe functions of the head and oral structures in relation to prehension, mastication, swallowing and digestion, and general health 1.3 Analyse the relationship between muscular structure, dental occlusion and masticatory action 1.4 Determine changes in the skull and oro-pharynx due to age, disease and injury 1.5 Evaluate other factors affecting oral function and digestive processes 1.6 Define and identify consequences of poor oral health on equine physiology and nutrient absorption
2. Evaluate the impact of dental and oral conditions on equine health	2.1 Identify and describe dental and oral trauma and their possible causes 2.2 Identify and describe other acquired dental and oral conditions 2.3 Identify and describe dental congenital and genetic abnormalities 2.4 Identify and describe other abnormal conditions 2.5 Evaluate potential impacts and consequences on general health of dental injuries, diseases and abnormalities
3. Evaluate the impact of unskilled or inappropriate dental care on equine health	3.1 Evaluate and describe potential consequences of the absence of dental care on the health of the horse or other equine 3.2 Identify and describe the consequences of unskilled or inappropriate dental techniques and treatments

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.3 Describe the implications of leaving tooth root fragments behind after extraction 3.4 Describe the consequences of excessive or inappropriate filing (floating) on the teeth and associated structures and the impact on the masticatory function 3.5 Identify other possible causes of dental and/or oral damage or disease and describe the consequences

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	• Analyse complex references, anatomical diagrams and other resources relevant to equine dental and oral conditions from a variety of sources and consolidate information
Get the work done	• Use problem solving techniques to analyse health impacts of equine oral condition using oral examination information and other resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD403 Identify potential health impacts of equine oral conditions	ACMEQD403A Identify potential health impacts of equine oral conditions	Updated to meet Standards for Training Packages Prerequisite added Work placement requirement included	No equivalent unit

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Links

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Assessment Requirements for ACMEQD403 Identify potential health impacts of equine oral conditions

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

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 examined the dental anatomy and physiology of the equine head on at least six different horses or other equines to identify potential health impacts of oral conditions, including:

- condition scoring to review overall health of each equine
- explaining the process of mastication and nutrient absorption and the impact of poor occlusion or masticatory action on equine health
- assessing how the teeth and related dental structures affect equine health
- identifying evidence of unskilled or inappropriate dental care
- identifying a range of pathology and health issues that could occur due to a lack of dental care or as a result of unskilled or inappropriate dental care
- performing the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by supervised by an equine dental service provider who is a dental association member and/or a qualified equine dental service provider and/or is currently commercially active in providing equine dental services.

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:

- anatomy and physiology of the equine head and oral structures including:
  - features of the equine mouth and teeth
  - features of correctly formed, healthy and well-maintained equine dental and oral structures
  - normal and abnormal functions including physiology and effect of diet
- terminology:
  - anatomical directional terminology
  - established dental terminology related to equine dental care

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- appropriate industry and state/territory equine dental codes of conduct and standards of practice to assist in identifying unskilled or inappropriate dental care
- techniques for condition scoring horses or other equines
- indicators of equine distress, illness, pain and disease
- influence of different diets and husbandries on mastication and oral health
- nutritional requirements and digestive processes of equines
- techniques and instruments used to provide equine dental care
- causes and consequences of equine ailments, infections and injuries relevant to dental care
- potential consequences of the absence of dental care on equine health:
  - untreated pathology, including periodontal disease
  - inability or reluctance to prehend or to masticate effectively
  - poor acceptance of a bit, bridle or head collar or other behavioural problems
  - gastrointestinal tract impaction and/or colic
- potential consequences of unskilled or inappropriate dental techniques and treatments:
  - damage to or severing of nerves or blood vessels, such as palatine artery, including epistaxis
  - lacerated oral tissues, fracture of teeth or of the bones of the skull and mandible
  - pulpitis or pulp necrosis (tooth death) due to pulp exposure, or near exposure, or thermal or mechanical damage
  - absence of referral when appropriate
- techniques and reasons for infection control in the practice of equine dental/oral procedures
- zoonotic and contagious disease symptoms, prophylaxis, work health and safety and biosecurity protocols.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - live horses or other equines assessed as suitable for the skill level of the individual, cadavers or simulations (visual aids and/or anatomical models) with different health or oral conditions
  - appropriate tack, materials and equipment for examining equine dental condition
  - personal protective equipment correctly fitted and applicable to activity for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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ACMEQD404 Conduct equine oral inspection and assessment and plan equine dental treatment

Modification History

Release	Comments
Release 1	This version released with the Animal Care and Management Training Package Version 1.0

Application

This unit of competency covers the skills and knowledge required to inspect equine mouths, assess oral health status and plan required routine dental correction or oral care procedures, or initiate referral procedures where corrective equine dental treatment is required.

The unit applies to individuals, who use practical skills and knowledge to identify a range of common equine dental conditions to plan routine equine dental treatment.

Legislative and regulatory requirements, including work health and safety and animal welfare, apply to the scope of work of equine dental service providers, and vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Conduct pre-examination procedures	1.1 Evaluate the equine health, injury and use-previous history records 1.2 Clarify reasons for equine dental appointment and outline more appropriate options to the owner or carer according to workplace practices 1.3 Conduct and document basic assessment of equine condition 1.4 Identify features of head and neck anatomy and assess their general function 1.5 Assess and evaluate the behaviour of the horse or other equine and its response to general handling
2. Prepare to carry out oral and dental examination	2.1 Assess potential risks and safety considerations for horse or other equine and handlers in performing an oral inspection and apply safety protocols and risk controls 2.2 Carry out hygiene and infection controls in preparation for the examination 2.3 Determine the need for sedation to carry out a thorough and complete examination of oral cavity considering work health and safety and animal welfare, safety and comfort 2.4 Check authorisation to obtain and administer medication according to relevant State or Territory legislation or refer case to registered veterinarian if beyond own professional or personal scope or ethical responsibility
3. Conduct oral and dental examination	3.1 Inspect equine head for symmetry, swellings or other abnormalities using safe handling techniques 3.2 Assess the rostro-caudal and lateral excursion range of motion of

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	the mandible 3.3 Inspect and assess incisors for evidence of pathology and occlusion that may impact on speculum use 3.4 Inspect molars and incisors for occlusion 3.5 Fit and remove a speculum according to industry standards 3.6 Examine oral structures by palpation and visual inspection 3.7 Inspect and assess all teeth for normal and abnormal features related to position, alignment, wear, and angulations 3.8 Use results of oral and dental examination to decide if referral to a registered veterinarian is needed and explain required actions to owner or carer
4. Provide post-inspection assessment and advice	4.1 Document results of inspection using established terminology and dental charts 4.2 Assess inspection results and explain impact of findings to owner or carer
5. Prioritise dental issues	5.1 Consider dental examination findings in conjunction with the profile and history of the horse or other equine 5.2 Rank and prioritise dental conditions found during examination based on animal welfare considerations including health impact and equine comfort 5.3 Prioritise dental conditions found during examination based on health impact and equine comfort considering also the time required to perform treatment
6. Select dental treatment strategy	6.1 Discuss owner or carer requested or proposed treatments in context of ethical considerations, optimal comfort and dental care for horse or other equine 6.2 Explain significance of dental conditions found during examination to the owner or carer and discuss treatment strategies ranked according to optimal outcomes for the horse or other equine and other relevant considerations 6.3 Plan and document treatment stages and timing for services to be provided within own professional scope 6.4 Explain post treatment care and the need for monitoring the horse or other equine to the owner or carer

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.5 Confirm consent for the treatment strategy with the owner or carer

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	• Interpret and consolidate key information in industry recognised charts and records for individual horses or other equines
Writing	• Enter data and observations into record keeping systems accurately using industry terminology and dental encoded systems
Numeracy	• Calculate ratios, proportions and volume relevant to mixing liquids and chemicals • Estimate, calculate and record routine measures relating to carrying out equine oral inspections
Oral communication	• Provide clear explanations and respond to queries using terminology and concepts appropriate for the audience
Navigate the world of work	• Take responsibility for following work health and safety, safe handling practices, animal welfare and biosecurity requirements, in own role and work area • Know own obligations and limits of professional and personal scope or ethical responsibility
Interact with others	• Follow accepted industry practices and protocols for working collaboratively with and reporting to registered veterinarians
Get the work done	• Assemble resources and plan and prioritise daily tasks to achieve outcomes relating to equine oral inspections • Make decisions about routine and non-routine oral conditions and required treatments, taking responsibility for recommended plans and referral action

Unit Mapping Information

Code and title	Code and title	Comments	Equivalence status

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current version	previous version		
ACMEQD404 Conduct equine oral inspection and assessment and plan equine dental treatment	ACMEQD404A Conduct equine oral inspection and assessment and plan equine dental treatment	Updated to meet Standards for Training Packages Minor changes to clarify intent of unit and strengthen safety requirements Prerequisite added Work placement requirement included	No 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

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Assessment Requirements for ACMEQD404 Conduct equine oral inspection and assessment and plan equine dental treatment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit. There must be evidence that the individual has conducted equine oral inspections to prepare and plan routine dental correction or oral care procedures on at least six different horses or other equines, including:

- obtaining history, evaluating and documenting current general condition and behaviour of each equine
- inspecting incisors for evidence of major malocclusions to determine speculum use
- checking and complying with infection control and hygiene protocols and monitoring for update alerts
- notifying or referring appropriate person or government department of potential exotic or zoonotic disease risks
- determining need for sedation and where allowed obtaining and administering medication legally in strict adherence to State or Territory regulatory requirements
- fitting a speculum and inspecting the mouth and teeth for signs of healthy dental and oral status
- identifying and ranking less complex dental conditions that can be addressed by routine dental and oral procedures, using industry recognised charts and records
- discussing options for treatment with mentors, registered veterinarian or other appropriate service providers
- referring owner or carer to a registered veterinarian or other appropriate service provider if the case is beyond current professional and personal scope, legal restriction or ethical responsibility of the dental service provider
- documenting findings using established record keeping and appropriate terminology
- reporting inspection results and impact of findings to owner or carer
- documenting treatment plans, including appropriate treatment procedures and equipment
- explaining treatment plan, post-treatment care and monitoring requirements to owner or carer

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- performing the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by supervised by an equine dental service provider who is a dental association member and/or a qualified equine dental service provider and/or is currently commercially active in providing equine dental services.

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:

- anatomy and physiology of the equine head and oral structures including:
  - features of correctly formed, healthy and well-maintained equine dental and oral structures
  - normal and abnormal features and functions
- relevant industry and state or territory equine dental codes of conduct and standards of practice
- relevant state or territory legislation covering the supply, possession and use of restricted and controlled substances
- appropriate terminology used to describe dental conditions, treatment and oral features
- charting systems used to record equine dental information
- common equine dental conditions and diseases
- contagious disease symptoms, prophylaxis and biosecurity protocols
- diagnostic tools used to investigate equine health and dental conditions
- techniques and instruments used to provide equine dental care
- techniques used to restrain equines for dental treatment
- equine ailments and injuries that may impact on dental health
- equine behaviour and other symptoms that may indicate dental problems
- indicators of equine distress, illness and disease
- parameters of treatment which may require referral to a registered veterinarian or other appropriate service provider
- post-dental treatment monitoring and care
- principles and practices of animal welfare
- protocols, legal and ethical considerations when consulting with registered veterinarians and other appropriate service providers
- relevant legislation, regulations and codes of practice for veterinary practice and restricted dental practices
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment and control
  - safe handling techniques for catching, handling, controlling and restraining equines
  - safe work practices
  - storage of medicines and chemicals
  - personal protective equipment
- key requirements of biosecurity standards, relevant to:

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  - hygiene standards - cleaning, disinfection or sterilisation of equipment and materials
  - safe waste management and disposal
  - equine disease, notifiable diseases and quarantine procedures
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of equines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various live horses or other equines with a range of oral care needs assessed as suitable for the skill level of the individual
  - appropriate tack, materials and equipment for carrying out an oral inspection
  - personal protective equipment correctly fitted and applicable to tasks for individual
- relationships:
  - interactions with owners or carers of horses or other equines
  - interactions with registered veterinarians.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQD405 Perform routine dental correction and oral care using manual instruments

Modification History

Release	Comments
Release 1	This version released with the Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to perform routine dental correction and oral care using manual instruments.

The unit applies to individuals, working as equine dental service providers, who use practical skills and knowledge to perform routine dental corrections and oral care across a range of equine industry sectors.

Legislative and regulatory requirements, including work health and safety and animal welfare, apply to the scope of work of equine dental service providers, and vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely

Note the following chain of prerequisites that also apply to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine Dentistry (EQD)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and appraise manual instruments used in equine dentistry	1.1 Assess materials used in manual dental instruments to determine appropriateness for intended use and for cleaning and disinfection 1.2 Assess speculum types and demonstrate fitting techniques according to work health and safety (WHS) standards and animal welfare considerations 1.3 Review manual files (floats) and file (float) blade types and demonstrate techniques for use according to WHS standards and animal welfare considerations 1.4 Examine other dental equipment and demonstrate techniques for use according to WHS standards and animal welfare considerations
2. Prepare for use of manual instruments	2.1 Assess potential risks and safety considerations for equines and handlers in performing an oral inspection and apply safety protocols and risk controls 2.2 Refer to a treatment plan and oral mouth inspection reports before commencing dental treatment 2.3 Implement appropriate infection control procedures 2.4 Select appropriate manual instruments for the nominated task 2.5 Position or restrain the equine using safe handling techniques and instruct the carer on their role in controlling the equine
3. Prepare for routine dental correction in line with the treatment plan	3.1 Fit speculum in line with industry standards giving due consideration to equine response and relevant anatomy 3.2 Remove impacted feed and flush oral cavity with water to conduct visual and manual examination using appropriate focal light source and dental mirrors

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.3 Identify any digitally loose retained deciduous teeth (caps) 3.4 Assess condition and cause/s of pathology and arrange for treatment according to the constraints of qualified equine dental provider professional scope and related workplace protocols 3.5 Provide advice and options for treatment or arrange for a referral to a registered veterinarian
4. Perform routine dental correction according to treatment plan	4.1 Assess the impact of sharp buccal and lingual points on soft tissues on both the upper and lower molar arcades 4.2 File teeth (float) with extreme caution to optimise health, mastication and comfort of horse or other equine ensuring that the removal of dentine is not excessive and the pulp chamber is not approached or damaged 4.3 Assess procedure for removal of digitally loose retained teeth and treat 4.4 Remove supragingival calculus (tartar) from teeth as necessary 4.5 Clean and modify canine teeth according to professional workplace practice 4.6 Refer treatments outside of qualified equine dental provider professional scope to a registered veterinarian
5. Install or restore bit seat for ridden or driven horses or other equines and address canine teeth	5.1 Address the presence or absence of first premolar (Wolf) teeth prior to installing bit seats and refer to a registered veterinarian if extraction is required 5.2 Identify features of the required ‘bit seat’ according to the treatment plan and purpose or use of the equine 5.3 Create appropriate bit seats on the second premolars on both the upper and lower arcades giving due consideration to tooth structure and maintaining optimal occlusion in relation to mastication and avoidance of the pulp canals 5.4 Rinse the oral cavity in line with workplace practice
6. Provide post-dental treatment care	6.1 Inspect the oral cavity and teeth for evidence of injury caused during dental treatment and, if present, evaluate treatment options including the need to consult or refer to a veterinarian 6.2 Evaluate dental treatment to confirm comfort and evaluate oral functionality status 6.3 Clean and disinfect work area, instruments and other equipment

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to infection control standard precautions 6.4 Check instruments and equipment for wear and/or damage and implement workplace maintenance or repair procedures 6.5 Update records including dental charts and photographs, according to workplace requirements 6.6 Inform the owner or carer about the scope of the treatment provided and provide advice about post-treatment care, the need for follow-up treatment, or referral to a registered veterinarian or other appropriate service provider.

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	• Interpret and consolidate key information in industry recognised charts, and oral inspection reports and records for individual horses or other equines
Writing	• Enter data and observations into record keeping systems accurately using industry terminology and dental encoded systems
Numeracy	• Calculate and record routine measures relating to carrying out equine dental corrections and oral care
Oral communication	• Provide clear explanations and respond to queries using terminology and concepts appropriate for the audience
Navigate the world of work	• Take responsibility for following work health and safety, safe handling practices, animal welfare and biosecurity requirements, in own role and work area • Know own obligations and limits of professional and personal scope or ethical responsibility
Interact with others	• Follow accepted industry professional practices and protocols for working collaboratively with and reporting to registered veterinarians
Get the work done	• Assemble resources and plan and prioritise daily tasks to achieve outcomes relating to equine dental corrections and oral care • Make decisions about routine and non-routine dental corrections,

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Skill	Description
	taking responsibility for judgements made and recommended follow up or referral action

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQD405 Perform routine dental correction and oral care using manual instruments	ACMEQD405A Perform routine dental correction and oral care using manual instruments	Updated to meet Standards for Training Packages. Prerequisite added. Work placement requirement included.	No 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

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Assessment Requirements for ACMEQD405 Perform routine dental correction and oral care using manual instruments

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit. There must be evidence that the individual has performed routine dental correction and oral care using manual instruments on at least six different horses or other equines, including:

- preparing for treatment including assessing equine temperament and behaviour
- advising owner to organise sedation if required, strictly according to relevant State and Territory legislation, regulations and industry standards
- instructing the carer on their role and safety procedures in handling the horse or other equine during treatment
- conduct a professional and thorough visual and manual examination of the head and oral cavity of each equine to formulate an assessment and treatment plan
- using appropriate techniques with manual instruments restore dental and oral structures to an acceptable condition, considering functionality and comfort according to the treatment plan and oral inspection report for each equine
- complying with all safety, animal welfare and infection control and hygiene protocols and monitoring for update alerts
- explaining procedures and post-treatment management to owner or carer and others
- updating dental and other relevant records for each equine
- performing the activities outlined in the performance criteria of this unit during, and contributing to, an overall period of at least 120 hours of work supervised by supervised by an equine dental service provider who is a dental association member and/or a qualified equine dental service provider and/or is currently commercially active in providing equine dental services.

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:

- principles and practices for performing routine dental correction and oral care using manual instruments

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- anatomy and physiology of the equine head and oral structures including features and functions of the equine mouth and its structures including normal and abnormal functions
- appropriate industry and state/territory equine dental codes of conduct and standards of practice
- appropriate terminology used to describe dental conditions, treatment and oral features
- charting systems used to record equine dental information
- clinical signs and effects of the categories of sedative drugs used with equines
- contagious and zoonotic disease signs and symptoms, prophylaxis and biosecurity protocols
- features of normal or correctly formed, healthy and well-maintained equine dental and oral structures
- features of manual instruments used in equine dental care related to purpose, operation, quality, longevity and cost
- equine ailments and injuries that may impact on dental health
- equine behaviour and other signs that may indicate dental or oral problems
- indicators of equine distress, pain, illness, and pathology
- adherence to instrument manufacturer instructions and maintenance specifications
- usefulness life span, maintenance of and indicators of wear or redundancy of manual equine dental instruments
- normal and abnormal features of equine dental and oral structures including physiology and effect of diet
- parameters of treatment which may require referral to a registered veterinarian or other appropriate service provider, including:
  - advanced or staged corrective treatment
  - retained deciduous caps with periodontal attachments
  - permanent cheek teeth that are mobile indicating significant pathology
  - tooth fragments for extraction or further investigation
  - teeth extractions
  - periodontal disease
  - endodontic disease
  - other investigative procedures and/or health problems
- potential consequences of unskilled or inappropriate dental techniques and treatments:
  - damage to or severing of nerves or blood vessels, such as palatine artery, including epistaxis
  - lacerated oral tissues, fracture of teeth or of the bones of the skull
  - pulpitis or pulp necrosis (tooth death) due to pulp exposure, or near exposure, or thermal or mechanical damage
  - absence of referral when appropriate
- principles and regulations concerning animal welfare
- post-dental treatment monitoring, management and care
- protocols, legal and ethical considerations in consulting with registered veterinarians and other relevant persons

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- appropriate industry and state or territory legislation covering equine dental codes of conduct and standards of practice
- relevant state or territory legislation covering the supply, possession and use of restricted and controlled substances
- standard precautions for the care and treatment of all animals, regardless of their perceived or confirmed infectious status for animal care
- techniques and use of manual instruments used to provide equine dental care
- techniques used to:
  - restrain equines safely for dental treatment
  - fit speculum
  - remove impacted feed, rinse mouth with water
  - examine the oral cavity both visually and digitally in order to make a proper assessment
  - file (float) teeth with manual instruments within professionally accepted parameters
  - install bit comfort areas
  - remove supra-gingival calculus (tartar)
  - remove impacted feed
  - remove retained but digitally loose deciduous teeth (caps)
- relevant legislation, regulations and codes of practice for veterinary practices and restricted dental practices
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment and control
  - safe handling techniques for catching, handling, controlling and restraining equines
  - safe work practices
  - storage of chemicals and medicines
  - personal protective equipment
- key requirements of biosecurity standards, relevant to:
  - hygiene standards - cleaning, disinfection or sterilisation of equipment and materials
  - provision, use and wearing of personal protective equipment for operator and assistants
  - safe waste management and disposal
  - equine diseases, notifiable diseases and quarantine procedures
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses or other equines.
-

Assessment Conditions

Assessment of this unit must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting

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- resources, equipment and materials:
  - various live horses or other equines with a range of dental correction and oral care needs assessed as suitable for the skill level of the candidate
  - appropriate tack, materials and equipment for carrying out an oral inspection
  - personal protective equipment correctly fitted and applicable for tasks for candidate
- relationships:
  - interactions with owners or carers of horses or other equines
  - interactions with registered veterinarians.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU101 Approach and catch horses

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 safely approach, catch and move around suitably educated, calm, consistent and obedient horses. It covers knowledge of the natural instincts of horses and their common behaviour traits and potential risks when working with and around horses.

The unit applies to individuals who are learning about horses likely to have no experience working around or with horses. These individuals undertake defined routine activities under direct supervision in environments, such as stables, paddocks and yards.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Recognise horses and their body language	1.1 Identify common features and the behavioural natural instincts of horses 1.2 Describe horses by colour, type and gender 1.3 Identify posture and facial features that indicate horses are relaxed in their surroundings 1.4 Identify posture and facial features that indicate horses are threatened or defensive in their surroundings 1.5 Identify posture and facial features that indicate horses are distressed, or exhibiting uncharacteristic behaviour 1.6 Identify the features of human body language that affect horse behaviour 1.7 Describe horse behaviour and their responses to people, other horses and the environment using industry terminology
2. Approach calm, suitably educated horses that are tied up	2.1 Identify risks associated with approaching horses that are tied-up and discuss how to manage the risks with supervisor 2.2 Discuss how to safely approach and handle a horse with supervisor and confirm that instructions are understood 2.3 Follow WHS procedures and supervisor’s instructions when approaching and handling horses 2.4 Confirm that horses are aware of handler’s presence 2.5 Use human body language to minimise stress when approaching horses 2.6 Approach, handle and move around a tied-up horse calmly and safely
3. Approach, catch and release a calm, suitably educated horse in a yard or stable	3.1 Identify risks associated with approaching and catching loose horses and horses that are lying down and discuss how to manage risks with supervisor 3.2 Discuss how to safely approach, catch and release a horse with supervisor and confirm that instructions are understood 3.3 Safely move around a horse that is lying down 3.4 Approach a single loose horse with halter and lead 3.5 Fit halter and lead according to instructions 3.6 Remove halter and release a horse calmly and safely

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Elements	Performance Criteria
4. Lead a calm, suitably educated horse	4.1 Identify risks associated with leading horses and discuss how to manage safety risks to supervisor 4.2 Discuss how to safely lead a horse with supervisor and confirm that instructions are understood 4.3 Hold a stationary horse in a controlled area 4.4 Lead a horse on its own 4.5 Lead a horse single file in a group 4.6 Lead a horse through a gate or into a stable 4.7 Lead a horse through a controlled horse workplace environment

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
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions
Navigate the world of work	• Follow workplace procedures, including safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Interact with others	• Communicate effectively and cooperate with supervisor and co-workers including reporting problems
Get the work done	• Follow clearly sequenced instructions to approach, catch and handle calm, well-educated horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU101 Approach and catch horses	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMEQU101 Approach and catch horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has, under direct supervision, approached, caught, stood and led calm, consistent and obedient horses, assessed as being suitable for the skill and experience of the individual.

All tasks must be carried out in accordance with work health and safety procedures relevant to moving round and handling horses and there must be evidence that the individual has:

- discussed and reported any safety risks or concerns with supervisor
- observed body language of at least three horses and used observations to guide own interactions with horse
- approached and moved around restrained, loose and recumbent horses, avoiding actions that could jeopardise the safety of self or others
- safely and calmly approached three different horses in a stable or small yard or paddock, then fitted and released a headcollar or halter according to instructions
- leading at least three different horses at walk in an enclosed area alone and in single file groups of three or more horses maintaining a safe distance between each horse over a distance of around 100m
- following work health and safety (WHS) procedures when moving round and handling horses
- reporting and discussing safety risks with supervisor.

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:

- features of horse body language that indicate common horse behaviour, instincts and social traits including:
  - alert
  - herd

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  - inquisitive
  - relaxed and confident
  - sick
  - resting
  - threatened or distressed
  - threatening
  - uncomfortable and nervous
- how to handle horses in group and individual situations
- uncharacteristic horse behaviours
- characteristics of mares, geldings and stallions
- terminology used to describe basic identifying features of horses including horse coat colours
- communication procedures within the work environment when handling horses
- the importance of complying with workplace protocols
- how hazards and risks, relevant to the particular activity, are identified and managed
- safety procedures when approaching and moving around animals
- safe horse handling zones
- how to work safely around recumbent horses including how they get up
- methods to catch a loose horse
- safe horse handling practices
- tools and equipment to catch and lead horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - controlled safe workplace or an environment that accurately represents workplace conditions, where there is minimal risk of distractions from other horses, animals or outside influences that may make horses difficult to control
- resources, equipment and materials:
  - live, calm, consistent and obedient horses educated for the activity and assessed as being suitable for the skill and experience level of the individual
  - appropriate tack for individual, horse and activity
  - personal protective equipment for individual that is correctly fitted and suitable for activity
- specifications:
  - workplace instructions
- relationships with others:
  - supervisor.

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Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU201 Work safely in industries with horses

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 work safely and sustainably in industry sectors that use horses. It covers knowledge of potential risks when working with and around horses and following industry guidelines and procedures to ensure the welfare and safety of the individual and the horse.

This unit applies to individuals who have no experience, limited experience or no recent experience working with horses. They undertake defined routine activities under supervision with limited responsibility for their own work. Working environments may include stables, paddocks, yards, tracks, exercise arenas and public areas used by various industry sectors that use horses.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where licensing or registration varies between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. As requirements vary between industry sectors and state/territory jurisdictions, users must check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify key aspects of the horse industry	1.1 Locate relevant sources of information to develop own knowledge of the horse industry 1.2 Use industry terminology to describe horses and horse-related work 1.3 Identify potential career pathways within the industry
2. Follow work health and safety (WHS) and industry guidelines and procedures	2.1 Interpret and clarify instructions about assigned tasks with supervisor and report safety risks and hazards 2.2 Identify own responsibilities, including boundaries of role, in relation to supervisor instructions 2.3 Identify, assess and take steps to control risks to self, others and the horse when interacting with horses 2.4 Follow safe working practices when working with and around horses, including using correctly fitted personal protective equipment (PPE) appropriate for the activity 2.5 Raise WHS issues with supervisor according to workplace procedures 2.6 Comply with ethical animal welfare practices according to supervisor instructions 2.7 Follow workplace biosecurity practices according to supervisor instructions 2.8 Complete workplace records and documentation according to workplace guidelines
3. Seek opportunities to improve efficiency and reduce environmental hazards	3.1 Identify workplace environmental sustainability and resource efficiency issues 3.2 Identify and report workplace environmental hazards to supervisor 3.3 Follow organisation plans to improve environmental sustainability practices and resource efficiency 3.4 Make suggestions for improvements to workplace practices, environmental sustainability and resource efficiency
4. Use equipment, tools and gear to complete tasks	4.1 Select appropriate equipment, tools and gear according to supervisor instructions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Check equipment, tools and gear and identify their safe use, prior to use 4.3 Use safe manual handling techniques 4.4 Check chemical and medication safety directions prior to use, according to supervisor instructions 4.5 Maintain and store chemicals, medications, equipment, tools and gear according to supervisor instructions and workplace practices

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	• Interpret key information on product labels and instructions for work tasks
Writing	• Enter data and record observations accurately and legibly in workplace documentation
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry-standard terminology accurately in communications with others
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Follow clearly sequenced instructions, plan tasks and assemble resources required to work effectively in the horse industry

Unit Mapping Information

Code and title current version	Code and title	Comments	Equivalence

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	previous version		**status**
ACMEQU201 Work safely in industries with horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU201 Work safely in industries with horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has worked in a horse industry environment around at least three quiet, consistent and obedient horses. Under supervision, the individual must demonstrate each of the following points on at least three occasions:

- following work health and safety (WHS) procedures in the context of own work, and including:
  - carrying out basic hazard and risk assessment and control
  - using personal protective equipment (PPE)
  - using safe manual handling techniques
  - reporting WHS hazards and issues
- using ethical and humane animal welfare practices in the context of own work
- selecting equipment, tools and gear appropriate to the work task
- selecting, applying and/or administering chemicals and medications according to work requirements
- following workplace biosecurity practices in the context of own work
- communicating effectively with supervisor using industry terminology, including raising issues of concern
- accurately completing required workplace records and documentation.

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 animal welfare principles and responsibilities in the context of own work
- basic WHS responsibilities for a limited range of horse industry occupations
- basic workplace WHS procedures, including emergency procedures
- horse industry biosecurity responsibilities and practices in context of own work

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- sources of information to develop own knowledge of the horse industry
- industry terminology to describe horses and horse-related work
- job and occupation pathways in the horse industry
- opportunities to improve efficiencies and reduce environmental hazards in the context of own work
- selection of equipment, tools and gear for a range of tasks
- safety of chemicals and medications in the context of own work
- hazards and risks in the horse industry and accepted procedures for controlling the risks
- manual handling solutions for common activities in the horse industry.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various calm, consistent and obedient horses educated for relevant activity and assessed as suitable for the skill and experience level of the individual
  - tools and equipment for tasks
  - appropriate tack for horse and activity
  - PPE correctly fitted and appropriate for activities for the individual
- specifications:
  - work instructions
- relationships:
  - access to supervisor.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU202 Handle horses safely

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 identify, safely catch, control and handle calm, consistent and obedient horses educated for the relevant activity. It covers knowledge of potential risks working with and around horses and following industry guidelines and procedures to ensure the welfare and safety of the individual, other workers and the horse.

The unit applies to individuals who have no experience, limited experience or no recent experience working in the relevant horse industry sector. They undertake defined routine activities under supervision and have limited responsibility for their own work. Working environments may include stables, paddocks, yards, tracks, exercise arenas and public areas.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify features of horses	1.1 Distinguish horses by their features, and describe using industry terminology 1.2 Identify common horse behaviour and social traits
2. Safely approach, catch, control and lead horses	2.1 Check and clarify supervisor instructions for tasks requiring involving approaching, catching and leading horse 2.2 Select and correctly fit personal protective equipment (PPE) 2.3 Identify, select and prepare appropriate gear for handling horses safely 2.4 Identify and report to supervisor potential safety risks prior to approaching horse 2.5 Identify horse according to instructions and observe horse body language and behaviour before approaching 2.6 Prepare halter and lead in hand prior to approaching the horse 2.7 Approach calmly and catch horse using safe handling techniques under supervision 2.8 Apply safe control when leading and tying up horse and use safe handling practices around tied-up horses 2.9 Use safe handling procedures around other handlers and horses
3. Load and unload horses under supervision	3.1 Check and clarify supervisor instructions for tasks requiring the loading and unloading of horses 3.2 Identify potential safety risks to handler and horse when loading and unloading horses, and discuss with supervisor 3.3 Select and correctly fit PPE for safe loading and/or unloading of horses 3.4 Select gear and equipment for loading horse and check gear for safety 3.5 Fit gear to horse correctly prior to loading under supervision 3.6 Load horses safely according to instructions under supervision

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.7 Position horse according to transport configuration 3.8 Unload horse safely according to instructions under supervision
4. Control horses in exercise environments	4.1 Check and clarify supervisor instructions for tasks requiring the handling of horses in public areas 4.2 Identify potential safety risks to handler and horse when handling horses in public areas, and discuss with supervisor 4.3 Select and correctly fit PPE for safe handling of horses 4.4 Select gear and equipment, including safety check of gear 4.5 Observe and identify horse body language and behaviour prior to handling in exercise environments 4.6 Use safe control when leading and standing with a horse in a public area under supervision 4.7 Use safe control when leading and standing with a horse confined in a stable or yard

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
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry terminology to describe horses, gear and equipment used for handling horses
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble resources and follow clear, sequenced instructions for handling horses under supervision

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU202 Handle horses safely	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMEQU202 Handle horses safely

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual safely handled at least three different calm, consistent and obedient horses educated for the activity being performed including:

- carrying out a basic risk assessment prior to each activity, including observing and identifying horse body language
- communicating clearly with supervisor, including raising safety risks or concerns
- approaching, catching, controlling, leading, standing and tying up horses safely in at least one public space and one confined space, under supervision, including:
  - following work health and safety (WHS) procedures in the context of own work
  - applying safe horse handling techniques according to animal welfare requirements
  - fitting and correctly using horse handling gear and personal protective equipment (PPE)
- loading and unloading horses to a horse transport vehicle under supervision in a calm and humane manner.

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:

- common features of a horse, including points, colour, markings, gender, and common breeds
- basic characteristics of common horse behaviour and social traits
- features of horse body language
- communication protocols with supervisor, and procedures within the work environment
- potential hazards and risks when dealing with horses in open and confined spaces
- common types of injuries sustained by horses, handlers and others during handling activities
- safe horse handling zones

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- purpose and use of PPE and gear for handling horses
- features of defective equipment and the implications to safety
- quick release knots and methods of securing horses
- types of horse transport and common loading configurations
- difficult situations that may occur when loading and unloading horses and procedures for dealing with difficulties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including open and confined spaces in suitable environments
- resources, equipment and materials:
  - various calm, consistent and obedient horses educated for the activity and assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and activity
  - horse transport vehicle
  - PPE that is appropriate for activity and correctly fitted for individual
  - other people and horses in the vicinity of the assessment activity
- specifications:
  - work instructions
- relationships with others:
  - supervisor.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU203 Provide basic care of horses

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 groom and monitor the basic health and welfare of suitably educated and calm horses.

It covers identifying and reporting workplace hazards and risks of interacting with horses, and the application of industry guidelines and procedures to ensure the welfare and safety of handlers and the horse.

The unit applies to individuals who have no experience, limited experience or no recent experience working in the relevant horse industry sector. They undertake defined routine activities under supervision with limited responsibility for their own work. Working environments may include stables, paddocks and yards.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. As requirements vary between industry sectors and state/territory jurisdictions, users must check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain basic health and welfare of horses	1.1 Follow supervisor instructions and clarify information relating to assigned activities 1.2 Assess risk and report hazards before handling horses 1.3 Detect signs of common horse ailments and good health in horses based on key characteristics of horse anatomy and physiology 1.4 Observe and report signs of horse health to supervisor using correct horse sector terminology 1.5 Use safe horse handling practices to check horses for condition 1.6 Follow stable hygiene and quarantine practices related to horse health care 1.7 Check horse hooves and legs for soreness, inflammation and lameness 1.8 Assist in the provision of basic first aid treatment for minor injuries
2. Groom and rug a horse	2.1 Select and prepare required grooming equipment according to workplace practices 2.2 Position and tie up horse safely in preparation for grooming 2.3 Groom horse according to workplace requirements and supervisor instructions 2.4 Check horse for illness or injury during grooming and report any observed irregularities to supervisor 2.5 Clean, dress and check horse hooves and shoes for cracks, heat and other irregularities

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.6 Fit rugs according to the conditions and stable routine 2.7 Clean, store and maintain grooming tools and personal protective equipment (PPE) 2.8 Identify and report hazards in the work environment to supervisor

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
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Plan and sequence tasks and assemble resources required to provide basic care of horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU203 Provide basic care of horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU203 Provide basic care of horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual provided basic care, under supervision, for at least three suitably educated, calm, consistent and obedient horses, including the following points for each of the three horses:

- communicating effectively with supervisor, including reporting hazards and risks
- using safe horse handling practices
- following animal welfare and work health and safety (WHS) practices in the context of own work
- grooming and rugging horse according to stable or daily routine
- monitoring basic horse health and welfare
- identifying signs and symptoms of lameness
- reporting signs of horse illness or injury to supervisor
- assisting with the provision of first aid and/or other treatments, including:
  - providing simple restraint techniques through use of head collar, halter and lead and positioning of horses
  - ensuring safe disposal of materials used for treatments according to WHS and biosecurity requirements.

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 horse anatomy and physiology as it relates to characteristics of healthy and unhealthy horses
- indicators of common horse ailments and conditions
- routine horse health requirements
- first aid treatment for minor injuries in horses

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- horse grooming and rugging procedures
- reporting processes within the work environment
- general signs of a healthy horse and which signs to report to a supervisor
- safe horse handling zones when providing treatments and medications
- cleaning and maintenance requirements for different items of gear and personal protective equipment (PPE)
- types and purpose of PPE
- tools and equipment to undertake routine horse care duties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various suitably educated, calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
  - PPE correctly fitted and appropriate for activity
  - appropriate tack for individual, horse and activity
- specifications:
  - work instructions
  - relationships with others
  - supervisor.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU204 Perform daily tasks in the horse industry

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 carry out daily tasks, including providing feed and water for horses, and cleaning and maintaining the work environment. It covers knowledge of potential risks and hazards when interacting with horses, and industry guidelines and procedures to ensure the welfare and safety of the individual and the horse.

The unit applies to individuals who have no experience, limited experience or no recent experience working in the relevant horse industry sectors. They undertake defined routine activities under supervision with limited responsibility for their own work. Working environments may include stables, paddocks and yards.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. As requirements vary between industry sectors and state/territory jurisdictions, users must check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to carry out daily tasks with horses	1.1 Confirm and clarify work program and workplace procedures and practices with supervisor 1.2 Carry out a basic assessment of risk for interacting with horses prior to starting each task 1.3 Select personal protective equipment (PPE) appropriate for task and ensure correct fit 1.4 Identify WHS hazards and risks in the work area that are not able to be controlled within own work role and responsibilities, and report them to supervisor
2. Maintain workplace health and hygiene	2.1 Select cleaning and disinfecting products suitable for use around horses and people, according to workplace health and hygiene procedures 2.2 Clean and maintain work areas to remove and reduce dust, dirt and other environmental hazards that may affect horse and human health 2.3 Collect items for washing and repair, and replace with cleaned and/or repaired items 2.4 Organise for horse to be removed from stable, according to industry practices 2.5 Clean boxes and replace bedding, according to stable routine 2.6 Follow waste management disposal procedures to dispose of stale feed, soiled bedding, manure and other waste products 2.7 Clean, sweep and rake stable environment and yards 2.8 Lay bedding to depth required for individual horse needs and industry practices to prevent horses becoming cast
3. Provide feed and water to horses	3.1 Identify common feed types, feed preparation and storage requirements 3.2 Comply with safe operating procedures when collecting, lifting, carrying, handling and storing feed supplies 3.3 Clean feed and watering equipment and containers 3.4 Follow vermin and other contaminant control procedures 3.5 Prepare and distribute feed and water to horses according to stable routine

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.6 Identify, remove and report contaminated feed 3.7 Observe variations in individual horse eating and drinking patterns and report to supervisor

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
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry-standard terminology to describe horses, equipment and the work environment
Navigate the world of work	• Follow workplace procedures, including safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working around horses
Get the work done	• Plan and sequence tasks and assemble resources required to perform daily tasks in the horse industry

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU204 Perform daily tasks in the horse industry	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU204 Perform daily tasks in the horse industry

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual carried out the required daily stable preparation and cleaning tasks, under supervision, for at least three different horses. The tasks to be carried out for each horse must include:

- carrying out basic assessment of risk before commencing tasks, and reporting hazards and risks outside of own control
- using personal protective equipment (PPE) specific to task
- following work health and safety (WHS) procedures for:
  - working with horse excrement and other discharges
  - working with feed stuffs
  - handling chemicals
  - manual handling
- communicating effectively with supervisor, including raising issues of concern
- maintaining the stable environment including:
  - removing and replacing damaged or dirty items
  - cleaning boxes, floors, water and feed containers
  - using shavings or sawdust or other bedding for different floor types and stabling purposes
- using stable-cleaning tools and load-carrying equipment to minimise risk of injury and to complete tasks efficiently
- providing horse with water and feed using common feed stuffs.

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:

- type, purpose and use of PPE for different tasks

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- type, purpose and use of horse bedding and floor coverings, including depth of bedding
- procedures for cleaning, disinfecting and laying stable bedding
- common feed types and water requirements for horses
- common feed stuffs, including:
  - hay
  - chaff
  - grain/pellets or other forms of concentrated feed
  - electrolyte and mineral supplements
  - bran
  - feed appetisers
- identifying contaminated and unsuitable quality feed
- consequences to horse welfare if poor quality or contaminated feed stuffs are used
- reporting requirements for stock control of feed and bedding supplies
- types of horse health information that can be gathered during cleaning and feeding routines
- horse care issues that should be reported to supervisor during cleaning activities
- tools, equipment and procedures for:
  - preparing, storing and distributing feed
  - undertaking routine stable duties
  - cleaning and disinfecting equipment and work areas
  - removing soiled bedding
- WHS requirements in the context of own work, including:
  - safe horse handling techniques
  - repetitive work duties in horse environments
  - working with horse excrement and other discharges
  - working with feed stuffs
  - manual handling
  - handling chemicals.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various calm, consistent and obedient horses assessed as suitable for the skill and experience of the individual
  - PPE for the individual suitable for activity and correctly fitted
  - appropriate tack for individual, horse and activity
  - cleaning materials
  - feed and water for horses

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    - load carrying or manual handling equipment
- specifications:
    - work instructions
- relationships with others:
    - supervisor.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU205 Apply knowledge of horse behaviour

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 develop basic knowledge of horse behaviour, read horse body language and minimise risk to self and others when interacting with horses.

The unit applies to individuals who are new or inexperienced in handling, working with and/or riding horses. Individuals at this level work under supervision.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. As requirements vary between industry sectors and state/territory jurisdictions, users must check with the relevant authority for specific requirements.

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

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify basic horse behaviour	1.1 Outline the natural instincts, sensory perceptions and social behaviour of horses 1.2 Recognise how horse senses can influence their behaviour and reactions 1.3 Identify environmental conditions that can unsettle horses 1.4 Distinguish ways horses can respond to different people and different situations
2. Observe and interpret basic body language of horses in different situations	2.1 Distinguish a range of horse body language 2.2 Recognise body language, including posture, facial features and vocalisation, indicating a horse is relaxed in its surroundings 2.3 Recognise body language, including vocalisation, posture and facial features, indicating a horse is unsettled or in a state of agitation in its surroundings
3. Examine how horses learn and respond to different handling cues	3.1 Recognise how pressure-release training works, including how horses learn to ‘go’, ‘slow’, ‘turn’ and ‘stop’ 3.2 Distinguish different ways to reward a horse 3.3 Identify a range of common cues used when handling horses 3.4 Observe how new cues are learned by the horse
4. Identify areas of personal risk around horses	4.1 Identify situations and behaviour that lead to common accidents and injuries when interacting with horses 4.2 Recognise human body language and behaviour to avoid around horses 4.3 Identify positive actions and behaviour that handlers or riders can take to minimise risks interacting with horses
5. Minimise risk to self and others around horses	5.1 Listen carefully to supervisor instructions and ask questions or raise concerns with the supervisor about the suitability of the horse selected for handling or riding 5.2 Select personal protective equipment (PPE) appropriate for tasks, fit correctly and wear during activities with horses 5.3 Assess hazards and potential risks to self, others and the horse, and take steps to minimise risks 5.4 Interpret and respond appropriately to horse body language prior to approaching, and maintain awareness of

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	horses at all times 5.5 Use body language and behaviour to achieve safe and positive responses from horses

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
Oral communication	• Use industry terminology to describe horse behaviour, body language and cues
Navigate the world of work	• Know own responsibilities and obligations when working with horses • Demonstrate a duty of care to self and others when working with horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU205 Apply knowledge of horse behaviour	Not applicable	New unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMEQU205 Apply knowledge of horse behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has:

- observed and interpreted horse behaviour and body language of at least three different horses on separate occasions
- identified hazards and determined how to minimise risk to self and others when interacting with horses in at least three different workplace areas, environments or scenarios.

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:

- features of horse instinct and behaviour, including:
  - social organisation, need for space and companions
  - attachment, separation anxiety
  - flight and fear responses, arousal
- features of horse senses, including vision, touch, smell, hearing and vocalisation
- how to read horse body language, including posture and body position, facial features, ears, legs and tail
- how to read horse body language to identify:
  - flight response
  - threatened or defensive behaviour
  - stress, agitation or unsettled behaviour
- situations where horse behaviour may cause harm to handlers or other horses, including:
  - approaching from a horse’s blind spot
  - around other horses

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    - leading through gateways or restricted spaces
- safe handling zones when interacting with horses
- basic features of how horses learn:
    - cues
    - repetition and reward
    - exposure to new situations and activities
- basic handling and/or riding cues that assist in the control of horses
- types of rewards used for horses, including pressure release, food, scratch and rub, and rest
- potential hazards and risks associated with interacting with horses
- strategies to minimise and control common risks associated with interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a safe workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - opportunities to observe and interpret live horses displaying different behavioural states and body language in different environments.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU206 Perform horse riding skills at walk, trot and canter

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 control a horse under saddle that is suitably educated for a beginner rider. It focuses on walking, trotting and cantering calm, obedient and consistent horses that are suitable for the level of rider experience, during controlled, supervised horse riding activities.

It covers knowledge of potential risks when working with and around horses, and the application of industry guidelines and procedures to ensure the welfare and safety of the individual, other participants and horses.

The unit applies to individuals who have limited or no horse riding experience, and who are developing skills needed to ride horses for work tasks. They undertake defined routine activities under supervision with limited responsibility for their own work. Working environments may include exercise yards and fenced horse riding areas or arenas.

No licensing, legislative or certification requirements apply to this unit at the time of publication, except for the racing industry, where licensing or registration varies between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

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

The prerequisite units of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for horse riding activity	1.1 Discuss current skill level, riding skill development goals and horse suitability with riding instructor 1.2 Identify potential hazards and risks associated with the specific location, environment and horse riding activity, and apply control measures as directed 1.3 Select and correctly fit personal protective equipment (PPE) required for preparing and riding the horse according to WHS requirements 1.4 Catch, groom and tack-up assigned horse as directed using tack appropriate for rider, horse and discipline 1.5 Present horse to instructor appropriately tacked up for riding for gear check prior to mounting
2. Demonstrate controlled riding skills	2.1 Mount horse in a safe and balanced manner as instructed 2.2 Ride horse through gaits in a balanced and controlled manner 2.3 Use recognised aids including legs, weight, hands and voice to control movement, speed and direction of horse at halt, walk, trot and canter 2.4 Cue horse through a range of movements and direction, maintaining control of horse 2.5 Control horse under saddle among other horse and rider combinations, maintaining safe group riding practices while performing a variety of required movements 2.6 Negotiate potential hazards appropriately to minimise risks 2.7 Dismount safely and lead horse in a controlled manner

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Complete and report post-riding activities	3.1 Perform post-riding cool down of horse as directed 3.2 Remove tack safely and check condition 3.3 Report to riding instructor on condition of gear and horse post-exercise 3.4 Discuss with riding instructor, using objective and positive language, personal performance and goals for future riding skill development

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
Oral communication	• Active listening and questioning to clarify and confirm supervisor instructions • Use industry standard terminology to describe horse riding-related activities
Learning	• Seek, reflect and respond to feedback from supervisor to improve own performance
Navigate the world of work	• Follow workplace procedures, including WHS and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble resources and follow clear, sequenced instructions to ride horses at walk, trot and canter

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU206 Perform horse riding	Not applicable	New unit	No equivalent

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skills at walk, trot and canter			unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMEQU206 Perform horse riding skills at walk, trot and canter

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual performed horse riding skills at walk, trot and canter, on at least two different horses assessed as suitable for rider skills and experience. The individual must have ridden each horse on at least three different occasions, with and without other horses and riders in the immediate vicinity, during which the individual has:

- discussed with instructor current skill level and suitability of chosen horse prior to riding
- used and correctly fitted personal protective equipment (PPE)
- fitted gear and equipment for nominated horses, including:
  - saddle
  - saddle cloth
  - bridle
  - accessory gear
- mounted horse using a stirrup mount, mounting block, leg-up assisted mount
- controlled horse under saddle at all times in the following tasks:
  - demonstrating an effective riding position at walk, trot (or jog) and canter (or lope) according to chosen discipline
  - using hand, seat and leg aids according to discipline
  - using transitions or increasing and decreasing speed within a gait according to chosen discipline
  - following arena figures of circles, straight and diagonal lines and changes of direction
  - cantering for a continuous distance of a minimum of 200 metres
- dismounted using a stirrup dismount and a vault dismount
- dealt with risks associated with riding horses around others
- accepted and applied feedback from riding instructor
- reported progress and discussed future personal riding skills needs with riding instructor.

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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 process for assessing horse suitability and matching to own skills
- purpose and use of different items of gear, including accessory tack and equipment and personal protective equipment (PPE)
- purpose of appropriate aids to communicate with a horse
- safe group riding techniques
- safe horse handling techniques
- key animal welfare principles and practices for handling horses
- basic work health and safety (WHS) risk assessment and control principles relating to interacting with horses, riding in an arena and with others
- how to address common undesirable horse behaviours including:
  - travelling too fast
  - reefing and pulling
  - jogging sideways
  - running backwards
- risk factors that influence riding horse behaviour, including:
  - other horses
  - vehicles, fences and equipment
  - other people or animals
  - wind, noise and environmental hazards
  - riding with others
- factors that influence horse ability to respond to rider position and application of the natural and artificial aids.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - confined arena in a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
  - other riders
  - appropriate tack for walk, trot and canter riding activities suitable for horse, rider and discipline
  - correctly fitted PPE for the individual, including riding boots, safety vest and Australian standard or equivalent compliant helmet.

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Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must:

- hold a current, recognised qualification for instructing or coaching horse riding and handling skills (refer to *User Guide* for details), and
- have three years of experience organising groups and responding to different types of riders and horses in order to prevent incidents that could lead to injury of rider or horse.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU207 Develop riding skills for exercising horses

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 develop riding skills for exercising well-educated horses on the flat and in negotiating set obstacles in controlled and open areas. It includes assessing hazards, protecting the welfare of people and horses; fitting gear and tack for specific horse needs and providing targeted post-exercise care of horses.

The unit applies to riders who have skills to control a calm, consistent and obedient horse at walk, trot and canter in controlled environments. Working environments cover a range of sectors and situations where horses are used under saddle, including in paddocks, stock or exercise yards, arenas, natural trails and in controlled open areas at training and competition venues and public areas.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU206 Perform horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also applies to this unit.

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Unit of competency	Prerequisite requirement
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to ride	1.1 Discuss horse suitability with supervisor to determine suitability for own riding skill level 1.2 Follow safe horse handling practices, WHS procedures, and riding etiquette associated with workplace, location and activity 1.3 Check and assess riding area for potential hazards and risks, and identify ways to control risks 1.4 Select and fit gear according to purpose, features of fit and workplace requirements 1.5 Present appropriately tacked-up horse to instructor for riding gear check, prior to mounting 1.6 Check and adjust girth and tension once horse has warmed up, and adjust tension as required for particular saddle rigging
2. Ride and control horse safely while exercising	2.1 Mount horse in a safe and balanced manner as instructed 2.2 Ride a horse safely in a controlled manner in walk, trot and canter in a suitable arena and safe open space 2.3 Maintain control of horse at walk, trot and canter whilst working around other horses 2.4 Ride at a safe distance of two horse lengths from other riders and horses in riding area 2.5 Identify the footfalls in all gaits from the saddle and the

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	ground 2.6 Rise on the appropriate diagonal in trot 2.7 Maintain position during short periods of sitting trot 2.8 Strike-off to canter on the nominated lead 2.9 Establish and maintain position and nominated gaits as instructed 2.10 Report problems and carry out post-exercise care of horses and gear according to stable procedures
3. Complete tasks whilst mounted	3.1 Safely negotiate different surfaces and ground conditions 3.2 Apply safe riding skills to ride a horse past obstacles 3.3 Carry a whip or crop safely to reinforce riding aids 3.4 Control riding over poles as instructed 3.5 Carry out horse fitness exercise for nominated activity, including warm up, exercise and cool down
4. Complete and report post-riding activities	4.1 Assess and apply the cooling-down needs of the horse 4.2 Remove safely, clean and inspect gear before storage 4.3 Report condition of gear and horse post-exercise to riding instructor 4.4 Report own performance to instructor and obtain feedback

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
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry-standard terminology to describe and report horse riding related activities
Interact with	• Follow workplace rules and etiquette using clear communication techniques to work safely with others while riding under saddle

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Skill	Description
others	
Get the work done	• Assemble gear and tack for activity and follow clear, sequenced instructions to exercise horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU207 Develop riding skills for exercising horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU207 Develop riding skills for exercising horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual demonstrated riding skills for exercising at least two different well-educated, compliant and manageable horses. The individual must have ridden each horse on at least three different occasions, with and without other horses and riders in the immediate vicinity, during which the individual has:

- selected, correctly fitted and adjusted a range of gear for a specified purpose or activity, including:
  - saddles
  - stirrup irons and safety devices
  - bridle with bit
  - accessory tack
  - saddle cloth
  - boots or bandages
  - other strapping relevant to discipline
- selected and correctly fitted personal protective equipment (PPE)
- controlled the horse under saddle at all times in the following tasks:
  - applying aids to establish and control gait, speed and direction of a horse at walk, trot and canter
  - holding reins for two hands, one hand and bridging techniques
  - increasing and decreasing speed at trot and canter over a minimum distance of 500 metres
  - exercising horse with others at walk, trot and canter whilst maintaining safe riding distance
  - rising on the correct diagonal at trot
  - negotiating at least three poles on the ground at walk and sitting and rising trot
  - maintaining seat at canter over a minimum of 200 metres

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- carried a whip or crop and demonstrating how to use the whip or crop to:
  - transfer whip or crop from one hand to the other
  - reinforce leg, seat and hand aids to control direction and speed
- ridden horse singly and in company, maintaining safe riding distances
- used appropriate tactics to adjust horse speed and position to prevent slips and falls:
  - negotiating a range of different ground surfaces and slopes
  - passing obstacles
  - approaching, passing or riding with other horses
- completed horse fitness exercise session instructions and reporting on horse response
- identified the footfalls of each gait when on the ground and mounted
- struck off to canter on the nominated lead from trot.

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:

- purpose, features of fit and use of different items of gear relevant to the particular workplace, from at least two different horse work sectors, including:
  - types and styles of saddles
  - bits and bridles
  - accessory tack for relevant sector or discipline
  - saddlecloths
  - boots and bandages
  - other strapping relevant to discipline
- purpose and correct fit of personal protective equipment (PPE)
- types of horse gaits and variations within gaits for ridden horses
- types of aids and rider position techniques to:
  - control gait, speed and direction of a horse
  - maintain rider position during rising and sitting trot
  - maintain rider position when riding on different surfaces, slopes and ground conditions
- potential hazards in the horse riding environment and risks to horse or rider, including:
  - riding surface and conditions
  - safe distances for riding in the vicinity of other horses
- key features of safe and ethical horse handling techniques
- key features of work health and safety procedures
- basic overview of riding etiquette and protocols for locations or venues used in the relevant sector.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various well-educated, compliant and manageable horses, assessed as suitable for the experience and riding skill of the individual
  - other riders
  - appropriate tack for individual, horse and activity
  - personal protective equipment (PPE) for the individual, correctly fitted, including riding boots, safety vest and Australian standard or equivalent compliant helmet.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must:

- hold a current, recognised qualification for instructing or coaching horse riding and handling skills (refer to *User Guide* for details), and
- have three years of experience organising groups and responding to different types of riders and horses in order to prevent incidents that could lead to injury of rider or horse.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU208 Manage personal health and fitness for working with horses

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 manage personal health and fitness in roles working with horses. It includes knowledge of common health and nutritional principles, and stress management and workplace fatigue strategies to maintain personal health and fitness.

The unit applies to individuals who need to manage their personal health and fitness to work in a variety of job roles and functions in horse industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Distinguish factors that affect personal health	1.1 Identify health and safety risks related to working with horses 1.2 Identify personal nutritional requirements for job function and general health

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify and recognise impact on self and others of poor health and fitness 1.4 Relate impact of drug and alcohol use to physical health and ability to perform job functions 1.5 Relate impact of hydration status to physical health and ability to perform job functions
2. Establish and maintain personal health	2.1 Develop and apply strategies to identify and minimise fatigue 2.2 Assess personal physical fitness for job function and use assessment to develop strategies to improve fitness 2.3 Develop and apply strategies to avoid health risks at work 2.4 Identify the impact of rehabilitation regimes following injury or illness
3. Manage stress in the work role	3.1 Identify factors affecting employee ability to complete work role 3.2 Practise on-the-job strategies for managing work-related stress 3.3 Practise off-the-job strategies for managing work-related stress

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	• Locate, interpret and consolidate key information to manage personal health and fitness
Learning	• Make plans to fill gaps in personal knowledge and development

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU208 Manage personal health and fitness for working with horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU208 Manage personal health and fitness for working with horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual managed personal health and fitness tailored to at least one job role involving working with horses, including:

- assessing own capacity for specific physical activity requirements of job role
- implementing an exercise program for core strength and flexibility relevant to job roles working with horses
- employing long-term strategies for weight and fitness management
- employing strategies to manage fatigue in the workplace
- employing strategies to manage stress in work and personal life.

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:

- work health and safety risks interacting with horses, including physical risks and zoonotic diseases
- physical fitness levels required for specific roles or jobs working with horses
- causes of drug and alcohol misuse
- exercise routines relevant to job roles working with horses
- methods for measuring, improving and maintaining fitness levels
- methods for measuring, improving and maintaining general health
- nutritional requirements related to age, body type, current health status and job roles
- healthy methods of weight control
- benefits of following professionally managed rehabilitation regimes following injury or poor health
- coping strategies for managing uncertainty and stress in work and personal life
- sources of advice and assistance in managing stress, anxiety and depression

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- techniques for managing stress.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - materials and sources of information on managing personal health and fitness, or technology to access this information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU209 Provide non-riding exercise to horses

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 that are required to prepare horses for exercise, use mechanical exercise equipment, swim horses and perform post-exercise procedures. It covers knowledge of potential risks when working with and around horses, and the application of industry guidelines and procedures to ensure the welfare and safety of the individual and the horse.

The unit applies to individuals who have limited experience handling horses. They undertake defined routine activities under supervision with limited responsibility for their own work, in environments including stables, paddocks, yards, tracks, exercise arenas and public areas.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

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Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare horses for exercise	1.1 Confirm with supervisor which horses to exercise, types of exercise routines and timeframes 1.2 Confirm with supervisor work health and safety (WHS) requirements and safety risks and potential hazards related to the operation of exercise equipment 1.3 Select appropriate personal protective equipment (PPE) and ensure correct fit for relevant activity 1.4 Identify, select and check relevant working gear for horse 1.5 Handle horses safely according to specific activity and location 1.6 Fit horses with required gear and prepare for exercise 1.7 Identify and verbally report hazards in the work environment to supervisor
2. Load and unload experienced horses from mechanical exercise equipment	2.1 Locate the start and stop switches and emergency stop buttons for equipment 2.2 Practise emergency stop procedures 2.3 Operate equipment without a horse to ensure equipment is working correctly 2.4 Adjust the speed of equipment according to supervisor

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	instructions 2.5 Identify emergency exit points for handler 2.6 Employ safe loading and unloading procedures 2.7 Operate equipment and monitor and report horses displaying signs of distress or injury during exercise 2.8 Complete daily cleaning and maintenance procedures for mechanical exercise equipment
3. Swim suitably educated horses under supervision	3.1 Identify and discuss with supervisor potential safety risks and emergency procedures prior to preparing horse for swimming 3.2 Operate emergency flotation devices and rescue equipment for handler and horse 3.3 Fit horse with required gear for swimming, and fit PPE 3.4 Lead horse into and out of water safely according to supervisor instructions 3.5 Conduct swimming exercise according to instructions, and monitor and report horses displaying signs of distress or injury
4. Perform post-exercise procedures	4.1 Remove gear from horse and check horse for signs of injury 4.2 Follow stable procedures for post-work or exercise care of horses, including cooling down, hosing, ice application and grooming 4.3 Report irregularities with horses and gear to supervisor using industry-standard terminology
5. Maintain working gear	5.1 Clean, check and maintain working gear according to stable routine 5.2 Report signs of worn or damaged gear to supervisor

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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
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry-standard terminology to describe and report horse non-riding exercise activities
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble gear and tack for task and follow clear, sequenced instructions to provide non-riding exercise to horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU209 Provide non-riding exercises to horse	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU209 Provide non-riding exercise to horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual handled and provided non-riding exercise, under supervision, to two different well-educated, calm, consistent and obedient horses. Evidence must show that each horse has been exercised on at least two different occasions during which the individual has:

- carried out basic risk assessments when working with horses in exercise working environments, involving identifying hazards and controlling risks within own role and control
- monitored basic horse behaviour before, during and after exercise and reporting signs of illness or injury to supervisor
- followed safe work practices for the operation of exercise equipment
- communicated effectively with supervisor, including raising issues of concern related to operation of exercise equipment and conduct of exercise programs
- selected, fitted and cared for tack and equipment for non-riding exercise tasks
- correctly fitted personal protective equipment (PPE)
- performed pre-exercise routines according to workplace procedures
- carred out post-exercise care of horses, including cooling down via hand walking, hosing, ice application and grooming techniques
- cleaned exercise equipment according to workplace instructions and manufacturer instructions.

The following points can be covered as part of, or in addition to, the above-mentioned occasions:

- loading and unloading at least one horse safely onto mechanical exercise equipment at least twice
- leading at least one horse into and out of water for swimming exercise at least twice.

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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:

- workplace procedures for providing non-riding exercise to horses, including pre-exercise, during exercise and post-exercise procedures
- workplace communication procedures related to conducting non-riding horse exercise programs
- common horse behaviour and social traits related to exercise routines and fitness
- general signs of horse injury and fatigue related to exercise programs, and what needs to be reported to a supervisor
- signs and symptoms of illness and injury related to exercise routines
- safe horse handling techniques and zones in and around exercise equipment
- types and purpose of working gear required for mechanical exercise equipment and for swimming horses
- requirements for checking and maintaining working gear and exercise equipment
- purpose of PPE, and how to correctly fit PPE, for non-riding exercise programs
- types of exercise routines, and timeframes for horses at various stages of fitness, on mechanical exercise equipment and during swimming
- likely injuries that may be sustained by horses and handlers during exercise routines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - mechanical exercise equipment and swimming area for exercise program
  - supervisor
  - various well-educated, calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and non-riding exercise activities
  - PPE for the individual that is applicable to activities and correctly fitted.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU210 Lunge educated horses

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 perform basic ground exercising techniques involving lungeing a calm and suitably educated horse. It covers the correct fitting of lungeing equipment, caring for horses pre- and post-exercise, and knowledge of potential safety risks interacting with and lungeing horses.

The unit applies to individuals who have no experience, limited experience or no recent experience working in horse industry sectors. They undertake defined routine activities under supervision with limited responsibility for their own work.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement

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ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lunge horse	1.1 Follow supervisor instructions, clarify information and report problems 1.2 Identify and discuss with supervisor potential safety risks in lungeing a horse 1.3 Confirm with supervisor lunge exercise schedule 1.4 Select and correctly fit personal protective equipment (PPE) 1.5 Select, check and correctly fit lunge equipment suitable for nominated horse 1.6 Select suitable lungeing area and identify and report any hazards or risks to supervisor
2. Lunge a horse	2.1 Identify and monitor horse body language and behaviour prior to starting lungeing activity 2.2 Apply basic lungeing position as instructed 2.3 Use safe lungeing progression in walk, trot and canter in both directions 2.4 Lunge horse according to work program as instructed by supervisor 2.5 Follow horse health and welfare principles during lungeing, and cease lungeing activity and report problems or abnormalities to supervisor
3. Care for horse after exercise	3.1 Cool horse down after exercise according to supervisor instructions 3.2 Remove, clean and check lungeing gear for signs of wear or damage

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.3 Report irregularities with horse or gear to supervisor

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
Oral communication	• Use active listening and questioning techniques to clarify and confirm supervisor instructions • Use industry standard terminology to describe and report horse lungeing activities
Navigate the world of work	• Follow workplace procedures, including safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with horses
Get the work done	• Assemble gear and tack for task and follow clear, sequenced instructions to lunge horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU210 Lunge educated horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU210 Lunge educated horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual lunged at least three calm, consistent and obedient horses that have been educated to lunge, under supervision, including:

- carrying out basic risk assessments when preparing to lunge horses:
  - identifying hazards and risks in horse lungeing environment
  - controlling risks within own role and control
- monitoring basic horse health and welfare related to lunge exercise and reporting of abnormalities to supervisor
- selecting and fitting lunge gear to horses as directed
- using and caring for gear and equipment used for lungeing, including personal protective equipment (PPE)
- performing pre- and post-exercise lunge procedures according to stable procedures
- using horse lungeing techniques, including:
  - single lunge rein
  - lunge whip
- controlling horse during walk, trot and canter in both directions.

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 horse pre- and post-lunge exercise care procedures
- common horse behaviour and management options related to lungeing
- risks associated with working with horses on the lunge
- types and indicators of horse injury related to lungeing
- horse lungeing techniques and equipment
- safe horse handling techniques and zones when lungeing.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace riding yard or arena, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various calm, consistent and obedient horses, educated to lunge and assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and lungeing activities
  - correctly fitted PPE applicable to lungeing activity for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU211 Prepare horses for competition, presentation or sale

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 a well-educated, calm, consistent and obedient horse for exhibition in sales, competition or promotion. It involves washing, grooming and trimming horses; cleaning and fitting equipment; and monitoring horses during and after events.

This unit applies to individuals who have no experience, limited experience or no recent experience working in horse industry sectors. They undertake defined routine activities under supervision with limited responsibility for their own work in environments including wash bays, grooming bays, yards and stables at competition, and sales venues or workplaces.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

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Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan presentation requirements	1.1 Carry out basic risk assessment, considering horse body language and behaviour and environmental conditions 1.2 Identify the different grooming standards for competition, presentation and sale requirements 1.3 Confirm with supervisor the timeframes for completing grooming tasks, and feeding and watering schedule for the event 1.4 Confirm clean and check condition of required equipment 1.5 Adjust the fit of equipment prior to event 1.6 Check hoof and shoe condition and report to supervisor 1.7 Prepare event grooming equipment and gear inventory
2. Wash and groom horse to presentation standard	2.1 Select appropriate washing products according to coat type, condition and colour, and complete horse washing requirements 2.2 Confirm the competition or breed standard requirements for coat presentation 2.3 Select grooming tools and products according to workplace practices 2.4 Groom to remove loose hair and encourage the coat to lay flat
3. Trim coat to maintain established style	3.1 Confirm trimming requirements with supervisor 3.2 Identify hazards and demonstrate safe handling and positioning techniques when using scissors, clippers and blades around horses

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.3 Determine the competition or breed standard requirements for coat trimming 3.4 Select and prepare trimming tools 3.5 Trim tail length and dock hair thickness 3.6 Trim mane to even out thickness and length or cut off depending on breed 3.7 Trim bridle path and withers to the established trim pattern 3.8 Trim jaw line, legs and outside ear line to enhance the basic conformation without compromising horse welfare 3.9 Clean and complete basic maintenance of trimming tools
4. Plait mane and tail	4.1 Confirm with supervisor the style or plaiting and number of plaits to be created 4.2 Identify potential horse welfare issues and remedies related to plaiting manes and trimming or plaiting tails 4.3 Use grooming techniques and products to encourage mane and tail hair to lay flat 4.4 Divide the mane and plait down to produce plaits of even thickness 4.5 Run up plaits and forelock in the required style and secure 4.6 Groom tail and prepare in required style
5. Complete final grooming	5.1 Apply grooming products to highlight the coat 5.2 Apply face and leg makeup to enhance features and remove stains 5.3 Apply quarter marks that enhance horse conformation 5.4 Dress hooves to comply with event requirements
6. Tack-up horse for event	6.1 Confirm the time and location horse is required 6.2 Ensure competition or lot numbers are correct and are fitted to horse, handler and/or rider according to competition requirements 6.3 Check gear requirements and fit and adjust equipment to horse 6.4 Complete final check and wipe over

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	6.5 Present horse to handler, rider and/or driver
7. Complete post-event care	7.1 Cool down horse post-event 7.2 Ensure horse is monitored and managed according to weather conditions 7.3 Remove and brush out plaits after event 7.4 Remove makeup and hoof dressing according to workplace practices 7.5 Provide horse with feed and water according to supervisor instructions 7.6 Clean and store equipment 7.7 Check and report supply levels of grooming products

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
Oral communication	• Use active listening and questioning to clarify and confirm supervisor instructions • Use industry-standard terminology to identify and describe competition, sale and promotional event environments
Navigate the world of work	• Follow work health and safety and animal welfare requirements, relating to own role and work area
Get the work done	• Assemble gear and tack for task and follow clear, sequenced instructions to prepare horses for competition, presentation or sale

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMEQU211 Prepare horses for competition, presentation or sale	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU211 Prepare horses for competition, presentation or sale

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual prepared at least three well-educated, calm, consistent and obedient horses for competition, presentation or sale in a variety of settings and conditions, including:

- using safe horse handling methods, including horse and handler positioning techniques while washing, grooming, trimming and tacking-up in open and confined spaces
- using and caring for gear and equipment, including personal protective equipment (PPE)
- performing pre- and post-event grooming and washing procedures according to event requirements and workplace procedures
- trimming horses using scissors or small trimming clippers or razors or thinning combs and blades
- demonstrating horse mane and tail techniques to:
  - even out the thickness and length of manes and tails using manual pulling or thinning blades
  - prepare horses for specific breed standards presentation
  - select and fit event gear to horses as directed
  - select and use shampoos and other grooming products according to coat type and presentation requirements and according to workplace practices.

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:

- general competition show, sale or promotional event procedures
- common horse body language, behaviour and social traits related to horse competition, sale and public environments

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- horse grooming techniques for a range of different breed standards and competition requirements
- safe horse handling techniques and zones
- purpose and use of horse grooming tools and products and potential impact on horse welfare
- symptoms and signs of horse distress during grooming and event activities
- cleaning and maintenance requirements for grooming tools for horse competition or sales event
- type and purpose of personal protective equipment (PPE)
- potential biosecurity and horse health hazards at competition and sale venues, and ways to minimise the risks that may occur at horse competitions, sales or promotional events
- potential hazards in horse grooming, trimming and washing in open and confined spaces
- styles including rosette, sewn, running and tail plaiting and application techniques
- styles of quarter marks and application techniques
- mane and tail trimming techniques and equipment used to:
  - even out the thickness and length of manes and tails using manual pulling and thinning blades
  - measure and trim tail length
  - hog manes
- types and purpose of horse gear required for competition and sales.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live, quiet, consistent and obedient horses assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and competition, presentation or sale activity
  - personal protective equipment (PPE) applicable for activity for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU301 Introduce horses to lunge exercise

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 educate a horse for lungeing exercise by introducing techniques, routines and gear, and voice commands and signals used to control and direct a horse to lunge calmly. It includes understanding the potential risks associated with interacting with horses, and the application of industry guidelines and procedures to ensure the welfare and safety of the individual and the horse.

The unit applies to individuals who have moderate experience in handling horses to be able to lunge a suitably educated, compliant and manageable horse in working environments that include round yards and fenced exercise arenas in a broad range of horse industry sectors. They undertake work in a range of known contexts; work under broad direction; take responsibility for own work, and use discretion and judgement in the selection and use of available resources.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU210 Lunge educated horses.

Note the following chain of prerequisites that also applies to this unit.

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Unit of competency	Prerequisite requirement
ACMEQU210 Lunge educated horses	ACMEQU202 Handle horses safely
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to lunge horse	1.1 Identify and assess risks associated with lungeing horses, including horse behaviour and environmental hazards and risks 1.2 Select methods and techniques for introducing inexperienced horses to lungeing 1.3 Assess suitability of horses to be trained to lunge relevant to handler skill, and discuss with supervisor 1.4 Select appropriate personal protective equipment (PPE) and ensure correct fit 1.5 Select and check lungeing equipment and fit working gear to horse according to supervisor instructions 1.6 Select suitable lungeing area and report any hazards or risks beyond own control to supervisor prior to commencing lungeing activities
2. Lunge a horse	2.1 Apply knowledge of horse behaviour to introduce lungeing to inexperienced horses 2.2 Introduce horse to lungeing exercise using safe techniques according to supervisor instructions 2.3 Maintain safe lungeing position 2.4 Use clear and appropriate lungeing cues with horse 2.5 Use safe lungeing progression in walk, trot and canter in both

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	directions 2.6 Monitor horse health and welfare during lungeing, ceasing lungeing activity and reporting abnormalities to supervisor
3. Care for horse after lungeing	3.1 Cool horse down after exercise according to supervisor instructions 3.2 Remove, clean and check lungeing gear for signs of wear or damage 3.3 Report irregularities with horse or gear to supervisor

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
Oral communication	• Use clear language, correct concepts and industry terminology to ensure clarity of meaning when reporting information and requesting assistance with lungeing activities
Navigate the world of work	• Take responsibility for following workplace procedures, including safe work, safe horse handling practices, and animal welfare requirements, in own role and work area
Get the work done	• Assemble equipment and plan and sequence lungeing activities, taking safety and risk factors into consideration • Provide and communicate solutions to a range of predictable problems associated with introducing horses to lungeing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU301 Introduce horses to lunge exercise	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMEQU301 Introduce horses to lunge exercise

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has introduced at least two compliant and manageable horses to lungeing, including:

- identifying risks associated with lungeing horses
- selecting, fitting and introducing lungeing gear to horses
- controlling and positioning the horse during walk, trot and canter:
  - in both directions whilst safely adjusting lunge lead and whip position
  - using lunge whip and handler body position to encourage inexperienced horses to start, stop and follow the track during lunge exercise
  - using voice to control tempo and speed of inexperienced horses during lungeing exercise
  - selecting and performing lungeing techniques that encourage inexperienced horses to maintain speed, tempo, gait and position on the track
- effectively communicating with supervisor, including raising issues of concern related to lunge exercise
- monitoring basic horse health and welfare during lunge exercise and reporting abnormalities to supervisor
- applying correct care of horse and equipment after lungeing.

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:

- safe horse handling techniques, zones and positioning techniques to encourage inexperienced horses to lunge
- types and purpose of personal protective equipment (PPE) suitable for lunge exercise
- features of a safe work area to lunge horses

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- techniques for introducing inexperienced horses to lungeing
- horse learning theory that can be applied to lungeing activities
- purpose and reasons for lungeing horses
- types, purpose, correct fit and use of horse lungeing gear
- common horse behaviour, social traits, vices and responses related to lungeing horses
- potential hazards and risks associated with lungeing horses:
  - horse behaviour
  - other horses in vicinity
  - handler skills and techniques
  - surface variations
  - area not fenced or confined
- symptoms and signs of illness and injury during and after lungeing
- styles of lunge exercise and exercise routines
- types of working gear required for lungeing horses
- types of injury that may be sustained during lunge exercise
- animal welfare practices in relation to lunge exercise.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace fenced arena or round yard, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various compliant and manageable horses (inexperienced in lungeing) assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and lungeing activities
  - PPE, correctly fitted and applicable to lungeing exercise, for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU302 Apply knowledge of minimising impact of falling from a horse

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 reinforce safe horse riding techniques to minimise the risk of falling, and knowledge of techniques to minimise the risk of injury from a fall from a horse.

The unit applies to individuals who participate in a range of activities that involve riding horses.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Outline riding practices to avoid the risk of falling	1.1 Review industry research to identify different types of horse fall accidents and common injuries 1.2 Identify the process for assessing horse suitability prior to riding 1.3 Outline the role of fitness and pre-safety checks in avoiding falls 1.4 Recognise the importance and basic biomechanics of balance in maintaining control of horses while riding 1.5 Identify situations that can increase the risk of falls and injuries from falling from a horse 1.6 Conduct a self-assessment of own riding skills, experience and comfort zone
2. Identify and describe techniques to minimise the risk of a potential fall	2.1 Interpret and describe horse behaviour prior to mounting 2.2 Identify techniques for mounting and dismounting a horse in different situations and the associated risks 2.3 Identify ways to maintain balance of rider and control of a horse in different scenarios 2.4 Recognise how to slow and stop horses when travelling too fast 2.5 Recognise ways to manage a horse demonstrating undesirable behaviours 2.6 Identify how to complete and when to apply an emergency stop 2.7 Review a range of difficult riding scenarios and suggest strategies for dealing with them
3. Outline the theory behind reducing the impact of falls from horses	3.1 Identify the impact of response and reaction times associated with falls from horses 3.2 Recognise actions to take when a fall seems imminent, including releasing reins, removing feet from stirrups and preparing to dismount 3.3 Outline the basic techniques for landing, rolling and tumbling in different fall scenarios 3.4 Identify actions to take immediately after a fall, including checking for injuries and checking the horse
4. Outline follow-up actions after a fall	4.1 Review incidents, considering ways to mitigate risks in the future

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Outline procedures and responsibilities for notifying designated personnel of accidents or injuries 4.3 Recognise the role of physical conditioning, training and practice, and prepare a plan to improve own riding skills to minimise the likelihood and impact of falls

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	• Interpret and locate key information in industry information relating to falls and safe riding techniques
Oral communication	• Use industry terminology to describe horse behaviour, scenarios and fall training techniques

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU302 Apply knowledge of minimising impact of falling from a horse	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU302 Apply knowledge of minimising impact of falling from a horse

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit. There must be evidence the individual has:

- used industry research to identify common horse fall accidents and injuries
- identified techniques and riding practices to:
  - avoid falling
  - reduce the impact of falls from horses
- conducted at least one self-assessment of own riding ability and skills and identified areas of strength and areas needing improvements
- prepared at least one plan to improve skills to minimise the likelihood and impact of falls.

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:

- factors affecting safe riding practices, including:
  - horse suitability, training and response to cues
  - horse behaviour and body language
  - tack appropriate for horse, rider and activity, and correctly fit
  - personal protective equipment (PPE)
  - riding environment
  - environmental factors, including weather, geography, surface conditions
  - hazards, including riding in groups and in the open
  - complacency
- types and purpose of personal protective equipment (PPE)
- correct riding positions for maintaining balance and control
- basic biomechanics of maintaining balance on a horse
- strategies for physical conditioning and strengthening core

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- managing common undesirable behaviours in horses, including:
  - going too fast
  - reefing and pulling
  - jogging sideways
  - running backwards
- common types of falls accidents with horses, including:
  - rider loss of balance or control of horse
  - horse bucking, rearing, shying, stumbling
  - falling with horse
  - trample, collision or crush accident
- typical injuries from falls from a horse, including injuries to wrist, elbow, shoulder, clavicle and head
- situations and rider behaviour to avoid a fall
- techniques to reduce impact of fall, including:
  - letting go of reins
  - removing feet from stirrups
  - breaking a fall
  - landing and tumbling in different scenarios
  - rolling away from horse
- how to conduct a post-fall routine including:
  - check self
  - check horse and equipment
  - complete workplace documentation for reporting incidents, accidents, hazards and horse behaviour.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - safe environment for conducting assessment
- resources, equipment and materials:
  - industry information relating to prevention of, or minimising injury from, falls from horses
  - footage of accidents involving falls from horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

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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Links

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ACMEQU303 Demonstrate riding techniques for avoiding falls and reducing the impact of falls

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 simulate riding skills to avoid falls and introduce basic skills and techniques for reducing the impact of potential falls from a horse. The unit is undertaken in supervised, simulated conditions.

The unit applies to individuals who participate in a range of activities that involve riding horses.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU302 Apply knowledge of minimising impact of falling from a horse.

Unit Sector

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for simulated riding and fall activities	1.1 Follow coach or instructor briefing and confirm and clarify instructions for simulated riding and falling activities 1.2 Participate in an assessment of personal fitness and skills before joining activities 1.3 Complete warm-up activities according to instructions 1.4 Select and correctly fit appropriate personal protective equipment (PPE) for specific activities
2. Demonstrate riding skills to reduce risk of falls	2.1 Practise safe mounting and dismounting, including feet-first landing technique, on simulated horse equipment, according to instructions 2.2 Demonstrate how to slow and stop horses in different scenarios on simulated horse equipment, according to instructions 2.3 Demonstrate techniques for maintaining and recovering balance and control for various scenarios, on simulated horse equipment and according to instructions
3. Practise basic skills to reduce the impact of falls from a horse	3.1 Demonstrate basic positions used in falls skills training 3.2 Practise basic rolling and tumbling skills, including backwards and rolling in different directions, from standstill 3.3 Demonstrate dive roll skills and basic aerial skills, involving jumping, landing and rolling
4. Simulate techniques to use in potential falls scenarios	4.1 Demonstrate letting go of the reins and preparing for an involuntary or emergency dismount 4.2 Demonstrate techniques to use for an emergency dismount from a horse simulator suitable for the purpose 4.3 Practise landing, tucking and rolling in various fall scenarios from a horse simulator suitable for the purpose 4.4 Simulate recovering from a fall, including checking for injuries
5. Plan future skills needs	5.1 Reflect on own riding and safe falling practice outcomes and discuss future skills development with instructor 5.2 Plan own physical conditioning and pre-ride practice or warm-up program

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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
Oral communication	• Use active listening and questioning to clarify and confirm instructions • Raise issues of concern clearly and confidently with instructor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU303 Demonstrate riding techniques for avoiding falls and reducing the impact of falls	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU303 Demonstrate riding techniques for avoiding falls and reducing the impact of falls

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 demonstrated each of the following points at least once:

- used riding techniques to avoid falls, on a replica horse or appropriate simulation equipment, including:
  - mounting and dismounting safely using correct techniques for different situations
  - maintaining balance and control in different scenarios
  - demonstrating ways to slow and stop a horse travelling too fast
  - demonstrating how an emergency stop (one rein stop) would be applied
- used basic skills to reduce the impact of falls from a horse, including:
  - basic positions used in falls skills training
  - basic rolling and tumbling skills
  - backward rolling skills
  - dive roll skills
  - basic aerial skills
- demonstrated techniques for minimising impact of falls in potential falls scenarios on replica horse or appropriate gymnastic equipment, including:
  - letting go of the reins and bracing
  - emergency dismount from both sides
  - landing, tucking and rolling in various fall scenarios, including falling forward, sideways and backwards
  - recovering from a fall and checking for injuries
- assessed own current riding skills and planned future skills development
- developed a physical conditioning program and a warm-up/pre-ride program.

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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:

- riding techniques to avoid falling:
  - mounting techniques for different situations
  - maintaining balance, including positions when horse stumbles, rears, bucks or changes direction suddenly
  - recovering balance
  - emergency stops
  - dismounting technique, including feet-first landing
- common reasons for falls and relationship to skills training or simulated activity:
  - loss of balance or control of horse
  - falling with horse, including rotational falls
- techniques and actions to reduce impact of falls, including:
  - letting go of reins
  - removing feet from stirrups
  - breaking a fall
  - landing and tumbling
  - rolling away from horse
- strategies for physical conditioning, including strengthening core
- suitable warm-up/pre-ride activities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - safe, controlled environment to simulate defensive riding and safe fall techniques
- resources, equipment and materials:
  - appropriate simulation equipment for demonstrating techniques, including straddle vault and gymnastic mats, horse simulator suitable for activities
  - relevant personal protective equipment (PPE) for activity
  - footage of horse riding and falls scenarios for analysis.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements also apply to this unit. The assessor must:

- hold a current, recognised qualification for instructing or coaching horse riding (refer to *User Guide* for details)

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- hold a current, recognised qualification for teaching falls safety in the field of gymnastics, martial arts or equivalent OR a minimum of three years' verified workplace experience working in a falls safety field.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements

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 covers the skills and knowledge required to evaluate a range of ailments and diseases that could occur in horses and describe their impact on other body systems and the health of horses.

The unit applies to individuals who have responsibility for providing health care to ensure the wellbeing and efficient physiological function of horses within the equine industry.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify, locate and describe systemic anatomical features of the horse	1.1 Describe the characteristics and location of horse structures using anatomical features 1.2 Locate and explain anatomical orientation to the position of structures in horses
2. Identify and describe systemic and pathophysiologic systems of horses	2.1 Identify and describe the structure and function of cellular biology and its relationship to growth, injury, healing and repair 2.2 Identify and describe the structures and functions of the integumentary system 2.3 Identify and describe the structures and functions of the musculoskeletal system 2.4 Identify and describe the structures and functions of the respiratory system 2.5 Identify and describe the structures and functions of the cardiovascular system 2.6 Identify and describe the structures and functions of the digestive system 2.7 Identify and describe the structures and functions of the reproductive system 2.8 Identify and describe the structures and functions of the nervous and endocrine systems 2.9 Identify and describe the structures and functions of the immune systems 2.10 Identify and describe the structures and functions of the hepatic system 2.11 Identify and describe the structures and functions of the urinary system
3. Evaluate the impact of disease, illness or injury on treatment priorities	3.1 Relate temperature regulation to the overall health and wellbeing of horses 3.2 Relate horse behaviour to symptoms of disease, illness or injury 3.3 Relate horse treatment of disease, illness or injury to health care priorities 3.4 Make treatment priority decisions based on animal welfare needs and the potential ongoing impact of ailments or disease

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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	• Critically analyse complex documentation from a variety of sources and consolidate information relating to horse body systems to determine health care requirements
Get the work done	• Analyse complex anatomical and physiological relationships in horse body systems to determine possible causes of disease, injury or health problems and prioritise treatments

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements	ACMEQU401A Relate equine anatomical and physiological features to equine health care requirements	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

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Assessment Requirements for ACMEQU401 Relate equine anatomical and physiological features to equine health care requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual applied knowledge of equine anatomical and physiological features in assessing the equine health care requirements for at least two different horses, including:

- evaluating a range of ailments and diseases and their impact on body systems
- observing and identifying horse behaviour characteristics that indicate distress or illness
- making informed decisions on prioritising treatments to maintain the health and wellbeing of horses.

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:

- anatomical and physiological structures, features and functions
- interactions and relationships between body systems
- anatomical directional terminology
- causes and consequences of horse ailments, infections and injuries
- contagious disease symptoms, prophylaxis and biosecurity protocols
- key features of equine allied health practitioner codes of conduct
- equine health therapies and treatments
- indicators of horse distress, illness and disease
- industry, veterinary and anatomical terminology related to equine allied health care
- normal and abnormal characteristics of equine behaviour
- key principles and practices of animal welfare relating to health care requirements of horses.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace, or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to information on horse anatomical features, systemic and pathophysiologic systems of horses and horse diseases, illnesses and injuries
  - profiles or case studies of two horses with different health care requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU402 Determine nutritional needs in provision of horse health care

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 determine the impact of nutrition on the health and welfare of various classes of horses in providing allied health care to horses.

The unit applies to individuals who have responsibility for providing dietary advice in conjunction with the provision of health care to horses within equine industry sectors.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Equine (EQU)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate elements of the equine diet to physiological function	1.1 Classify nutrient elements according to the needs of the body 1.2 Identify the structures of the digestive system and describe the nutrient absorption and metabolism process 1.3 Describe features of a well-balanced diet and relate to horse health, condition and workload 1.4 Evaluate the impact of an unbalanced or deficient diet on horse health
2. Evaluate the composition of common horse diets	2.1 Analyse commonly available feed stuffs 2.2 Assess methods of feed stuff preparation regarding impact on nutrient availability 2.3 Evaluate quality of feed stuffs for nutritional and health value
3. Assess factors that may affect horse condition relevant to nutritional requirements	3.1 Classify horses according to a range of criteria, including body condition score, developmental age, class, activity and housing status 3.2 Evaluate options to adjust diet in relation to horse health status 3.3 Refer owner or carer to nutritional or veterinary specialist for specific dietary requirements and ration formulation advice

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	• Interpret key nutritional information from feed and supplement documentation and horse condition from workplace records
Numeracy	• Measure quantities of feed components and supplements accurately

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Skill	Description
Navigate the world of work	• Follow workplace procedures, including safety, biosecurity and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Consult clearly and precisely with supervisors and equine health care providers
Get the work done	• Use structured problem-solving techniques to resolve nutritional problems using available information and resources • Plan and prioritise daily tasks to achieve outcomes, and adjust activities to deal with contingencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU402 Determine nutritional needs in provision of horse health care	ACMEQU402A Determine nutritional needs in provision of horse health care	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

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Assessment Requirements for ACMEQU402 Determine nutritional needs in provision of horse health care

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual determined the nutritional needs relevant to horse health care for at least three horses with different nutritional needs, including:

- determining condition score of horses and classifying horses according to a range of criteria
- referring owners or carers to veterinarian for specific dietary advice
- using safe and ethical horse handling techniques when handling horses and assessing health care
- making adjustments to individual horse feeding regimes in response to changing conditions and/or signs of problem eating displayed by individual horses
- recording and reporting information on horse nutritional requirements.

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:

- key principles of horse nutrition and horse health
- anatomical and physiological structures:
  - features, location and functions related to dietary needs
  - basic process of absorption and metabolism of nutrients
- basic anatomical terminology
- methods used to assess horse condition and general health
- criteria and methods of classifying horses by condition, health, age and housing status
- impact of class, age, workload and housing on diet and nutritional demands of horses
- factors affecting availability of nutrients to horses
- consequences of an unbalanced or nutrient deficient diet to horse function, health and behaviour

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- signs and symptoms of an unbalanced or deficient diet in horses
- feed stuffs commonly fed to horses and the general principles of a balanced diet for horses
- use of supplements, additives and prohibited substances
- types of feed contamination, including from rodents, and methods of avoidance
- relevant regulations, codes of practice and workplace procedures for determining nutritional needs in the provision of health care, including:
  - work health and safety and safe work practices
  - animal welfare principles, practices and ethics
  - workplace hygiene (biosecurity) standards.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - horses with different nutritional requirements
  - information about nutritional properties of horse feed stuffs or technology to access the information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU403 Relate musculoskeletal structure to horse movement

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 identify equine musculoskeletal structural characteristics and relate their impact to horse movement.

The unit applies to individuals who require highly specialised knowledge for their work in the equine industry and communicate information to others.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine structural characteristics of the equine musculoskeletal system	1.1 Interpret terminology describing the anatomical and physiological features and planes of the body 1.2 Determine the operation of the musculoskeletal system in relation to body stability, movement, power and stamina 1.3 Identify the structure and types of bones and joints, and relate them to their purpose 1.4 Determine the structure and types of soft tissues and the relationship of ligaments and tendons to the musculoskeletal system
2. Locate equine muscles and supporting tissues related to equine locomotion, power and stamina and determine their function	2.1 Locate deep and superficial muscles of significance to power and locomotion 2.2 Define muscle actions, origin and insertion points 2.3 Identify tendons and ligaments of significance to power and locomotion
3. Define changes in the equine musculoskeletal system due to growth and performance	3.1 Determine changes to bone due to age, exercise, ailments and injury 3.2 Determine changes to soft tissues as a result of growth, exercise, ailments and injury 3.3 Identify impact of overtraining and injury on the musculoskeletal system 3.4 Identify changes to hooves and feet that can occur as a result of growth, exercise, ailments and injury 3.5 Communicate information to others using anatomical, physiological and industry terminology

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.

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Skill	Description
Reading	• Critically analyse complex anatomical diagrams and text relevant to the musculoskeletal system of horses from a variety of sources, and consolidate information
Interact with others	• Collaborate with others, sharing information clearly and precisely to convey knowledge of horse musculoskeletal features and movement
Get the work done	• Use problem-solving techniques to analyse horse movement and musculoskeletal features and determine possible causes of ailments and injuries

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU403 Relate musculoskeletal structure to horse movement	ACMEQU403A Relate musculoskeletal structure to horse movement	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

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Assessment Requirements for ACMEQU403 Relate musculoskeletal structure to horse movement

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual related musculoskeletal features and movement of at least three horses by:

- explaining musculoskeletal structures and features to others using anatomical, physiological and industry terminology accurately
- analysing horse movement and determining possible causes of ailments and injuries relating to musculoskeletal features
- trotting out and handling horses to determine action and flaws.

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:

- principles of horse movement and musculoskeletal structures:
  - anatomical and physiological terminology used to describe features, actions, location and orientation of the musculoskeletal system
- changes in equine anatomical structure that:
  - have occurred during the evolution of the horse
  - can occur due to age, growth, performance, ailments and injury
- conformational characteristics that may impact on musculoskeletal structure stability
- demands of modern competition and working horses that may impact on the musculoskeletal system
- hoof and foot anatomical features and the impact of growth, exercise, ailments and injuries on structures
- pathology and symptomology of common horse ailments and injuries related to the musculoskeletal system of the performance horse

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- structure, function, actions, names and location of muscles, bones, joints, ligaments and tendons of a horse that are significant to horse performance
- applicable regulations, codes of practice and workplace procedures for handling horses to determine movement and injuries, including:
  - work health and safety and safe work practices
  - animal welfare principles, practices and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses to examine and/or observe movement
  - simulations (models, videos or DVDs) to supplement information not available to directly observe or examine on horses
  - access to information about horse musculoskeletal structures, principles of horse movement and the impact of ailments and injuries on horse musculoskeletal structures
- relationships:
  - various people (carers, owners and/or health professionals) for communicating information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU404 Evaluate fit of saddlery and associated equipment

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 evaluate the fit of saddlery and equipment for individual horses for a range of horse activities.

The unit applies to individuals who have responsibility for assessing the fit, condition and suitability of saddlery and equipment for a particular purpose across equine industry sectors.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Equine (EQU)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate saddlery and equipment design and condition to purpose and safety considerations	1.1 Identify saddlery and associated equipment used in horse activities 1.2 Relate saddlery and associated equipment design and purpose to horse activities 1.3 Identify safety aspects of saddlery and associated equipment used in various horse activities 1.4 Identify saddlery and associated equipment suitable for different levels of rider experience 1.5 Identify condition and assess stress and wear points of saddlery and equipment 1.6 Outline hazards, risks and controls associated with saddlery and associated equipment 1.7 Review workplace maintenance practices for potential improvements to arrangements
2. Ensure horse comfort in relation to saddlery and associated equipment use	2.1 Evaluate and relate the conformational, breed and developmental characteristics of horses to the fit of saddlery and associated equipment 2.2 Evaluate the impact of the shape and size of a rider and load on horse balance and comfort 2.3 Evaluate the shape and size of the rider and the impact on the balance and comfort of the horse 2.4 Interpret horse behavioural and physical signs relevant to both correctly fitted and incorrectly fitted saddlery and associated equipment 2.5 Interpret rider physical signs relevant to correctly fitted and incorrectly fitted saddlery and associated equipment 2.6 Evaluate materials and techniques used in the construction of saddlery and associated equipment for horse and rider comfort and durability
3. Assess the fit of saddles, bridles and associated equipment	3.1 Apply saddle fitting tools and techniques to determine appropriate saddle size and shape, and document results 3.2 Evaluate and report the fit of a saddle for horse, rider and activity 3.3 Evaluate and report the fit of bridles 3.4 Evaluate and report on a range of bits relevant to

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	specific purposes 3.5 Identify and implement options for adjusting saddlery and associated equipment for improved horse and rider comfort and safety
4. Assess the fit of accessory equipment	4.1 Assess and report fit of saddle mounts 4.2 Assess and report fit of accessory gear 4.3 Assess and report fit of boots and bandages 4.4 Identify, implement and discuss options for adjusting accessory tack and equipment for improved horse and rider comfort and safety

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
Navigate the world of work	• Take responsibility for complying with work health and safety and animal welfare requirements • Work independently and collectively within broad parameters and meet expectations relating to own role and responsibilities
Interact with others	• Use communication practices and protocols suitable for liaising with a range of personnel • Use clear language appropriate for audience when reporting and sharing information about saddlery, associated equipment and safety
Get the work done	• Assemble resources, and plan and prioritise tasks to achieve outcomes • Make decisions about routine and non-routine activities, taking responsibility for assessing risks relating to saddlery and equipment and control actions taken

Unit Mapping Information

Code and title current	Code and title	Comments	Equivalence

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version	**previous version**		**status**
ACMEQU404 Evaluate fit of saddlery and associated equipment	ACMEQU404A Evaluate fit of saddlery and equipment	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

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Assessment Requirements for ACMEQU404 Evaluate fit of saddlery and associated equipment

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual evaluated the fit of a range of saddlery and associated equipment on at least three different horses of varying size and shape with different accessory needs, including:

- assessing construction, purpose and suitability of saddlery and equipment for horse, rider and activity
- assessing fit and condition of saddlery and associated equipment and making recommendations on adjustments and maintenance
- using safe work practices around horses and assessing risks to riders, horses and self in relation to saddlery and equipment.

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:

- saddlery and associated equipment, including:
  - range available, including designs, styles, materials and purpose
  - saddlery and associated equipment relevant to different horse activities
- anatomical and physiological structures, features and functions of the horse related to the fit of saddlery and equipment
- safety aspects, including:
  - safety devices, systems and technologies relevant to saddlery and associated equipment
  - rider levels of experience
  - checking and maintaining saddlery and associated equipment
  - risk assessment and control
  - safe horse handling techniques

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    - safe manual handling, including lifting and storing height of saddles
    - personal protective equipment (PPE)
    - industry terminology related to saddlery and associated equipment fit and purpose
- recognising correct and incorrectly fitted saddles for horse and rider, including:
    - saddles
    - girths
    - surcingles
    - stirrup leathers
    - stirrup irons
    - horse behaviour relevant to correctly and incorrectly fitted saddlery
    - rider physical signs relevant to correctly and incorrectly fitted saddlery
- correct and incorrectly fitted associated equipment for horse and rider, including:
    - bridles
    - bits
    - breastplates
    - cruppers
    - nosebands
    - horse behaviour relevant to correctly and incorrectly fitted equipment
    - rider physical signs relevant to correctly and incorrectly fitted equipment
- tools and techniques for fitting saddles, bridles, bits, boots and bandages
- methods used to adjust fit of saddlery and associated equipment
- industry or discipline guidelines, requirements or rules for saddlery and associated equipment
- professional saddle-fitting contractors
- key requirements of biosecurity standards and workplace hygiene relating to saddlery and equipment
- key principles and practices of animal welfare relating to use and comfort of saddlery and equipment, and humane and ethical handling of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of saddlery and associated equipment suited to different activities
    - various horses of different breeds and ages fitted with saddlery and equipment to check and adjust assessed as suitable for the skill and experience of the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU405 Maintain and monitor horse health and welfare

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 determine, implement and monitor health management programs and procedures for horses, including implementing basic health care plans, determining and responding to illness, injury and emergency situations; treating injury and disease and reviewing outcomes of horse health care plans.

The unit applies to individuals who have experience, knowledge and skills in the practical care and management of horses. They work under minimal supervision within industry guidelines and have responsibility for a work activity or area.

No licensing or certification requirements apply to this unit at the time of publication, except for the racing industry, where requirements vary between states and territories. Users working in the racing industry are advised to contact the relevant Principal Racing Authority for advice on current requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Relate elements of the horse diet to physiological function	1.1 Classify major nutrient elements according to needs of the horse 1.2 Describe components of the digestive system and the nutrient absorption and metabolism processes 1.3 Relate features of a well-balanced diet to horse age, health condition and workload 1.4 Evaluate impact of an unbalanced or deficient diet on horse health
2. Implement health management programs for horses of all ages	2.1 Implement a range of horse health programs, including dental, vaccination, parasite control, and hoof maintenance programs 2.2 Record data and compile and update health records
3. Determine horse health and emergency care procedures	3.1 Keep horses in appropriate premises that meet welfare, legislative and licensing requirements 3.2 Correctly fit and use personal protective equipment (PPE) and specialised PPE to meet quarantine requirements 3.3 Handle and restrain horses using safe horse handling practices and animal welfare standards 3.4 Assess health status of horses, applying knowledge of signs and symptoms of healthy and distressed, sick or injured horses 3.5 Identify health care and emergency care procedures and communicate to relevant staff 3.6 Review characteristics, signs and symptoms of healthy and distressed, sick or injured horses 3.7 Identify horses that are potentially suffering from an infectious disease and quarantine or implement control measures to prevent disease spread under veterinary guidance 3.8 Implement procedures for reporting notifiable diseases
4. Treat injury and disease	4.1 Determine health care and management for individual horses 4.2 Discuss prognosis for common illnesses and injuries with key personnel and determine need for professional advice or veterinary assistance 4.3 Assess and control risks prior to administering medication or

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	treatments 4.4 Confirm methods of administering medication, recording treatment and monitoring injectable medication 4.5 Administer medication or treatments according to veterinarian instructions, work health and safety (WHS) requirements, stable procedures, and industry and animal welfare regulations 4.6 Apply pharmaceutical and therapeutic treatments as instructed 4.7 Correctly handle and store medications according to legislation and workplace safety procedures 4.8 Return or dispose of surplus medications and treatments according to workplace procedures
5. Monitor health management program	5.1 Monitor horses during and after treatment and report indicators of further health problems 5.2 Document health management program and treatments and maintain records 5.3 Review program implementation and outcomes

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	• Interpret veterinary and medical information in horse treatment records and instructions from equine industry professionals • Locate and interpret key information in medication labels
Writing	• Use clear language and accurate industry and/or medical terminology for reporting and recording horse health and welfare information
Numeracy	• Perform basic calculations and measurements of volume, weight and ratios to determine doses of medication
Oral	• Use active listening and questioning to convey and receive

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Skill	Description
communication	information from a range of personnel
Navigate the world of work	• Follow workplace procedures, including work health and safety and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted industry practices and protocols for working collaboratively with and conveying information to others
Get the work done	• Plan, sequence and prioritise horse health and welfare activities to achieve outcomes • Make decisions and resolve problems related to horse health and welfare, knowing when to take responsibility and when to notify others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU405 Maintain and monitor horse health and welfare	ACMEQU405A Maintain and monitor horse health and welfare	Updated to meet Standards for Training Packages Elements and performance criteria reordered to better reflect sequence of activities Minor changes to clarify intent of unit	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

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Assessment Requirements for ACMEQU405 Maintain and monitor horse health and welfare

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual maintained and monitored health and welfare for at least three horses. In maintaining and monitoring the health of each horse the individual must have:

- assessed the impact of an unbalanced or nutrient-deficient diet on horse health and behaviour
- implemented and monitored a health management program
- documented and maintained appropriate records
- provided safe, compliant and secure housing arrangements for horses
- followed work health and safety and animal welfare requirements
- used safe horse handling procedures
- correctly fitted and used personal protective equipment (PPE).

For at least one horse (which may be one of the above-mentioned horses), the individual must have:

- assessed the health status of the horse
- determined emergency care procedures
- implemented infection control procedures
- determined horse health problems and treatment options in consultation with veterinarians and professionals
- administered treatments as required and monitored horse progress.

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:

- principles and practices for maintaining and monitoring horse health and welfare:

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    - feed stuffs commonly fed to horses and the general principles of a balanced diet for horses
    - physiological structures, features and functions related to dietary needs and the absorption and metabolism of nutrients
    - consequences of an unbalanced or deficient diet to horse function, health and behaviour
- features of health management programs for horses, including:
    - equine dental programs
    - parasite programs
    - vaccination programs
    - hoof maintenance programs
- requirements for safe, secure housing for horses
- safe handling techniques and methods of restraining horses
- horse health record systems
- symptoms and indicators of normal and abnormal system function
- common illnesses and injuries in horses
- emergency care procedures
- signs and symptoms of communicable diseases
- inflection control technique
- purpose and use of relevant medications and treatments for common diseases and injuries
- key requirements of biosecurity standards relevant to horse disease, hygiene standards, notifiable diseases and quarantine procedures
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses
- key requirements of work health and safety regulations and guidelines relating to:
    - risk assessment and control
    - storage of medicines and chemicals and cleaning agents
    - safe storage and disposal of medications and other remedies
    - personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - various horses of different ages and health status assessed as suitable for the experience and skill of the individual
    - materials and equipment relevant to providing care and treatment for horses in assessment activity, including appropriate tack and personal protective equipment (PPE)
    - access to veterinary or health practitioner for instructions.

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Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

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 in horse behaviour and learning to manage the suitable selection of horses for new and/or inexperienced handlers, riders or drivers.

The unit applies to individuals who are horse instructors, coaches or supervisors with work health and safety responsibilities and obligations to workers, learners and participants in their care.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Equine (EQU)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop knowledge of horse behaviour and learning theory	1.1 Evaluate current, evidence-based learning theory and techniques used in horse training and behaviour management 1.2 Apply knowledge of horse training and behaviour to evaluate own horses as suitable for use by new and/or inexperienced handlers, riders or drivers 1.3 Review own practices against current learning theory to determine if any improvements could be made to managing horse behaviour for workplace activities
2. Assess horse suitability for purpose	2.1 Identify factors to consider for conducting a fit-for-purpose assessment of a horse to address work health and safety (WHS) requirements 2.2 Develop or modify a tool to identify and record horse characteristics and behaviour and assess horse suitability for specified activities 2.3 Observe and assess horses to determine their characteristics and behaviour in a range of activities, conditions and stimuli relevant to activities to be undertaken by new and/or inexperienced handlers, riders or drivers 2.4 Evaluate outcomes of the assessment and record an activity suitability rating for individual horses in relation to the handler, rider or driver skills according to workplace procedures 2.5 Conduct additional horse assessments over time and in response to different scenarios, recording incidents and observing responses of the horse to ensure currency of horse suitability records
3. Assess skills of new worker or participant	3.1 Conduct an induction briefing covering workplace rules and new and/or inexperienced handler, rider or driver responsibilities and obligations, prior to their commencing activities 3.2 Identify factors to consider, and develop or modify a tool to assess new and/or inexperienced handler, rider or driver skills and capabilities for specific activities involving a horse 3.3 Assess new and/or inexperienced handler, rider or driver readiness and current knowledge of horse handling, riding or driving 3.4 Conduct a practical assessment of new and/or inexperienced handler, rider or driver with a quiet, consistent and obedient horse

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	in a safe and controlled environment 3.5 Determine new and/or inexperienced handler, rider or driver capability rating objectively against criteria in an appropriate tool, and record according to workplace procedures
4. Match horse to new worker or participant for specific activity	4.1 Establish a range of safe activities that can be used to assess the suitable matching of horse to new and/or inexperienced handler, rider or driver 4.2 Conduct activities to determine suitable matching of horse to new and/or inexperienced handler, rider or driver 4.3 Discuss with new and/or inexperienced handler, rider or driver their capabilities 4.4 Address any concerns from new and/or inexperienced handler, rider or driver, including any unrealistic expectations or beliefs they may have about their own abilities or that of the horse
5. Monitor new worker or participant and horse behaviour	5.1 Observe new and/or inexperienced handler, rider or driver for any signs of mismatch with horse, inappropriate behaviour or control issues with selected horse, and take action to address these 5.2 Monitor horse, including patterns of inappropriate behaviour, and determine action required 5.3 Implement ongoing monitoring activities to identify problems and appropriate courses of action

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	• Interpret critical information in horse records and records of work experience or training provided by new and/or inexperienced handler, rider or driver
Writing	• Use clear language and accurate industry terminology for recording information about horses and skills of new and/or inexperienced handler, rider or driver

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Skill	Description
Oral communication	• Convey information clearly using tone and pace appropriate to audience
Navigate the world of work	• Follow workplace procedures, including work health and safety (WHS) and animal welfare requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Conduct induction briefings, conveying information to others according to industry practices and WHS requirements and duty of care obligations
Get the work done	• Prepare resources and materials to match horse and handlers, riders or drivers, and schedule and sequence activities in logical order

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver	Not applicable	New unit	No 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

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Assessment Requirements for ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed the selection and matching of horses for at least three riders, handlers or drivers, consisting of new or inexperienced, and experienced, capable riders, handlers or drivers, including:

- testing horses through riding, handling and/or driving activities and observations to determine levels of behaviour, reactions and education to categorise them according to workplace assessment ratings and procedures
- assessing new or inexperienced handlers, riders or drivers with quiet, consistent and obedient horses to determine their skill levels and abilities
- allocating handlers, riders or drivers to suitable horses and appropriate activities once assessed
- monitoring suitability of horse and handler, rider and/or driver to workplace activity involving horses, with reference to safety of individual and horse wellbeing
- responding to problems by changing the horse, educating the handlers, riders and/or drivers, and/or changing activities to ensure the safety of participants and horses.

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:

- factors to consider in determining handler, rider or driver skills and experience
- factors to consider in assessment of horse suitability (fit-for-purpose):
  - experience and training
  - temperament and behaviour
  - horse reactivity to normal, abnormal and new situations
- types of mismatch between horse and participant
- potential consequences of inappropriately matched horses and handlers, riders or drivers:

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    - horses displaying avoidance or dangerous behaviours
    - rider, handler or driver loses control of the horse and/or loses confidence
    - injuries to rider, handler, driver or horse
- ongoing horse problems and appropriate courses of action, including removal and/or retraining.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
    - safe, controlled environment for practical skills assessment of new and/or inexperienced handler, rider or driver
- resources, equipment and materials:
    - various horses to be assessed for suitability
    - appropriate gear and tack for horses for handling, riding or driving assessment
    - personal protective equipment (PPE), correctly fitted and applicable to activity
- relationships:
    - opportunities to assess skills and capabilities of handlers, riders or drivers with varying levels of experience.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: User Guide: Safety in Equine Training.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR301 Handle equines safely during farriery services

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 identify and assess equine behaviour and catch and control equines for farriery work.

The unit applies to individuals who have a moderate level of experience in handling equines and who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess equine behaviours and level of education before handling	1.1 Assess hazards and potential risks to self, others and the equine, and take steps to minimise 1.2 Identify and respond to equine behaviour using senses, instinct and equine communication methods 1.3 Determine the level of education of the equine 1.4 Observe equine to identify factors that cause the equine's behaviour to change 1.5 Proceed with farriery services after considering equine behaviour and level of education
2. Identify, catch and control an equine	2.1 Identify and isolate the equine using safe handling techniques 2.2 Use gear for catching, handling and controlling equines 2.3 Create and maintain a calm and reassuring climate for the equine 2.4 Catch, handle, control and restrain the equine safely
3. Control an equine	3.1 Select appropriate restraining devices 3.2 Identify, minimise and respond to nervous behaviours 3.3 Take evasive or humane corrective action and warn others of risk when any adverse reaction from an equine is anticipated

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**
Navigate the world of work	• Follow workplace procedures, including work health and safety, and animal welfare requirements, relating to own role and work area
Interact with others	• Work cooperatively with others using clear communication techniques to support achievement of work outcomes
Get the work	• Assemble resources and follow clearly defined instructions to approach, catch, lead and handle equines safely

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Skill	Description
done	• Make decisions about safety risks and take action to control risks within own work area or role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR301 Handle equines safely during farriery services	ACMFAR301A Handle horses safely in the provision of farriery services	Updated to meet Standards for Training Packages Use of the term equine instead of horse to reflect scope of work	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

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Assessment Requirements for ACMFAR301 Handle equines safely during farriery services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 safely handled at least three compliant and manageable equines, including:

- identifying and assessing equine behaviour and level of education of an equine
- identifying, catching and controlling equines in a safe and humane manner
- handling equines safely and humanely while performing farriery services
- using and correctly fitting personal protective equipment (PPE)
- following safe work practices for interacting with equines.

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:

- principles and practices for handling equines
- common equine behaviour and social traits, including behaviours that indicate an equine is nervous
- factors that might influence a range of equine behaviours
- purpose of using different items of handling gear
- types and purpose of PPE
- safe equine handling and communication techniques and safe zones
- safe work practices related to farriery services
- animal welfare principles and practices relevant to farriery services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines assessed as suitable for the experience and skill of the individual
  - gear and equipment for activity, including appropriate equine tack
  - PPE, correctly and applicable for activity, for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR302 Work effectively as a farrier

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 effectively plan and complete daily work activities as a farrier, according to industry guidelines and regulations.

The unit applies to individuals who have a moderate level of experience in handling equines and who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Work within industry guidelines, codes of practice and regulations	1.1 Identify standards and codes of practice for employment as a farrier 1.2 Identify the characteristics of equine industries and the relationship between industry sector rules and farriery services 1.3 Identify key industry personnel, their roles and functions 1.4 Comply with duty of care, confidentiality, security and professional standards 1.5 Maintain knowledge of relevant industry codes of practice, including animal welfare and managing risks when interacting with horses and other equines in the workplace
2. Communicate effectively	2.1 Use appropriate communication methods to respond to enquiries and communicate with others 2.2 Use communication technology and appropriate communication techniques to clarify information to implement agreed outcomes or undertake tasks
3. Obtain and document information	3.1 Find and interpret information in relation to the task or enquiry 3.2 Document information, activities, timelines and resource use for tasks
4. Follow work health and safety procedures	4.1 Select and use personal protective equipment according to the type of worksite activities undertaken, and ensure correct procedures for maintenance and storage 4.2 Foster behaviour that contributes to a safe work environment, and report identified hazards 4.3 Check all safety equipment consistent with manufacturer recommendations 4.4 Assess hazards and potential risks to self, others and equines, and take actions to control or report if beyond own control or authority

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.

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Skill	Description
Reading	• Interpret key information in workplace instructions and equine records to determine work requirements
Writing	• Use clear language and accurate industry terminology for reporting and completing records
Numeracy	• Estimate, calculate and record materials and resource requirements to carry out farriery services
Oral communication	• Use active listening and questioning to clarify and confirm information • Use industry-standard terminology accurately in communications with others
Navigate the world of work	• Follow industry procedures and codes of practice, including safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with equines
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to complete farriery services, taking safety and risk factors into consideration • Use key features and functions of workplace systems and technology to record and convey information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR302 Work effectively as a farrier	ACMFAR302A Work effectively as a farrier in the equine industries	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

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Assessment Requirements for ACMFAR302 Work effectively as a farrier

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 worked effectively as a farrier, under supervision, and demonstrated consistent application of the following points:

- used verbal and written communication strategies to communicate effectively
- completed employment and work-related forms according to requirements
- complied with the rules and regulations applicable to employers and employees, including work health and safety
- performed farriery tasks to industry standards within acceptable timeframes.

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:

- practices and procedures for working effectively as a farrier
- communication skills including:
  - industry terminology for farriery services
  - common equine terminology
  - industry sector communication protocols and rules
- duty of care, confidentiality, security and professional standards
- legislation and regulations related to employment as a farrier:
  - regulations covering farriers in specific equine industries
  - industry sector rules related to farriery services
- maintenance of personal health and fitness
- work health and safety legislative requirements, including:
  - managing risks when interacting with equines in the workplace

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  - manual handling
- farriery industry codes of practice, including animal welfare principles and practices relevant to farriery services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines requiring farriery services, assessed as suitable for the skill and experience of the candidate
  - tools and equipment for tasks, including personal protective equipment (PPE) for the candidate and appropriate tack for the equine
  - workplace technology for communicating with others.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR303 Perform routine day-to-day farriery activities

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 participate in the process of planning, coordinating and recording routine farrier work activities under supervision.

The unit applies to individuals who have a moderate level of experience in handling equines and who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow routine spoken messages or written notices	1.1 Gather information and seek clarification from supervisor or client 1.2 Follow instructions or procedures for all tasks
2. Obtain and provide information in response to workplace requirements	2.1 Gather and interpret specific, relevant information 2.2 Record information accurately and legibly 2.3 Identify sources of information and establish appropriate contact 2.4 Ensure enquiries are carried out clearly and concisely
3. Prepare for worksite activities	3.1 Dress appropriately for work, including use of personal protective equipment (PPE) 3.2 Follow protocols for entry to the worksite 3.3 Clarify work requirements and the order of activities and time allocation with supervisor or designated personnel 3.4 Prepare personnel, equipment and resource requirements 3.5 Identify hazards, assess and control risks and report risks beyond own control or authority 3.6 Follow work health and safety requirements and select, use, maintain and store PPE 3.7 Select, use, clean, maintain and store tools and equipment
4. Complete required documentation	4.1 Use basic mathematical processes for routine calculations 4.2 Document personnel, activities, timelines and resource usage 4.3 Report contingency situations and corrective action taken

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.

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Skill	Description
Oral communication	• Use active listening and questioning to clarify and confirm information • Use industry-standard terminology accurately in communications with others
Navigate the world of work	• Follow industry procedures and codes of practice, including safety and animal welfare requirements, relating to own role and work area • Demonstrate a duty of care to self and others when working with equines
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment for farriery services, taking safety and risk factors into consideration

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR303 Perform routine day-to-day farriery activities	ACMFAR303A Perform routine day-to-day farriery activities	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

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Assessment Requirements for ACMFAR303 Perform routine day-to-day farriery activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 performed routine day-to-day preparatory and administrative tasks for farriery services and demonstrated consistent application of the following points:

- planning the order of farriery activities and time allocation
- following industry protocols for visiting and working in a horse or other equine establishment
- preparing personnel, equipment and resource requirements
- identifying workplace hazards, assessing, controlling and reporting risks
- selecting, using, cleaning, maintaining and storing tools and equipment
- estimating, calculating and recording materials and resource requirements.

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:

- practices and procedures associated with routine farriery work
- presentation standards applicable to farriery industry
- protocols for working with clients and horse or other equine establishments
- range, use and availability of farriery materials, tools and equipment
- work health and safety legislative requirements, including:
  - safe work practices and safe horse handling practices
  - manual handling
- farriery industry codes of practice
- routine calculations
- recordkeeping for farriery services

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- animal welfare principles and practices relevant to farriery services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - tools and equipment for tasks, including personal protective equipment for the individual
  - recordkeeping system.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR304 Respond to emergencies and apply first aid

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 respond to emergencies across a broad spectrum of situations and incidents, and to apply first aid to equines.

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for emergency situations	1.1 Perform regular checks of the workplace to identify hazards and assess and control risks 1.2 Take action to maximise safety and control health hazards and risks in the workplace 1.3 Identify and evaluate options for action in case of emergency situations 1.4 Interpret and carry out workplace emergency procedures 1.5 Apply work health and safety (WHS) procedures and safe work practices to the selection of personal protective equipment (PPE) to suit the emergency situation 1.6 Store and maintain safety equipment and aids for emergencies 1.7 Report or document near misses and hazards
2. Implement fire protection and control on-site and in the workshop	2.1 Minimise fire hazards in the workplace as specified in hazardous fuelling procedures 2.2 Identify appropriate fire extinguishers and firefighting equipment for use in fire situations, and notify authorities according to workplace procedures 2.3 Follow evacuation procedures and assemble at nominated assembly points 2.4 Carry out specific safety procedures for handling and use of industrial gases
3. Evaluate the emergency	3.1 Identify and assess emergency situations and potential emergency situations 3.2 Seek advice from relevant people in evaluating the emergency 3.3 Monitor and evaluate the possible development of the emergency and further potential hazards 3.4 Prioritise emergency needs promptly and accurately, including needs for assistance
4. Act in an emergency	4.1 Implement the plan of action using techniques appropriate to the situation, available resources and abilities 4.2 Establish and implement strategies for group control, including removal of personnel, clients, animals and others from danger 4.3 Operate equipment safely and, where necessary, improvise

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment and techniques 4.4 Monitor constantly the condition of all staff, animals and others 4.5 Change the plan of action to accommodate changes in situational variables 4.6 Acquire and document information to assist emergency services 4.7 Notify emergency services according to emergency procedures 4.8 Demonstrate casualty evacuation methods as relevant to the context 4.9 Implement organisation procedures and policies in the event of a major injury or death
5. Deal with first aid situations	5.1 Minimise immediate risk to self and health and safety of casualty by isolating the hazard 5.2 Make a basic assessment of casualty injuries and vital signs, and need for first aid assistance 5.3 Reassure the casualty in a caring and calm manner and make casualty comfortable using available resources 5.4 Seek first aid assistance from others according to emergency procedures
6. Apply essential equine first aid techniques	6.1 Recognise and report signs of common equine illnesses or diseases 6.2 Recognise and report indicators of abnormal system function and vital signs of equines 6.3 Calm and restrain equine prior to first aid assessment using safe handling techniques 6.4 Follow first aid policy and procedures with respect to obligations of owners, regulations and duty of care 6.5 Apply principles of first aid procedures relating to injury or accident 6.6 Follow and contribute to a policy and system of referral of injury treatment and emergency care

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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	• Interpret key requirements in organisation policies and procedures, including safety and emergency procedures
Writing	• Use clear language and accurate industry terminology for reporting and keeping records of incidents
Oral communication	• Use tone and clear instructions appropriate for situation to avoid further escalation of risk or incidents
Navigate the world of work	• Know emergency and first aid procedures and requirements, taking responsibility for implementing within own role and work area
Interact with others	• Work collaboratively as part of a team to deal with contingency and emergency situations
Get the work done	• Anticipate equine behaviour and less-predictable problems; initiate standard procedures in response, and apply problem-solving process in determining a solution

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR304 Respond to emergencies and apply first aid	ACMFAR304A Respond to emergencies and apply essential first aid in the equine industries	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

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Assessment Requirements for ACMFAR304 Respond to emergencies and apply first aid

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 responded to simulated emergencies and applied first aid, including:

- preparing for, evaluating and responding to at least three simulated emergency activities
- implementing fire prevention and control measures on-site and in a workshop
- catching, handling and restraining equines in a safe and humane manner
- applying basic first aid techniques to simulated equines on at least two occasions.

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:

- principles and practices for responding to emergencies:
  - common equine illnesses and diseases
  - common injuries and accidents
- different items of handling gear and appropriate personal protective equipment
- emergency network and local call procedures
- workplace emergency plan and evacuation procedures
- factors influencing a range of equine behaviours in an emergency or first aid situation
- basic equine first aid procedures
- workplace and legal policies and procedures to deal with an accident or incident
- safe work practices in emergency and first aid situations, including safe equine handling practices
- vital signs and warning signs in equines
- key principles of animal welfare legislation as applied to farriery services

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- work health and safety legislative requirements and codes of practice, including:
  - safe manual handling techniques and equipment
  - safe waste handling and disposal
  - emergency evacuations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
  - simulated emergency situation scenarios or role-plays, and related equipment and materials
- resources, equipment and materials:
  - various compliant and manageable equines for practice of first aid treatment and assessed as suitable for the level of skill and experience of the individual; or acceptable means of simulation
  - various personnel or acceptable simulation methods to address dealing with first aid situations
  - equipment and materials to respond to first aid requirements of equines.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR305 Perform welding tasks using a forge

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 determine welding requirements, prepare materials and carry out routine welding of either mild steel or aluminium using a forge. Welding in this unit is not required to meet the *AS/NZS 1554 General Purpose Standard.*

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify work requirements	1.1 Interpret instructions to determine task and time requirements 1.2 Identify welding or bending requirements from specifications 1.3 Identify locations of welds according to specifications

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Prepare materials for welding	2.1 Calculate the amount of metal required for bending or welding 2.2 Clean and prepare materials using tools and techniques appropriate for task 2.3 Select and correctly fit personal protective equipment
3. Prepare and manage fire for welding	3.1 Select fuel and prepare tools to manage the fuel source 3.2 Set up forge according to workplace procedures 3.3 Manage the fire to maintain its effectiveness as a forge 3.4 Identify the correct forge heat for particular operations 3.5 Assess and control risks relating to preparing and managing fire for welding
4. Carry out farriery welding tasks using a forge fire	4.1 Apply and control heat to the material to be forged 4.2 Carry out farriery welding tasks using welds and tools appropriate for task 4.3 Extinguish the forge fire safely and complete clean-up procedures 4.4 Dispose of waste material safely according to workplace procedures

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	• Interpret instructions and diagrams to determine welding requirements
Numeracy	• Calculate the amount of metal required for bonding and welding • Estimate time to complete activities
Navigate the world of work	• Take responsibility for adherence to work health and safety requirements relating to own role and work area
Get the work	• Plan, sequence and prioritise tasks and assemble equipment to carry out

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Skill	Description
done	welding tasks, judging correct welding heat to perform process on selected material • Monitor safety and risk factors during welding operations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR305 Perform welding tasks using a forge	ACMFAR305A Perform welding tasks using a forge	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

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Assessment Requirements for ACMFAR305 Perform welding tasks using a forge

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 performed welding tasks using a forge on at least three occasions, including:

- identifying welding requirements
- preparing materials for welding
- selecting and correctly fitting personal protective equipment (PPE)
- preparing and managing fire for welding
- carrying out farriery welding tasks using a forge
- safely extinguishing forge and disposing of ash and debris according to workplace 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:

- principles and practices for welding using a forge:
  - materials to be welded and how they react to heat
  - process of welding by forge-produced heat
  - range, use and availability of materials and equipment
  - regulations covering farriers in specific equine industries
- safe work practices including:
  - manual handling
  - using PPE
  - use of fire and dangers to operators
  - use of bottled gas
- types of forge and forge fuel

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- work health and safety (WHS) legislative requirements and farriery industry codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - fire forge or gas forge and associated tools and equipment
  - personal protective equipment (PPE) correctly fitted and applicable to tasks for individual
  - materials for welding.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR306 Maintain, repair and manufacture hand tools used in farriery

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 maintain, repair and make a variety of tools used in standard farriery workplaces.

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Pre-requisite Unit

Nil

Unit Sector

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify tools requiring repair, replacement or manufacture	1.1 Identify unsafe, faulty or unsuitable hand tools and mark them for repair, replacement or manufacture 1.2 Determine specifications for those hand tools to be maintained, repaired or made 1.3 Confirm work instructions or seek advice from appropriate personnel

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
2. Maintain, repair or make hand tools used in farriery	2.1 Make or repair hand tools according to workplace practices 2.2 Temper or harden tools that are newly made or repaired 2.3 Use appropriate quenching agents 2.4 Check finished tool against specifications and quality requirements
3. Store hand tools	3.1 Store repaired or newly made hand tools 3.2 Dispose of waste material safely according to workplace procedures

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	• Interpret instructions and diagrams to determine hand tool specifications and requirements
Writing	• Record tool maintenance and repairs and new tools manufactured in workplace register, inventory or other documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace and safety requirements relating to own role and work area
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to maintain, repair or make hand tools used in farriery • Monitor safety and risk factors while carrying out work

Unit Mapping Information

Code and title current	Code and title	Comments	Equivalence

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version	**previous version**		**status**
ACMFAR306 Maintain, repair and manufacture hand tools used in farriery	ACMFAR306A Maintain, repair and manufacture hand tools used in farriery	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

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Assessment Requirements for ACMFAR306 Maintain, repair and manufacture hand tools used in farriery

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 maintained, repaired and made hand tools including:

- identifying the need for maintenance, repair or replacement
- making at least one hand tool to given specifications
- carrying out maintenance and repair of at least two farriery hand tools
- storing hand tools safely according to workplace requirements.

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:

- types and purpose of commercially available hand tools used by farriers and their purpose
- processes used in making, repairing and manufacturing of hand tools used by farriers
- safe work practices, including:
- manual handling
- using personal protective equipment (PPE)
- use of flammable materials and equipment
- workplace tool storage procedures
- purpose of workplace registers, inventories or other systems or documentation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting

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- resources, equipment and materials:
  - selection of hand tools to be maintained and repaired
  - materials and equipment to make new hand tools and to maintain and repair existing hand tools
  - PPE correctly fitted and applicable to task for individual.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR307 Make standard shoes for a range of equines

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 make standard shoes to specifications for a range of healthy equines.

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select facilities and materials for making standard shoes	1.1 Select the materials and hand tools for the technique to be used 1.2 Check tools and equipment are in good order and repair or replace according to workplace practices 1.3 Identify common steel types for making shoes 1.4 Identify dimensions used in standard shoes for healthy equines
2. Determine specific shoe requirements	2.1 Determine the most suitable shoe and its dimensions and the appropriate steel for a particular equine and its work 2.2 Examine the equine at rest, walking and trotting to identify gait and particular needs 2.3 Measure equine fore and hind feet, using safe handling techniques, and make allowance for a range of variants 2.4 Determine and record specifications for the required shoes
3. Make sets of standard shoes	3.1 Determine and cut the steel length required from measurements and specifications 3.2 Heat steel in the forge to a malleable working temperature 3.3 Maintain the forge fire at a working temperature and monitor potential risks 3.4 Perform standard steps in making shoes 3.5 Use correct posture and balance when using tools to perform activities 3.6 Perform final fitting, and check fitting against quality standards 3.7 Complete minor alterations required to obtain optimum final fit 3.8 Cool shoes in preparation for nailing

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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
Writing	• Record shoe specifications for individual equines in workplace register or documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace and safety requirements relating to own role and work area
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to make shoes for a range of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR307 Make standard shoes for a range of equines	ACMFAR307A Make standard shoes for a range of horses	Updated to meet Standards for Training Packages Minor changes to clarify intent of unit Use of the term equine instead of horse to reflect scope of work	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

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Assessment Requirements for ACMFAR307 Make standard shoes for a range of equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 made standard shoes for at least three healthy equines, including:

- assessing shoe needs of individual equines
- organising facilities and materials
- building and maintaining forge fire at appropriate temperature
- developing specifications to make shoes for particular equines
- identifying and measuring shoe requirements of particular equines
- making front and hind shoes for a range of healthy equines.

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:

- principles and practices of making shoes for equines:
  - movement of the hoof wall with weight bearing
  - quality standards
  - reasons for use of various metal types and dimensions in shoe making
  - safe work practices
- sizes, styles and types of shoes required for a range of equines, including:
  - gauge of steel and weight of shoe
  - style of shoe
  - hand or machine made
- considerations and variants that apply in making shoes to fit an individual, including:
  - types of equines

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- current status of equines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines, assessed as suitable for the skill and experience of the candidate or appropriate simulation such as equine cadaver legs
  - forge and welding facilities
  - equipment, tools and materials needed to make shoes for equines
  - personal protective equipment (PPE) correctly fitted and appropriate for task for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR308 Determine foot care and shoeing plans for equines

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 make shoeing plans for ae equine and contribute to the maintenance of equine health and wellbeing by applying disease and infection containment to their lower legs and feet.

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify features of equine anatomy relevant to farriery services	1.1 Identify the features and biomechanical functions of the lower limb and foot that apply to farriery 1.2 Compare differences between ideal and problematic feet and describe their impact on shoeing needs 1.3 Identify the general principles of foot care for equines 1.4 Recognise the symptoms of foot malformation, injury and disease
2. Determine the shoeing requirements and a foot care program	2.1 Determine the type of work done by the equine according to its gait, conformation and way-of-going 2.2 Use safe zones and handling techniques when observing and examining equines 2.3 Examine the wear patterns of existing shoes and determine the condition of feet 2.4 Report foot or hoof malformation, injury or disease to carer or owner 2.5 Discuss the foot care and shoeing plan and get agreement on a proposed course of action 2.6 Advise on routine and preventative hoof care and undertake agreed actions 2.7 Maintain records on each equine according to workplace practices
3. Provide non-veterinarian equine health care	3.1 Identify symptoms of common equine ailments 3.2 Take appropriate action when malformation, injury or disease are suspected 3.3 Advise on, or apply, non-veterinarian treatments 3.4 Seek advice from, and refer to, a veterinarian or other specialist where specialist treatment is required
4. Apply disease and infection containment procedures	4.1 Demonstrate isolation and quarantine strategies for infection control 4.2 Follow defined procedures for notifiable diseases and biosecurity maintenance 4.3 Dispose of waste material safely according to workplace hygiene and biosecurity procedures

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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
Writing	• Record specifications and shoe plans for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Oral communication	• Use clear language, accurate concepts and industry terminology to ensure clarity of meaning when reporting and requesting information
Navigate the world of work	• Take responsibility for adherence to workplace procedures and codes of practice, including safety, animal welfare and biosecurity requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and specialists
Get the work done	• Observe and examine equines, using safe handling techniques, to determine foot and shoe care requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR308 Determine foot care and shoeing plans for equines	ACMFAR308A Determine foot care and shoeing plans for horses	Updated to meet Standards for Training Packages Minor changes to clarify intent of unit Use of the term equine instead of horse to reflect scope of work	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMFAR308 Determine foot care and shoeing plans for equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assessed the condition of the foot to develop appropriate foot care and shoeing plans for at least three equines, including:

- providing advice on routine and preventative hoof care
- providing non-veterinarian equine health care for common ailments
- applying disease and ailment prevention procedures, including isolation and quarantine principles.

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:

- principles and practices for determining foot care and shoeing plans:
  - general anatomy of equines relevant to farriery care
  - anatomical features of the lower limb and foot of equines and applicable biomechanical functions
  - types and features of gait, conformation and way-of-going
  - functions of the foot
  - features of ideal and problematic feet
  - symptoms of malformation, injury and disease
  - routine and preventative foot care
  - features of shoeing plans
- non-veterinarian treatments provided by a farrier
- biosecurity principles and practices, including:
  - isolation and quarantine
  - hygienic practices to avoid transmission of disease

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  - notifiable diseases and processes to be followed
- key principles of animal welfare legislation as applied to farriery services
- work health and safety (WHS) requirements and safe work practices, including:
  - identifying hazards and assessing and controlling risks
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various healthy, compliant and manageable equines, assessed as suitable for the skill and experience of the individual, or appropriate simulations
  - measuring and recording tools
  - personal protective equipment (PPE) correctly fitted and applicable to activities for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR309 Select and fit shoes for normal healthy equines

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 safely fit standard shoes for equines with feet in healthy condition or presenting with common faults and defects, which can be treated with minor shoe modifications of pre-manufactured shoes.

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Examine an equine and condition of its feet	1.1 Observe equine gait and conformation to identify common faults and defects or signs of lameness 1.2 Use safe handling techniques and restrain equines in a way that reduces stress and alarm and minimises risk to the equine and handlers 1.3 Adopt a working position that maintains the comfort and safety of the equine, the farrier and assistants 1.4 Use appropriate tools to safely remove shoes and clean hoof of debris 1.5 Examine the shoes and assess the wear pattern for further trimming and shoeing 1.6 Report any conditions requiring higher level treatment by a veterinarian or other specialist 1.7 Change the shoeing plan if the condition of the feet warrants
2. Trim and prepare feet	2.1 Trim and prepare feet to achieve balance, level and shape, and to correctly identify foot defects without injury to the feet of the equine 2.2 Monitor work to ensure foot preparation meets quality outcomes
3. Fit shoes	3.1 Select tools needed to fit shoes 3.2 Select the type and size of shoe, and modify to fit individual equine hoof 3.3 Shape shoes to incorporate any extra functionality identified in shoeing plan 3.4 Fit shoes and assess the need for any final adjustments 3.5 Make final adjustments to the shape and size of the shoe
4. Attach shoes and finish shoeing process	4.1 Select suitable tools and nails for attaching and finishing the job 4.2 Attach shoe safely, securely and in the correct position 4.3 Finish the hoof and check the welfare of the equine 4.4 Check correct fit of shoe by inspecting the shoe with feet on and off the ground and trotting the equine 4.5 Identify any signs of lameness by walking and/or trotting the equine 4.6 Advise clients, carers or other specialists of actions taken and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	future foot care requirements 4.7 Maintain service records according to workplace procedures 4.8 Dispose of waste material safely according to workplace hygiene and biosecurity procedures

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
Writing	• Record specifications and shoe plans for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace procedures and codes of practice, including work health and safety, animal welfare and biosecurity requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and specialists using industry-standard terminology and concepts suitable for audience
Get the work done	• Observe and examine equines, using safe handling techniques, to determine foot and shoe care requirements • Plan, sequence and prioritise tasks and assemble equipment to make shoes to meet specific requirements of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR309 Select and fit shoes for normal healthy equines	ACMFAR309A Fit shoes for normal healthy horses	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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		clarify intent of unit Use of the term equine instead of horse to reflect scope of work	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMFAR309 Select and fit shoes for normal healthy equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assessed the shoeing needs and fitted shoes to at least two normal, healthy equines, including:

- observing gait and conformation and examining shoe wear to identify individual needs of an equine
- using safe handling techniques and monitoring safety risks throughout shoe fitting process
- trimming and preparing individual equine feet
- selecting, shaping and fitting shoes to meet requirements of individual equines
- discussing and reporting shoeing options with clients, carers, veterinarians or other specialists, including conditions requiring higher-level treatment
- assessing quality of outcome using pre-manufactured shoes, with minor multiple variations
- providing advice on future hoof care requirements
- maintaining records of service provided.

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:

- principles and practices of shoeing equines:
  - anatomical features of the lower limb and foot of an equine and applicable biomechanical functions
  - conformation, normal gait and abnormalities of gait, and how the farrier can alleviate a range of common faults, defects and foot problems through shoeing
  - effects of trimming on the stance and action of an equine
  - limits of safe trimming and why these must not be exceeded

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- types of shoes and reasons for use of particular shoes
- types of orthopaedic shoes and modifications that may be made to address the needs of an equine exhibiting minor faults and defects
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
  - identifying hazards and assessing and controlling risks
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various healthy, compliant and manageable equines, assessed as suitable for the skill and experience of the individual or appropriate simulation
  - measuring and recording tools
  - appropriate tack for horse and/or other equine and activity
  - tools, equipment and materials for modifying and fitting horseshoes
  - PPE correctly fitted and applicable for tasks for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR310 Fit shoes to alleviate moderate faults and defects in equines

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 fit shoes to equines that exhibit a range of common faults and defects where the level of assessment and remedial technique is regarded as moderate. It includes the shaping, fitting and modification of shoes, including shoes to ease break over, sole relief and various forms of clip placement

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify shoeing needs of individual equines	1.1 Handle equines to reduce stress and alarm, monitor behaviour to eliminate risks to equine or handlers, and use restraints according to workplace practices 1.2 Observe gait and conformation, including trotting the equine to identify any signs of lameness 1.3 Observe and identify moderate faults and defects that may be alleviated 1.4 Adopt a working position that maintains comfort of the equine and ensures comfort and personal safety 1.5 Use appropriate tools to remove shoes, ensuring no damage is caused to the feet 1.6 Clean feet of foreign bodies to facilitate examination of the hoof 1.7 Examine the shoe and assess implications of the wear pattern 1.8 Report any conditions requiring higher-level treatment by a veterinarian or other specialist 1.9 Amend the shoeing plan, taking into account conditions of the feet not previously identifiable
2. Trim and prepare feet	2.1 Use shoeing tools to trim and prepare feet to achieve balance, level and shape, and to correct any identified foot defects 2.2 Conduct trimming operations without injury to equine feet 2.3 Check work while in progress and on completion to ensure quality outcomes of foot preparation have been achieved
3. Fit shoes	3.1 Select correct type, material and size of shoes, and make modifications according to shoeing plan 3.2 Select suitable tools to fit shoes 3.3 Shape selected shoes to incorporate any ancillary features as determined by the shoeing plan 3.4 Fit shoes to fore and hind feet and assess the need for any final adjustments 3.5 Make final adjustments to the shape and size of the shoe and any ancillary features to achieve correct fit
4. Attach shoes and finish shoeing process	4.1 Select suitable tools and nails for attaching and clenching shoes 4.2 Attach the shoe safely, securely and in the correct position 4.3 Finish the hoof using clenching process, and assess the finished job and welfare of the equine

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.4 Trot and/or walk the equine to identify any signs of lameness 4.5 Inform the responsible person of farriery procedures completed, and advise on future foot care requirements and the welfare of the equine 4.6 Update records of service according to workplace practices

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
Writing	• Record specifications and shoe plans for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace procedures and codes of practice, including safety, animal welfare and biosecurity requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and specialists using industry-standard terminology and concepts suitable for audience
Get the work done	• Observe and examine equines, using safe handling techniques, to determine foot and shoe care requirements • Plan, sequence and prioritise tasks and assemble equipment to make shoes to meet specific requirements of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR310 Fit shoes to alleviate moderate faults and defects in	ACMFAR310A Fit shoes to alleviate moderate faults and defects in horses	Updated to meet Standards for Training Packages	Equivalent unit

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equines		Minor changes to clarify intent of unit Use of the term equine instead of horse to reflect scope of work	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMFAR310 Fit shoes to alleviate moderate faults and defects in equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria in this unit.

There must be evidence that the individual assessed the shoeing needs and selected and fitted shoes on at least two individual equines (or appropriate simulations) exhibiting moderate faults and defects of the foot or lower limb including:

- a roll toe, rocker toe and square toe shoe
- quarter clips.

In carrying out the above, the individual must have:

- observed gait and conformation and examined shoe wear to identify individual equine needs
- used safe handling techniques and monitored safety risks throughout shoe-fitting process
- reported conditions requiring higher-level treatment to other farriers or to veterinarians involved with hoof care
- trimmed and prepared feet
- modified shoes to accommodate multiple variations
- assessed quality of outcomes of fitted shoes
- provided advice on future hoof care requirements
- maintained records of service provided.

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:

- principles and practices for shoeing to alleviate moderate faults and defects in equines:
  - anatomical features of the lower limb and foot of the equine and applicable biomechanical functions

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  - symptoms and presentation of moderate foot faults and problems
  - conformation, normal gait and abnormalities of gait, and how the farrier can alleviate a range of moderate faults and foot problems through shoeing
  - effects of trimming on the stance and action of the equine
  - limits of safe trimming and why these must not be exceeded
  - types of shoes and reasons for use of particular shoes
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
  - identifying hazards and assessing and controlling risks
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines, assessed as suitable for the skill and experience of the individual, or appropriate simulations such as equine cadaver legs – with moderate faults and defects of the foot or lower limb
  - measuring and recording tools
  - appropriate tack for equine and activity
  - tools, equipment and materials for modifying and fitting shoes
  - PPE correctly fitted and applicable to fitting shoes for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR311 Fit shoes to alleviate severe faults and defects in equines

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 fit shoes to equines that exhibit a range of severe faults and defects where the level of assessment and remedial technique is regarded as severe. It includes shaping and fitting heart bar, straight bar and lateral extension hind shoes.

The unit applies to individuals who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify shoeing needs of individual equines	1.1 Handle equines to reduce stress and alarm, monitor behaviour to eliminate risks to equine and handlers and use restraints according to workplace practices 1.2 Observe gait and conformation of the equine to identify severe faults and defects that may be alleviated 1.3 Adopt a working position that maintains comfort of the equine and ensures comfort and personal safety 1.4 Use appropriate tools to remove shoes, ensuring no damage is caused to the feet 1.5 Clean feet of foreign bodies to facilitate examination of the hoof 1.6 Examine the shoe and assess implications of the wear pattern 1.7 Report any conditions requiring higher-level treatment by a veterinarian or other specialist 1.8 Amend the shoeing plan, taking into account conditions of the feet not previously identifiable
2. Trim and prepare feet	2.1 Use shoeing tools to trim and prepare feet to achieve balance, level and shape and to correct any identified foot defects 2.2 Conduct trimming operations without injury to the feet of the equine 2.3 Check work while in progress and on completion to ensure quality outcomes of foot preparation have been achieved
3. Fit shoes	3.1 Select correct type, material and size of shoes and make modifications according to shoeing plan 3.2 Select suitable tools to fit shoes 3.3 Shape selected shoes to incorporate any ancillary features as determined by the shoeing plan 3.4 Fit shoes to fore and hind feet and assess the need for any final adjustments 3.5 Make final adjustments to the shape and size of the shoe and ancillary features to achieve correct fit
4. Attach shoes and finish shoeing process	4.1 Select suitable tools and nails for attaching and clenching shoes 4.2 Attach the shoe safely, securely and in the correct position 4.3 Finish the hoof according to specification and assess the finished job and the welfare of the equine 4.4 Trot and/or walk the equine to identify any signs of lameness

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Inform the responsible person of farriery procedures completed and advise on future foot care requirements and welfare of the equine 4.6 Update records of service according to workplace practices

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
Writing	• Record specifications and shoe plans for individual equines accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Navigate the world of work	• Take responsibility for adherence to workplace procedures and codes of practice, including safety, animal welfare and biosecurity requirements, relating to own role and work area
Interact with others	• Follow accepted communication practices and protocols for reporting information to clients and specialists using industry-standard terminology and concepts suitable for audience
Get the work done	• Observe and examine equines, using safe handling techniques, to determine foot and shoe care requirements • Plan, sequence and prioritise tasks and assemble equipment to make shoes to meet specific requirements of equines

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMFAR311 Fit shoes to alleviate severe faults and defects in equines	ACMFAR311A Fit shoes to alleviate severe faults and defects in horses	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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		clarify intent of unit Use of the term equine instead of horse to reflect scope of work	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMFAR311 Fit shoes to alleviate severe faults and defects in equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assessed the shoeing needs and selected and fitted shoes on at least two individual equines (or appropriate simulations) exhibiting severe faults and defects of the foot or lower limb including:

- straight bar shoe
- heart bar and egg bar shoe
- lateral extension hind shoe.

In carrying out the above, the individual must have:

- observed gait and conformation and examined shoe wear to identify individual equine needs
- used safe handling techniques and monitored safety risks throughout shoe-fitting process
- reported conditions requiring higher-level treatment to other farriers or to veterinarians involved with hoof care
- trimmed and prepared feet
- modified shoes to accommodate multiple variations
- assessed quality of outcomes of fitted shoes
- provided advice on future hoof care requirements
- maintained records of service provided.

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:

- principles and practices for fitting shoes to alleviate severe faults and defects in equines, covering:

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  - anatomical features of the lower limb and foot of the equine and applicable biomechanical functions
  - symptoms and presentation of severe foot faults and problems
  - conformation, normal gait and abnormalities of gait and how the farrier can alleviate a range of severe faults and foot problems through shoeing
  - effects of trimming on the stance and action of the equine
  - limits of safe trimming and why these must not be exceeded
- types of orthopaedic shoes and modifications that may be made to address the needs of an equine exhibiting severe faults and defects
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
  - identifying hazards and assessing and controlling risks
  - manual handling
  - using personal protective equipment (PPE)
  - safe zones and equine handling techniques.

Assessment Conditions

Assessment of this unit of competency must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
  - various compliant and manageable equines, assessed as suitable for the skill and experience of the individual, or appropriate simulations such as equine cadaver legs – with severe faults and defects of the foot or lower limb
  - measuring and recording tools
  - appropriate tack for equine and activity
  - tools, equipment and materials for modifying and fitting shoes
  - PPE correctly fitted and applicable to fitting shoes for individual equine.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMFAR312 Use farriery techniques to meet special needs of equines

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 the feet of an equine to address particular needs and fabricate and apply an appropriate shoe to alleviate problems.

The unit applies to individuals who have a moderate level of experience handling equines and who use specialised knowledge and technical skills to perform farriery services across different equine industry sectors.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Farriery (FAR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine special shoeing needs of individual equines	1.1 Identify hoof defects that may be fixed by a farrier 1.2 Determine the types of orthopaedic or therapeutic shoes or modifications that may fix the problem 1.3 Identify potential problems that can be remedied by a farrier 1.4 Determine the foot care needs of foals and young equines or other equines 1.5 Report conditions requiring higher-level treatment to other farriers or veterinarians
2. Arrange remedial actions	2.1 Determine course of action and establish treatment regime in consultation with a veterinarian 2.2 Discuss the implications of proposed actions 2.3 Fabricate or modify remedial or orthopaedic and therapeutic shoes
3. Trim and repair feet	3.1 Handle equines safely according to work health and safety practices, and monitor behaviour to reduce risks to equine, handlers and self 3.2 Trim and prepare feet without injury to equine feet 3.3 Identify and perform hoof reconstruction procedures according to shoe plan 3.4 Check work to ensure foot preparation meets quality outcomes
4. Fit remedial shoes	4.1 Select tools for fitting shoes 4.2 Shape remedial shoes according to shoe plan 4.3 Fit shoes to fore and hind feet and assess the need for any final adjustments 4.4 Make final adjustments to the shape and size of the shoe 4.5 Monitor risks and maintain safety of equine, self and others throughout the procedure
5. Attach shoes and finish shoeing process	5.1 Select tools and nails suitable for attaching and clenching shoes 5.2 Attach shoe safely, securely and in the correct position 5.3 Finish the hoof and assess the finished job and the welfare of the equine 5.4 Identify any signs of lameness by trotting the equine

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Advise of actions taken and future foot care requirements 5.6 Maintain service records according to workplace practices

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	• Interpret key information in workplace procedures and specialist instructions relevant to addressing special shoeing and foot care needs of equines
Writing	• Record specifications and shoe plans for individual equines with special needs accurately in workplace documentation
Numeracy	• Use measuring devices and take measurements accurately
Oral communication	• Use clear language, accurate concepts and industry terminology to ensure clarity of meaning when reporting and requesting information
Navigate the world of work	• Take responsibility for adherence to workplace procedures and codes of practice, including safety, animal welfare and biosecurity requirements, relating to own role and work area
Interact with others	• Work as part of a team with other professionals, including veterinarians • Follow accepted communication practices and protocols for reporting information to clients and specialists
Get the work done	• Observe and examine equines systematically using structured problem-solving processes to determine requirements to meet special needs of equines • Assess quality of outcomes to prepare future foot care plans and advice

Unit Mapping Information

Code and title current	Code and title	Comments	Equivalence

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version	**previous version**		**status**
ACMFAR312 Use farriery techniques to meet special needs of equines	ACMFAR312A Accommodate special needs of particular horses through farriery techniques	Updated to meet Standards for Training Packages Changes to title and performance criteria to clarify intent of unit Use of the term equine instead of horse to reflect scope of work	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

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Assessment Requirements for ACMFAR312 Use farriery techniques to meet special needs of equines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 planned, selected and fitted appropriate shoes to at least two equines (or suitable simulations) with specific needs, including those exhibiting chronic lameness, exhibiting damage or engaged in particular sporting or working activities.

For each equine this must cover:

- assessing the shoeing and trimming needs
- carrying out a lameness assessment
- discussing shoeing options with clients
- reporting conditions requiring higher-level treatment to other farrier or to veterinarians involved with hoof care
- fabricating or modifying a range of remedial or orthopaedic and therapeutic shoes to assist in the correction or alleviation of a problem, including modern acrylic therapeutic aids, sole packs and hospital plates
- providing advice on future hoof care requirements
- maintaining records of service provided.

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:

- principles and practices of special needs farriery techniques, including:
  - conformation, normal gait and abnormalities of gait and how the farrier can alleviate a range of severe faults and foot problems through shoeing
  - effects of trimming on the stance and action of the equine
  - anatomical features of the lower limb and foot of the equine and applicable biomechanical functions
  - limits of safe trimming and why these must not be exceeded

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    - relevant legislation and codes of practice and personal responsibilities related to work health and safety and animal welfare
    - special requirements of foals and young equines
- types of orthopaedic and therapeutic shoes and modifications that may be made to address the needs of an equine with particular needs
- key principles of animal welfare legislation as applied to farriery services
- safe work practices, including:
    - assessing and controlling risks to equines and handlers
    - safe zones and equine handling techniques
    - safe use of restraints.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately reflects performance in a real workplace setting
- resources, equipment and materials:
    - various equines with special needs, assessed as suitable to the skill and experience level of the individual, or appropriate simulations such as equine cadaver legs
    - forge and welding facilities
    - equipment, tools and materials needed to make shoes for equines
    - appropriate tack for equine and activity
    - personal protective equipment correctly fitted and applicable to tasks for individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS101 Investigate job opportunities in animal care and related industries

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit covers the skills and knowledge required to investigate work activities undertaken by a cross-section of animal care and management businesses, and explore employment opportunities.

This unit is applicable to new entrants to the animal care and management industry. Animal care may occur in a wide variety of animal care workplaces, including retail pet stores, kennels, catteries, aviaries, aquariums, shelters, zoos and others.

This unit applies to individuals who work alongside a supervisor in most situations, exercise limited autonomy and identify and seek help with simple problems.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify the sectors of the animal care and related industries	1.1 Identify categories of animal care employment 1.2 Outline the structure of the animal care industry 1.3 Identify functions within each animal care sector
2. Profile animal care and related industries employment opportunities	2.1 Identify the number of people employed in animal care 2.2 Describe general working conditions in functional areas of animal care 2.3 Investigate employment opportunities in animal care and related industries
3. Explore animal care workplaces	3.1 Visit animal care industry workplaces 3.2 Follow instructions during workplace visits 3.3 Identify the role of staff at the visited animal care workplaces 3.4 Identify specific conduct and presentation standards required in the workplaces visited, including WHS, and animal welfare and ethics requirements
4. Develop resume and job application	4.1 Investigate resume and job application formats to select appropriate style for content 4.2 Prepare a draft resume and job application, targeting one of the workplaces visited

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
Writing	• Plan, draft and edit resume and job application using computer applications
Get the job done	• Wear appropriate clothing for workplace visits • Use computer-based technology to investigate animal care industries and employment opportunities

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS101 Investigate job opportunities in animal care and related industries	ACMGAS101A Investigate job opportunities in animal care and related industries	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

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Assessment Requirements for ACMGAS101 Investigate job opportunities in animal care and related industries

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 investigated job opportunities in a minimum of two different animal care and/or related industries, including:

- determined the structure and scope of animal care industries
- identified the range of job functions and working conditions, including conduct and presentation standards, required in animal care
- developed a draft resume and job application.

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:

- conditions of employment in a range of animal care sectors that address dress code, behaviour standards and WHS requirements, and animal welfare and ethics requirements
- general job responsibilities in a range of animal care sectors
- job roles and employment opportunities in a range of animal care sectors
- major animal care industry sectors and their functions
- resume and job application formats
- sources of information on animal care sectors, employment conditions and employment opportunities
- basic requirements for animal welfare and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - access to a range of different animal care workplaces
- resources, equipment and materials:
    - formats for resume and job applications
- specifications:
    - access to organisational policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS102 Catch and handle a range of quiet animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Application

This unit covers the skills and knowledge required to approach, catch and handle a range of quiet, well-handled domestic animals under supervision.

This is an introductory unit for those with little or no animal handling experience in commercial or professional settings. It covers understanding potential hazards and associated risks when working with and around animals. It covers the application of industry guidelines and procedures to ensure the welfare and safety of the individual and the animal.

This unit applies to individuals who may have limited or no experience in working in the animal care industry and who undertake defined routine activities under direct supervision with limited responsibility for their own work.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify and describe animals	1.1 Use industry standard terminology to describe external body parts and features of animals by name and location 1.2 Identify and describe individual animals using specific characteristics and descriptions
2. Prepare to catch animals	2.1 Confirm the activity to be undertaken with supervisor, including identifying WHS potential hazards, risks and welfare needs of the animal 2.2 Take steps to control risks as directed 2.3 Prepare catching and handling gear appropriate to the task 2.4 Select appropriate personal protective equipment and ensure correct fit 2.5 Identify signs of confident and relaxed behaviour in animals 2.6 Inform supervisor if signs of fear and distress are identified in animals
3. Safely approach animals	3.1 Observe animal’s body language and behaviour patterns before approaching the animal 3.2 Observe the immediate environment and identify hazards that may impact on the safety of the animal, self and others 3.3 Consider risks associated with catching and handling animals, and confirm planned action with supervisor
4. Catch and move quiet animals	4.1 Select catching technique for nominated animals in consultation with supervisor 4.2 Approach and catch quiet animals 4.3 Move secured animals to required location for treatment or inspection
5. Assist in restraining or handling animals	5.1 Identify hazards associated with handling animals during inspections and treatment 5.2 Take steps to control risks as directed 5.3 Use basic handling methods on quiet animals 5.4 Provide assistance during inspection and treatment of animals

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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
Oral communication	• Listen to, and clarify, work instructions
Get the work done	• Prioritise work tasks and problem-solve issues with catching and handling animals

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS102 Catch and handle a range of quiet animals	ACMGAS102A Catch and handle a range of quiet animals	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

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Assessment Requirements for ACMGAS102 Catch and handle a range of quiet animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 caught and handled a minimum of three quiet animals, including:

- identified the potential risk factors for animal and human safety and wellbeing when approaching and handling animals
- selected catching and handling techniques to minimise the risk of injury or distress
- used appropriate verbal and non-verbal communication skills when approaching, catching or handling quiet domestic animals
- assisted in the control of animals during animal care routines or activities
- followed supervisor instructions and worked as part of a team.

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:

- external features and body parts of common domestic animals
- specific characteristics of animals, including:
  - age, sex and size
  - coat or skin colours and texture
  - eye colour
  - markings, patterns and permanent scars
  - toe nail colour
  - microchip, ear tags, tattoos and markings and leg bands
- how to describe animals using some industry terminology as well as common terms
- differences between animals for future skill development in:

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    - catching, handling and moving the correct animal unsupervised
    - ensuring feeding, medications and other treatment are provided to the correct animal
    - making observations of behaviour and health symptoms in individual animals
- housing, exercise, social and activity needs of domestic animals
- natural animal behaviour relating to the characteristics of the species, age, health status and social needs appropriate to the work role
- common animal behaviour signs, including:
    - indicators of stress
    - defensive gestures
    - submissive gestures
- common risks of working with animals
- WHS and animal welfare legislative requirements and codes of practice
- safe animal handling techniques and procedures
- working requirements for animal welfare and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - a range of quiet animals
    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to organisational policies and procedures
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS103 Assist in the care of animals

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 covers the skills and knowledge required to provide basic care of quiet, well-handled animals under supervision.

It covers understanding potential hazards and associated risks when working with and around animals.

This is an introductory unit for individuals with little or no experience working with animals in commercial or professional animal care settings, and who undertake defined routine activities under direct supervision.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with animals	1.1 Confirm the activity to be undertaken with supervisor, including identifying potential WHS hazards and welfare needs of the animal 1.2 Take steps to control risks as directed 1.3 Confirm tools and equipment to be used with supervisor 1.4 Select appropriate personal protective equipment and ensure correct fit 1.5 Apply safe work practices according to workplace policies and procedures
2. Maintain a clean workplace	2.1 Clean animal housing, floors, benches and other flat areas according to WHS and organisational policies and procedures 2.2 Dispose of waste and soiled bedding according to workplace policies and procedures
3. Assist in feeding animals	3.1 Identify food stuffs, and categorise for specific animal dietary needs 3.2 Report food stuffs that are contaminated or of unsuitable quality 3.3 Prepare equipment used in food preparation and distribution 3.4 Provide assistance to experienced staff in the preparation and distribution of meals 3.5 Clean and store equipment and materials according to workplace policies and procedures
4. Report basic animal behaviour and health status	4.1 Identify characteristics of animal behaviour 4.2 Identify signs of healthy, sick or distressed animals 4.3 Report signs of out-of-character behaviour and poor health to supervisor

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**

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Skill	Description
Writing	• Document basic workplace information related to the daily care of animals
Oral communication	• Listen to, and clarify, instructions • Report inconsistencies and issues with animal food, health, hygiene and safety to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS103 Assist in the care of animals	ACMGAS103A Assist in the care of animals	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

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Assessment Requirements for ACMGAS103 Assist in the care of animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted in the care of a minimum of three animals, including:

- cleaned work areas and animal housing according to WHS and organisation policies and procedures
- assisted in the preparation and distribution of food under supervision
- related basic animal behaviour to animal categories and reported observations of live animal behaviour and health status to supervisor.

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:

- animal care work tasks, including:
  - assisting in health care of animals
  - enclosure and bed cleaning and bedding replacement
  - equipment and consumables stocktake and ordering
  - exercising animals
  - feeding and watering animals
  - following environmentally sustainable work practices
  - grooming and animal cleaning
  - information collection, record and resource updating
  - observing animal behaviour and reporting
  - taking messages and relaying information to appropriate person
  - cleaning workplace and equipment

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    - tools and equipment required to undertake routine duties
    - cleaning techniques and related safety issues for animal housing and general workplace
- risks of working with animals, including:
    - animal bites, envenomation, kicks, scratches and crush injuries
    - biological hazardous waste and sharps disposal
    - handling of chemicals and medicines
    - gas leakage
    - inhalation of aerosol particles
    - intraocular contamination
    - manual handling, including carrying, lifting and shifting
    - needle pricks and cuts from other sharps
    - release of infective agents (animal and human)
    - slippery or uneven work surfaces
    - zoonoses
- characteristics of animal behaviour, including:
    - indicators of stress
    - defensive gestures
    - submissive gestures
    - basic nutritional and water requirements for animals
    - storage, preparation and presentation requirements for food for animals
    - types of food and food supplements and their basic role in animal diets
    - common animal ailments and conditions
    - contaminated and unsuitable quality food stuffs
- organisational policies and procedures, including WHS and emergency procedures, animal welfare and waste disposal requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - a range of animals
    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to organisational policies and procedures
- relationships (internal and/or external):
    - interactions with supervisor.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS201 Work in the animal care industry

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 animal care work practices with consideration to animal needs in an ethical and humane manner.

This unit is applicable to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Contribute to a productive work environment	1.1 Collect and interpret information on working in the industry, including employment terms and conditions 1.2 Perform personal work practices to contribute positively to quality, productivity and effective relationships in the work environment 1.3 Comply with industry and workplace-specific management structures and lines of reporting 1.4 Follow work schedule according to workplace policies and procedures 1.5 Perform job-specific work practices and comply with the principles of ethical conduct, WHS guidelines, environmental processes and industry best practice 1.6 Observe and understand the need for workplace confidentiality
2. Recognise animals in the workplace	2.1 Identify a range of animals according to workplace requirements that are commonly found in the workplace 2.2 Describe animals using identifiable characteristics
3. Use industry terminology	3.1 Interpret and use industry terminology related to work personnel, equipment and work practices 3.2 Use language style, terminology and manner appropriate to the audience
4. Incorporate animal needs in conduct of work practices	4.1 Identify and follow workplace procedures relevant to animal care work 4.2 Complete work routines with consideration of animal health and wellbeing priorities 4.3 Handle and interact with animal with due consideration to the risks and the social and behavioural characteristics of the species 4.4 Comply with hygiene protocols to ensure animal health 4.5 Follow security protocols to ensure animal safety

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.*

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Skill	Description
Reading	• Interpret detail in work schedule

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS201 Work in the animal care industry	ACMGAS201A Work in the animal care industry	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

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Assessment Requirements for ACMGAS201 Work in the animal care industry

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 worked effectively and safely in the animal care industry, including:

- carried out routine animal care work routines with three different animals, showing consideration to animal care needs in an ethical and humane manner
- complied with relevant legislation, regulations and codes of practice, including animal welfare and WHS legislation
- communicated effectively with supervisor and other staff using industry-appropriate terminology
- followed task instructions to complete work activities.

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:

- services available in different animal care sectors, including:
  - animal technology, including biomedical research
  - animal control and regulation
  - captive animals
  - companion animal services
  - veterinary practices
- relationships between sectors and other industries
- industry work conditions
- legislation that affects the industry, including:
  - WHS

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    - industrial relations and employment terms and conditions
- career opportunities within the industry
- appropriate industry work ethics
- industry quality assurance standards
- policies and procedures, including:
    - animal welfare
    - environmental sustainability practices
    - infection control plans
    - standard operating procedures
- risks of working with animals, including:
    - animal bites, envenomation, kicks, scratches and crush injuries
    - biological hazardous waste and sharps disposal
    - handling of chemicals and medicines
    - gas leakage
    - inhalation of aerosol particles
    - intraocular contamination
    - manual handling, including carrying, lifting and shifting
    - needle pricks and cuts from other sharps
    - release of infective agents (animal and human)
    - slippery or uneven work surfaces
    - zoonoses
- general job responsibilities in a range of animal care sectors
- identifiable animal characteristics, including:
    - age, sex and size
    - coat or skin colours and texture
    - eye colour
    - markings, patterns and permanent scars
    - toe nail colour
    - microchip, ear tags, tattoos and markings and leg bands
    - movement and behaviour of animals
- animal temperaments and behaviours and how they relate to associated risks and hazards
- animal welfare requirements applicable to work role
- common diseases, ailments, injuries and other impacts on animal health and wellbeing
- the housing, exercise, social and activity needs of a range of animals
- the industry expectations of conduct presentation, and work performance
- the types of disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in an animal care workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS and animal welfare legislation and regulations
- relationships (internal and/or external):
  - interactions with supervisor
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS202 Participate in workplace communications

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 participate in workplace communications in an animal care and management environment.

This unit applies to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others. The unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow routine instructions	1.1 Listen to and interpret spoken instructions 1.2 Follow instructions and procedures in an appropriate sequence for the task and in accordance with the information received

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Element	Performance criteria
	1.3 Ask supervisor for clarification when required
2. Obtain and provide information in response to workplace requirements	2.1 Obtain specific information from the relevant source 2.2 Interpret information 2.3 Provide information clearly and precisely in written or verbal format as required 2.4 Ensure all personal interaction is courteous, and enquiries are clear and concise 2.5 Store information following organisational procedures
3. Complete relevant work-related documents	3.1 Complete work-related documents accurately 3.2 Record workplace data on manual or electronic forms and documents 3.3 Use basic mathematical processes for routine workplace calculations 3.4 Check information on forms and documents and correct errors 3.5 Report work progress to supervisor
4. Participate in workplace meetings and discussions	4.1 Attend team meetings on time 4.2 Express opinions clearly and listen to opinions of others without interruption 4.3 Ensure input to meetings and discussions is consistent with the purpose and established protocols 4.4 Interact courteously with colleagues and clients 4.5 Ask questions about workplace procedures and issues as required 4.6 Interpret and implement outcomes of meetings and discussions in line with job role

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
Navigate the world of	• Knowing current workplace procedures

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Skill	Description
work	
Get the work done	• Anticipate work problems and discuss with supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS202 Participate in workplace communications	ACMGAS202A Participate in workplace communications	Updated to meet Standards for Training Packages Elements 1 and 2 combined Assessment requirements revised	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

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Assessment Requirements for ACMGAS202 Participate in workplace communications

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 participated in workplace communications on two separate occasions, including:

- followed routine instructions
- participated appropriately in a workplace meeting or discussion
- accurately completed a workplace document
- accurately completed routine workplace calculations
- obtained and provided information in response to a specific request.

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:

- modes of communication appropriate in animal care workplaces
- effective communication skills across a range of modes
- effective communication principles for use in teams
- communication procedures and systems, and technology relevant to the organisation and own work responsibilities.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work undertaken in an animal care environment

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- specifications:
  - access to organisational policies and procedures
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS203 Complete animal care hygiene routines

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 provide daily care of animals, including the cleaning of animal housing, and grooming or cleaning of animals under supervision.

This unit is applicable to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work	1.1 Identify daily, weekly and periodical workplace routine schedules, and confirm work to be undertaken with supervisor 1.2 Confirm personal workplace responsibilities with supervisor 1.3 Collect workplace schedule and recording documents and update as required 1.4 Identify hazards and risks according to WHS and talk to supervisor about concerns 1.5 Select appropriate personal protective equipment and ensure correct fit
2. Check animals	2.1 Confirm which animals are to be under personal responsibility during shift 2.2 Verify the animal's status via records or verbal reports 2.3 Count animals and note basic behaviour at beginning of shift 2.4 Tell supervisor about changes in animal numbers, behaviour or condition 2.5 Check any animals under personal responsibility and tell supervisor of the status
3. Maintain a clean workplace	3.1 Clean floors, benches and other flat areas according to workplace protocols 3.2 Clean animal housing areas according to workplace protocols 3.3 Dispose of waste and soiled bedding 3.4 Identify damage to housing and equipment and tell supervisor 3.5 Complete post-cleaning procedures
4. Complete hygiene practices for animals	4.1 Identify and practice hygiene control methods for a range of animals 4.2 Perform basic animal hygiene inspection, and identify cleaning needs of nominated animals 4.3 Bathe or clean animals under supervision 4.4 Confirm grooming techniques required for individual animals according to animal requirements 4.5 Groom animals under supervision and according to individual

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	needs
5. Complete post-hygiene care of animals	5.1 Return animals to housing 5.2 Clean and store washing equipment according to workplace policies and procedures 5.3 Clean, check and store grooming tools according to workplace policies and procedures and manufacturers' requirements 5.4 Inform supervisor if there are damaged tools 5.5 Audit and document supplies according to workplace policies and procedures 5.6 Update workplace documents according to workplace policies and procedures

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
Writing	• Complete basic workplace forms accurately, using legible writing
Numeracy	• Complete basic workplace forms accurately, using accurate times, dates and measurements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS203 Complete animal care hygiene routines	ACMGAS203A Complete animal care hygiene routines	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMGAS203 Complete animal care hygiene routines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 completed animal care hygiene routines for a minimum of three animals, including:

- confirmed the animal care routines required, cleaned and maintained animal housing and related facilities
- maintained animal comfort and health during cleaning and grooming of animals
- reported and documented animal care duties
- monitored animals and reported issues as required according to workplace protocols 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:

- animal care and hygiene principles
- basic animal grooming techniques and equipment
- unusual behaviour for nominated animal:
  - aggression or docility (depending on animal)
  - disinterest in surroundings, other animals, people or usual stimuli
  - excessive licking, scratching and rubbing
  - lethargy
  - nest building
  - self-mutilation
  - trembling
  - vocalising

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- observing and reporting indicators of illness or injury:
  - bleeding
  - changes in drinking or eating patterns
  - lameness or reluctance to move and vocalising when attempting to move
  - swelling
  - unusual amounts, colour or texture of faeces
- typical tasks to maintain animal housing, including:
  - adjusting animal housing features according to weather and climatic conditions
  - collection and removal of faeces
  - completing cleaning routines for sick or quarantined animals to avoid cross-contamination
  - emptying and cleaning water and feeding receptacles using approved cleaning products and methods
  - refilling water containers
  - removing rubbish from housing and surrounding areas
  - removing soiled bedding and disposing in approved area
  - replacement of housing furniture items, such as vegetation and behaviour stimulation items, under direction of supervisor
  - resetting of clean bedding materials
  - washing down of toilet areas to remove urine and faeces using approved cleaning products and methods
- hygiene control practices, including:
  - aseptic technique
  - checking animal's skin, coat, shell, carapace or other external features
  - completing infection control procedures as required
  - grooming animals to remove shedding coat or skin, if required, or for general health and wellbeing
  - isolating potentially contagious or ill animals under supervision
  - personal hygiene practices, especially washing and drying hands (e.g. before and after animal contact)
  - providing housing furnishings to assist animal to complete own shedding process
  - use of personal protective equipment
  - washing animal to remove dirt, foreign objects, parasites and other undesirable items
- exercise, social and activity needs of animals
- indicators of poor response to treatment or management of young, ill, injured or compromised animals
- safe animal handling techniques and procedures
- WHS, animal welfare and ethics legislation and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to workplace policies and procedures
  - current WHS and animal welfare legislation and regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS204 Feed and water animals

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, present and distribute food and water for animals under supervision and according to animal dietary requirements.

This unit is applicable to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	Performance criteria
1. Prepare for feeding	1.1 Identify the basic nutritional needs of animals 1.2 Identify food and food supplements and prepare in line with feeding plans 1.3 Follow food temperature requirements for preparation and storage 1.4 Identify hazards to human and animal health in food preparation and distribution, and tell supervisor 1.5 Select appropriate personal protective equipment and ensure correct fit 1.6 Check food and water containers appropriate to the animal and situation for cleanliness before use
2. Feed and water animals	2.1 Provide food and food supplements 2.2 Check and maintain food and water supply 2.3 Monitor feeding process to ensure animals are feeding effectively 2.4 Observe variations to individual eating and drinking patterns and inform supervisor
3. Complete the feeding and watering process	3.1 Record feeding and watering process 3.2 Record eating and drinking abnormalities and inform the supervisor of any abnormalities 3.3 Clean and store feeding equipment and supplies 3.4 Record food and food supplement stock levels and report to supervisor

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 animal feeding plans
Numeracy	• Accurately measure quantities of food and food supplements for animal

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS204 Feed and water animals	ACMGAS204A Feed and water animals	Updated to meet Standards for Training Packages. Assessment requirements revised.	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

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Assessment Requirements for ACMGAS204 Feed and water animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- fed and watered a minimum of two different animals, covering two different species, in line with the animal's feeding plan.

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:

- animal feeding methods
- food preparation, according to instructions
- storage requirements for food
- appropriate containers for food
- how to deliver food in a manner that is safe and appropriate to the animal
- maintaining a clean food preparation area
- cross-contamination of food
- safe and humane animal handling techniques and procedures
- the principles of animal welfare and ethics as set out in relevant codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals

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    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to organisational policies and procedures
    - animal feeding plans
- relationships (internal and/or external):
    - interactions with a supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS205 Assist in health care of animals

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 provide assistance to experienced staff in the capture, restraint and assessment of animals and the preparation, application and documentation of treatments.

This unit applies to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others. In this context, individuals work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with animals	1.1 Confirm the task to be undertaken with supervisor, including identifying potential hazards, risks and welfare needs of the animal 1.2 Take steps to control risks and hazards as directed 1.3 Prepare equipment appropriate to the task 1.4 Select appropriate personal protective equipment and ensure correct fit
2. Capture animal under supervision	2.1 Identify animals to be treated and confirm with supervisor 2.2 Observe and note animal behaviour prior to capture 2.3 Confirm methods to be used to capture animals with supervisor 2.4 Confirm role of self and others in capture process 2.5 Approach cage appropriately and capture animal using appropriate method 2.6 Assist to move animal to inspection or treatment area
3. Assist in assessment of animals	3.1 Restrain animal appropriately 3.2 Determine external features and vital signs of animal health 3.3 Inspect animal’s general health and wellbeing, under supervision 3.4 Record observations of patient made by supervisor
4. Assist in treatment of animals	4.1 Determine treatment protocols for common health maintenance issues 4.2 Prepare equipment and supplies according to instructions 4.3 Provide assistance in the application of treatments 4.4 Document treatment on animal file 4.5 Complete post-treatment routines

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.

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Skill	Description
Navigate the world of work	• Knowing industry codes and regulations relevant to the role
Get the work done	• Problem-solve issues that arise with capture and restraint

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS205 Assist in health care of animals	ACMGAS205A Assist in health care of animals	Updated to meet Standards for Training Packages Element added titled 'Prepare to work with animals' to cover safety requirements Assessment requirements revised	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

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Assessment Requirements for ACMGAS205 Assist in health care of animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted with the health care of a minimum of two different animals (covering at least two different species), including (for each):

- used safe and humane capture and restraint methods
- assisted in the assessment of live animal's health, including taking vital signs
- assisted in treating the animal
- documented the treatment and care.

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:

- animal temperaments and behaviour and the associated risks to animals and humans
- common health maintenance issues and treatment protocols
- environmental regulations relating to the disposal of hazardous waste
- examination techniques for health status
- methods used to safely capture, restrain and examine animals
- signs of progress or deterioration in condition or health of animals
- the principles of animal welfare and ethics as set out in relevant codes of practice
- vital signs, their normal range and reasons for concern for measurements outside normal range.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace that accurately reflects a real workplace setting

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- resources, equipment and materials:
  - a range of real, live animals
  - equipment and resources typically available in an animal care facility
- specifications:
  - access to current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS206 Provide basic first aid for animals

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 provide essential first aid for animals by recognising and responding to an emergency using basic first aid measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required.

This unit is applicable to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including retail pet stores, kennels and catteries, shelters, veterinary practices, zoos, animal research facilities and others.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation	1.1 Recognise emergency situation 1.2 Identify physical hazards to self, bystanders, the public and the animal 1.3 Take action to minimise the immediate risk to self, bystanders, the public and the animal 1.4 Use personal protective equipment and safe working practices according to WHS at all times when handling animals 1.5 Assess physical condition and vital signs of the animal
2. Provide basic first aid to animals	2.1 Reassure animal and make comfortable using available resources 2.2 Handle animal safely and humanely to minimise pain and further injuries 2.3 Provide basic first aid care 2.4 Seek first aid assistance from others as appropriate and required 2.5 Record treatment and any additional information on the animal

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**
Oral communication	• Warn bystanders of risks in an appropriate manner
Get the work done	• Maintain the high standards of hygiene to reduce risk of infection and cross-infection • Problem-solve issues with first aid calmly and as they occur

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS206 Provide basic first aid for animals	ACMGAS206A Provide basic first aid for animals	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

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Assessment Requirements for ACMGAS206 Provide basic first aid for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- provided basic first aid for at least two animals, in a simulated environment, covering different types of emergencies
- identified hazards and minimised the risk to self, bystanders, the public and the animal.

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 first aid techniques including how to:
  - stop bleeding
  - administer oxygen
  - minimise impact of shock by keeping animal quiet, warm and away from activity or noise
  - immobilise limb injuries, if soft tissue damage or fractures are suspected
  - hose or apply water, if available, in cases of burns or heat exhaustion
  - administer emetics or antidotes under instruction if appropriate
  - feed or water as advised
  - transport animal to veterinary assistance as soon as possible
- basic examination techniques to determine health status
- how to assess physical conditions, including:
  - broken bones
  - burns
  - lacerations

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    - other injuries, trauma and medical conditions
    - scratches
- vital signs of animals, including:
    - hydration status
    - pulse rates
    - respiration
    - temperature
- risks of providing first aid to animals, including:
    - risks to self, bystanders and public
    - risks to animals
- first aid casualty management principles
- first aid sources for assistance
- safe animal handling techniques and procedures
- WHS and animal welfare legislative requirements and codes of practice
- the animal emergency network.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - a range of animals or models
    - emergency scenarios
    - equipment and resources appropriate to work undertaken in an animal care environment, including personal protective equipment
- specifications:
    - access to organisational policies and procedures
    - current WHS and animal welfare legislation and regulations
- relationships (internal and/or external):
    - interactions with bystanders.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS207 Provide reception services for an animal care facility

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 coordinate animal owner appointments or bookings and undertake office administration and basic financial tasks for an animal care facility.

This unit applies to new entrants to the animal care and management industry. Animal care may occur in a wide variety of workplaces, including breeding or boarding kennels and catteries, companion animal training, grooming establishments, animal shelters or similar.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Complete reception services	1.1 Provide facility services and fee structure information to clients in a courteous manner 1.2 Schedule and monitor client appointments or bookings 1.3 Identify animals according to species, breed and permanent markings 1.4 Create or update client records according to workplace policies and procedures 1.5 Compile appointment details and client records, and provide to relevant staff 1.6 Monitor waiting clients and keep them informed of appointment progress or any delays 1.7 Maintain reception area in a clean, tidy and hygienic state at all times
2. Maintain office records	2.1 Process telephone and mail communications and relay as required 2.2 Maintain information and records system to ensure integrity 2.3 Use office equipment, including computer files and programs, to perform routine tasks 2.4 Invoice services and products in line with facility fee structure 2.5 Monitor cash control and prepare basic financial documents
3. Provide basic animal care assistance	3.1 Carry out routine tasks to assist with animal during appointment or booking 3.2 Restrain and handle animals in a safe and humane manner 3.3 Document interactions with clients according to workplace policies and procedures
4. Maintain records	4.1 Monitor stock levels and order supplies following supervisor approval 4.2 Identify client follow-up requirements and document according to workplace policies and procedures 4.3 Update and store client records according to workplace policies and procedures

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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
Oral communication	• Interact appropriately with clients on phone and face-to-face, using appropriate industry terminology
Numeracy	• Accurately complete cash and card financial transactions
Get the work done	• Review all tasks and prioritise the order they need to be carried out

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS207 Provide reception services for an animal care facility	ACMGAS207A Provide reception services for an animal care facility	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

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Assessment Requirements for ACMGAS207 Provide reception services for an animal care facility

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 provided reception services for a one-day period, completing all reception tasks required of the role, including:

- taken bookings, followed up clients and provided telephone and mail services
- maintained cleanliness and hygiene of reception area
- operated office equipment
- undertaken financial procedures
- communicated effectively with clients and facility staff
- provided basic animal care assistance
- assisted with stock control
- created, maintained, updated and stored client records
- applied safe work practices to own work.

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:

- effective communication methods to use with clients across a range of interactions, including:
  - inquiries about products and services
  - collecting payments
  - advising of problems with payments
  - dealing with initial complaints about products, service or staff
  - dealing with distressed clients
  - instructions from clients about products and services required

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    - providing information within the limits of business policy and personal responsibility
    - referring clients to senior staff
    - reporting on animal welfare or progress
    - relaying potentially upsetting news
- appropriate telephone communication techniques
- type of information added to client records, including:
    - animal identification
    - animal health information
    - owner information
- routine tasks carried out in an animal care facility, including:
    - collecting admission and discharge information
    - documenting items to be kept with animal
    - moving animals to housing or handling area
    - handing animal over to other staff or returning to client
    - fitting collars, head collars, leads and/or clothing
    - measuring size for clothing or other items
    - weighing animal
- range of species handled by the facility
- safe and humane animal restraint and handling techniques
- office equipment and software packages typically used in animal care facilities
- the facility's financial and administrative procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - a range of animals
    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to organisational policies and procedures
- relationships (internal and/or external):
    - interactions with clients
    - interactions with supervisor.

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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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS208 Source information for animal care needs

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 gather information on medications and services for animals, and relate these to individual animal requirements.

This unit applies to new entrants to the animal care and management industry where it may be necessary to investigate or clarify information on treatments, services or other animal care items for self, colleagues or clients. Individuals are not required to provide advice to clients at this level, but rather to develop the skills required to find information that is current, relevant, accurate and appropriate for the audience and activity needs from a range of credible services.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret product information	1.1 Identify classes of medication, treatment or product contents, and define general use 1.2 Identify and interpret safety precautions 1.3 Identify basic dose or simple application rates 1.4 Prepare dose or application for nominated animal as directed
2. Gather information on products and services	2.1 Identify and evaluate information sources for animal care products and services 2.2 Contact company advisors for specific information 2.3 Make inquiries about animal care services for a range of animal care needs
3. Read and locate animal identification information	3.1 Identify animal microchip or identification information 3.2 Access appropriate record database 3.3 Identify specific animal record 3.4 Cross-check animal record
4. Take an animal history	4.1 Document animal information and relay to relevant staff 4.2 Use effective listening and research skills to verify information on animal 4.3 Complete animal history documentation

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 product brochures and safety data sheets
Numeracy	• Accurately measure dosages (number of tablets, measure in millilitres) • Accurately interpret decimal numbers to one decimal place (0.5)
Get the work done	• Identify valid and current sources of information for research

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS208 Source information for animal care needs	ACMGAS208A Source information for animal care needs	Updated to meet Standards for Training Packages Element 3 removed and replaced with element on reading and locating animal identification information Assessment requirements revised	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

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Assessment Requirements for ACMGAS208 Source information for animal care needs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- sourced information for the care of a minimum of two different animals (which may be of the same species), including on each occasion:
  - taken animal history
  - used research skills to verify animal identification information
- obtained information about a product or service for a specific need on at least one occasion
- interpreted product labels and basic dosage correctly on at least one occasion
- identified sources that provide credible information on animal care products and services on at least one occasion.

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:

- types and sources of information available for treatments and other animal services, including:
  - industry associations
  - library resources
  - government registers
  - product brochures and safety data sheets (SDS)
  - supervisor and other workplace staff
  - validated internet sites
- animal registry license in the relevant state or territory
- types of information sourced for animal care, including:

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    - dietary needs
    - health check-up frequency and procedures
    - animal housing
    - parasite control products
- safety information found on labelling
- common animal ailments and injuries.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace, or an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
    - a range of animals or case study materials
    - equipment and resources typically available in an animal care setting
- specifications:
    - access to current legislation and relevant codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS209 Provide information on companion animals, products and services

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 provide basic information to clients on companion animal training, grooming, breeding establishments and on products and services in a range of companion animal settings.

This unit is applicable to new entrants to the animal care and management industry. Animal care settings in this context may include pet shops and aquariums, breeding or boarding kennels or catteries, aviaries, companion animal training or grooming establishments, animal shelters or veterinary practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify information requirements	1.1 Use appropriate interpersonal skills to accurately identify client's information needs 1.2 Handle client enquiries courteously and promptly according to workplace policies and procedures 1.3 Identify personal and professional limitations in addressing client information needs, and seek assistance from appropriate personnel when required
2. Provide information	2.1 Provide information that addresses client requirements to client in a timely and professional manner 2.2 Present products and services that may meet client requirements in an appropriate manner as required 2.3 Refer enquiries that fall outside own area of responsibility or knowledge to appropriate staff member for follow-up and completion

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**
Oral communication	• Have regard for personal space considerations • Listen and respond appropriately to what customers are communicating • Provide an opportunity for customers to confirm their requests • Question and seek feedback from customers to confirm understanding of needs • Summarise and paraphrase to check understanding of customers' messages • Use appropriate vocal tone and body language

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS209 Provide information on companion animals, products and services	ACMGAS209A Provide information on companion animals, products and services	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

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Assessment Requirements for ACMGAS209 Provide information on companion animals, products and services

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 identified information requirements of at least two customers, including:

- communicated effectively with clients
- used appropriate interpersonal skills in interaction with client
- sought assistance from other staff members when an enquiry fell outside own scope of knowledge or responsibility
- provided information that addresses client requirements.

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:

- appropriate and effective communication methods to use with clients and team members
- basic products and services available in the facility
- types of enquiries commonly received in the animal facility
- sources of information on companion animal training, grooming, breeding establishments, products and services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:

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    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to workplace policies and procedures
- relationships (internal and/or external):
    - interactions with clients
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS210 Prepare for and conduct a tour or presentation

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 conduct a tour or presentation within an animal care facility to meet the needs of a wide range of audiences.

This unit is applicable to those working in animal care industry sectors where tours or presentations are conducted. The tour may be a regular part of business operations, such as in a captive animal facility, or it may be a promotional activity aimed at attracting new clients, such as at a boarding kennel.

This unit applies to individuals who work under general supervision and exercise limited autonomy, who undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

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Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for tour or presentation	1.1 Wear appropriate identification and uniform while on duty according to organisation's policies and procedures 1.2 Confirm purpose of tour or presentation with supervisor 1.3 Read daily information sheets if provided, and clarify questions with the supervisor 1.4 Collect materials and equipment for presentation 1.5 Adjust standard tour or presentation to meet specific group needs 1.6 Identify and take action to minimise the risks to self, the public and the animal
2. Conduct tour or presentation	2.1 Use public speaking and presentation skills effectively to engage the audience 2.2 Provide current and accurate information in a format suitable for the group 2.3 Treat and handle animals safely and humanely if used in presentation, according to organisation's policies and procedures and WHS requirements 2.4 Encourage audience members to ask questions and participate where appropriate 2.5 Complete the tour or presentation within the required timeframe and in accordance with the needs of the group
3. Return animals and resources after the presentation	3.1 Return animals to their section if used 3.2 Record the animals' behaviour and food intake, and report to the supervisor 3.3 Check materials and equipment and return to the appropriate area 3.4 Provide feedback on tour or presentation to the supervisor and according to the organisation's policies and procedures

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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	• Interpret and follow facility policies and procedures
Writing	• Complete routine forms accurately and appropriately
Get the work done	• Use presentation equipment effectively, problem-solving issues as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS210 Prepare for and conduct a tour or presentation	ACMGAS210A Prepare for and conduct a tour or presentation	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

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Assessment Requirements for ACMGAS210 Prepare for and conduct a tour or presentation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 for and conducted a tour or presentation for two different groups, including:

- communicated effectively with a wide range of people
- listened and responded to enquiries from members of the public
- accurately recorded the animals' behaviour and food intake, and reported results to the supervisor.

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:

- effective group presentation techniques
- safe and humane animal handling and restraint techniques
- sources of information appropriate to presentation
- WHS and animal welfare legislative requirements and codes of practice
- hazards of working with animals and appropriate risk treatments.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals

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    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - access to organisational policies and procedures
    - current WHS and animal welfare legislation and regulations
- relationships (internal and/or external):
    - interactions with supervisor
    - different audiences.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS301 Maintain and monitor animal health and wellbeing

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 follow animal health management practices to monitor animal health via daily observations of behaviour and condition.

This unit is applicable to those working in animal care industry sectors where it may be necessary to care for a range of animal species and to monitor the wellbeing of healthy, ill or injured animals by observing and measuring indicators of ideal and poor development or response to treatments. These animals may be being kept long-term in the workplace or being raised or prepared for sale, rehousing or release to their native habitat.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users are advised to check with the relevant regulatory authority.

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow animal health management practices	1.1 Maintain personal health and hygiene standards 1.2 Identify animal diseases and their impact on animals and humans 1.3 Identify broad categories of parasitic infestations 1.4 Prepare and maintain quarantine areas in accordance with quarantine protocols 1.5 Identify and isolate animals requiring quarantine 1.6 Maintain quarantine records 1.7 Use and maintain personal protective equipment
2. Monitor and maintain the physical wellbeing of animals	2.1 Identify and examine different types of animals' anatomy and physiology to determine physical appearance and particular body structures, and record observations 2.2 Monitor and test indicators of animal health regularly, and follow quarantine requirements involving movement of animals within or between facilities 2.3 Assess the physical environment of animals for evidence of problems that may affect the physical wellbeing and welfare of animals 2.4 Maintain records of animal activity monitoring, and health information
3. Identify and report signs of ill health or injury in animals	3.1 Recognise signs of illness or injury and report to supervisor 3.2 Recognise abnormal animal behaviour and conditions and report to supervisor 3.3 Collect samples and record as directed 3.4 Separate sick or injured animals from other animals, as required, and care for as advised by supervisor or veterinarian 3.5 Handle animals that are ill or injured appropriately
4. Administer and record animal treatments	4.1 Administer authorised animal treatments under supervision, and record dosages 4.2 Monitor, administer and record routine preventative health treatments regularly 4.3 Store treatments appropriately according to workplace procedures 4.4 Complete records relating to the nature of treatment, and animal health status before and after treatment

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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	• Accurately interpret animal treatment plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS301 Maintain and monitor animal health and wellbeing	ACMGAS301A Maintain and monitor animal health and wellbeing	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=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMGAS301 Maintain and monitor animal health and wellbeing

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 maintained and monitored the health and wellbeing of a minimum of three different animals and, on each occasion, the individual must have:

- applied work practices for personal safety and personal hygiene standards
- monitored and tested indicators of animal health
- assessed the physical environment of animals for evidence of problems that may have affected the physical wellbeing and welfare of animals
- maintained records of quarantine, observations, monitoring activities and samples
- administered treatments under supervision.

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:

- anatomical and physiological structures and functions related to animal health and wellbeing
- anatomical and physiological terminology and glossary of terms
- broad categories of parasitic infestations
- common infectious diseases, including:
  - bacteria
  - fungi
  - internal and external parasites
  - virus
  - zoonoses
- common non-infectious diseases, including:
  - allergies

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  - chemical toxicities
  - genetic
  - metabolic
  - neoplastic
  - nutritional
- indicators of animal health
- observing and reporting unusual behaviour for nominated animal:
  - aggression or docility (depending on animal)
  - disinterest in surroundings, other animals, people or usual stimuli
  - excessive licking, scratching and rubbing
  - lethargy
  - nest building
  - self-mutilation
  - trembling
  - vocalising
- observing and reporting indicators of illness or injury:
  - bleeding
  - changes in drinking or eating patterns
  - lameness or reluctance to move and vocalising when attempting to move
  - swelling
  - unusual amounts, colour or texture of faeces
- indicators of poor response to treatment or management of young, ill, injured or compromised animals
- indicators of recovery from illness or injury
- quarantine protocols
- safe work practices
- the methods used to measure, interpret and record animals' weight and other objective measures of animal health
- the principles of animal welfare and ethics.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of animals
  - equipment and resources typically available in an animal care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice

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- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS302 Provide enrichment for animals

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 provide behavioural management and enrichment to stimulate, replenish and maintain appropriate behavioural patterns of animals.

The unit applies to individuals working under supervision in the animal care industry where it may be necessary to provide enrichment activities for animals. The animals may be housed long-term in an animal care facility, being raised or prepared for sale, or rehoused prior to release into their native habitat.

No occupational licensing, legislative or certification requirements are known to 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

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance Criteria

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Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Observe and record animal behaviour	1.1 Observe and record behaviour of individual animals and groups of animals according to organisational policies and procedures 1.2 Compare observed behaviour with known normal behavioural patterns for a range of species 1.3 Identify and encourage natural behaviour 1.4 Recognise and record signs of stress and determine possible stressors 1.5 Report abnormal behaviour indicating less than optimum physical and behavioural wellbeing to supervisor
2. Assist with managing undesirable animal behaviour	2.1 Participate in the development and implementation of a long-term strategy to manage undesirable behaviour 2.2 Conduct short-term management of animals exhibiting undesirable behaviour 2.3 Comply with animal welfare and WHS requirements during behavioural management processes
3. Implement enrichment programs	3.1 Determine, apply and evaluate physical, social and food-related enrichment strategies, appropriate to the species and according to organisational policies and procedures 3.2 Research and assess adverse consequences to an enrichment strategy 3.3 Clean, decontaminate and dispose of or replace used enrichment items appropriately 3.4 Implement enrichment strategy appropriate to the species according to organisational policies and procedures 3.5 Document and record responses to enrichment strategy 3.6 Review enrichment program modification suggestions in consultation with supervisor, and implement and document where appropriate

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.*

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Skill	Description
Get the work done	• Problem-solve issues with managing animal behaviour as they arise

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS302 Provide enrichment for animals	ACMGAS302A Provide enrichment for animals	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

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Assessment Requirements for ACMGAS302 Provide enrichment for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- observed, recorded and reported normal and abnormal behaviour patterns and conditions for two different animals
- provided behavioural management and/or enrichment programs for a minimum of three animals, covering two different species.

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:

- strategies to encourage natural behaviour, including activities and equipment:
  - to encourage foraging or hunting for food appropriate for species
  - to provide exercise and physical fitness and dexterity relevant to animal species
  - to provide opportunities to live and socialise in an environment appropriate for particular species
  - to rest, hide or shelter in appropriate housing
  - to reinforce the role of owner or handler in an appropriate context for the nominated species
- signs of stress:
  - aggressive behaviour
  - destruction of equipment or habitat
  - inappetence
  - over-stimulation of animal
  - repetitive actions

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  - self-mutilation
  - subdued behaviour
  - trembling
  - vocalisation
- abnormal behaviours, including:
  - exaggerated forms of a normal behaviour
  - repetitive patterns or actions
  - stationary, non-purposeful movements
- strategies to manage undesirable animal behaviours, including:
  - consulting behaviour specialists
  - food or food-related enrichment
  - providing equipment to encourage appropriate exercise
  - providing equipment and toys for skill development and time occupiers
  - providing species-appropriate housing and bedding
  - nest building or bedding material
  - social enrichment
- safe and humane animal handling techniques
- the milestones in developmental progress from newborn to mature animals
- WHS and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of real animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
  - current WHS and animal welfare legislation, regulations and codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

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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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS303 Plan for and provide nutritional requirements for animals

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 calculate rations based on animal species needs and availability of foodstuffs.

The unit applies to individuals working under supervision in the animal care industry where it may be necessary to plan nutritional requirements for animals, including but not restricted to companion animals in pet shops, boarding kennels and catteries, dog and cat breeding establishments, research technology animals, native and exotic animals in zoos, wildlife parks and animal rescue and rehabilitation facilities.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify nutritional	1.1 Classify animals according to natural nutrient sources and types

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Element	Performance Criteria
requirements of animals	of digestive systems 1.2 Align normal feeding behaviours and nutritional requirements of a range of animals 1.3 Evaluate feeding strategies and methods to maximise activity and behavioural enrichment 1.4 Identify characteristics of under- or over-supply of nutrients, and evaluate methods used to monitor nutritional uptake
2. Evaluate food sources and calculate dietary requirements	2.1 Classify foodstuffs according to nutrient content 2.2 Evaluate foodstuffs for shelf life, preparation requirements, availability and cost 2.3 Identify hazards to animal and human health from food sources, and implement procedures to manage risks 2.4 Calculate feed weight and water requirements, based on animal profile 2.5 Calculate protein, carbohydrate, vitamin and mineral supplement and fibre needs, based on animal profile 2.6 Identify other dietary issues relevant to the animal's profile, and factor into dietary calculations 2.7 Prepare and document diet plans after supervisor approval and according to the organisation’s policies and procedures
3. Prepare diets and provide food and water	3.1 Prepare food as required by diet plan 3.2 Store food safely to avoid contamination 3.3 Provide food and water according to animal’s requirements
4. Monitor feeding and watering practices	4.1 Monitor and record food and water consumption according to the organisation’s policies and procedures 4.2 Identify and report abnormal feed intake or feeding behaviour according to the organisation’s policies and procedures 4.3 Monitor animals for condition, metabolic and behavioural changes 4.4 Evaluate reasons for poor response to diet and seek specialist advice 4.5 Determine required dietary changes in consultation with supervisor 4.6 Document dietary variations and update records as required

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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
Numeracy	• Measure, interpret and record animal weight, length and other relevant objective indicators of change in physiological status
Get the work done	• Maintain the highest standards of hygiene and infection control at all times to reduce the risk of infection and cross-infection • Problem-solve issues that arise with animal nutrition, and address them

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS303 Plan for and provide nutritional requirements for animals	ACMGAS303A Plan for and provide nutritional requirements for animals	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=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMGAS303 Plan for and provide nutritional requirements for animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 planned for and provided a diet that provided the appropriate nutritional requirements for a minimum of three different animals, covering two species, including:

- developing diets for animals in consultation with others
- preparing, storing and distributing food according to animal needs, workplace protocols and procedures, whilst maintaining quality control and hygiene practices
- monitoring response to feeding program and modifying diets as required in consultation with supervisor.

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:

- animal classifications that influence dietary needs and styles of eating
- behavioural features related to feeding styles and unsuitable responses to diets
- methods used to monitor nutritional uptake:
  - blood and faecal tests to check nutritional uptake
  - comparing food distributed and food not eaten
  - estimating condition scores
  - weighing animals
- principles of contamination and cross-contamination
- feedstuffs available and approved in Australia for animals, their availability, cost, shelf life, method of storage, preparation and presentation to animals
- feeding methods of different animals
- appropriate containers for food for different animals

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- common nutrition-related health problems
- protein, carbohydrate, vitamin and mineral supplement and fibre needs for a range of animal groups
- sources of nutrients for particular animal classes and groups
- the potential causes of poor response to diets
- safe and humane animal handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - an environment that accurately reflects a real workplace setting
- resources, equipment and materials:
  - a range of animals
  - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
  - access to organisational policies and procedures
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS304 Carry out simple breeding procedures

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 plan mating and breeding, parturition or hatching and weaning of animals under supervision.

The unit applies to individuals who work under broad supervision and use discretion and judgement in the selection and use of available resources. The unit can be contextualised to be species-specific.

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

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select animals for breeding	1.1 Identify the basic principles of genetics related to breeding program requirements 1.2 Identify breeding program requirements and clarify with supervisor 1.3 Select animals for mating according to the breeding program 1.4 Schedule examinations and tests, as required, to confirm suitability of selected animals with breeding program 1.5 Monitor individual animals to determine the current stage of their reproductive cycle 1.6 Identify WHS hazards associated with working with animals, assess the risks and implement control measures in case of emergency 1.7 Select and use appropriate personal protective equipment
2. Implement breeding procedures	2.1 Place animals selected for mating in an appropriate environment 2.2 Apply appropriate breeding systems according to the breeding program 2.3 Apply appropriate mating methods according to the breeding program 2.4 Monitor animals during and after the mating period to determine success of mating
3. Monitor post-mating progress	3.1 Observe and document changes in behaviour and condition, where appropriate, in breeding females to determine possible pregnancy 3.2 Schedule examinations and tests, if appropriate, to determine pregnancy 3.3 Estimate and document hatching or parturition dates
4. Prepare for and assist with birth or hatching	4.1 Provide a suitable environment to assist with the birth or hatching 4.2 Identify signs of hatching or parturition and report potential problems to supervisor 4.3 Provide appropriate monitoring to ensure the safe birth or hatching of young animals 4.4 Identify sex and measure offspring and document results 4.5 Monitor mother and offspring to ensure appropriate bonding, feeding and activity behaviours, and report problems to supervisor
5. Wean animals	5.1 Modify offspring diets in preparation for weaning 5.2 Schedule vaccinations, other medications and permanent

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	identification protocols as required 5.3 Select and implement suitable weaning process according to workplace protocols 5.4 Carry out post-weaning management according to the breeding program 5.5 Update breeding records

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	• Seek information from written material about breeding systems and mating methods to apply to own work
Writing	• Keep accurate records of schedules for vaccinations, other medications and requirements for permanent identification markers • Use industry specific terminology to document and update breeding records
Numeracy	• Compare information and data within written texts, including weights and other measurements
Get the work done	• Identify and prioritise tasks and carry out routine problem solving when tasks do not go to plan

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS304 Carry out simple breeding procedures	ACMGAS304A Carry out simple breeding procedures	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMGAS304 Carry out simple breeding procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 carried out simple breeding procedures with at least four animals, including:

- applied safe work practices, including the selection and use of personal protective equipment when working with animals
- monitored and observed animals and reported on breeding cycle
- communicated effectively with supervisor and followed instructions
- carried out breeding, hatching or parturition and weaning procedures according to organisation's policies and procedures
- carried out post-weaning management
- maintained accurate breeding program and animal health-related records.

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:

- normal and abnormal animal behaviour for the relevant species
- nutrition and health requirements of one or more species at various stages of their life and reproductive cycle
- purpose of keeping breeding data and records
- signs of animal wellbeing, illness, or injury
- the basic principles of genetics
- ways of determining current reproductive cycle status, through identifying specific indicators including oestrus, sexual behaviour, and aggression between males and evidence of mating

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- the best breeding systems, methods and traits to produce the best possible breeding outcomes, health and wellbeing of animals related to species concerned
- the functions and requirements of a breeding colony, where relevant
- the housing requirements for mother and young of relevant species
- the mating behaviour of relevant species
- weaning procedures
- WHS and animal welfare legislative requirements and codes of practice.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live animals of the relevant species
- specifications:
  - access to specific workplace documents, including a documented breeding plan for the relevant species
  - current WHS and animal welfare legislation, regulations and codes of practice.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS305 Rescue animals and apply basic first aid

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 rescue and restrain animals, and to provide basic first aid.

The unit applies to individuals working as animal keepers and carers, where it may be necessary to identify where assistance is required in the rescue of animals and the management of animal stress and injuries. These individuals work under broad supervision and use discretion and judgement in the selection and use of available resources. Work routines must meet industry standards and compliance requirements for ethical handling and welfare of animals, work health and safety, and biosecurity appropriate to the work role.

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

General Animal Studies (GAS)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the situation and plan response	1.1 Assess risk posed to self, others and animals 1.2 Evaluate options for assisting animals, and implement procedures with reference to workplace protocols and regulations 1.3 Identify animals and select appropriate equipment for the rescue 1.4 Use personal protective equipment (PPE) at all times when handling animals, and use safe work practices according to WHS requirements
2. Capture and protect animal	2.1 Provide basic animal care to minimise stress to animals 2.2 Catch animal and handle safely and humanely to minimise pain and potential injuries 2.3 Reassure animal in a caring manner and make comfortable using available resources 2.4 Assess physical condition and vital signs of the animal
3. Provide first aid assistance	3.1 Provide basic first aid according to established animal first aid procedures 3.2 Seek first aid assistance from others as appropriate and required 3.3 Seek advice and assistance from supervisor or appropriate personnel in respect to future options for animal 3.4 Record treatment and any additional information on the animal according to legislative and organisational requirements

Foundation Skills

The language, literacy, numeracy and employment skills that are essential for performance in this unit of competency are explicit in the performance criteria.

Skill	Description
Writing	• Accurately record events of the situation requiring first aid
Oral communication	• Speak clearly and calmly when seeking assistance from others • Listen and respond to advice and assistance when requested from supervisor or other personnel

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Skill	Description
Get the work done	• Respond to the rescue situation promptly and problem solve the requirements of the animal in order to preserve its life

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS305 Rescue animals and apply basic first aid	ACMGAS305A Rescue animals and apply basic first aid	Updated to meet Standard Training Packages	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMGAS305 Rescue animals and apply basic first aid

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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, on two different animals, has:

- planned and rescued according to WHS requirements
- applied basic first aid and care
- gathered information and accurately recorded and maintained records.

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:

- the animal emergency network, including animal welfare bodies and support facilities
- animal first aid techniques
- examination techniques for health status
- first aid casualty management principles
- methods used to capture, restrain and examine animals, including equipment commonly used
- methods used to identify animals
- personal protective clothing and equipment and when and how it should be used
- safe animal handling techniques and procedures
- organisation policies and procedures, including WHS and emergency procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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  - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live or simulated animals for capture
  - PPE for handling animals
  - first aid equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMGAS306 Assist with conditioning animals

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 condition animals in order to modify their behaviour through assisting with formulating and demonstrating a conditioning plan, based on operant conditioning techniques.

This unit applies to individuals working as animal keepers and carers, who are expected to perform tasks under supervision. These individuals work under broad supervision and use discretion and judgement in the selection and use of available resources. Work routines must meet organisational and compliance requirements for ethical handling and welfare of animals, work health and safety, and biosecurity appropriate to the work role.

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

General Animal Studies (GAS)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a conditioning plan	1.1 Identify a range of desirable and undesirable behaviours for specific animals 1.2 Identify the trainable behaviour in consultation with supervisor 1.3 Identify appropriate positive reinforcement to be used 1.4 Identify conditioned reinforcer in consultation with supervisor 1.5 Compile the conditioning plan in consultation with the supervisor and according to WHS, animal welfare and organisation policies and procedures
2. Condition a behaviour	2.1 Establish a conditioned reinforcer with the animal under supervision 2.2 Demonstrate approximations under supervision, to condition an animal 2.3 Show that behaviour when demonstrated under stimulus control meets animal welfare and ethics requirements 2.4 Maintain record of behaviour being conditioned according to organisation policies and procedures
3. Monitor and review a conditioning plan	3.1 Review the short-term and long-term objectives of the conditioning plan regularly in consultation with the supervisor and other relevant personnel 3.2 Update the conditioning plan regularly according to organisation policies and procedures

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	• Research the behaviours of different animals and species • Research training techniques for different animals and species
Get the work done	• Undertake problem solving techniques to determine the animals

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Skill	Description
	condition to assist in the formulation of the conditioning plan

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS306 Assist with conditioning animals	ACMGAS306A Assist with conditioning animals	Updated to meet Standard 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

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Assessment Requirements for ACMGAS306 Assist with conditioning animals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 assisted with conditioning at least one animal each of at least two different breeds or species, including:

- formulated a conditioning plan, in consultation with others, that complies with WHS and animal welfare requirements
- applied principles of learning in relation to conditioning techniques
- applied positive reinforcement methods and used appropriate techniques and tools to condition behaviour
- maintained accurate records of behaviour being conditioned.

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:

- normal and abnormal animal behaviour and behaviour patterns
- techniques and tools used to condition behaviour
- the principles of and reasons for animal learning and operant conditioning techniques
- the principles of animal welfare and ethics
- organisation policies and procedures, including WHS and emergency procedures, hygiene standards and other industry guidelines.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace setting or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - live animals
  - rewards for reinforcing desirable behaviours in the animals
  - personal and protective equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS307 Identify animal anatomy and physiology for animal care work

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 identify animal anatomy and physiological functions of animals. It incorporates knowledge of animal classification, animal body systems, physiological functions and external anatomical features of animals to recognise normal health.

The unit applies to individuals who work primarily with mammals, but also birds and reptiles, in animal care environments.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Classify animals	1.1 Classify animals using industry terminology 1.2 Identify and describe the differences between different animal

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	groups
2. Identify anatomy and physiology of mammals	2.1 Identify and describe the external anatomical features of mammals 2.2 Identify and describe the body systems of mammals 2.3 Describe the physiological functions of the body systems of mammals
3. Identify comparative anatomy and physiology	3.1 Identify and describe the external anatomical features of birds and reptiles 3.2 Identify and describe the body systems of birds and reptiles 3.3 Describe the physiological functions of the body systems of birds and reptiles

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
Oral communication	• Use appropriate industry terminology to describe animal anatomy and physiology

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS307 Identify animal anatomy and physiology for animal care work	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMGAS307 Identify animal anatomy and physiology for animal care work

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- classified animals from a minimum of two different species
- identified the anatomical features, body systems and physiological functions of organs of:
  - three different mammals
  - one bird and one reptile.

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:

- terminology relevant for classifying animals
- structure and function of body systems of mammals, including:
  - muscular system
  - skeletal system
  - digestive system
  - cardiovascular system
  - respiratory system
  - urinary system
  - nervous system
  - sensory system
  - reproductive system
  - endocrine system
  - integumentary system
  - lymphatic/immune system
- structure and function of comparative body systems

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- external anatomical features of different animals
- herbivores and carnivores
- monotremes and marsupials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- resources, equipment and materials:
  - model animals, skeletons, 2D or 3D graphics of animals, or real animals
  - access to animal anatomy and physiology reference material.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGAS308 Communicate effectively with clients and team members

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 communicate effectively with clients, a supervisor, team members and industry representatives.

The unit applies to individuals who work in organisations in operational roles with some supervision.

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

Pre-requisite Unit

Nil

Unit Sector

General Animal Studies (GAS)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Communicate effectively with clients and industry representatives	1.1 Use verbal and non-verbal communication to enhance understanding and demonstrate respect 1.2 Communicate information in a manner that is appropriate, clear

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and easily understood 1.3 Use electronic and digital communication tools effectively 1.4 Listen to requests, clarify meaning and respond appropriately 1.5 Exchange information clearly in a timely manner 1.6 Empathise with those experiencing distress 1.7 Follow privacy and confidentiality protocols
2. Communicate with team	2.1 Listen to and clarify instructions for carrying out workplace tasks 2.2 Use industry terminology in verbal, written and digital communications 2.3 Follow communication protocols that apply to interactions with team members 2.4 Actively participate in team meetings and discussions
3. Address constraints to communication	3.1 Identify constraints to effective communication and resolve using appropriate communication strategies and techniques 3.2 Use communication skills to avoid, defuse and resolve conflict situations
4. Complete workplace documentation	4.1 Complete paper-based and electronic documents in line with workplace standards 4.2 Carry out routine numerical calculations relevant to work role and requirements 4.3 Document agenda and minutes for meetings 4.4 Store or save correspondence and documentation in line with workplace protocols 4.5 Follow workplace communication policies and procedures for using digital media

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.

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Skill	Description
Get the work done	• Use computer-based technology effectively

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGAS308 Communicate effectively with clients and team members	Not applicable	New unit	No 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

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Assessment Requirements for ACMGAS308 Communicate effectively with clients and team members

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- communicated effectively on a minimum of three different occasions, including each of the following:
  - interacting appropriately with clients in writing using digital media
  - interacting appropriately with a client or industry representative by telephone
  - actively participating in a team meeting.

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:

- models of effective communication across a range of modes, including written, verbal, electronic and digital
- the role of non-verbal communication
- effective communication principles for working in a team
- conflict resolution techniques
- social media platforms used for business
- ways to show empathy and support those in distress
- appropriate industry language and terminology
- communication systems, procedures and technology commonly used in workplaces
- confidentiality and privacy legislation, regulations and protocols.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:

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    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - communication equipment and resources appropriate to work undertaken
- specifications:
    - access to organisational policies and procedures
- relationships (internal and/or external):
    - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGRM301 Perform dog grooms on different coat types

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 groom the different coat types that occur in dogs.

This unit applies to individuals working in the companion animal industry sector where dog grooming services are provided under supervision. These individuals take responsibility for their own work and for the quality of the work of others. This includes using discretion and judgement in the selection, allocation and use of available resources.

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

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- ACMCAS306 Provide grooming services for companion animal comfort
- ACMCAS307 Provide companion animal hydro-bathing services

Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Classify dogs using Australian breed standards	1.1 Identify features of conformation for dog breeds recognised in Australia 1.2 Recognise colours for each breed

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify coat types and characteristics for each breed 1.4 Identify grooming requirements in accordance with breed standard
2. Select and operate grooming tools	2.1 Determine care requirements of each coat type 2.2 Identify and use tools and equipment used in dog grooming for specific breed needs 2.3 Identify hazards associated with the use of grooming tools and equipment, and manage risks 2.4 Complete maintenance and cleaning of grooming tools
3. Determine dog coat type management requirements	3.1 Determine purpose of grooming 3.2 Select grooming tools, equipment and products for specific coat type requirements 3.3 Complete dog grooming techniques for body and tail grooming for a range of coat types 3.4 Complete dog grooming techniques for head grooming for a range of coat types 3.5 Complete dog grooming techniques for legs and feet grooming for a range of coat types
4. Groom dogs for specific breed and coat requirements	4.1 Complete grooming techniques for show or breed standard requirements 4.2 Select grooming finishing products and apply to specific coat types 4.3 Manage waste and biosecurity risks 4.4 Complete records as required by employer

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	• Interpret instruction manuals for equipment used for grooming

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Skill	Description
Numeracy	• Dilution rates of shampoo and coat products

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM301 Perform dog grooms on different coat types	ACMGRM301A Perform dog grooms on different coat types	Updated to meet Standard 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

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Assessment Requirements for ACMGRM301 Perform dog grooms on different coat types

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 groomed at least four breeds of dog, with different coat and grooming requirements, including:

- assessed health and condition of animal's coat and determined grooming requirements with client
- followed workplace instructions and applied industry-recognised grooming methods and procedures for different coat types to maintain/restore animal comfort
- handled dogs in a safe and humane manner
- selected, used and maintained grooming and styling equipment and supplies according to manufacturers' specifications and industry standards
- updated records.

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:

- Australian National Kennel Council dog breed standards
- conformation features of dogs
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- dog anatomy and physiology related to grooming procedures
- dog behaviour traits, signs of distress or illness
- dog coat types and determining coat characteristics
- dog grooming products, techniques and services
- industry-recognised maintenance and restoration dog grooming techniques, procedures and equipment for a range of coat types and conditions
- principles of animal ethics and welfare

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- safe dog handling and restraint techniques and procedures
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- zoonotic diseases and methods of prevention and control.

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
- resources, equipment and materials:
  - live dogs for grooming
  - products and equipment for grooming dogs
  - disinfectants and cleaning agents.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGRM302 Perform a cross breed clip

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 clip the different coat types that occur in cross breed dogs.

The unit applies to individuals working in the companion animal industry sector where cross breed dog grooming services are provided. They take responsibility for their own work and for the quality of the work of others. This includes using discretion and judgement in the selection, allocation and use of available resources.

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

Pre-requisite Unit

The prerequisite units of competency for this unit are:

- ACMCAS306 Provide grooming services for companion animal comfort
- ACMCAS307 Provide companion animal hydro-bathing services
- ACMGRM301 Perform dog grooms on different coat types

Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine cross breed dog clipping requirements	1.1 Evaluate coat characteristics 1.2 Investigate dog's history and experience of clipping 1.3 Clarify client requirements 1.4 Evaluate coat condition and impact on general health of dog and report to client to determine dog's clipping needs 1.5 Plan individual dog's clipping needs
2. Use scissoring techniques on experienced dogs	2.1 Select scissors for different cross bred coat types and different body areas 2.2 Prepare scissors and maintain during use according to organisational standards and manufacturers' specifications 2.3 Identify and manage safety risks when using scissors around dogs 2.4 Use scissors to trim coat on all body areas under supervision
3. Select and use clipping equipment on experienced dogs	3.1 Prepare and maintain clippers during clipping according to organisational standards and manufacturers' specifications 3.2 Identify and manage safety risks when using clippers on dogs 3.3 Select clippers and blades for different coat types 3.4 Select clippers and blades to trim specific body areas 3.5 Use clippers to trim coat on all body parts under supervision
4. Tidy a cross bred clip	4.1 Identify and evaluate a range of clip types for cross bred dogs 4.2 Determine previous clip shape 4.3 Plan procedure to restore previous clip style 4.4 Restore previous clip style using clippers and scissors 4.5 Use plucking or other techniques to complete cross bred clip
5. Introduce trimming and clipping to nervous or	5.1 Assess dogs for potential behavioural problems related to previous negative clipping experiences

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
inexperienced dogs	5.2 Condition inexperienced dogs to accept handling of body areas for clipping and trimming 5.3 Practice techniques to control or restrain nervous or distressed dogs during clipping and trimming 5.4 Use scissors to accustom dogs to the sensation of trimming 5.5 Use clippers to introduce dogs to the sensation of clipping
6. Establish cross bred clips for a range of cross bred coat types under supervision	6.1 Select clip type according to coat type and individual dog's requirements 6.2 Prepare dog for clipping 6.3 Select and prepare tools and equipment for clipping different cross bred coat types according to organisational standards and manufacturers' specifications 6.4 Complete clip pattern using scissors, clippers, hand plucking, as appropriate for a range of cross breed coat types and needs 6.5 Reassess dogs after their clip to ensure the clip meets client's requirements 6.6 Explain maintenance requirements for dog coat between clipping appointments to client 6.7 Update records according to organisational policies and procedures 6.8 Clean and maintain equipment according to organisational standards and manufacturers' specifications and dispose of waste using environmentally appropriate methods

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**

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Skill	Description
Reading	• Check instruction manuals for clipping equipment and ensure information is correctly applied
Oral communication	• Speak clearly to clients, listen carefully to their requirements for the dog clip and ask clarifying questions as necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM302 Perform a cross breed clip	ACMGRM302A Perform a cross breed clip	Updated to meet Standard 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

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Assessment Requirements for ACMGRM302 Perform a cross breed clip

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 performed at least three cross breed clips (at least one nervous or inexperienced dog), including:

- assessed health and condition of animal's coat and determined clipping requirements with client
- followed workplace instructions to apply industry-recognised grooming and styling techniques to establish/maintain/restore coat and breed features for cross breed dogs
- handled dogs in a safe and humane manner
- selected, used and maintained grooming and styling equipment and supplies according to manufacturers' specifications and industry standards
- identified dog behavioural characteristics and used dog handling and restraint techniques
- maintained records and followed up with clients' ongoing maintenance requirements between appointments.

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:

- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- dog anatomy and physiology related to grooming and clipping procedures
- dog behaviour traits, signs of distress or illness
- dog coat types and how to determine coat characteristics
- dog grooming products, techniques and services
- industry-recognised grooming and clipping establishment, maintenance and restoration techniques, procedures and equipment for cross breed dog coat types and conditions
- lifestyle- and activity-related considerations for clipping of cross breed dogs
- pre- and post-clipping products, techniques and services

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- principles of animal ethics and welfare
- safe dog handling and restraint techniques and procedures
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry
- zoonotic diseases and methods of prevention and control.

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
- resources, equipment and materials:
  - live cross breed dogs
  - clippers, scissors and other grooming equipment
  - grooming products
  - cleaning products and equipment
  - devices used for restraint of dogs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGRM404 Provide creative styling for dogs

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 style dogs using creative styling trends rather than show or breed standards.

This unit applies to individuals working in the companion animal industry sector where specialist dog grooming services are provided. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area. They have accountability for the work of others and analyse, design and communicate solutions to a range of complex problems.

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

The prerequisite units of competency for this unit are:

- ACMCAS306 Provide grooming services for companion animal comfort
- ACMCAS307 Provide companion animal hydro-bathing services
- ACMGRM301 Perform dog grooms on different coat types

Unit Sector

Grooming (GRM)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine styling requirements	1.1 Evaluate coat characteristics and condition 1.2 Determine dog's history and experience of clipping 1.3 Clarify style requirements in conjunction with the general health and condition of the dog 1.4 Plan individual dog's creative styling
2. Select coat dying techniques	2.1 Evaluate WHS risks associated with the application of dyes and other colouring agents 2.2 Select dyes and pigments for coat and dog breed characteristics 2.3 Prepare dog coats for application of dyes 2.4 Apply dyes or colouring agents 2.5 Prepare and apply stencils 2.6 Maintain dyed or coloured coats
3. Apply creative styling techniques	3.1 Identify and manage workplace health and safety risks when using grooming equipment and decorations on dogs 3.2 Select and perform animal style themes 3.3 Select and produce style colouring 3.4 Select and complete clip style 3.5 Evaluate decorations and accessories in relation to dog safety and style theme relevance 3.6 Select and attach decorations and accessories
4. Complete post-styling procedures	4.1 Explain techniques for maintaining breed and coat types between styling sessions to clients 4.2 Update records 4.3 Clean and maintain equipment according to organisational standards and manufacturers' specifications 4.4 Clean styling area and dispose of waste with consideration to environmental and biosecurity hazards

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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	• Interpret labelling instructions for dyes and colourants

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM404 Provide creative styling for dogs	ACMGRM404A Provide creative styling for dogs	Updated to meet Standard 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

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Assessment Requirements for ACMGRM404 Provide creative styling for dogs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 provided creative styling for at least three dogs, including:

- assessed health and condition of animal's coat and evaluated breed characteristics to select grooming, styling, dying and decoration techniques that do not compromise the health and welfare of the dog
- planned creative styling themes
- followed workplace instructions and applied industry-recognised grooming and styling techniques to colour, clip, decorate and style dogs for creative themes
- handled dogs in a safe and humane manner
- selected, used and maintained grooming and styling equipment and supplies according to manufacturers' specifications and industry standards
- updated records and communicated effectively with clients regarding techniques to maintain styling between sessions.

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:

- creative styling techniques, decorations and accessories
- creative styling themes
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- dog anatomy and physiology related to grooming and clipping procedures
- dog behaviour traits, signs of distress or illness

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- grooming and clipping establishment, maintenance and restoration techniques, procedures and equipment for dog coat types and conditions
- grooming and styling tools and equipment
- WHS and animal welfare legislative requirements and codes of practice
- organisation policies, procedures and requirements, including workplace health and safety and emergency procedures, hygiene standards and waste disposal regulations.

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
- resources, equipment and materials:
  - live dogs
  - dyes and colourants
  - accessories and decorations for dogs
  - clippers, scissors and other grooming equipment
  - grooming products
  - cleaning products and equipment
  - devices used for restraint of dogs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGRM405 Carry out styling on cats of different breeds and coat types

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 style the different coat types that occur in cat breeds.

The unit applies to individuals who work in the companion animal industry sector where cat-specific grooming services are typically provided for hygiene and comfort purposes. They analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area.

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

Work health and safety and animal welfare legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite units of competency for this unit are:

- ACMCAS306 Provide grooming services for companion animal comfort
- ACMCAS307 Provide companion animal hydro-bathing services
- ACMSPE305 Provide basic care of domestic cats.

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Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify cats within recognised cat breed groups	1.1 Determine which breed group the cat is in as recognised by the Coordinating Cat Council of Australia 1.2 Identify the range of cats and coat types within the determined group 1.3 Identify the requirements of cats within breed group for grooming to show standards
2. Plan styling for individual cat's needs	2.1 Identify and recognise signs of behaviour traits and ill health 2.2 Determine the risks associated with grooming cats and minimise according to WHS and animal welfare requirements 2.3 Evaluate coat condition and impact on general health of cat, and discuss with client to determine the cat's styling needs
3. Prepare cats for styling	3.1 Use safe and effective techniques to restrain cats for styling and monitor for signs of stress 3.2 Trim nails and apply nail caps if requested 3.3 Clip cats to remove mats if it is determined that this is the best option for cat health and comfort, or if a full-clip has been requested by client 3.4 Groom cats to remove excess coat, knots, mats and debris 3.5 Perform sanitary or belly clip if required 3.6 Perform external evacuation of anal glands if required 3.7 Perform face trim as required by breed standard, if required
4. Wash and dry cats	4.1 Select and prepare cat bathing products according to skin and coat types 4.2 Use bathing techniques and products to clean cats and enhance coat properties 4.3 Clean eyes, ears and face wrinkles 4.4 Dry coats according to coat types and breed requirements 4.5 Apply post-wash grooming products to manage coat and skin

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	characteristics
5. Groom and style cat coats	5.1 Identify clip styles for cat breeds and coat types 5.2 Perform techniques used to establish and maintain clip types for cat breeds and coat types 5.3 Use scissoring and hand finishing techniques to complete styling of cat breeds 5.4 Use grooming techniques to complete cat breed standards and coat types
6. Complete post-styling procedures	6.1 Explain techniques for maintaining breed and coat types between styling sessions to clients 6.2 Create or update client records according to organisational policies and procedures 6.3 Clean and maintain equipment according to manufacturer's instructions and industry standards 6.4 Clean styling area and dispose of waste with consideration to WHS, environmental and biosecurity hazards

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
Oral communication	• Discuss client needs in relation to styling requirements in a clear and friendly manner, listening carefully and asking clarifying questions where required
Reading	• Use recognised publications to identify and understand characteristics of cat breed types and requirements of breed standards

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMGRM405 Carry out styling on cats of different breeds and coat types	ACMGRM405A Carry out styling on cats of different breeds and coat types	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

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Assessment Requirements for ACMGRM405 Carry out styling on cats of different breeds and coat types

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that, on at least three occasions, the individual has carried out styling on cats to industry-recognised grooming and styling technique standards. Skills must be demonstrated with at least two of either short-haired, long-haired or dense-thick coat cats and include having:

- correctly identified the classification and breed of cat to be groomed
- assessed health and condition of cat’s coat and determined styling requirements with client/owner
- handled and restrained the cat in a safe and humane manner
- prepared and washed animal’s coat and applied industry-recognised grooming and styling techniques to either establish, maintain or restore cat’s coat
- selected, used and maintained grooming and styling equipment and supplies according to manufacturers' specifications and industry standards
- cleaned styling area according to industry standards
- maintained records and followed up with clients relating to the ongoing management of grooming and styling of their cat.

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:

- Coordinating Cat Council of Australia cat breed standards
- principles and practices for styling cats
- cat anatomy and physiology related to grooming procedures and products
- cat behaviour traits and signs of distress or illness
- cat coat types and characteristics

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- cat grooming and styling products, techniques and services
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials
- grooming and styling tools and equipment
- grooming and styling establishment, maintenance and restoration techniques, procedures and equipment for cat fancy and non-show cat coat types and conditions
- safe cat handling and restraint techniques and procedures
- show grooming requirements for cat fancy breed standards and coat types
- show standard and comfort styling techniques for cats
- relevant recordkeeping systems
- standards, guidelines and approaches to environmental sustainability relevant to the companion animal industry
- techniques to introduce kittens and inexperienced cats to grooming and styling
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials
- work health and safety (WHS) and animal welfare legislative requirements and codes of practice.

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
- resources, equipment and materials:
  - range of live cats for grooming
  - products and equipment for grooming cats
  - disinfectants and cleaning agents
  - devices used for restraint of cats.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMGRM406 Carry out breed standard styling on dog breed groups

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 style the different coat types that occur in dog breed groups recognised by the Australian National Kennel Council.

The unit applies to individuals who work in the companion animal industry sector where specialist breed-specific grooming services are provided. These individuals analyse information and exercise judgement to complete a range of skilled activities and demonstrate deep knowledge in a specific technical area.

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

Work health and safety and animal welfare legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite units of competency for this unit are:

- ACMCAS306 Provide grooming services for companion animal comfort
- ACMCAS307 Provide companion animal hydro-bathing services
- ACMGRM301 Perform dog grooms on different coat types

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Unit Sector

Grooming (GRM)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify dogs within the specific breed group as recognised in Australia	1.1 Determine classification of the dog breed 1.2 Identify the range of dogs and coat types within the breed group 1.3 Identify requirements of the breed for grooming to show standards, and confirm with client
2. Prepare dog for styling	2.1 Identify and recognise signs of behaviour traits and ill health 2.2 Perform external evacuation of animal's anal glands if required 2.3 Use safe and effective techniques to restrain dog and monitor for signs of stress 2.4 Wash dogs according to coat types and condition 2.5 Apply products to coats to manage styling techniques for specific breed coat types 2.6 Dry coats according to coat types and specific breed standards
3. Clean, trim or pluck specific breed coat furnishings	3.1 Trim nails 3.2 Clean eyes and trim or pluck surrounding hair according to breed standards 3.3 Clean ears and trim or pluck hair according to breed standards 3.4 Remove stains from white or light coloured coats 3.5 Clean face wrinkles 3.6 Trim feet hair
4. Groom and style specific breed group coats	4.1 Identify grooming styles for specific breed and coat types 4.2 Perform techniques used to establish and maintain grooming styles for specific breed and coat types 4.3 Use grooming techniques to complete specific group breed styles 4.4 Use scissoring and hand finishing techniques to complete clipping of specific group breed
5. Complete post-styling	5.1 Explain techniques for maintaining breed and coat types between

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
procedures	styling sessions to clients 5.2 Create or update client's record 5.3 Clean and maintain equipment according to manufacturer’s instructions and industry standards 5.4 Clean styling area and dispose of waste with consideration to WHS, environmental and biosecurity hazards

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**
Oral communication	• Use questioning techniques and active listening to clarify, discuss and confirm grooming requirements with clients
Navigate the world of work	• Follow legislative requirements relating to own role and work area

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
ACMGRM406 Carry out breed standard styling on dog breed groups	ACMGRM401A Carry out breed standard styling on Gun dog, Working dog and Hound dog breed groups	Unit developed to meet Standards for Training Packages. Content from three units merged to create one unit.	No equivalent unit
	ACMGRM402A Carry out breed standard styling on Non-sporting and Toy dog breed groups		No equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
	ACMGRM403A Carry out breed standard styling on Terrier and Utility dog groups		No 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

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Assessment Requirements for ACMGRM406 Carry out breed standard styling on dog breed groups

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 performed breed standard styling on dogs from at least three different breeds, each of which is a member of a breed group recognised by the Australian National Kennel Council, and has:

- correctly identified the classification and breed of the dog to be groomed
- assessed health and condition of dog’s coat and determined styling requirements with client/owner
- handled and restrained the dog in a safe and humane manner
- prepared and washed animal’s coat and applied industry-recognised grooming and styling techniques to either establish, maintain or restore dog’s coat
- selected, used and maintained grooming and styling equipment and supplies according to manufacturers' specifications and industry standards
- cleaned styling area according to industry standards
- maintained records and followed up with clients relating to the ongoing management of grooming and styling of their dog.

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:

- characteristics of dog breed groups recognised by the Australian National Kennel Council
- requirements for styling a dog to meet breed standard
- principles of animal ethics and welfare
- disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials used in a companion animal workplace
- dog anatomy and physiology related to grooming procedures

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- dog behaviour traits and signs of distress or illness
- dog grooming and styling products, techniques and services
- industry-recognised grooming and styling establishment, maintenance and restoration techniques, procedures and equipment for specific breed dog coat
- relevant recordkeeping systems
- techniques used to introduce puppies and inexperienced dogs to grooming and styling
- safe dog handling and restraint techniques and procedures
- work health and safety (WHS) and animal welfare legislative requirements and codes of practice.

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
- resources, equipment and materials:
  - live standard breed dogs for grooming
  - clippers, scissors and other grooming equipment
  - grooming products
  - cleaning products and equipment
  - devices used for restraint of dogs.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR201 Check and treat horses

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 carry out routine checks on horses, provide treatments under direction and assist with veterinary procedures when required.

The unit applies to workers who carry out work under routine supervision within organisation guidelines, while exercising limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

Pre-requisite Unit

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Carry out routine horse checks	1.1 Identify and minimise risks relating to safe handling of horses in open and confined spaces 1.2 Observe signs of good health and condition in horses 1.3 Check horses for signs of lameness or soreness 1.4 Check horses for signs of heat or swelling in legs 1.5 Check horses for signs of distress 1.6 Report all abnormalities according to organisational guidelines
2. Carry out horse treatments	2.1 Check safety controls or required support and assistance are in place prior to treating horses 2.2 Ensure all horse restraints are suitable for the task 2.3 Provide routine medications and treatments, and record in workplace forms according to instructions 2.4 Clean hooves and examine shoes for wear and damage 2.5 Report faulty, broken or loose shoes
3. Support veterinary procedures	3.1 Report life-threatening ailments promptly to supervisor 3.2 Carry out basic emergency or first aid procedures 3.3 Report serious cuts and abrasions 3.4 Provide assistance during veterinary treatment 3.5 Treat cuts, abrasions and bruises 3.6 Report and record treatments and procedures

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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	• Interpret key information in work instructions and organisational guidelines
Writing	• Record data and information about checking and treating horses accurately
Navigate the world of work	• Follow instructions and workplace guidelines for safe work and horse handling practices in own role and work area
Interact with others	• Follow accepted practices and protocols for reporting issues to supervisors and knowing to act immediately in emergency situations
Get the work done	• Plan tasks and assemble resources needed to complete horse treatments and procedures

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR201 Check and treat horses	AHCHBR201A Monitor horse health and welfare	Updated to meet Standards for Training Packages Code and title changed to reflect outcomes and appropriate industry sector usage	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR201 Check and treat horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has checked and treated at least two horses. Each horse must be checked on three separate occasions and include:

- identifying and minimising risks while handling each horse
- performing duties around each horse in a firm but calm, gentle and unhurried manner
- monitoring basic horse health and observing and identifying signs of:
  - ill health, injury or lameness
  - abnormal or depressed appetite
  - non-routine behaviour
- cleaning hooves and examining each horse for loose or broken shoes
- reporting signs of illness or injury
- controlling, leading and handling each horse in an open and a confined space.

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 horse husbandry techniques
- animal welfare requirements, including ethical and humane treatment
- key horse breeds and characteristics
- indicators and signs of:
  - lameness or soreness
  - heat or swelling in legs
  - distress in horses
- detecting signs of illness
- recordkeeping systems

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- hazard identification and actions to minimise risks working with horses in open and confined areas
- safe horse handling techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live horses assessed as suitable for the experience and skill of the individual
  - materials and equipment for checking and treating horses
  - appropriate tack for horse and activity
  - personal protective equipment (PPE) correctly fitted and appropriate for checking and treating horses
  - workplace recording forms
- specifications:
  - work instruction and organisation guidelines for checking and treating horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMHBR202 Assist with oestrus detection in mares

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 assist with teasing and detecting oestrus in mares, supporting veterinary inspection, and preparing and cleaning the work area.

The unit applies to individuals who carry out work under routine supervision within organisation guidelines, exercising limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assist with teasing process	1.1 Identify and minimise risks relating to safe handling of mares with and without foals at foot, including referring to workplace records or tags for information about horses 1.2 Monitor mares for oestrus and record or report information 1.3 Catch and present mares to the teaser, under supervision, to determine if they are in oestrus 1.4 Move mares in oestrus, with and without foals at foot, safely to holding area 1.5 Restrain mares to minimise stress and discomfort for teasing while ensuring safety of handlers and others 1.6 Provide assistance with the hygienic preparation of equipment 1.7 Select, correctly fit and maintain suitable personal protective equipment (PPE) and clothing
2. Support veterinary inspection of oestrus cycle and pregnancy detection	2.1 Identify and place mares in crush for veterinary examination, ensuring foals, if present, are appropriately controlled 2.2 Hold mare and prepare for rectal examination and scanning 2.3 Record details of mare examination and status of cycle according to workplace practices
3. Clean work area and equipment	3.1 Dispose of waste according to recommended hygiene standards and environmental policy 3.2 Clean work area and equipment to industry standards and return to operating order 3.3 Return horses safely to designated area 3.4 Clean restraints and harnesses and return to safe and operational order

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**

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Skill	Description
Navigate the world of work	• Comply with workplace procedures, including safe work and horse handling practices and environmental requirements, in own role and work area
Interact with others	• Work cooperatively with others using clear communication techniques to support achievement of work outcomes
Get the work done	• Follow clearly defined instructions and sequencing, and monitor own progress for assisting with mares, seeking assistance when necessary

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR202 Assist with oestrus detection in mares	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR202 Assist with oestrus detection in mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assisted with oestrus detection in at least three different calm, consistent and obedient mares, including at least one with foal at foot, including:

- carrying out a basic hazard and risk assessment
- handling mares and foals at foot humanely and safely while being teased
- identifying and recording mares in oestrus
- observing horses during teasing processes
- placing mares in crush and ensuring foals are controlled
- holding mares in crush and assisting veterinarian for rectal examination and scanning
- preparing hygienic work site, prior to veterinarian's arrival
- preparing relevant materials and equipment
- cleaning up work areas and equipment following insemination fertility
- recording details of mare examination and status of cycle.

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:

- principles and practices for assisting with oestrus detection
- animal welfare principles and practices relevant to handling mares and foals
- common horse breeding terminology
- various classes of breeding stock and likely behaviour characteristics
- oestrus cycle and heat detection in mares
- types and purpose of recordkeeping systems
- safe work practices for assisting with oestrus detection in mares:
  - safe horse handling techniques

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- cleaning, hygiene and biosecurity requirements
- safe waste disposal
- types and purpose of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
- a workplace or an environment that accurately represents workplace conditions, including teasing yard, veterinary facilities, breeding crush and foal pen
- specifications:
  - work instructions for assisting with oestrus detection in mares
- resources, equipment and materials:
  - a range of live mares in oestrus assessed as suitable for the experience and skill of the individual
  - appropriate tack for individual, horse and activity
  - equipment and cleaning materials
  - PPE correctly fitted and applicable for task for individual
  - workplace documents for recording details of mares.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR203 Provide daily care for horses

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 provide daily care for horses.

The unit applies to individuals who carry out work under routine supervision within organisation guidelines and with limited autonomy for their own work. They undertake defined activities and work in a structured context within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU205 Apply knowledge of horse behaviour.

Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to work with horses	1.1 Interpret and confirm work program with management 1.2 Discuss work with others to ensure smooth operation of horse routines 1.3 Identify work hazards, minimise risks and report safety concerns 1.4 Select, check and maintain work tools and equipment and personal protective equipment (PPE)
2. Clean stables and surrounding areas	2.1 Observe horse behaviour and characteristics, assessing potential risks before handling 2.2 Check horse for condition, health and soundness and remove from stable or yard, or tie up safely in stable or yard 2.3 Inspect and remove manure, soiled bedding and stale feed, and report abnormalities 2.4 Rake or fork bedding and add fresh quantities 2.5 Clean feed bins, hay nets and water troughs, and fill troughs with fresh water 2.6 Report buildings or fixtures that are in need of maintenance or are unsafe
3. Select, catch and tie up horses	3.1 Identify individual horses, catch using safe handling techniques and fit any required working gear 3.2 Inspect legs and hooves for abnormalities, cuts or damage, and report according to workplace practices 3.3 Lead horse to work area and secure to rail or another suitable tie-up point
4. Perform daily work program	4.1 Prepare horses for specified daily work program 4.2 Carry out work program for individual horses 4.3 Select and prepare horses for professional services 4.4 Wash down, dry, and return horses to their stable 4.5 Measure quantities of feed and provide feed to horses 4.6 Keep and maintain work routines and performance records
5. Groom and rug horses	5.1 Groom horses and check for illness or injury, and report any irregularities 5.2 Clean hooves, check for cracks, heat and other abnormalities, and check shoes if applied

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Report abnormalities according to workplace practices 5.4 Fit rugs if required by workplace or other conditions to avoid chafing and rubbing
6. Clean and maintain stable gear	6.1 Check all gear regularly for wear and damage 6.2 Clean and polish gear and apply oils or preservatives 6.3 Maintain or repair working gear according to stable procedures 6.4 Clean and store working gear and saddlery after use

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	• Interpret key information in work program and stable routine
Writing	• Enter data and information accurately into workplace records
Numeracy	• Measure quantities required for feed • Estimate, calculate and record routine workplace measures
Oral communication	• Use active listening and questioning to clarify instructions and seek advice from supervisor
Navigate the world of work	• Follow instructions and workplace guidelines for safe work and horse handling practices, in own role and work area
Interact with others	• Use basic teamwork strategies to work collaboratively with others in providing daily care to horses
Get the work done	• Plan and sequence tasks and assemble resources needed to provide daily care for horses

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR203 Provide daily care for horses	AHCHBR203A Provide daily care for horses	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage Edits to clarify intent of unit and evidence requirements Addition of prerequisite unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR203 Provide daily care for horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has carried out daily care for at least two calm, consistent and obedient horses. Prior to carrying out tasks with horses there must be evidence that the individual has:

- checked and confirmed safety requirements, stable routines and instructions
- identified and reported safety concerns
- acquired required tools, equipment and personal protective equipment (PPE)

There must be evidence that the individual has carried out the following tasks for each horse:

- handling horses safely and ethically
- cleaning and caring for saddlery and equipment
- completing basic hoof care procedures
- grooming and rugging horses
- measuring quantities required for feed
- exercising horses according to instructions
- monitoring horse health and welfare
- reporting signs of illness or injury.

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:

- key features of horse behaviour and psychology
- indicators of horse health
- common feed stuffs
- care and maintenance of hooves and the lower limbs

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- organisational procedures for care of horses:
  - cleaning of stables, yards and gear
  - safe work practices, including safe handling of horses
  - types and purpose of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment or materials:
  - a range of calm, consistent and obedient horses assessed as suitable for the experience and skill of the individual
  - appropriate tack for horses and activity
  - personal protective equipment (PPE) correctly fitted and applicable for task for handler
  - materials and equipment for providing daily care of horses
  - workplace recording or reporting forms
- specifications:
  - work instruction and stable routine or program.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR301 Transport horses

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 safely and efficiently transport horses to a destination.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for the transport of horses	1.1 Check directions for transport, and identify horses to be loaded 1.2 Determine transport requirements and engage a suitable carrier 1.3 Identify equipment and resources, and move horses to loading facility 1.4 Assess and control risks associated with transporting horses at all stages 1.5 Prepare horses for transport according to workplace procedures and animal welfare standards and guidelines 1.6 Obtain permits or complete documentation according to workplace or regulatory requirements
2. Load horses	2.1 Load and safely secure horses using safe horse handling techniques and restraints, according to animal welfare standards and guidelines 2.2 Identify and control existing and potential hazards in loading horses
3. Monitor, transport and unload horses	3.1 Ensure horses are transported with minimal stress and discomfort 3.2 Check horses regularly throughout the journey and unload for feeding and watering according to animal welfare standards and practices 3.3 Unload horses using safe and humane handling techniques 3.4 Monitor horse condition and welfare after transport and provide appropriate feed and water
4. Complete transportation operations	4.1 Clean, maintain and secure vehicle, equipment and facilities 4.2 Document transport information according to workplace procedures and regulatory requirements for the transport of livestock, including horses

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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	• Interpret key information in written instructions and carrier specifications
Numeracy	• Use basic arithmetic to calculate distance and time, and horse numbers and weight, to determine carrier arrangements
Navigate the world of work	• Follow workplace safety procedures and animal welfare standards and guidelines to meet expectations relating to own role and area of responsibility
Interact with others	• Work cooperatively with other personnel using clear communication techniques to load and unload, and transport horses safely
Get the work done	• Plan, organise and monitor safe horse handling and transportation activities, taking risk factors into consideration, assessing options and resolving within limits of work role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR301 Transport horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR301 Transport horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has transported at least three different horses from one location to another, including:

- demonstrating safe and humane handling of horses according to animal welfare standards and guidelines for transporting horses
- identifying hazards and risks and implementing safe work procedures
- determining transport plan requirements, including equipment and carrier
- obtaining relevant permits and complying with movement restrictions
- identifying horses and pick-up and destination properties
- loading and unloading horses safely
- completing transport records according to workplace requirements.

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:

- requirement for preparing horse transport vehicles for loading different classes of horses:
  - pregnant mares
  - mares and foals
  - weanlings
  - yearlings
  - colts
  - stallions
- strategies and techniques for preparing different classes of horses for transport
- assessing and controlling risks associated with transporting horses
- animal welfare standards and guidelines for transporting livestock, including horses
- workplace policies for use of vehicles and equipment
- safe methods of handling and loading horses

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- safe use of restraints
- industry and legislative requirements for the transporting of horses, including biosecurity requirements
- relevant documentation requirements and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses for transport, including different classes of horses assessed as suitable for the experience and skill of the individual
  - carrier and/or vehicle (or float) to transport horses
  - appropriate tack and equipment for loading and transporting horses
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - work instructions and workplace documentation.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR302 Carry out basic hoof care procedures

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 maintain horse hooves in premium condition.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to perform hoof care on horses	1.1 Interpret work instructions and confirm with management 1.2 Identify organisational requirements for the care and handling of horses according to animal health and welfare, and work health and safety (WHS) requirements 1.3 Hold discussions with other workers to ensure smooth operation of the process 1.4 Identify work health and safety (WHS) hazards while handling horses, assess risks and implement suitable controls 1.5 Select, check and maintain work tools and equipment
2. Provide hoof care to horse	2.1 Select basic farriery tools and personal protective equipment (PPE) appropriate for task 2.2 Lift horse feet, check health and condition, and pick and clean hooves according to set leg routines 2.3 Hold legs and present hoof 2.4 Provide basic hoof care, including administration of hoof treatment medications
3. Complete maintenance and administration	3.1 Clean equipment according to organisational procedures 3.2 Clean and store attachments and other equipment 3.3 Dispose of all containers, leftover fluids, waste and debris safely, according to environmental and organisational requirements 3.4 Record and document hoof care procedures for horses

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.

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Skill	Description
Reading	• Interpret information in written work program and instructions
Writing	• Record information relating to hoof care undertaken in the workplace accurately and legibly
Numeracy	• Estimate, calculate and record routine measures relating to basic hoof care
Oral communication	• Use active listening and questioning techniques to clarify and confirm instructions and requirements • Use clear language, correct concepts and industry terminology to ensure clarity of meaning when reporting information and requesting assistance
Navigate the world of work	• Take responsibility for following workplace procedures, including safe work, safe horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with a range of personnel in different roles, using clear communication techniques to carry out basic hoof procedures
Get the work done	• Plan and sequence tasks and assemble equipment to achieve outcomes • Make decisions about routine hoof care activities, taking responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR302 Carry out basic hoof care procedures	AHCHBR302A Carry out basic hoof care procedures	Updated to meet Standards for Training Packages Edits to clarify intent of unit. Element 3 deleted Additional prerequisite requirements	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR302 Carry out basic hoof care procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has carried out basic hoof procedures on at least two compliant and manageable horses, including:

- identifying hazards, assessing risks and implementing suitable controls related to hoof procedures
- checking horse body language and behaviour prior to handling each horse, as part of risk assessment
- handling and restraining each horse safely for hoof procedures working around them in a firm, calm and unhurried manner
- using and maintaining farriery tools and personal protective equipment (PPE) to perform basic hoof care
- providing basic hoof care for each horse, including administration of hoof treatment medications
- completing maintenance and administrative requirements.

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:

- types and purpose of items of farriery equipment
- hoof care procedures
- hoof injuries
- hygiene practices and awareness
- structure of the hoof and associated problems
- common horse behaviour and reactions to hoof care
- safe work practices:

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- safe horse handling techniques
- hazard and risk identification and minimisation
- key requirements of work health and safety legislation
- types and purpose of personal protective equipment (PPE).

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various compliant and manageable horses requiring basic foot care, assessed as suitable for the experience and skill of the individual
  - appropriate tack for horse and activity
  - farrier equipment and materials
  - personal protective equipment (PPE) correctly fitted and applicable to tasks for individual
  - workplace recording and reporting forms or systems
- specifications:
  - work instructions or program for carrying out basic hoof procedures.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR303 Carry out natural mare mating procedures

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 carry out mare mating procedures using stallions for natural service to maximise conception rates and live foal outcomes. It includes identifying mares in oestrus, attending mares for service, providing support for reproductive services and keeping accurate records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to perform mare mating procedures	1.1 Interpret the work program to determine work to be undertaken, and confirm with supervisor 1.2 Communicate with other workers to ensure smooth operation of the production process 1.3 Adhere to requirements for the care and handling of horses 1.4 Select, use and maintain personal protective equipment (PPE)
2. Identify mares in a state of oestrus	2.1 Identify and select mares due for teasing or service 2.2 Identify work health and safety hazards, including horse behaviour and body language, assess risks and implement suitable controls 2.3 Catch and restrain selected mare and foal if present, using safe horse handling techniques, for teasing or other oestrus identification procedures 2.4 Complete stud records according to workplace requirements
3. Attend mares for service	3.1 Prepare mare for hand service according to stud practice 3.2 Separate from mare and safely restrain foal, if present, according to stud practice 3.3 Restrain mare safely for natural service, using appropriate equipment according to stud practice 3.4 Attend mare for the service process 3.5 Return mare to box or paddock 3.6 Complete workplace records
4. Handle mares for routine	4.1 Handle mare and foal to ensure both are settled and safe

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
veterinary reproductive procedures	4.2 Lead mare (and foal) into crush, ensuring safety and wellbeing of both mare and foal, if present 4.3 Use an appropriate restraint method in the crush 4.4 Provide support for manual or ultrasound follicle and pregnancy testing procedures 4.5 Assist the veterinarian to prepare for examination, swabbing or treatment of the mare
5. Maintain accurate identification and records	5.1 Complete records of identification and breeding according to industry standards 5.2 Report details of any treatment performed, including follow-up treatment

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	• Interpret information in written work program and instructions
Writing	• Record information relating to mating mares and breeding, accurately and legibly
Numeracy	• Estimate, calculate and record routine measures relating to mating and breeding
Navigate the world of work	• Take responsibility for following regulatory and workplace procedures, including safe work, safe horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with a range of personnel in different roles using clear communication techniques to carry out mating activities
Get the work done	• Plan and sequence multiple tasks; monitor activity and prioritise tasks to achieve outcomes • Make decisions about routine mating activities, taking responsibility for actions taken

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR303 Carry out natural mare mating procedures	AHCHBR303A Carry out mare mating or artificial insemination procedures	Updated to meet Standards for Training Packages Code and title changed to reflect outcome and appropriate industry sector usage Prerequisite added	No equivalent unit
	AHCHBR204A Assist with mating procedures and parturition of horses	Incorporates natural mare mating content only	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR303 Carry out natural mare mating procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has carried out mating procedures for at least three mares, including at least one with a foal at foot, including:

- using industry accepted oestrus detection methods, including teasing
- handling mare for serving using safe horse handling techniques
- preparing mare for serving, cleaning and bandaging according to stud practice
- loading mare in crush and securing or controlling foal according to stud practice
- applying restraints appropriate for procedure to mare
- providing support to veterinarian or stallion manager
- keeping and maintaining accurate records of mating and breeding activities for individual horses.

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:

- principles and practices relevant to mare mating procedures:
  - relevant horse breeding terminology
  - relevant anatomy and physiology of male and female reproductive systems in horses, including conception and gestation
  - key regulatory requirements relating to animal welfare
- safe work practices:
  - safe horse handling techniques
  - hazard and risk identification and minimisation
  - personal protective equipment (PPE)
  - biosecurity and hygiene practices relevant to mating procedures

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- procedures for preparation for mating
- requirements of veterinarians in carrying out follicle and pregnancy testing
- mare handling procedures
- mare identification methods, including mare status and stallion booking
- types and purpose of different handling restraints for mares
- common infertility in mares and what may be treated by veterinarians
- oestrus cycle in mares and dioestrus behaviour and its detection
- workplace recording and reporting procedures, including stud recordkeeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace with teasing yards, stud veterinary facilities, breeding area or barn and foal restraint areas
- resources, equipment and materials:
  - various classes of mares to be mated, assessed as suitable for the experience and skill of the individual
  - at least one working stallion and teaser
  - tack, equipment and restraints required for teasing, mating and veterinary testing for follicle and pregnancy testing, and uterine infection treatment
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - workplace recording and reporting forms or systems
  - work instructions or program for carrying out mating procedures.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR304 Assist with artificial insemination of mares

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 assist with mare artificial insemination (AI) procedures to maximise conception rates and live foal outcomes. It includes identifying mares in oestrus, attending mares for service, providing support for reproductive services and keeping accurate records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for AI mare procedures	1.1 Interpret the work program to determine work to be undertaken, and confirm with management 1.2 Communicate with other workers to ensure smooth operation of the production process 1.3 Adhere to requirements for the care and handling of horses 1.4 Select, use and maintain personal protective equipment (PPE)
2. Identify mares in a state of oestrus	2.1 Identify and select mares due for teasing or service 2.2 Identify work health and safety hazards, including horse behaviour and body language, assess risks and implement suitable controls 2.3 Catch and restrain selected mare, and foal if present, using safe horse handling techniques, for teasing or other oestrus identification procedures 2.4 Complete stud records according to workplace requirements
3. Attend mares for artificial insemination	3.1 Prepare mare for AI routines according to stud practice 3.2 Restrain mare safely for AI and secure any foal at foot in close proximity 3.3 Attend mare for the artificial insemination process 3.4 Return mare, and foal if present, to box or paddock 3.5 Complete workplace records
4. Handle mares for routine veterinary reproductive procedures	4.1 Handle mare and foal to ensure both are settled and safe 4.2 Lead mare (and foal) into crush, ensuring safety and wellbeing of both mare and foal, if present

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Use an appropriate restraint method in the crush 4.4 Provide support for manual or ultrasound follicle and pregnancy testing procedures and AI 4.5 Assist the veterinarian to prepare for examination, swabbing, treatment or AI of the mare

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	• Interpret information in written work program and instructions
Writing	• Record information relating to mare artificial insemination (AI) and breeding, accurately and legibly
Numeracy	• Estimate, calculate and record routine measures relating to AI and breeding
Navigate the world of work	• Take responsibility for following regulatory and workplace procedures, including safe work, safe horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with a range of personnel in different roles using clear communication techniques to carry out AI activities
Get the work done	• Plan and sequence multiple tasks; monitor activity and prioritise tasks to achieve outcomes • Make decisions about routine AI activities, taking responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR304 Assist	AHCHBR303A Carry out	Updated to meet	No equivalent

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with artificial insemination of mares	mare mating or artificial insemination procedures	Standards for Training Packages Code and title changed to reflect outcome and appropriate industry sector usage Prerequisite added	unit
	AHCHBR204A Assist with mating procedures and parturition of horses	Incorporates artificial insemination content only	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR304 Assist with artificial insemination of mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has carried out artificial insemination (AI) procedures with at least three mares, including at least one with foal at foot, including:

- using industry-accepted oestrus detection methods, including teasing
- handling mare and foal, if present, for AI and assisting using safe horse handling techniques
- preparing mare for AI, cleaning and bandaging according to stud practice
- loading mare in crush and securing or controlling foal appropriately
- applying restraints appropriate for procedure to mare
- providing support to veterinarian or AI technician
- keeping and maintaining accurate records of AI and breeding activities for individual horses.

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:

- relevant horse breeding terminology
- relevant anatomy and physiology of male and female reproductive systems in horses, including conception and gestation
- procedures for preparation for AI
- requirements of veterinarians in carrying out follicle and pregnancy testing
- mare handling procedures
- mare identification methods, including mare status and stallion booking
- types and purpose of different handling restraints for mares
- common infertility in mares and what may be treated by veterinarians
- oestrus cycle in mares and dioestrus behaviour and its detection

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- key regulatory requirements relating to animal welfare
- safe work practices:
  - safe horse handling techniques
  - hazard and risk identification and minimisation
  - personal protective equipment (PPE)
  - biosecurity and hygiene practices relevant to mating procedures
- workplace recording and reporting procedures, including stud recordkeeping requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various mares requiring artificial insemination (AI) assessed as suitable for the experience and skill of the individual
  - tack, equipment and restraints required for AI
  - personal protective equipment (PPE) correctly fitted and applicable for task for individual
  - workplace recording and reporting forms or systems
- specifications:
  - work instructions or program for carrying out AI procedures.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR305 Assess suitability of horses for specific uses

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 assess the suitability of horses for specific uses, and defines the standard required to identify horse conformation, assess soundness and temperament of horses, and maintain accurate data documentation.

The unit applies to individuals who work under broad direction, taking responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess horse conformation	1.1 Observe horse body language and behaviour to identify potential safety risks prior to approaching individual horses 1.2 Determine conformation requirements for specific use of a horse 1.3 Evaluate the conformation of a horse using relevant horse sector criteria and practices 1.4 Report on the desirable conformation of a horse
2. Report on unsoundness and blemishes in the horse	2.1 Examine the horse for unsoundness and blemishes using safe horse handling techniques 2.2 Observe unsoundness and report blemishes detected, including those on the fore and hind limbs and hooves, and assess level of effect for specific use
3. Report on the way of going of horses	3.1 Evaluate and report on essential elements of the way of going of the horse 3.2 Assess and report on the natural gaits of the horse 3.3 Detect and report defects in the way of going of the horse, including lameness
4. Report on the undesirable vices and habits of horses	4.1 Observe and determine any behavioural issues the horse has that could pose a workplace risk 4.2 Report behavioural issues that may be hazardous to people and other horses, according to workplace practices
5. Evaluate overall suitability of the horse for specific uses	5.1 Identify the horse characteristics needed for a specific use 5.2 Analyse findings from examining and observing individual horses to determine suitability for the specified use 5.3 Identify breed of horse and determine the effect this may have on suitability for use 5.4 Report on the findings of horse suitability for specific uses using correct concepts and horse industry terminology

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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
Writing	• Record data and observations in workplace forms accurately and legibly
Numeracy	• Estimate, calculate and record measurements relating to assessing a horse
Oral communication	• Use active listening and questioning techniques to clarify and confirm requirements • Use clear language suitable for intended audience to ensure clarity of meaning when reporting and giving reasons for findings to others
Navigate the world of work	• Take responsibility for following workplace procedures, including safe horse handling practices and animal welfare requirements, in own role and work area
Get the work done	• Apply specialist knowledge to analyse assessment findings and make decisions about horse suitability; taking responsibility for decisions and the outcome of the assessment

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR305 Assess suitability of horses for specific uses	AHCHBR307A Assess suitability of horses for stock work	Updated to meet Standards for Training Packages Code and Title changed to reflect outcome and appropriate industry sector usage Changes to elements and performance criteria to clarify intent of unit Additional prerequisite	No equivalent unit

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		requirements	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR305 Assess suitability of horses for specific uses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has assessed and reported on the suitability of at least three horses for specific uses, including:

- identifying each horse by colour, markings, sex, age and brands or microchips
- assessing horse conformation
- determining soundness and detecting blemishes in fore and hind limbs and hooves
- evaluating and reporting on the way of going of the horse, including:
  - evaluating horse gait
  - observing and detecting horse temperament, behavioural issues and vices
  - researching and identifying breeding or parentage of individual horse
  - maintaining appropriate records of horse viewed and assessed
  - making final assessment and reporting on findings of horse suitability both short- and long-term for specific use.

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:

- desirable and undesirable conformations for specific uses
- common blemishes on fore and hind limbs and hooves
- common behavioural issues and vices in horses
- desirable and undesirable natural gaits
- process for determining characteristics needed for specific uses
- impact of breeding or parentage on individual horse suitability for a specific use
- factors that affect suitability of an individual horse for a specific use, including gender, class and age
- how the final assessment could affect value of horse

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- horse industry terminology relevant to assessing horse suitability.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live horses assessed as suitable for the experience and skill of the individual to be assessed for suitability for specific uses
  - forms for recording and reporting horse suitability for a specific use
- specifications:
  - criteria for specific uses the horses are to be used for.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMHBR306 Provide information on horses

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 provide information on horses using knowledge of horse pedigrees and sales catalogues.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify customer information requirements	1.1 Use interpersonal and communication skills to identify customer information needs 1.2 Handle initial customer enquiries courteously and promptly 1.3 Update knowledge and understanding of products and services actively through authoritative sources and appropriate personnel 1.4 Identify professional limitations in addressing customer information needs, and seek assistance from appropriate personnel
2. Provide information to customers	2.1 Present information to customers in a timely and professional manner 2.2 Organise to exhibit horses that may meet requirements to customer 2.3 Refer enquiries that fall outside own areas of knowledge according to workplace protocols and practices for follow-up and completion
3. Research horse pedigrees	3.1 Investigate individual horse pedigrees 3.2 Identify close relations of individual horses 3.3 Review performance of close relations to individual horses

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	• Interpret key information about horses, including pedigrees from a range of sources
Oral communication	• Use active listening and questioning techniques to elicit information about horse information requirements
Navigate the world of work	• Follow workplace requirements, including safe horse handling practices, associated with own role
Interact with others	• Use a range of strategies to establish a sense of connection and build rapport with customers • Follow accepted practices and protocols and make adjustments to own style for communicating information to diverse customers

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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**
Get the work done	• Plan and prioritise own workload to meet customer enquiry needs

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR306 Provide information on horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR306 Provide information on horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has provided information about horses to meet customer needs, including:

- responding to enquiries and assessing initial needs of at least two customers
- accessing and researching pedigree information for at least three individual horses
- explaining the pedigree relationships and performance of close relations for at least three individual horses
- providing information about individual horses to at least two customers
- organising to exhibit horses for at least one customer.

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:

- customer requirements in horse breeding and sales settings
- customer service techniques
- workplace or organisation business values, structure, products and services relevant to providing information on horses to customers
- workplace procedures for providing information on horses
- techniques for researching horse pedigrees
- available stud products and services.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions

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- specifications:
  - horse pedigree information, or technology to access horse pedigree information
- relationships:
  - customers.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR307 Handle young horses

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 handle young horses in order to conduct a range of routine tasks, including catching and weaning foals and preparing yearlings for sale.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for work with young horses	1.1 Interpret and clarify work instructions and workplace procedures for handling young horses 1.2 Identify hazards and risks associated with catching and handling young horses, and implement control measures to minimise 1.3 Assemble and check gear, equipment and yard, and crush for safe use 1.4 Ensure records relating to young horses are updated regularly and accurately according to workplace requirements
2. Catch and handle foals	2.1 Catch foals of various ages using safe and ethical horse handling techniques 2.2 Restrain foals for routine health and husbandry procedures according to workplace practices
3. Assist with weaning foals	3.1 Identify suitable facilities for the safe handling, training and weaning of foals 3.2 Fit foals with a halter 3.3 Lead weanling foals 3.4 Handle weanling foal legs 3.5 Pick up weanling foal feet
4. Perform routine tasks preparing and presenting yearlings for sale	4.1 Carry out routine daily checks of yearlings according to workplace procedures 4.2 Lead yearlings for exercise and presentation 4.3 Exercise yearlings on horse walkers and lungeing 4.4 Shampoo, groom and trim yearlings in safe facility 4.5 Fit bridles, bits, rugs and safety gear

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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**
Navigate the world of work	• Follow work health and safety, safe horse handling and animal welfare requirements associated with own role and area of work with young horses
Get the work done	• Plan and sequence tasks, prioritising activities to achieve work outcomes for handling young horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR307 Handle young horses	AHCHBR202A Handle young horses	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage and to meet AQF policy requirements. Element 1 added Additional prerequisite requirements	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR307 Handle young horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely handled and conducted a range of routine activities with at least three young horses (one foal, one weanling and one yearling), including:

- assessing and minimising risk associated with handling young horses
- checking facilities and equipment for safety
- observing and monitoring young horse behaviour and recognising abnormalities
- catching and handling a foal safely and humanely
- fitting rugs, bits, bridles and halters
- teaching a weanling to lead and accept a halter
- grooming and exercising yearling
- preparing yearling for sale, including:
  - trimming and tidying yearling for presentation for sale
  - teaching a yearling to stand correctly for presentation at sale.

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:

- suitable facilities for weaning
- potential dangers to the foal during weaning and appropriate actions to reduce them
- stress responses sometimes associated with weaning:
  - fretting
  - over-heating
  - refusing food
  - overeating
  - self-inflicted injuries
- suitable facilities for yearling preparation

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- potential dangers to the yearlings during sale preparation and appropriate actions to reduce them:
  - removing any potential hazards from stalls and handling areas
  - exercising in confined areas
  - monitoring exercise
- effects of exercise on joints and bones of the legs
- various responses in yearlings associated with sale preparation:
  - fretting
  - poor appetite
  - overeating
  - stable vices
- safe horse handling techniques for young horses
- key features of regulatory requirements for:
  - work health and safety
  - animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including a small handling yard and crush
- resources, equipment and materials:
  - various young horses including weaning foals and weanlings – note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual
  - appropriate tack for handling and caring for young horses
  - personal protective equipment (PPE) correctly fitted and applicable for task for individual
- specifications:
  - work instructions and workplace procedures for handling young horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR308 Maintain horses in a healthy state

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 maintain horses in a healthy state, including maintaining a safe horse environment, assisting with vaccination programs, and implementing horse health and hoof care programs and maintenance.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain horse environment	1.1 Assess risks and implement control measures within horse environment 1.2 Arrange housing to meet the individual needs of the animal 1.3 Maintain animal environment according to animal welfare principles and workplace requirements 1.4 Clean and maintain food storage areas and water supply 1.5 Establish and monitor routine cleaning and maintenance programs for stables, yards and paddocks
2. Assist with a horse vaccination program	2.1 Identify vaccination requirements for different horse classes 2.2 Maintain vaccination program according to agreed schedule and supervisor instructions 2.3 Maintain accurate vaccination records
3. Implement a horse health maintenance program	3.1 Conduct regular check of animals for signs of illness or injury using safe horse handling techniques 3.2 Identify causes and symptoms of common illnesses, injuries and parasitic infections, and provide treatment under supervision 3.3 Detect internal and external parasites and assess their impact 3.4 Identify communicable diseases and implement control measures 3.5 Establish maintenance program and monitor internal and external parasite control
4. Implement a hoof care and maintenance program	4.1 Recognise common hoof diseases and injuries and provide appropriate treatment or refer to specialist 4.2 Identify and report common gait abnormalities and arrange treatment 4.3 Ensure hoof care, shoeing, and corrective measures are appropriate to horse welfare and training program 4.4 Maintain communication with farriers and update work records

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	according to workplace procedures 4.5 Maintain regular hoof care routine

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	• Interpret key information in horse health programs
Writing	• Keep accurate records of horse health and treatments
Numeracy	• Measure and interpret temperature, respiration rate, hydration, and heart rate
Oral communication	• Participate in verbal exchanges to convey and elicit information about horse health maintenance with a range of personnel
Navigate the world of work	• Take responsibility for following workplace procedures, including safe work, safe horse handling practices and animal welfare principles, relating to own role and work area
Interact with others	• Develop and maintain strong reporting relationships with supervisor • Support and liaise with health practitioners in handling and providing treatments to horses
Get the work done	• Plan and sequence tasks and organise resources to complete work activities; monitoring outcomes and adjusting plans to address priorities and contingencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR308 Maintain horses in a healthy state	AHCHBR308A Maintain horses in a healthy state and safe environment	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage Addition of prerequisite requirements	No 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

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Assessment Requirements for ACMHBR308 Maintain horses in a healthy state

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has maintained a clean and safe environment for at least two different horses, including:

- maintaining a clean and safe horse environment
- organising, conducting and maintaining a program of regular health and injury checks, including:
  - teeth
  - hoof care and shoeing
  - vaccination
  - parasitic infections
  - communicable diseases
- supporting others in handling and providing treatment to horses, in consultation with supervisor.

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:

- safe horse handling techniques and use of restraints
- common horse behaviour, social traits and vices
- horse hygiene practices and housing requirements
- situations when assistance by veterinarians is required to carry out treatments
- common equine injury and disease that affects breeding horses
- indicators that can be used to assess horse health
- common ailments
- signs of unsoundness and disease, work stress or other disorders
- types of medication and treatments

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- first aid requirements
- ways infection and disease can be transferred
- normal and abnormal temperature, respiration rate, hydration, temperature control, heart rate
- symptoms of and procedures for:
  - notifiable diseases
  - life threatening conditions
- quarantine procedures for localised infectious disease
- features of horse movement and gaits
- structure of the hoof and foot
- common hoof and foot disorders, including thrush, corns, quarter cracks, bruising and abscess.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various compliant and manageable horses assessed as suitable for the experience and skill of the individual
  - appropriate tack for horse and activity
  - materials and equipment for providing care for horses
  - personal protective equipment correctly fitted and applicable to activity for the individual
  - workplace recording or reporting forms
- specifications:
  - work instruction and health program for individual horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR309 Follow stud operational procedures

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 carry out stud stable management duties, including gathering information, nominating horses for sale or exhibitions, and maintaining stud records.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather stable management information	1.1 Interpret and confirm work program with supervisor 1.2 Obtain and follow production program documents 1.3 Maintain records accurately
2. Nominate horses for sale or exhibition	2.1 Obtain, complete and submit entry forms for specified activity 2.2 Nominate horses for sale or exhibition according to workplace procedures 2.3 Ensure entry fees are paid before the required nomination time
3. Complete relevant requirements	3.1 Obtain from, or supply pedigrees and histories to controlling agents 3.2 Complete and forward horse transfer and registration forms to the controlling body
4. Maintain stud records	4.1 Identify arriving horses according to stud procedures, including safe work practices around horses 4.2 Keep accurate breeding and operational records 4.3 Enter receipts and expenditure in workplace financial records

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	• Interpret entry requirements and application processes for exhibiting and selling horses
Writing	• Enter data and information accurately to complete records and forms for internal and external purposes
Navigate the world of work	• Take responsibility for following workplace procedures for own role and area of work
Get the work done	• Plan, sequence and prioritise activities to achieve work outcomes

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR309 Follow stud operational procedures	AHCHBR401A Carry out stud stable management duties	Updated to meet Standards for Training Packages Code and title changed to reflect appropriate industry sector usage Edits to improve safety when interacting with horses	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR309 Follow stud operational procedures

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has followed stud operational procedures for the sale or exhibition of at least three horses, including:

- organising the nomination of horses for sale and exhibition
- gathering information, records and registrations for others, including breed societies and stud book keepers
- completing forms and records related to:
  - sales and exhibitions
  - breeding records
- entering financial information and data into workplace systems
- maintaining accurate financial and business management records.

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:

- nature of stud business in which the individual works
- processes and protocols of the stud business in which the individual works
- requirements and procedures laid down by the relevant breed societies or the keeper of the relevant stud book
- legislative requirements and workplace procedures and instructions relevant to role for:
  - animal health and welfare
  - workplace health and safety.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- specifications:
  - stud or organisational records for selected horses
  - application or entry forms for exhibitions or sales
  - financial and other workplace records.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR310 Prevent and treat equine injury and disease

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 recognise ailments in horses and apply procedures for the prevention and treatment of equine injury and disease.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding or other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to treat horses	1.1 Confirm the work program with supervisor 1.2 Communicate with other workers to ensure smooth operation of the process 1.3 Select, check and maintain suitable tools and equipment, including personal protective equipment (PPE) 1.4 Assess and minimise risks in treatment areas, reporting risks beyond control to supervisor
2. Recognise and report common ailments	2.1 Schedule and conduct regular checks to detect abnormal conditions 2.2 Determine common ailments, interpreting signs of distress, elevated temperatures or skin or joint condition 2.3 Report abnormal conditions, record in workplace documentation and perform actions under supervision 2.4 Perform initial first aid procedures until professional help arrives
3. Apply disease or ailment prevention procedures	3.1 Perform stable and paddock quarantine procedures 3.2 Maintain stable hygiene practices 3.3 Conduct routine annual or outbreak stimulated vaccination of horses under supervision of the veterinary practitioner 3.4 Conduct routine drenching and skin washing procedures 3.5 Identify work hazards, assess risks and implement suitable controls while handling horses 3.6 Maintain workplace records of veterinary medication and treatment
4. Treat equine injury and disease	4.1 Use twitches, yard crush and/or other restraining devices appropriate to individual horse temperament 4.2 Administer prescribed veterinary medicines under supervision 4.3 Apply dressings and poultices according to treatment practices 4.4 Handle horses safely and ethically
5. Complete hygiene and administration	5.1 Clean and store equipment used in treating horses 5.2 Dispose of containers, leftover fluids, waste and debris according to workplace procedures 5.3 Complete records and documentation

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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	• Interpret key information in horse treatment programs and veterinary instructions
Writing	• Keep accurate records of horse condition, treatments and medications
Numeracy	• Measure and interpret results for temperature, pulse, respiration and capillary refill
Oral communication	• Participate in verbal exchanges to convey and obtain information about horse injury and disease prevention, and treatment programs, with a range of personnel
Navigate the world of work	• Take responsibility for following workplace procedures, including safe work, safe horse handling practices and animal welfare principles, relating to own role and work area
Interact with others	• Develop and maintain strong reporting relationships with supervisor • Support and liaise with health practitioners in prevention and treatment programs for horses
Get the work done	• Plan and sequence tasks and organise resources to complete work activities; monitoring outcomes and adjusting plans to address priorities and contingencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR310 Prevent and treat equine injury and disease	AHCHBR306A Prevent and treat equine injury and disease	Updated to meet Standards for Training Minor changes to clarify intent of unit Code changed to reflect appropriate industry sector usage	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR310 Prevent and treat equine injury and disease

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented disease or injury prevention measures including performing each of the following points at least once:

- performing stable hygiene practices procedures
- disease and ailment prevention procedures
- quarantine procedures.

There must also be evidence that the individual has treated equine injury or disease for at least two horses including:

- assessing and recording vital signs of horses, including temperature, pulse, respiration and capillary refill
- handling and restraining horses for observation and treatment
- detecting and reporting signs of common ailments, ill health and injury
- treating equine injury and disease according to instructions.

When performing all of the above points there must be evidence that the individual has:

- assessed and controlled risks handling horses and in work area
- handled horses safely and ethically in a firm but calm, gentle and unhurried manner
- completed horse health and medication records in accordance with requirements.

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:

- types and signs of common horse injuries
- types and signs of common ailments that affect horses

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- indicators that can be used to assess horse health
- signs and symptoms of:
  - abnormal or depressed appetite
  - life threatening conditions
- range of treatments that must be applied under veterinary supervision
- common horse behavioural problems
- safe and ethical horse handling techniques and restraints
- animal health and welfare principles and practices
- hygiene and environmental practices relevant to maintaining healthy horse environments
- work health and safety practices:
  - assessing and controlling risks
  - use of personal protective equipment
  - safe horse handling techniques
  - safe areas to carry out procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various compliant and manageable horses assessed as suitable for the experience and skill of the individual
  - materials and equipment for treating horses
  - appropriate tack for individual, horse and activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - work instructions and treatment and prevention program for individual horses
  - workplace recording or reporting forms.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMHBR311 Raise young horses

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 raise young horses, including observing foal development, meeting dietary needs, and handling and assisting with educating young horses.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMHBR307 Handle young horses.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMHBR307 Handle young horses	ACMEQU202 Handle horses safely
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor foal development	1.1 Observe and assess foal health and development 1.2 Detect and report symptoms of ill health, common diseases and developmental disorders 1.3 Record foal health and growth rate according to workplace practices 1.4 Vaccinate foals under instruction
2. Meet the dietary requirements of young horses	2.1 Monitor mares for adequate nutrition for milk supply 2.2 Wean foals onto suitable pasture and supplement with feeds 2.3 Meet feed requirements of growing horses 2.4 Ensure feeding plans for yearlings allow growth and development for sale or growing on
3. Handle and assist with the education of young horses	3.1 Check paddocks and facilities to minimise the risk of injury and blemishes to young horses 3.2 Use safe and ethical horse handling techniques to assist in educating young horses to be led and tied up 3.3 Provide young horses with social support of other young horses or foster mares 3.4 Train weanlings and yearlings to parade for sale

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.

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Skill	Description
Writing	• Record and report health and development information about young horses accurately in workplace forms
Navigate the world of work	• Follow regulatory and workplace procedures, including work health and safety, safe horse handling and animal welfare requirements, associated with own role and area of work with young horses
Get the work done	• Plan and sequence tasks, prioritising activities to achieve work outcomes for raising young horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR311 Raise young horses	AHCHBR402A Supervise raising young horses	Updated to meet Standards for Training Packages Code and Title changed to reflect outcome, appropriate industry sector usage and to meet AQF policy requirements Prerequisite added	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR311 Raise young horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely handled and raised at least three young horses (covering new born foals to yearlings), including:

- assessing and minimising risk associated with handling each young horse
- safely and ethically handling and educating each young horse including a foal, weanling and yearling
- monitoring the health and wellbeing of a foal, weanling and yearling to help them settle and adapt from weaning
- vaccinating, worming and carrying out seasonal parasite checks to each young horse according to instructions
- detecting signs of abnormal behaviour and development in each young horse
- training a weanling and yearling to be led, tied up and paraded for sale
- recording and reporting health and development information for individual young horses.

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:

- principles and practices for raising young horses, including:
  - desirable and undesirable conformation and strategies to address undesirable conformation or characteristics
  - developmental disorders of young horses
  - diseases and common illnesses associated with young horses
- animal health and welfare practices for young horses:
  - feeding and nutrition requirements for young horses and weaning foals
  - vaccination, worming and rotational or seasonal parasite programs
  - weaning practices
- work health and safety practices applicable to working with young horses

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- safe horse handling techniques for educating young horses
- key principles and features of animal welfare legislation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various young horses, including weaning foals and weanlings (Note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual)
  - appropriate tack and equipment used for handling and caring for young horses
  - personal protective equipment (PPE) correctly fitted and applicable for task of individual
- specifications:
  - work instructions and workplace procedures for handling young horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR312 Carry out procedures for foaling down mares

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 monitor mares and their newborn at foaling, and refer high risk issues or problems for expert advice.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding and other horse industry environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for foaling	1.1 Assess and monitor condition and health status of pregnant mare prior to foaling 1.2 Identify hazards and assess and control risks in assisting with birthing, and follow safe work and safe horse handling practices 1.3 Check and prepare birthing equipment, resources and materials, and environment 1.4 Move mares to an area where intervention can be carried out with minimal disruption and where biosecurity and quarantine procedures can be implemented 1.5 Check mating or artificial insemination records and confirm anticipated foaling date 1.6 Prepare a foaling plan according to workplace practices
2. Monitor the foaling process	2.1 Make regular observations to detect the signs of parturition 2.2 Prepare a pregnant mare for foaling 2.3 Check regularly for signs of problems that may occur during foaling, and seek professional advice if required 2.4 Make regular observations of mare and foal during foaling 2.5 Ensure the foaling environment, facilities and equipment are maintained in a safe, hygienic and operational state 2.6 Update and maintain records of foaling and foaling outcomes
3. Carry out monitoring after foal has been born	3.1 Allow mare to lie and rest for as long as possible 3.2 Allow the foal to stand to break the umbilical cord and treat stump with iodine 3.3 Assist with tying the placenta after the mare stands and checking for expulsion 3.4 Examine the placenta to ensure no part of it has been retained 3.5 Monitor the mare and foal for nursing and general health 3.6 Maintain foaling environment, facilities and equipment in a safe, hygienic and operational state, and report or fix faults 3.7 Update foaling records accurately according to workplace practices
4. Care for newborn foals	4.1 Monitor and report on the health of newborn foal 4.2 Record the markings and other identifying features of newly born foals

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Report conditions or signs of ill health requiring veterinary assistance

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
Numeracy	• Use basic arithmetic to calculate gestation times and expected birthing dates
Navigate the world of work	• Comply with workplace procedures, including safe work and horse handling practices, and animal welfare requirements, in own role and work area
Interact with others	• Work cooperatively with other personnel using clear communication techniques to report foaling activity
Get the work done	• Plan and sequence multiple tasks, monitoring activity and prioritising tasks to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR312 Carry out procedures for foaling down mares	AHCLSK330A Implement procedures for foaling down mares	Updated to meet Standards for Training Packages Code and title changed to reflect outcome and appropriate industry sector usage	Equivalent unit
	AHCHBR204A Assist with mating procedures and	Incorporates foaling down content only	No equivalent unit

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	parturition of horses		

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR312 Carry out procedures for foaling down mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has foaled down at least one mare, including:

- identifying hazards and controlling risks in foaling environment
- preparing foaling environment, materials and resources to industry standards
- carrying out mare husbandry procedures and detecting signs of imminent foaling
- monitoring mare condition and wellbeing
- assisting at foaling in the event of difficulties
- assisting with tying up placenta once mare stands
- detecting abnormalities in foaling behaviour, expulsion of foetus and placenta, and progress of foal immediately after birth
- handling newly born foals safely
- recording and reporting details of mares and foals according to workplace requirements.

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:

- principles and practices for foaling down mares, including:
  - signs of dystocia or malpresentation by timing rate of progress in giving birth and the initial presentation of the foal
  - stages of foaling, including water breaking, expulsion of the foetus, and expulsion of afterbirth
  - scenarios where specialist advice or assistance is needed
  - reasons for undertaking and timing of IgG (immunoglobulin) test on newborn foals
  - features of safe and secure post-foaling environment
- safe work practices:
  - safe and ethical horse handling techniques

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  - hazard identification and practices for controlling risks in foaling and post-foaling environment
  - personal protective equipment (PPE)
  - maintaining hygienic and environmentally responsible workplace practices
- workplace recording and reporting requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live mares in-foal and newborn foals assessed as suitable for the experience and skill of the individual
  - appropriate tack for horse and activity
  - PPE correctly fitted and applicable to activity for the individual
  - equipment required for foaling down
- specifications:
  - work instructions for carrying out foaling down of mares
  - foaling recording/reporting forms.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR313 Care for pregnant mares

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 monitor the health of and care for pregnant mares, including managing abortions.

The unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts within horse breeding environments.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Monitor and care for pregnant mares	1.1 Identify hazards and control risks in pregnant mare environment 1.2 Observe and note indicators of mare health, and report daily monitoring 1.3 Modify the nutritional requirements of mares during each trimester of pregnancy 1.4 Provide supplementary feeding and describe the conditions under which it might be required 1.5 Provide a safe and secure environment for pregnant mares 1.6 Vaccinate and worm mares using safe horse handling techniques
2. Assist with cases of abortion	2.1 Assist with preventative measures to lower the risk of abortion, including Caslick procedures, quarantine and housing 2.2 Follow stud procedures for cases of abortion and post-abortion care

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**
Writing	• Enter accurate data and observations for individual pregnant mares in workplace records
Numeracy	• Use basic arithmetic to calculate gestation times and expected birthing dates
Navigate the world of work	• Comply with workplace procedures, including work health and safety, safe horse handling practices, and animal welfare requirements, in own role and work area
Get the work done	• Plan and sequence multiple tasks, monitoring activity and prioritising tasks to achieve outcomes

Unit Mapping Information

Code and title	**Code and title**	**Comments**	**Equivalence status**

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current version	**previous version**		
ACMHBR313 Care for pregnant mares	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR313 Care for pregnant mares

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has cared for at least three pregnant mares during all trimesters, including:

- monitoring and providing daily updates of mare health and wellbeing
- detecting signs of general health, injury and disease in the mare
- using safe horse handling techniques with mares
- feeding and providing nutritional supplements appropriate for stage of pregnancy
- providing a secure environment for pregnant mares
- vaccinating and worming mares
- implementing procedures to prevent and/or manage abortions
- observing mares for the signs of parturition
- assisting with abortions
- maintaining records.

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:

- principles and practices for caring for pregnant mares, including:
  - signs of good health in pregnant mares, and common contraindications
  - feed, shelter and environment requirements for pregnant mares in each trimester
  - signs of foaling, the foaling process and contraindications
  - signs and causes of abortions and preventative and management treatments
  - reason for using Caslick procedure and steps to undertake the procedure
  - processes post-abortion, including isolation procedures and veterinary assistance
- workplace recording and reporting requirements.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various pregnant mares assessed as suitable for the experience and skill of the individual
  - suitable simulations for assisting with cases of abortion
  - appropriate tack and equipment, and feed and supplements, to care for pregnant mares
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR401 Carry out stud stable management duties

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 nominate horses for sale or exhibition, complete and forward required pedigrees, transfer forms and stud records for the property, and other administrative matters.

The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather and manage information for managing the stable	1.1 Interpret work to be undertaken from work program and confirm with management 1.2 Identify and obtain documents within the organisation that detail the requirements of the production program 1.3 Maintain and manage recordkeeping systems within the stud to ensure sound records can be accessed at any time 1.4 Hold discussions with operational personnel and immediate management to discuss requirements in relation to recordkeeping and horse identification 1.5 Supply breeding returns to relevant breed societies and individuals
2. Nominate horses for sales or exhibition	2.1 Obtain, complete and submit appropriate entry forms for the specified activity 2.2 Nominate horses manually or electronically through established systems according to organisational procedures 2.3 Pay entry fees prior to the required nomination time
3. Apply relevant requirements	3.1 Obtain from or supply to the controlling agents required pedigrees and histories 3.2 Complete horse transfer and registration forms and forward to the relevant controlling body 3.3 Observe work health and safety procedures and practices to minimise risk when working around the stud
4. Maintain stud record	4.1 Identify horses arriving and departing the stud, in line with established stud protocols 4.2 Keep accurate breeding and operational records either manually or electronically 4.3 Enter financial records of receipts and expenditure in the designated stud or property records

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**

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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	• Interpret key information in a range of documentation, including work program, and entry requirements and application processes for exhibiting and selling horses
Writing	• Prepare and present data and information clearly in a logical and sequenced structure to enhance readability
Navigate the world of work	• Take responsibility for following workplace procedures and requirements from external bodies for the sale or exhibition of horses
Interact with others	• Use communication practices and protocols suitable for liaising with management, operational personnel and external personnel
Get the work done	• Take responsibility for planning and sequencing tasks and workload; meeting requirements of stud stable management and expectations of own role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR401 Carry out stud stable management duties	AHCHBR401A Carry out stud stable management duties	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR401 Carry out stud stable management duties

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has carried out stud stable management duties for the sale or exhibition of at least three horses, including for following points for each horse:

- managing the nomination of horse for sale or exhibition
- collating and forwarding information, records and registrations for horse to others, including:
  - breed societies
  - stud book keepers
  - horse owners
- preparing and presenting forms and records for horse related to:
  - sale or exhibition
  - breeding records
- overseeing and maintaining accurate financial and business management records.

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:

- operations and business objectives of the workplace stud
- workplace stud program, procedures and instructions
- requirements and procedures for:
  - breed societies
  - keeper of the relevant stud book
  - sales and exhibition bodies
- regulatory requirements relevant to role for:
  - animal health and welfare

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- work health and safety
- employment of staff and contractors
- financial reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - application or entry forms for exhibitions or sales
  - financial and other workplace records or systems
- specifications:
  - stud or organisational records for selected horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMHBR402 Manage foaling and post-foaling problems

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 attend to and manage problems with mares and foals during and after birth.

The unit applies to individuals who use specialised horse knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions to a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare the mare for foaling	1.1 Carry out a risk assessment for all activities working with pregnant mares and newborn foals, and take action to control risks 1.2 Calculate foaling date and prepare mare and facilities for foaling 1.3 Adjust mare nutritional requirements according to nutrition plan 1.4 Determine vaccination schedule in consultation with veterinarian
2. Prepare mare for birthing	2.1 Monitor signs of foaling and imminent birth in mares, and review mare foaling history 2.2 Wash and clean the mare’s udder and perineal areas and wrap the upper half of the tail 2.3 Check for Caslick and open when necessary 2.4 Ensure emergency resuscitation kit is stocked and ready
3. Monitor mares and foals during and after birth	3.1 Monitor and assist mares during the stages of labour using safe and calm horse handling techniques 3.2 Ensure emergency procedures are in place for veterinarian care and/or transport to clinic 3.3 Make sure foal is breathing and receives colostrum soon after birth 3.4 Put iodine on the umbilical stump and check over several days for the presence of urine 3.5 Make sure the foal stands and nurses correctly in a reasonable timeframe 3.6 Make sure the mare expels the afterbirth in appropriate time and check it for completeness 3.7 Check the mare for several days for any signs of reproductive tract infection 3.8 Check the foal for several days to monitor health and vital signs
4. Apply treatments to mares and foals	4.1 Make sure the foal is protected against tetanus

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Ensure foals are vaccinated and dewormed as necessary 4.3 Implement workplace procedures for dealing with orphan foals 4.4 Check mares for signs that may warrant attention from a veterinarian 4.5 Record details of the birth and maintain workplace records

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	• Interpret and extract key information from individual mare records
Writing	• Enter accurate data and observations about the birth for the mare and newborn foal details in workplace records
Numeracy	• Use basic arithmetic to calculate expected foaling date
Navigate the world of work	• Follow regulatory and workplace procedures, including work health and safety, safe horse handling and animal welfare requirements, associated with own role in managing foaling and post-foaling problems
Get the work done	• Plan and sequence tasks; monitor risks and progress of mares and foals, adjusting activities to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR402 Manage foaling and post-foaling problems	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR402 Manage foaling and post-foaling problems

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed foaling and post-foaling of at least three mares, including:

- checking each mare for signs of difficult birth prior to foaling
- assisting each mare during the stages of labour using safe and calm horse handling techniques
- monitoring mare and foal during and after birth
- providing care and attending to each newborn foal and any orphan foal
- implementing vaccination program
- providing antenatal treatments to each mare and foal.

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:

- principles and practices for managing foaling, including:
  - normal pregnancy and foaling parameters
  - complications and issues during labour
  - common newborn foal diseases
  - foal health problems
  - importance of colostrum and checking colostrum levels
  - sucking reflex in newborn foals
  - newborn foal examination
  - raising orphan foals and fostering newborn foals
- identifying specific hazards and risks and safe techniques relating to foaling and post-foaling activities:

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  - handling pregnant mares
  - handling and safely holding or restraining foals
- safe work practices relating to foaling and post-foaling activities, including:
  - safe horse and foal handling techniques, including working alone
  - hygiene and biosecurity
  - animal welfare principles and practices.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various pregnant mares and newborn foals assessed as suitable for the experience and skill of the individual
  - appropriate tack and equipment for managing foaling and post-foaling problems
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - work instructions.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR403 Handle and care for stallions

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 handle and care for stallions, particularly throughout the mating process.

The unit applies to individuals who use specialised horse breeding knowledge and skills and have experience working with stallions. They have responsibility for a work activity, area or team, and provide and communicate solutions for a range of predictable and sometimes unpredictable problems in the horse breeding sector.

Licensing, legislative, regulatory or certification requirements apply to this unit. Users are advised to check with the relevant Principal Racing Authority for current licence or registration requirements.

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to handle stallions	1.1 Identify work hazards, assess risks and implement suitable controls for activities involving stallions 1.2 Confirm the work program with management 1.3 Communicate with other workers to ensure smooth operation of the mating process 1.4 Ensure workers involved with activities have the skills needed to safely handle stallions 1.5 Select, check and maintain tools and equipment 1.6 Select, use and maintain personal protective equipment (PPE)
2. Care for stallions	2.1 Observe body language and behaviour of stallions before handling, and assess safety risks 2.2 Catch, groom and exercise stallions using safe horse handling techniques to maintain fitness and monitor for condition and general health 2.3 Conduct checks and observe, identify and record changes in stallion behaviour and health 2.4 Comply with prescribed nutritional programs and complete records 2.5 Monitor work hazards, assess risks and implement suitable controls on an ongoing basis 2.6 Maintain prescribed horse health routines throughout and between breeding seasons
3. Serve mares or dummy	3.1 Select and fit appropriate halter, bit and/or chain to control stallion 3.2 Approach mare to pre-tease 3.3 Allow stallion to mount mare or dummy safely 3.4 Ensure stallion ejaculates and dismounts mare safely

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.5 Collect semen for sampling or mating according to workplace procedures, and minimising stress to stallion 3.6 Wash stallion down according to workplace hygiene practices
4. Complete hygiene and administration activities	4.1 Clean equipment, collection and mating areas, and store equipment according to workplace procedures 4.2 Dispose of all containers, leftover fluids, waste and debris following environmental and biosecurity procedures 4.3 Complete all records and documentation

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	• Interpret information in written work program and instructions
Writing	• Record information relating to mating stallions accurately and legibly
Numeracy	• Estimate, calculate and record routine measures relating to caring for and mating stallions
Navigate the world of work	• Take responsibility for following regulatory and workplace procedures, including safe work, safe horse handling practices, animal welfare and biosecurity requirements, in own role and work area
Interact with others	• Work cooperatively with a range of personnel in different roles using clear communication techniques to carry out mating activities
Get the work done	• Plan and sequence multiple tasks; monitoring activity and prioritising tasks to achieve outcomes • Make decisions about routine mating activities, taking responsibility for actions taken

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR403 Handle and care for stallions	AHCHBR305A Handle and care for stallions	Updated to meet Standards for Training Packages Code changed to reflect appropriate industry sector usage and AQF policy requirements Edits to clarify intent of unit and address safety Addition of prerequisite requirements to address safety aspects	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMHBR403 Handle and care for stallions

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has handled, cared for and assisted at least one stallion throughout the mating process, including:

- using safe handling techniques and safe work practices to ensure safety of handlers, mares and foals
- catching, grooming, feeding and exercising stallion
- preparing teasing mare and teasing area
- handling stallion safely to ensure satisfactory mating or semen collection
- providing support to veterinarian for a range of procedures
- observing and detecting signs of disease, ill health or injury in stallion
- reporting and recording information about stallion according to workplace practices.

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:

- principles and practices for handling and caring for stallions, including:
  - stallion behaviour, body language and potential safety risks
  - common equine injury and disease that affects breeding stallions
  - procedures for monitoring stallion health
  - indicators of stallion health and welfare
  - accurate identification and recording in the mating process
  - strategies for managing efficient and well-managed stud activities to maximise conception rates and live foal outcomes
- work health and safety requirements and safe work practices:
  - safe horse handling techniques

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    - hazard identification, risk assessment and controls
    - handling frozen semen and working with liquid nitrogen
    - types and correct fit of personal protective equipment (PPE)
    - duty of care for workers
- key requirements of environmental and biosecurity procedures for disposing of wastes
- workplace recording and reporting procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - at least one live stallion – note that stallions can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual
    - various mares for mating, or dummies
    - equipment and restraints required for mating activities
    - appropriate tack for horse and activity
    - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
    - workplace recording and reporting forms or systems
    - work instructions or program for carrying out mating procedures.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR404 Supervise staff raising young horses

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 supervise staff who raise young horses.

The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions for a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Induct and orient handlers	1.1 Establish and maintain working relationship with handlers 1.2 Provide new handlers with an induction briefing and information about their work roles, obligations and responsibilities according to work health and safety (WHS) and animal welfare requirements 1.3 Explain WHS requirements for assessing and controlling risks working with young horses relevant to handlers' work area and role 1.4 Provide an overview of young horse behaviour, body language, and ability to learn to assist handlers to develop their skills 1.5 Explain and demonstrate procedures for checking gear to control and handle horses and the use of personal protective equipment (PPE) 1.6 Provide handlers with access to information and resources required in their role
2. Monitor performance of handlers in identifying, catching, controlling and handling young horses	2.1 Regularly review handler performance against agreed expectations 2.2 Provide feedback to handler on performance and discuss 2.3 Identify short-term and longer term skills and knowledge development needs or preferences in consultation with handler 2.4 Delegate tasks according to competence of staff, and animal and staff welfare
3. Oversee others to identify and catch, control and handle horses	3.1 Instruct others regarding the safe catching, controlling and general handling of horses as required by stable 3.2 Provide assistance to others in identifying and handling horses 3.3 Determine competence of other workers with regard to handling individual horses 3.4 Explain and demonstrate use of different gear to control and handle horses 3.5 Provide opportunities for practice and skill development for inexperienced staff
4. Support handlers in	4.1 Discuss work-related issues with handlers on a regular basis

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
their work role	4.2 Support handlers to establish and maintain effective relationships with colleagues and industry personnel 4.3 Identify areas of tension or conflict in relationships and take steps to address contributing factors and issues 4.4 Provide opportunities for practice and skill development for inexperienced staff
5. Oversee the health and welfare of young horses	5.1 Establish hygiene standards for areas used to house young horses 5.2 Observe and note behavioural characteristics of young horses 5.3 Monitor growth and progress of young horses 5.4 Detect symptoms of common illnesses and injuries in young horses 5.5 Conduct routine preventative care procedures 5.6 Develop procedures to provide enrichment and socialisation activities for young horses
6. Develop and oversee a feeding program for young horses	6.1 Calculate nutritional requirements of young horses 6.2 Determine feeding plans for young horses according to workplace practices 6.3 Adjust nutrition and feeding program to achieve desired growth
7. Comply with rules and regulations	7.1 Comply with industry requirements relating to registration processes 7.2 Comply with codes of practice and other legislation

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	• Select and collate relevant resources and information for handlers
Oral communication	• Provide clear, sequenced instructions and respond to queries using terminology and concepts appropriate for the audience • Use active listening and questioning techniques to provide

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Skill	Description
	feedback and support in discussions with handlers
Navigate the world of work	• Follow regulatory and workplace procedures, including work health and safety, safe horse handling and animal welfare requirements, associated with own role and area of work with young horses
Interact with others	• Work cooperatively to support personnel, using clear communication techniques and positive approaches to teamwork • Acknowledge diversity in teams and develop strategies to enhance collaboration and avoid conflict
Get the work done	• Plan and sequence tasks; monitoring activity and prioritising tasks to achieve outcomes for handling young horses • Make decisions about routine activities, taking responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR404 Supervise staff raising young horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR404 Supervise staff raising young horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has supervised at least two staff in the raising of young horses, including:

- inducting and orienting each handler to raising young horses, including:
  - demonstrating the use of gear
  - demonstrating young horse handling skills and techniques
- overseeing and monitoring performance of each handler in identifying, catching, controlling and handling young horses
- supporting each handler in work-related issues
- providing opportunities for each handler to practise skills and provide feedback on their performance
- overseeing the health and welfare of at least three young horses:
  - providing hygienic housing areas
  - developing and implementing socialisation activities
  - developing a young horse feeding program
  - monitoring young horse behaviour and health and welfare
- conducting all activities according to industry regulations and codes of practice.

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:

- key features of young horse behaviour, body language and ability to learn
- basic requirements of induction programs
- approaches to staff mentoring and professional development, including providing constructive feedback
- horse foodstuffs and supplements

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- horse gear and equipment, including types, use and maintenance
- horse health and welfare requirements
- types of routine preventative care, including vaccination and worming programs
- principles, practices and approaches to raising young horses
- learning theories for educating young horses
- work health and safety requirements and safe work practices:
  - safe horse handling techniques
  - hazard identification, risk assessment and controls
  - personal protective equipment (PPE)
  - induction and briefings
  - duty of care for workers or handlers.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace that includes yards or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various young horses – note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the handlers
  - at least two staff or handlers to supervise and oversee
  - appropriate tack and equipment for raising young horses
  - personal protective equipment (PPE) correctly fitted and applicable for task of individual.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR405 Supervise natural horse mating program

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 make arrangements for natural mating based on reproductive histories and observations of reproductive behaviour in horses.

The unit applies to individuals who use specialised knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions for a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Make arrangements for natural mating	1.1 Check breeding records for stallion and mare reproductive histories 1.2 Select breeding stallions and mares for natural mating based on breeding history and other workplace records 1.3 Bring animals into optimal breeding condition by providing and adjusting nutrition and exercise 1.4 Assess breeding health of stallions and mares and take action to maximise fertility and breeding performance 1.5 Prepare facilities and equipment for natural mating
2. Monitor reproductive behaviour in stallions and mares	2.1 Observe stallion behaviour for signs of reproductive activity and make arrangements for collecting semen according to workplace procedures 2.2 Collect and analyse semen to assess fertility, and store to maintain viability 2.3 Observe mare behaviour for signs of reproductive activity and determine timing for natural mating 2.4 Manipulate oestrus to meet breeding program and other requirements
3. Complete records	3.1 Maintain workplace records according to workplace requirements 3.2 Ensure rules of breed registries and equine disciplines are adhered to

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.

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Skill	Description
Reading	• Select and collate relevant information from individual horse records to determine breeding options
Numeracy	• Calculate dates and timing of reproductive activity to determine booking and administrative arrangements
Navigate the world of work	• Follow regulatory and workplace procedures, including work health and safety, safe horse handling and animal welfare requirements, associated with own role and natural mating program
Get the work done	• Plan and sequence tasks, including monitoring activity and prioritising tasks to coordinate natural mating program • Make decisions about routine activities, taking responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR405 Supervise natural horse mating program	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR405 Supervise natural horse mating program

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has supervised at least one horse mating program involving natural mating, including:

- selecting stallions and mares for breeding based on:
  - breeding principles
  - breeding histories of individual horses
  - availability of bookings
- facilitating arrangements for natural mating to occur
- updating and maintaining workplace records.

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:

- principles and practices for recognising horse reproductive behaviour, including:
  - application of basic genetic theory to the development of an organisational breeding strategy and long-term planning
  - basic genetic theories
- sexual and reproductive behaviour of horses:
  - normal sexual behaviour of the stallion
  - reproductive behaviour of mares
  - seasonal breeding habits of mares
- principles and practices for supervising natural mating, including:
  - anatomy and physiology of the reproductive organs and reproductive processes in horses
  - breeding principles

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- ovulation stimulation and synchronisation
- purpose of breeding records
- resource requirements
- semen collection and analysis.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various mares and stallions in breeding program assessed as suitable for handling for the experience and skill of the individual
  - breeding histories and relevant reproductive information about individual mares and stallions
- specifications:
  - work instructions, booking and administrative arrangements.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR406 Prepare yearlings for sale

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 yearlings for the show ring and for sale. It includes washing, grooming, exercising and feeding yearlings.

The unit applies to individuals who use specialised horse knowledge and skills, have responsibility for a work activity, area or team, and provide and communicate solutions for a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare yearlings for grooming and exercise	1.1 Identify hazards and risks to yearlings, and take action to control 1.2 Ensure yearlings are familiarised to being in proximity to people and activity 1.3 Teach yearlings to be tied up using safe and ethical horse handling techniques 1.4 Brush yearlings all over, including manes and tail 1.5 Pick yearlings feet out 1.6 Fit tack and equipment, so that yearlings become accustomed to tack and equipment prior to sale or exhibition 1.7 Ensure records for individual horses are maintained and updated
2. Exercise and wash yearlings	2.1 Ensure yearlings' feet are trimmed and shod according to workplace procedures 2.2 Exercise yearlings according to workplace practices 2.3 Introduce yearlings to stable or small yard 2.4 Introduce yearlings to the wash bay, scrape off and dress over 2.5 Increase exercise time and spend time hand walking yearlings 2.6 Teach yearlings to lead up according to workplace practices
3. Develop and oversee a feeding program for yearlings	3.1 Calculate nutritional requirements of yearlings 3.2 Determine individual feeding plans for yearlings 3.3 Adjust nutrition and feeding program to achieve desired result at time of sale
4. Prepare yearlings for sale day presentation	4.1 Ensure yearlings' coats are well brushed and blooming, manes tidied and tails trimmed up 4.2 Teach yearlings to stand in the correct fashion and stand in one position for a period of time 4.3 Teach yearlings to walk and parade to workplace requirements 4.4 Arrange for photos to be taken according to workplace practices 4.5 Arrange for shoes to be fitted prior to sale or exhibition according to workplace practices

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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	• Analyse workplace records to determine work requirements relating to preparing yearlings for sale
Writing	• Enter observations and data into workplace records accurately and legibly
Numeracy	• Calculate quantities, and weigh and measure feed components and supplements accurately for yearlings
Navigate the world of work	• Follow regulatory and workplace procedures, including work health and safety, safe horse handling and animal welfare requirements, associated with own role and preparing yearlings for sale
Interact with others	• Work collaboratively with a range of personnel to organise activities for sale day presentations
Get the work done	• Plan and sequence tasks; monitoring activity and prioritising tasks to achieve outcomes for preparing yearlings for sale • Make decisions about routine activities, taking responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR406 Prepare yearlings for sale	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR406 Prepare yearlings for sale

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has prepared at least three yearlings for sale, including:

- conditioning yearlings in preparation for sales
- developing and applying exercise programs and routines in preparation for sales
- developing and overseeing nutrition programs and feeding routines in preparation for sales
- washing, grooming and trimming yearlings to promote their appeal to buyers
- training yearlings to lead up and stand.

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:

- types and correct fit of common tack and equipment
- conditioning, grooming and washing procedures
- types and purpose of different exercise regimes and equipment
- hand walking techniques
- pasture quality and features of stud feeds and supplements
- yearling feeding and nutrition requirements
- yearling health and disease management
- hoof care requirements and techniques.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions

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- resources, equipment and materials:
  - various yearlings – note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the handlers
  - equipment for exercising, washing and grooming
  - feed program for individual yearlings
  - appropriate tack for yearlings and activity
  - personal protective equipment (PPE) applicable for task for handler.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR407 Educate stallions

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 manage stallion behaviour for breeding, including fitting equipment and training for reproductive activities.

The unit applies to individuals who are experienced working with horses, including stallions, and who use specialised horse breeding knowledge and skills. They have responsibility for a work activity, area or team, and provide and communicate solutions for a range of predictable and sometimes unpredictable problems in the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMHBR403 Handle and care for stallions.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMHBR403 Handle and care for stallions	ACMEQU202 Handle horses safely
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and fit equipment	1.1 Carry out a risk assessment for all activities working with stallions, and take action to control risks 1.2 Prepare and check condition of handling equipment and personal protective equipment (PPE) 1.3 Fit stallion with halter, or halter and bit or chain, and lead rope using safe horse handling techniques within safe working zones 1.4 Calmly and quietly groom stallions 1.5 Observe and note stallion characteristics and behaviour when working
2. Work with and train a stallion	2.1 Handle stallion safely according to workplace practices and duty of care to those nearby 2.2 Teach stallion to respect bit or chain 2.3 Lead and control stallions without mares in proximity
3. Work with stallion during breeding season	3.1 Establish a routine that makes being with handler a calm and quiet place to be 3.2 Ensure the serving area is safe for handlers and horses, including informing others of breeding or collection activity to keep activity at a minimum 3.3 Communicate information clearly about covering process to other team members 3.4 Introduce stallion to mare 3.5 Teach stallion only to mount when both the mare (or dummy) and stallion are ready 3.6 Teach stallion to allow penis to be touched to assist in penetration of vagina or artificial vagina according to workplace practices 3.7 Teach stallion to back away from mare once ejaculated, and return

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	to yard or stable

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
Writing	• Record observations and notes accurately and legibly about stallion and mare mating behaviour and preferences
Navigate the world of work	• Follow regulatory and workplace procedures, including work health and safety, safe horse handling and animal welfare requirements, associated with own role in educating stallions for breeding
Get the work done	• Plan and sequence tasks; monitoring risks and progress and adjusting activities to achieve outcomes

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR407 Educate stallions	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR407 Educate stallions

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has educated a stallion for breeding activities during at least one breeding season, including:

- establishing calm routines with young stallion
- fitting halter, bit or chain to stallion
- leading stallion to and from breeding area
- assisting stallion to penetrate mare or artificial vagina
- recognising when a stallion has ejaculated
- retaining control of stallion whilst preparing to serve, during service and post-service.

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:

- principles and practices of stallion education, including:
  - basics of horse learning theory
  - stimuli that can impact horse behaviour, including visual, smell, auditory and touch
  - types and purpose of halters, bits, chains, lead ropes, anti-rearing bits, and importance of maintaining in good condition
  - requirements of pre-teasing prior to mounting
  - stallion breeding season behaviour and sex drive
- identifying specific hazards and risks when handling working stallions and serving mares, including:
  - safe mating areas, including teasing rails and other equipment or restraints
  - horse behaviour and body language
  - safe horse handling techniques
- personal protective equipment (PPE) required when working with stallions and serving mares

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- animal welfare principles and practices.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - at least one live stallion – note that stallions can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual
  - appropriate tack and equipment for controlling stallion
  - PPE correctly fitted and applicable to activity for the individual
- specifications:
  - work instructions and recording documentation.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR501 Manage horse nutrition

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to assess the nutritional requirements of horses to reflect their class, condition and purpose, and to plan and monitor the efficacy of feed programs.

This unit is applicable to individuals who have management responsibilities for maintaining horses in optimum health and condition and overseeing their nutritional requirements within the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the nutritional requirements of individual horses	1.1 Analyse the main nutritional requirements of specific horses and the role each nutrient plays in the body 1.2 Describe the symptoms or signs of nutrient deficiency and the consequences of dietary imbalances 1.3 Determine horse nutritional requirements in terms of horse class, condition, growth stage and reproduction status 1.4 Calculate feed requirements for horses using a range of measures
2. Analyse and calculate the value and composition of feed and pastures	2.1 Determine a range of food types and supplements suitable for horses of different class, condition, growth stage and reproduction status 2.2 Analyse the breakdown of foodstuffs in terms of their nutritional content and describe why they might be included in a ration 2.3 Analyse the nutritional value of common pasture species and weeds and seasonal changes in availability, digestibility and nutritional value 2.4 Calculate the impact of plant poisonings and chemical control as a result of spraying for weeds 2.5 Address the impact of contaminants and additives on drug testing and rules relevant to equine disciplines
3. Plan feed programs for the workplace and design feed charts for the horse	3.1 Determine availability of feed and pastures on a seasonal basis and analyse in relation to the nutritional needs of the horse with regard to class, condition and use 3.2 Design and maintain a feeding program for the workplace, including the supervision of other staff as appropriate 3.3 Design feed charts for each horse, including the formulation of rations to reflect the requirements of the horse 3.4 Design a feed program that is cost-effective 3.5 Evaluate and adjust nutritional value and cost-effectiveness of the feeding program based on evaluation outcomes

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.

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Skill	Description
Reading	• Access, interpret and analyse key facts and information about horse nutrition, feed and supplements from a range of sources
Writing	• Prepare logically structured and sequenced feed and nutrition plans and instructions
Numeracy	• Calculate the cost of feed items and quantities of feed required for horses to analyse cost-effectiveness for the workplace • Determine measurements of products to be used in horse feed programs
Navigate the world of work	• Work independently or with others, taking responsibility for making decisions to manage horse nutrition and achieve workplace outcomes • Ensure knowledge of equine nutritional requirements, products and additives, including regulatory requirements, is kept up-to-date in order to provide accurate information
Get the work done	• Apply systematic and analytical decision-making processes for complex and non-routine situations relating to managing horse nutrition and feed requirements for the workplace

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR501 Manage horse nutrition	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR501 Manage horse nutrition

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed the nutritional requirements and feed program for a workplace that includes at least three horses with different dietary requirements, including:

- calculating the nutritional requirements of each horse relevant to its needs
- designing feeding programs for each horse
- preparing feed charts
- designing, monitoring and implementing a feeding program for the workplace, including planning for seasonal availability of pasture
- monitoring the effectiveness of a feeding program for each horse.

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:

- anatomy and physiology of the digestive tract of a horse
- how to condition score a horse
- consequences, signs and symptoms of dietary deficiencies
- consequences of over fuelling or feeding
- nutritional requirements of the horse and the role each nutrient plays in the body
- drug testing and rules relevant to equine disciplines
- signs of normal and abnormal gut reactions
- impact of poisoning through chemical control of weeds and digesting weeds
- ways of evaluating the effectiveness of feeding programs.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses from at least two classes with different nutritional needs
  - information about different feeds and supplements, or technology to access the information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR502 Manage reproductive outcomes of stallions and mares

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to maximise breeding outcomes through preparing stud stock for breeding, assessing and maximising fertility, responding to foaling problems and emergencies, and managing contracts and leases for breeding stock.

This unit is applicable to individuals who have specialised skills, technical and theoretical knowledge, and management responsibilities for the fertility of breeding stock and maximising breeding outcomes for operations within the horse breeding sector.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage reproductive performance	1.1 Identify and assess risks associated with managing the reproductive outcomes of stallions and mares for the operation, and implement control measures 1.2 Manipulate oestrus to meet breeding program and other requirements 1.3 Provide and adjust appropriate levels of nutrition and exercise as breeding animals are let down from work or brought into optimal breeding condition 1.4 Collect and analyse semen to assess fertility 1.5 Assess breeding health of stud stock and take appropriate action to maximise fertility and breeding performance 1.6 Establish education requirements of stallions and provide additional training by experienced handler according to workplace practices 1.7 Monitor work health and safety and hygiene procedures and communicate to staff 1.8 Maintain stud records according to workplace requirements 1.9 Ensure rules of breed registries, relevant equine disciplines and regulatory requirements are adhered to
2. Manage foaling and post-foaling problems	2.1 Ensure staff are briefed on safety procedures relating to foaling and post-foaling procedures 2.2 Ensure resources required to support foaling are clean, hygienic and available prior to foaling, and respond to foaling problems 2.3 Monitor the stages of foaling for signs of problems, and provide obstetrical assistance within critical timeframes 2.4 Monitor health of mares and implement an appropriate treatment program 2.5 Monitor vital signs, general health and behaviour of newborn foals and seek veterinary assistance where required 2.6 Provide orphaned foals with specialised care and establish fostering arrangements 2.7 Recognise foal neonatal maladjustment syndrome and implement a care program on advice of veterinarian

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Negotiate and prepare breeding contracts and leases	3.1 Document requirements of breeding contracts and leasing agreements 3.2 Ensure conditions are agreed to between the parties 3.3 Ensure negotiations conform to established workplace requirements and relevant legislation 3.4 Sign contract or lease document and exchange between parties 3.5 Monitor conditions and obligations, and implement grievance procedures according to contract or lease agreement

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	• Interpret and critically analyse complex and formal texts from a range of sources
Writing	• Draft text for legal agreements and prepare administrative documentation
Numeracy	• Calculate financial data and information for contracts and leases
Oral communication	• Participate in verbal exchanges to effectively convey and elicit information from staff, veterinarians and other personnel
Navigate the world of work	• Work independently and with others, taking responsibility for making decisions to manage horse reproductive outcomes
Interact with others	• Use interpersonal skills to establish rapport required for effective relationships with owners and lessees
Get the work done	• Monitor progress of plans, schedules and contracts, and review and update to meet new demands and priorities

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR501 Manage horse nutrition	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR502 Manage reproductive outcomes of stallions and mares

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed reproductive outcomes of stallions and mares for an operation, including:

- managing reproductive performance of at least three stallions and mares
- managing foaling and post-foaling problems, including responding to foaling emergencies
- negotiating and preparing breeding contracts and leases
- assessing and controlling risks related to safe work practices
- maintaining stud records and workplace systems.

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:

- principles and practices for managing reproductive outcomes:
  - anatomy and physiology of the reproductive organs and reproductive processes in horses
  - animal welfare principles and regulations
  - ovulation stimulation and synchronisation
  - educational requirements of stallions
  - semen collection, analysis and storage
- breed registry and equine discipline rules relevant to breeding, including natural service and/or artificial insemination
- workplace breeding guidelines and policies
- horse breeding principles
- purpose of breeding contracts and leases
- purpose of breeding records
- signs of normal and abnormal foaling

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- care of newborn foals and orphaned foals
- foaling health and abnormalities
- normal foal behaviour
- regulatory requirements and codes of practice:
  - animal welfare principles and practices
  - work health and safety
  - safe horse handling practices
  - biosecurity and environmental management principles.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various mares and stallions in operation breeding program
  - breeding histories and relevant reproductive information about individual mares and stallions
  - workplace breeding program
  - personal protective equipment applicable for task for handler.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR503 Develop and implement a marketing plan for stud stock

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to analyse business and market conditions, develop a marketing plan, select stock for sale and evaluate outcomes of the marketing plan.

This unit is applicable to individuals who have specialised skills, technical and theoretical knowledge of the horse breeding sector, and management responsibilities for marketing stud stock for organisations.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate commercial information applicable to the equine market	1.1 Research and analyse relevant information to identify market and economic trends 1.2 Identify and evaluate stud stock from other stud operations to determine strengths and weaknesses of own stock 1.3 Present collated information in a manner to provide clear and concise information 1.4 Conduct market and situation analysis using established techniques according to the available budget and the need for external assistance 1.5 Establish a risk management plan to counter factors influencing the profitability of a horse stud enterprise
2. Develop strategies to support marketing	2.1 Create promotional materials that enhance commercial presentation of stud stock 2.2 Identify all relevant legislation and codes of practice applicable to the sale of a horse 2.3 Record and communicate priorities, responsibilities and budget to relevant parties
3. Develop promotional strategies	3.1 Prepare and record detailed plans for promotional activities according to organisation procedures, and to reflect feedback received on earlier activities 3.2 Establish marketing objectives based on new and retained business consistent with stock held and strategic business plans
4. Organise implementation of the marketing plan	4.1 Establish criteria for the measurement of impact and success of promotional activities 4.2 Make adjustments to the promotional and distribution strategies promptly and as required to ensure success
5. Evaluate, select, draft and present horses for inspection prior to sale	5.1 Evaluate and select horses according to the strategic and marketing plans of the stud operation 5.2 Evaluate, select and organise horse drafts into appropriate marketing or sale categories and develop catalogue to reflect legislative requirements, representation and accurate documentation 5.3 Define and establish potential points for sale, potential clients and catalogue documentation required for each horse 5.4 Arrange sale details and advise relevant parties 5.5 Notify potential clients of inspection requirements to facilitate

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	selection process and confirm locations and times for inspection 5.6 Obtain client feedback of horses selected for sale following inspection, and negotiate alternatives as appropriate
6. Complete and evaluate sales against the marketing plan	6.1 Arrange transport for horses to the sale site, ensuring safety and comfort of individual horses as well as meeting legislative and quarantine requirements and codes of practice applicable to horses in transit 6.2 Confirm final sales arrangements including sales orders and penning details, and the availability of particular horses for sale with potential clients according to previous agreements 6.3 Organise staff, skilled in safe horse handling techniques, to ensure horse allotments and catalogue schedules are maintained during the sale 6.4 Complete all paperwork associated with the sale, and arrange transport details 6.5 Evaluate results of the sale against the marketing plan in terms of profitability and success in achieving intended outcomes 6.6 Make recommendations in regard to modification of the marketing plan

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
Numeracy	• Interpret, compare and consolidate numerical and financial information to determine budgets and sales estimates
Navigate the world of work	• Work independently or with others in making decisions to achieve organisational marketing and sales outcomes • Ensure knowledge of legislative requirements and products is kept-up-to-date in order to provide accurate information
Interact with others	• Follow business and industry communication protocols and practices for working with diverse groups

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Skill	Description
Get the work done	• Use key features of workplace technology to access, organise, prepare and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR503 Develop and implement a marketing plan for stud stock	Not applicable	New unit	No 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

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Assessment Requirements for ACMHBR503 Develop and implement a marketing plan for stud stock

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed and implemented at least one marketing plan of stud stock for an organisation, including:

- analysing and researching information to develop a marketing plan
- calculating data and managing budgets
- evaluating bloodstock
- evaluating performance targets and recommending modifications or improvements
- implementing and evaluating a marketing plan
- making presentations to groups
- managing the transport of stud stock
- planning and managing promotional activities
- presenting stock for sale
- researching and determining the best marketing options in order to achieve the objectives of the stud enterprise.

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:

- conditions and regulations governing the sale of horses under Australian legislation
- contract and Conditions of Sale, and legal responsibilities and role of the vendor
- financial management and budgeting
- horse values, breeds, classes, ages
- policies and procedures of the organisation for marketing, promotion and sale of horses
- principles and practices of sales and marketing
- procedures for transporting and selling horses
- risk management procedures

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- roles and legal responsibilities of the vendor and the purchaser of a horse in Australia
- signage and display, private horse sales, official horse sales and auctions
- types of promotional activities including advertising, public relations, familiarisation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information about own stud and other stud products and services
  - organisational documentation and systems to complete and implement marketing plan
- specifications:
  - staff and technology to implement marketing plan and sales activities.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMHBR504 Manage horse pastures

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to plan, manage and maintain land used for a horse operation. The unit focuses on minimising the impact horses have on soils and land capability while maximising horse welfare.

This unit is applicable to individuals who have specialised skills, and technical and theoretical knowledge and responsibilities for pasture and land management for a horse breeding operation.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Horse Breeding (HBR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop a land use plan for a horse operation	1.1 Identify the purpose and goals of the horse operation and level of input 1.2 Identify the legal requirements relevant to the use of land for a horse operation 1.3 Develop and implement strategies for water supply and management, vegetation and revegetation management, biodiversity and protection of natural resources, including waterways 1.4 Determine infrastructure needs and maintenance requirements consistent with the operation 1.5 Assess physical characteristics and land capability, and identify areas at risk of or showing evidence of degradation 1.6 Identify budgetary constraints based on available operation resources 1.7 Document the plan to include infrastructure, pasture, vegetation, elevations and gradients, soil characteristic and water bodies or sources
2. Develop pasture management strategies	2.1 Ensure strategies are consistent with horse characteristics and behaviours, and nutritional requirements 2.2 Select grazing systems in line with land use, physical characteristics and operational needs 2.3 Ensure grazing management encourages pasture plant and grass growth and is consistent with stages of plant growth 2.4 Ensure the selection and implementation of strategies contribute to horse welfare 2.5 Identify the benefits of appropriate pasture management for the operation 2.6 Select plants or plant cultivars appropriate for pasture, shelterbelts and revegetation based on land capability and operational needs 2.7 Evaluate pasture management strategies for efficiency and effectiveness
3. Manage pasture maintenance	3.1 Plan strategies to reduce or eradicate areas of weed infestation and pests and vermin 3.2 Determine withholding periods for horses and livestock after application of chemicals on pasture 3.3 Assess nutrient requirements for pasture plants and grasses and determine a fertiliser program

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Select and evaluate strategies for manure management that contribute to horse welfare and environmental protection 3.5 Implement soil protection strategies that minimise soil degradation

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	• Analyse information accessed from a range of sources to identify key facts relevant to land and pasture use of the operation
Writing	• Prepare logically structured documents and plans using formats, terminology and conventions specific to purpose and audience
Numeracy	• Interpret, compare and consolidate numerical and financial information to determine budgets and resource requirements
Navigate the world of work	• Work independently or with others in making decisions to optimise horse pastures and achieve operational outcomes • Ensure knowledge of legislative and environmental requirements is kept up-to-date in order to provide accurate information
Get the work done	• Use key features of workplace technology to access, organise, prepare and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMHBR504 Manage horse pastures	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for ACMHBR504 Manage horse pastures

Modification History

Release	Comments
Release 1	This version released with the ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has developed a land use plan for managing pastures for a horse breeding operation, including:

- applying environmental protection strategies for land use and management
- determining existing and future infrastructure requirements
- determining grazing management systems consistent with horse behaviour and their nutritional needs
- determining pasture nutrient requirements
- determining soil physical characteristics and land use capability
- determining pasture maintenance arrangements.

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:

- environmental protection strategies
- grazing systems
- growth patterns and characteristics for different weeds
- pest and vermin management strategies
- effects of chemicals on plants, weeds and horses
- advantages and disadvantages of irrigation and effects on pasture nutrients
- horse behaviour in pastures
- horse nutritional requirements
- land and soil conditions
- nutrient characteristics of different soils
- pasture plant and grass species growth patterns and energy levels
- property planning processes

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- roughage requirements of horses
- sustainable land management practices
- water, vegetation and soil management strategies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information about land conditions, horse stock and business requirements of the operation
  - operational documentation and systems to complete, and land management plan
  - technology to research and develop pasture management plan.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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ACMINF301 Comply with infection control policies and procedures in animal care work

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 comply with infection control policies and procedures in animal care workplaces and relevant field locations.

This unit applies to animal care workers who have a duty of care to maintain infection control standards.

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

Pre-requisite Unit

Nil

Unit Sector

Infection control (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Follow infection control guidelines	1.1 Apply standard infection control precautions in all aspects of work 1.2 Apply transmission-based precautions when standard precautions alone may not be sufficient to prevent transmission of infection 1.3 Follow organisation and legislative reporting and

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	documentation requirements related to infection control procedures
2. Identify and respond to infection risks	2.1 Identify infection risks, and report and implement appropriate response 2.2 Follow procedures for risk control and risk containment for specific risks 2.3 Follow organisational protocols for care following needlestick injury or bodily fluid exposure 2.4 Remove spills following standard procedures 2.5 Report suspicions of a notifiable disease or potential infectious disease signs to supervisor 2.6 Report infection control accidents/incidents and action risk control procedures
3. Maintain personal protection	3.1 Maintain hand hygiene before and after animal contact and any activity likely to cause cross-contamination 3.2 Implement hand care in line with organisational procedures 3.3 Wear and change personal protective clothing and equipment
4. Limit contamination	4.1 Demarcate and maintain clean and contaminated zones in all aspects of animal care work 4.2 Follow demarcation procedures involving the movement of animals within or between facilities 4.3 Isolate animals identified or suspected of presenting with a contagious or zoonotic disease 4.4 Clean, disinfect and sterilise work surfaces, materials, equipment and instruments 4.5 Handle and process soiled laundry and protective clothing as appropriate 4.6 Identify hazards to animal and human health from food sources and implement methods used to manage potential risks 4.7 Follow organisation rodent and vector control procedures 4.8 Handle and dispose of clinical and related waste, and general waste appropriately 4.9 Provide animal care facility clients/customers with information regarding infection control, including risks of zoonosis

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Contribute to incursion readiness processes	5.1 Maintain infection control kit for responding to infectious disease outbreaks and suspected outbreaks 5.2 Make contributions to the review and revision of the organisation infection control plan 5.3 Update and maintain infection control documentation according to workplace policies and procedures

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 policies, procedures and organisational documentation
Numeracy	• Measure and mix chemicals according to instructions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMINF301 Comply with infection control policies and procedures in animal care work	ACMINF301A Comply with infection control policies and procedures in animal work	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMINF301 Comply with infection control policies and procedures in animal care work

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 complied with effective infection control policies and procedures on a minimum of three separate occasions, including:

- ensuring the prevention of transmission of infections from:
  - animal to person
  - animal to animal
  - person to animal.

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:

- standard precautions for the care and treatment of all animals, regardless of their perceived or confirmed infectious status for animal care, including:
  - appropriate reprocessing of reusable equipment
  - aseptic technique
  - environmental controls
  - personal hygiene practices especially washing and drying hands, including before and after animal contact
  - safe handling and disposal of sharps and other clinical, related and general waste
  - surface cleaning and management of blood and bodily fluid spills
  - techniques to limit contamination
  - use of personal protective equipment
- transmission-based precautions, when standard precautions are not sufficient, tailored to the specific infection agent involved and its mode of transmission, including:
  - additional use of personal protective equipment

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    - dedicated equipment, to each animal or as appropriate to work function
    - isolation
    - restricted movement of animal, staff and visitors/customers
    - use of a special facility
- aseptic techniques
- basic microbiology, including:
    - bacteria and bacterial spores
    - fungi
    - viruses
- common viruses that affect animals
- common zoonotic diseases and transmission
- risk of acquisition
- waste disposal methods compliant with Environmental Protection (Waste Management) legislation and regulations
- immunisation/vaccination requirements for animal care workers where applicable
- rodent and vector control procedures
- relevant state or territory legislation and regulations relating to workplace health and safety, animal welfare, biosecurity procedures and waste disposal
- safe animal handling techniques
- terminology used to describe and document animal health and behavioural signs and symptoms
- the purpose and use of containment facilities
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of animals
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, relevant current legislation, regulations and relevant codes of practice.

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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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMMIC401 Implant microchip in cats and dogs

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 aseptically perform microchip implantation procedures on cats and dogs, with minimum discomfort to the animal, for identification and traceability purposes.

The unit applies to workers in the animal care industry where it may be necessary to implant microchips into cats or dogs. Candidates may include veterinary practitioners, veterinary nurses, nominated employees and shelter managers of animal welfare agencies, local government animal management officers and pound managers, animal technicians in the role of managers or supervisors in animal research laboratories and animal control officers.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Microchipping (MIC)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for microchip implantation	1.1 Comply with statutory, local authority and insurance requirements 1.2 Explain details of the procedure to the owner 1.3 Relate anatomical and physiological structures and functions to implantation procedures as well as likely migration sites for chips on animal body 1.4 Select suitable microchipping environmental location for particular animal species 1.5 Confirm availability of supervisory veterinarian 1.6 Follow relevant legislation and Australian Standards for implantation and scanning devices
2. Prepare equipment	2.1 Inspect and check implantation equipment 2.2 Inspect and prepare First Aid equipment for animals and humans 2.3 Select and check electronic reader against a reference chip 2.4 Check microchip to be implanted to confirm it meets legislative and Australian Standards, and scan serial number against packaging number
3. Prepare animal for implantation	3.1 Obtain and record prescribed identifying information 3.2 Assess animal for behavioural problems and refer animal to veterinarian where unmanageable fear or aggressive tendencies are noted 3.3 Check details of animal's previous health history for possible complications 3.4 Obtain owner permission to restrain the animal if necessary 3.5 Use personal protective equipment according to workplace procedures 3.6 Assess health of animal and identify signs of ill health 3.7 Select and fit animal restraint device if required 3.8 Scan animal to check if previous implantation has occurred and complete legislative and industry actions for previously implanted microchip if required
4. Undertake implantation procedure	4.1 Check implantation site for abnormalities and refer owner to veterinarian in the event of observed concerns

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.2 Position animal for implantation taking into account animal size, species, behavioural assessment, animal welfare and WHS risks 4.3 Inspect injection site and prepare for procedure using aseptic techniques 4.4 Prepare the implanting device while maintaining asepsis 4.5 Prepare skin, grasp and lift away skin and insert needle subcutaneously at recommended angle 4.6 Discharge microchip fully into subcutaneous tissue, withdraw needle from skin checking microchip has discharged, under the supervision of a veterinary surgeon 4.7 Dispose of needles in an approved sharps container 4.8 Complete post-implantation workplace hygiene clean-up procedures 4.9 Assess injuries sustained to humans and provide first aid treatment and seek medical attention if required 4.10 Assess injuries sustained to animals and provide first aid treatment and seek veterinary attention if required
5. Conduct post-implantation procedures	5.1 Visually check implantation site and scan to ensure correct functioning of microchip 5.2 Provide post-implantation advice to owner 5.3 Note animal condition and seek veterinary assistance if there are signs of adverse reactions 5.4 Explain to owner the processes undertaken by animal registry service and distinguish from registering with local government/council 5.5 Impress importance of maintenance of ownership records to owner/keeper and provide procedure to be followed in the event of loss of animal
6. Maintain records in accordance with legislative requirements	6.1 Record procedure using prescribed identifying information including identification of implanter 6.2 Forward documentation to relevant animal registry services 6.3 Maintain and file copy of records for specific implanter

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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 statutory, local authority and insurance requirements, policies and procedures, Australian Standards
Oral communication	• Use effective questioning skills to ascertain from animal owner the animal's existing or previous health conditions that may be affected by microchip implantation
Get the work done	• Maintain the highest standards of hygiene and infection control to reduce the risk of infection and cross-infection

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMMIC401 Implant microchip in cats and dogs	ACMMIC401A Implant microchip in cats and dogs	Updated to meet Standards for Training Packages Minor changes to clarify content	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

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Assessment Requirements for ACMMIC401 Implant microchip in cats and dogs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 implanted a microchip in a minimum of two conscious animals, including, at least:

- one cat
- one dog.

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:

- anatomical and physiological structures and functions related to implantation procedures, including likely migration sites for chips on animal bodies
- animal temperaments and behaviours and the associated hazards and risks related to microchip implanting and appropriate animal control measures
- Australian Standards covering electronic animal identification and microchip compliance regulations, including:
  - *AS 5018:2001 Electronic animal identification – National coding scheme*
  - *AS 5019:2001 Electronic animal identification – Radiofrequency methods*, including informative Annexes
- animal medical conditions and first aid techniques related to microchip implanting
- determining a point at which an animal's condition should be referred to a veterinary practitioner upon suspicion of health problems
- indicators of health, stress and wellbeing in animals
- signs of adverse reactions, including:
  - haemorrhage
  - infection
  - redness, heat, pain and swelling at the implantation site

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    - seizures
    - shock
    - subcutaneous lumps
- industry terminology and features used to identify animals
- processes to deal with previously microchipped animals
- information that should be documented related to the identification of animals and implantation of microchips
- personal protective clothing and equipment and when and how it should be used when microchipping cats and dogs
- possible legal and animal welfare consequences resulting from poor quality implantation
- procedures for the safe manual handling of live dogs and cats
- appropriate restraint methods
- professional indemnity and public liability insurance requirements
- processes and procedures undertaken by animal registries
- range of implanting equipment and sources of microchips and readers
- relevant legislation, regulations and codes of practice, including WHS, animal welfare and ethics, microchip implantation, domestic animal management and waste disposal
- workplace hygiene standards, disinfectants, cleaning agents, cleaning techniques and cleaning equipment and materials.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - live, conscious cat and dog
    - equipment and resources typically available in an animal care facility where microchips are implanted
- specifications:
    - manufacturer operating instructions for specialised equipment
    - organisational policies and procedures, relevant legislation and Australian Standards covering electronic animal identification and microchip implanting
- special conditions:
    - microchip implantation of a cat or dog must be postponed, if there have been two unsuccessful attempts on the one animal, during the one day, or in accordance with the relevant state or territory legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. Assessors must also be authorised implanters.

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ACMPHR201 Ride performance horses for exercise in an arena

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 covers the skills and knowledge required to exercise educated performance horses under saddle in a suitable arena. It includes preparing the horse for exercise, carrying out a prescribed exercise session, cooling the horse down following exercise, and addressing potential risks associated with working with and around horses.

The unit applies to individuals who work in performance horse industry sectors and have experience riding horses. They undertake defined routine activities under supervision and take responsibility for their own work. They may be required to exercise and take responsibility for highly valuable animals within their area of work.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU206 Perform basic horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU206 Perform basic horse riding skills at walk,	ACMEQU202 Handle horses

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trot and canter	safely
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Performance Horse (PHR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for ride and consider safety of others	1.1 Confirm and clarify work program for selected horse with supervisor 1.2 Identify hazards and safety risks and make adjustments to work program in line with workplace procedures 1.3 Select and maintain suitable personal protective equipment (PPE) 1.4 Identify and implement safety requirements for riders, horses and others in the general vicinity, including general rules, regulations and venue-specific requirements 1.5 Identify individual horse behaviour and take into consideration when undertaking work program
2. Warm up a horse using ridden exercises	2.1 Prepare horse for riding according to supervisor instructions 2.2 Mount horse in a safe, balanced and controlled manner, using accepted industry procedures 2.3 Maintain correct riding position 2.4 Warm up horse according to discipline requirements and supervisor instructions
3. Exercise a horse in the arena	3.1 Ride horse in an appropriate outline, rhythm and tempo 3.2 Maintain horse balance and control 3.3 Conduct upward and downward transitions according to work program 3.4 Apply aids correctly, and use artificial aids in line with workplace

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	practices 3.5 Maintain an effective upright and forward seat in all gaits 3.6 Maintain control of horse being ridden in all gaits 3.7 Implement safe practices for riding in groups 3.8 Safely dismount horse according to supervisor instructions and safe work practices
4. Care for horse after work	4.1 Assess and apply the cooling down needs of the horse 4.2 Undertake the removal, cleaning and inspection of working gear before storage 4.3 Report work performance according to workplace procedures

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	• Interpret textual information in work instructions, work program and workplace forms for riding performance horses for exercise
Navigate the world of work	• Recognise and follow workplace requirements, including work health and safety and animal welfare, associated with own role and area of responsibility • Take responsibility for safe horse handling and riding, relating to self and others, during exercise in an arena
Interact with others	• Follow accepted practices and protocols for reporting performance to supervisor using accurate industry terminology
Get the work done	• Follow clearly defined instructions, taking responsibility for routine decisions • Assess and control risks within limit of responsibility at all stages when riding performance horses in an arena

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPRH201 Ride performance horses for exercise in an arena	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR201 Ride performance horses for exercise in an arena

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has warmed up, exercised, controlled and cared for at least two compliant and manageable horses educated for exercise in an arena. Skills must be demonstrated while riding independently and also with other horses and riders in the immediate vicinity. The individual must demonstrate the following points for each ride:

- carrying out pre-work tasks including:
  - identifying the horse and program requirements
  - identifying hazards and assessing and controlling risks within limits of control and responsibility
  - locating and using personal protective equipment (PPE) and other items of riding apparel and/or gear required for the program
  - warming up horse according to the horse's needs, supervisor's directions and safe work practices
- completing program tasks in an arena using industry-accepted riding techniques and safe practices for:
  - safe horse handling and riding
  - mounting and dismounting independently
  - maintaining an independent seat
  - giving clear natural aids
  - using a range of movements to exercise the whole body of the horse
  - maintaining horse outline according to its ability and work program
- carrying out post-work tasks, including:
  - cooling down horse according to the horse's needs
  - assessing working gear and tack for signs of wear
  - cleaning and storing working gear and tack
  - reporting performance information following work.

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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:

- safety provisions for horse and rider
- basic techniques for risk assessment and minimisation relevant to riding performance horses
- stable routines for preparing horse/s for work
- types and use of gear for exercising horses
- types and purpose of personal protective equipment
- riding techniques:
  - mounting and dismounting techniques
  - features of the independent seat and effective riding
  - working a horse in an outline
  - transitions
  - types and use of natural and artificial aids
  - types of riding styles
- definition of balance, bend, flexion, impulsion and straightness as it applies to a horse worked on the flat
- types of horse gaits and indicators of horse lameness
- basic behaviour characteristics of horses:
  - normal or typical horse behaviour
  - unsuitable riding horse behaviour
  - discipline requirements
  - indicators of education level of individual horses
- horse exercise warm up and cool down routines and post-exercise care
- signs of horse fatigue, normal horse movement and exercise-related abnormalities
- basic principles of animal welfare
- basic industry terminology related to riding horses
- workplace procedures for reporting and recordkeeping.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment with a suitable arena for exercising performance horses that accurately represents workplace conditions
- resources, equipment and materials:
  - live, compliant and manageable horses educated for relevant activity and assessed as suitable for the experience and skill of the individual
  - PPE, including riding boots and helmet for riding that complies with Australian standards (or equivalent compliant helmet)

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  - appropriate tack for individual, horse and activity
  - reporting forms or a supervisor to communicate with
- specifications:
  - work instructions/procedures for exercising performance horse.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit. The assessor must:

- hold a current, recognised qualification for instructing or coaching horse riding and handling skills (refer to *User Guide* for details).

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR301 Care for performance horses

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 care for performance horses on a daily basis. It involves grooming, clipping, rugging, feeding, basic turnout and addressing potential risks associated with working with and around horses.

The unit applies to individuals who work in performance horse industry sectors caring for performance horses that are in work and housed within a stabled or paddocked setting. They carry out work under minimal supervision within industry guidelines and may include responsibility for highly valuable animals.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

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Unit Sector

Performance Horse (PHR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain accommodation for performance horses	1.1 Determine the requirements of animal housing to meet environmental, security, physical and emotional needs of individual animals 1.2 Identify hazards, carry out a risk assessment and take steps to minimise risk to ensure safety of self, horse and others 1.3 Clean stables and yards, ensuring bedding is replaced and stable equipment is checked, maintained and stored according to workplace procedures 1.4 Maintain a safe environment and housing for horses consistent with work health and safety (WHS) and animal welfare legislation and guidelines 1.5 Maintain records according to workplace requirements and industry codes of practice
2. Groom and rug a horse	2.1 Select, use and maintain personal protective equipment (PPE) 2.2 Identify WHS standards, assess risks and implement suitable controls while handling horses 2.3 Wash and groom horses according to industry practices and workplace requirements 2.4 Fit and remove rugs and rug accessories according to the requirements of the individual horse
3. Clip a horse	3.1 Select and prepare clipping equipment 3.2 Prepare horse for clipping, ensuring minimal stress and discomfort 3.3 Clip horse according to instructions and safe work practices, under supervision 3.4 Clean equipment during and after clipping procedure, and store according to workplace requirements

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Prepare horses for work	4.1 Select and prepare horses for work according to stable roster 4.2 Identify and select horses by individual characteristics 4.3 Select correct working gear and check for wear and suitability 4.4 Fit working gear to horses safely 4.5 Care for horses after work according to industry practices and workplace requirements 4.6 Remove and clean working gear, report and action necessary repairs
5. Monitor and maintain a horse feeding program	5.1 Record and report variations to individual horse eating and drinking patterns 5.2 Monitor and report condition of horses 5.3 Prepare and distribute feed and feed supplements in line with feeding plan 5.4 Maintain and clean food storage areas and water supply, and keep free of contaminants 5.5 Adjust feeding practices, under supervision, to ensure horses are eating effectively and safely 5.6 Monitor and adjust feeding practices to ensure handler safety is maintained

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	• Interpret textual information in workplace procedures, forms and work health and safety standards • Interpret key information in labels and instructions relating to performance horse care
Numeracy	• Measure quantities and ratios relating to feeding and caring for performance horses

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Skill	Description
Navigate the world of work	• Take responsibility for adherence to workplace safety, animal welfare, sustainability and biosecurity requirements relating to area of responsibility and own role
Interact with others	• Follow accepted practices and protocols for reporting information
Get the work done	• Plan resources and schedule tasks to care for performance horses under broad direction, taking responsibility for own work • Use discretion and judgement in the selection and use of available resources, and resolve predictable problems relating to the care of performance horses

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPRH301 Care for performance horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR301 Care for performance horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has cared for at least two different compliant and manageable performance horses. The following points must be demonstrated for each horse:

- identifying hazards and assessing and controlling risks within limit of control and responsibility
- cleaning stable, yard, feed and water vessels and horse housing to maintain environment in accordance with work health and safety (WHS) and animal welfare legislation and guidelines
- wearing and using personal protective equipment (PPE) correctly
- using safe horse handling techniques
- washing, grooming and rugging and unrugging horse
- clipping a horse according to instructions and under supervision
- identifying and preparing horse for work according to stable routine
- fitting and removing working gear to horse:
  - selecting working gear for horse
  - fitting exercise boots and bandages
  - checking, cleaning and storing working gear
- checking horse condition and providing post exercise care
- feeding horse:
  - preparing hard feed
  - feeding stabled, yarded and paddocked horse
  - completing feeding records
- completing stable records.

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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:

- key features of work health and safety (WHS) and animal welfare legislation
- risk identification, assessment and minimisation processes
- purpose and types of personal protective equipment (PPE)
- characteristics of horse behaviour and basic horse education
- horse identification processes
- stable design and layout
- current industry practices for stable hygiene and basic biosecurity requirements
- stable work routines and scheduling of duties
- equipment and techniques for:
  - washing horses
  - clipping
  - grooming
- types, fitting and application of rugs and rug accessories
- use, fitting, checking, maintaining and storing working gear
- post-exercise horse care
- applying and monitoring feeding plans:
  - feed types and supplements
  - normal and abnormal eating and drinking patterns and behaviours
  - behaviour of horses during group and individual feeding
  - safe practices for feeding horses in groups
- workplace recordkeeping practices and procedures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live, compliant and manageable performance horses assessed as suitable for the experience and skill of the individual
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
  - feed and supplements for selected performance horses
  - horse grooming, washing and clipping equipment
  - tack and accessories required for caring for performance horses
  - cleaning materials and equipment
- specifications:

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- workplace procedures and feeding schedule for selected performance horses
- reporting forms or supervisor for reporting.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR302 Maintain health and welfare of performance horses

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 covers the skills and knowledge required to maintain health and welfare programs for performance horses. It involves preventing illness and injury by ensuring appropriate health management strategies, including vaccination, parasite control and hoof and teeth care. It covers potential risks associated with working with and around horses.

The unit applies to individuals who work in performance horse industry sectors in a range of environments. They carry out work under minimal supervision within industry guidelines and may have responsibility for highly valuable animals.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle	ACMEQU205 Apply knowledge of

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horses safely	horse behaviour

Unit Sector

Performance Horse (PHR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to carry out health, welfare or disease prevention procedures for horses	1.1 Carry out a pre-activity risk assessment prior to handling horses or implementing a health, welfare or disease prevention procedure 1.2 Implement personal hygiene and biosecurity practices applicable to administering horse health programs
2. Monitor and maintain a vaccination program	2.1 Organise and implement a vaccination program for horses 2.2 Store and administer vaccines according to label instructions and workplace procedures 2.3 Record and store vaccination records
3. Implement a parasite prevention control program	3.1 Recognise external and internal parasites, including signs and symptoms of infestation 3.2 Plan and apply maintenance programs for internal and external parasite control 3.3 Choose correct treatments and apply or administer to horse with reference to specific parasites, animal weight and condition
4. Monitor and maintain a hoof care program	4.1 Recognise and report common hoof diseases and injuries, and arrange or provide treatment according to workplace procedure or specialist instruction 4.2 Identify and report common gait abnormalities and arrange or provide treatment according to workplace procedure or specialist instruction 4.3 Identify horse shoes for training or competing appropriate to horse training, competition program or health status 4.4 Maintain effective communication with farriers and maintain current records

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.5 Implement routine hoof care for horses according to workplace procedures
5. Monitor and maintain a dental program	5.1 Recognise common dental diseases and abnormalities and associated signs and symptoms, and arrange treatment according to workplace procedure or specialist instruction 5.2 Implement regular dental maintenance routine for horses 5.3 Maintain effective communication with equine dentist or veterinarian, and maintain records
6. Implement a health maintenance and disease prevention program	6.1 Carry out regular health and injury checks gently and calmly, ensuring minimal stress and discomfort to horses 6.2 Apply stable bandages in line with workplace procedures 6.3 Identify and respond appropriately to symptoms of common illnesses and injuries 6.4 Implement quarantine measures on identified horses 6.5 Identify and report communicable diseases and implement control measures 6.6 Record and store horse health information according to workplace procedures 6.7 Store and maintain horse first aid kit according to workplace procedures

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	• Interpret textual information in workplace procedure and specialist instructions relating to the health and welfare of performance horses • Interpret key information in labels and horse health and welfare records
Writing	• Use clear language and accurate industry terminology for

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Skill	Description
	reporting and keeping records
Numeracy	• Perform basic calculations and measurements of product volume and horse weight to determine doses of treatments
Navigate the world of work	• Follow workplace, safety, animal welfare and biosecurity requirements, and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted practices and protocols for reporting issues to supervisors and specialists using accurate industry terminology
Get the work done	• Plan resources and schedule health and welfare activities to achieve required outcomes • Make decisions about health and welfare activities related to own role, and take responsibility for actions taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR302 Maintain health and welfare of performance horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR302 Maintain health and welfare of performance horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and monitored preventive health strategies including vaccination, parasite control, and dentistry for at least two compliant and manageable performance horses. All activities must be carried out using safe horse handling techniques and procedures, and include:

- handling horse feet and legs
- restraining horses by applying a variety of restraints depending on context of requirement
- conducting a pre-activity risk assessment to identify hazards and assess and control risks
- following work health and safety, animal welfare, biosecurity and environmental requirements
- wearing and using appropriate personal protective equipment (PPE)
- using correct technique and location to administer injections
- recognising normal physical and behavioural signs in horses:
  - temperature, pulse and respiration (TPR)
  - condition score
  - lameness
  - signs of internal and external parasites
- administering oral drench
- applying prescribed treatments
- identifying and using basic farriery equipment:
  - recognise the purpose of horse shoes used for performance or remedial purposes
  - remove a loose shoe and perform emergency trim according to workplace procedures or specialist instructions
- identifying dental problems, including common signs and symptoms
- applying stable bandages
- identifying common illnesses, injuries and communicable diseases
- undertaking quarantine procedures and biosecurity measures

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- assisting contractors and specialists
- maintaining a horse first aid kit
- keeping accurate workplace records.

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:

- documentation requirements regarding vaccination of individual horses
- vaccination requirements of horses
- injection techniques and storage of vaccines
- safe injection sites
- common horse parasites:
  - detection and faecal sampling
  - prevention options for horses
  - symptoms and life cycles of parasites
- basic requirements of animal welfare legislation
- normal dentition and patterns of eruption
- dental disease, mouth conformation and abnormalities
- hoof structure and function
- typical gait abnormalities
- indicators of horse lameness
- horse shoes, including types, reasons for use, fit
- application techniques for stable bandages
- causes, symptoms and treatment of common illnesses, injuries and communicable diseases
- quarantine requirements and biosecurity procedures for infection control
- contents and use of items in a first aid kit
- workplace procedures for maintaining records and reporting information.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live, compliant and manageable performance horses requiring a range of health and welfare treatments and assessed as suitable for the experience and skill of the individual
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
  - tack, materials and equipment for selected health and welfare activities
- specifications:

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- workplace performance horse health and welfare procedures and programs
- reporting and recording forms.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR303 Participate in horse events and activities

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 covers the skills and knowledge required to prepare a horse and self to attend and participate in horse events and/or activities. It includes presentation grooming, caring for horses at events, complying with rules and regulations of the event, managing deadlines and responsibilities, self-presentation, and basic sports psychology. It addresses potential risks associated with working with and around horses.

The unit applies to individuals who have experience working in performance horse industry sectors in a range of environments. They carry out work under minimal supervision within industry guidelines and may have responsibility for highly valuable animals.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU202 Handle horses safely.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU202 Handle	ACMEQU205 Apply knowledge of

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horses safely	horse behaviour

Unit Sector

Performance Horses (PHR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for events	1.1 Review event rules and conduct a pre-activity risk assessment for the event 1.2 Prepare horse prior to event using safe horse handling procedures 1.3 Clean and rug horse 1.4 Present horse for the event in line with workplace practices 1.5 Ensure equipment is cleaned and packed 1.6 Plan and organise event schedules 1.7 Prepare horse for safe transport or movement to event location according to animal welfare legislation and supervisor instructions 1.8 Fit, remove, clean and store gear for event according to workplace practices
2. Care for horses at events	2.1 Ensure horses are fed, watered and rugged for conditions 2.2 Monitor horse health according to workplace procedures 2.3 Unpack and store equipment securely 2.4 Implement grooming and/or strapping program 2.5 Ensure horses are suitably and safely controlled and housed 2.6 Move horses safely among people and other horses using appropriate handling techniques 2.7 Ensure staff and surroundings are presented professionally 2.8 Assess and provide for horse needs following events
3. Follow event rules and regulations	3.1 Select equipment that meets event rules and regulations 3.2 Comply with official instructions

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.3 Follow animal welfare guidelines 3.4 Follow event dress codes 3.5 Present horses at event locations on time and attired according to event rules 3.6 Assist competitors and colleagues before, during and after the event to ensure compliance with rules

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	• Interpret textual information relating to workplace procedures and event rules
Navigate the world of work	• Follow workplace, safety and animal welfare requirements and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted practices and protocols for interacting and communicating with others in event environments
Get the work done	• Plan resources and schedule event activities to achieve required outcomes • Make decisions about event activities related to own role, and take responsibility for actions taken • Apply standard procedures for identifying and controlling hazards and risks related to own role in horse events and activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR303 Participate in horse events and	Not applicable	New unit	No equivalent unit

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activities			

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMPHR303 Participate in horse events and activities

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has participated in at least two horse events and activities, handling at least two different compliant and manageable performance horses, including:

- conducting a pre-activity risk assessment for participating in horse events and activities
- ensuring horses are treated gently and calmly to minimise stress and discomfort at all stages
- preparing a horse for show presentation, including:
  - trimming a horse
  - dressing hooves
  - attiring horse and rider, driver and/or handler to suit industry performance requirements
  - identifying and caring for gear and equipment relevant to event or activity
  - grooming and/or strapping procedures relevant to event or activity
- ensuring personal presentation is appropriate for event
- caring for horse during event:
  - feeding, watering, housing, exercising, rugging, and health checks
  - representing the stable professionally through presentation and management of operations throughout event
  - preparing horses for transport
  - loading and unloading horses
- complying with official instructions.

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:

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- reasons for trimming horses and factors affecting what to trim
- grooming and turnout appropriate to competition requirements
- personal presentation requirements
- equipment and tack selection and presentation
- horse transport animal welfare and legal requirements
- time management
- caring for horses during an event
- event format, rules and regulations, including:
  - times, location/s
  - equipment guidelines
  - prohibited substances, e.g. therapeutics, supplements
- confidentiality requirements regarding individual horses
- animal welfare legislation guidelines
- basic sports psychology
- performance-related health issues, including:
  - tying-up
  - tendon strain
  - fatigue
  - dehydration.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions for performance in real competitions or event setting
- resources, equipment and materials:
  - live, compliant and manageable performance horses, assessed as suitable for the skill and experience of the individual to participate in events and activities
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
  - appropriate tack for individual, horse and competition or event activities
- specifications:
  - competition or event rules and workplace procedures or guidelines for the safe handling of horse at competitions or events.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training.*

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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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR304 Ride and lead performance horses

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 covers the skills and knowledge required to exercise performance horses under saddle. It involves preparing horses for exercise, riding a horse and leading one or two other horses for exercise while riding, and caring for the horses after work. It addresses potential risks associated with working with and around horses and covers appropriate riding skills, safe horse handling techniques and the use of suitable personal safety equipment.

The unit applies to individuals who are experienced riders and work in performance horse industry sectors in a range of environments. They carry out work under minimal supervision within industry guidelines and may have responsibility for highly valuable animals.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- ACMEQU206 Perform basic horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
ACMEQU206 Perform basic horse riding skills at walk,	ACMEQU202 Handle horses

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trot and canter	safely
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour

Unit Sector

Performance Horses (PHR)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to exercise horses	1.1 Confirm with supervisor work program for selected horses 1.2 Select, check and maintain equipment according to workplace procedures 1.3 Check for hazards, carry out a pre-activity risk assessment and adjust work plan 1.4 Select, use and maintain suitable personal protective equipment (PPE) 1.5 Identify individual horse behaviours and suitability to task 1.6 Follow stable routine for preparing horses for exercise 1.7 Fit working gear to horses according to instructions
2. Ride and lead horses for exercise	2.1 Hold reins according to industry standard 2.2 Maintain control of horse being ridden in walk, trot and canter 2.3 Maintain control of horse being ridden and horse being led in walk, trot and canter 2.4 Establish correct positioning of horses being ridden and led 2.5 Detect gait issues under saddle, and report according to workplace guidelines 2.6 Implement work according to instructions 2.7 Comply with relevant rules and regulations, including work health and safety (WHS) and animal welfare

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
3. Care for horses after work	3.1 Cool down and care for horses as instructed 3.2 Remove working gear, clean, check for signs of wear, and store 3.3 Report on work performance according to workplace guidelines

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	• Interpret textual information relating to workplace procedures, instructions and work plan
Navigate the world of work	• Follow workplace, safety and animal welfare requirements and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted practices and protocols for reporting information about horse work performance using accurate industry terminology
Get the work done	• Plan and sequence activities to achieve required exercise outcomes for performance horses • Make decisions about routine exercise activities and gear selection, taking responsibility for actions taken • Apply standard procedures for identifying and controlling hazards and risks related to own work area and role

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR304 Ride and lead performance horses	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for ACMPHR304 Ride and lead performance horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has ridden and led compliant and manageable performance horses on at least three separate occasions, during which the following points have been demonstrated:

- conducting a pre-activity risk assessment relevant to riding and leading performance horses
- using safe horse handling procedures
- wearing and using appropriate personal protective equipment (PPE)
- selecting, fitting and applying working gear and equipment for nominated horses
- applying required warm up methods to horses according to animal welfare requirements
- applying industry-accepted riding and leading techniques:
  - maintaining correct rein position
  - controlling horse under saddle at all times and maintaining appropriate gait
  - controlling horse being led at the walk and trot
  - maintaining correct positioning of horses
  - identifying lameness and recognising signs of fatigue
- caring for horses after the work, including grooming and cool down activities according to animal welfare requirements
- cleaning, checking and storing equipment
- identifying and reporting information following work on:
  - horse behaviour
  - problems encountered
  - physical response to exercise
- complying with workplace procedures and relevant legislation, rules and regulations:
  - work health and safety (WHS)
  - animal welfare and biosecurity.

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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:

- process for horse identification
- safety provisions for horses and riders:
  - identifying and controlling risks and hazards associated with riding and leading performance horses
- stable routines for preparing horses for work
- warm up and cool down routines
- key features of relevant rules and guidelines:
  - work health and safety
  - animal welfare
  - biosecurity
  - environmental safety
- safe horse handling and riding techniques, including:
  - responses to horses becoming over-excited
  - positioning of horses relative to each other during exercise
  - industry practice for use of reins
- types and purpose of personal protective equipment (PPE) required for riding and leading performance horses
- types and purpose of gear for exercising horses
- characteristics of horse gaits.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that is hazard-free and suitable for riding and leading horses, and that accurately represents workplace conditions
- resources, equipment and materials:
  - various live, suitably educated, compliant and manageable horses assessed as suitable for the experience and skill of the individual, where led horses are accustomed to being led off horseback individually and in multiples and ridden horses are trained to lead other horses
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
  - appropriate tack for individual, horse and exercise activity
- specifications:
  - workplace procedures, instructions and work program for horses.

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Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR401 Interpret equine behaviour

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 covers the skills and knowledge required to interpret and apply knowledge of equine ethology, cognition and learning and apply these to ensure that the behavioural needs and welfare of horses are met while maintaining a safe working environment for staff and clients.

The unit applies to individuals who have an independent or management role in the performance horse industry, and require a detailed understanding of the behavioural and ethological needs of horses to make management decisions for housing, transporting and/or training horses. It applies to all horse breeds, ages and intended uses and environments, including breeding operations, riding schools, training establishments, trail riding centres and agistment centres.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate equine behaviour and the implications for management, handling and training	1.1 Compare and contrast differences and similarities between the behaviour of domestic horses and free-living horses 1.2 Determine the management implications of meeting innate equine behavioural needs 1.3 Identify unwanted problem behaviours in horses, including likely causes, treatment and prevention 1.4 Investigate evidence-based theories of equine learning, cognition and ethology and their application to the training and management of horses 1.5 Develop a strategy to communicate information about the behavioural problems of individual horses to workers and clients 1.6 Reinforce safe horse handling techniques and the risks associated working with and around horses to workers and clients
2. Apply knowledge of equine behaviour	2.1 Research current knowledge of equine cognition, ethology and learning relevant to the training and management of horses 2.2 Analyse and apply knowledge of equine cognition, ethology and learning to specific training methods, systems and techniques 2.3 Develop a plan to modify the behaviour of a horse to perform a specific task using knowledge of equine cognition and learning
3. Improve the welfare of horses using knowledge of horse behaviour	3.1 Analyse regulations and codes of practice that relate to the welfare of horses, and review current practices for compliance 3.2 Evaluate property and/or stable layout and the implications for horse behaviour and welfare 3.3 Plan and implement methods for housing horses in stables and paddocks that meet or exceed minimum welfare requirements and allow for behavioural needs 3.4 Evaluate management techniques against their impact on the welfare and behaviour of horses 3.5 Adjust staff policy and procedures to accommodate horse behaviour

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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 information from a range of sources to research equine behaviour • Interpret textual information to identify and select key information about equine behaviour relevant to horse welfare and work operations
Writing	• Document research findings in a logically sequenced format relevant to work environment purpose and need
Oral communication	• Use tone and language suitable for audience to effectively communicate safety issues relating to horse behaviour and handling
Navigate the world of work	• Recognise the impact of understanding equine behaviour to improve horse welfare and work environment, including promotion of safety around horses
Interact with others	• Collaborate with others contributing knowledge and skills to assist with interpreting equine behaviour
Get the work done	• Sequence and organise information to achieve improvements to the welfare of horses in the work environment • Analyse problems and risks relevant to equine behaviour in the work environment and devise strategies or plans to address • Use familiar digital systems and tools to access, analyse and present information relevant to role and work area

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR401 Interpret equine behaviour	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMPHR401 Interpret equine behaviour

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit.

There must be evidence that, on at least one occasion, the individual has:

- researched current information about:
  - equine cognition, ethology, behaviour and learning
  - current regulations and codes of practice relating to horse welfare and behaviour and work health and safety (WHS)
- accurately interpreted equine behaviour including body language, vocalisation, locomotory behaviour and interactions with other horses
- developed and implemented a strategy or plan to:
  - communicate information about the behavioural problems of individual horses to workers and clients
  - apply knowledge of equine behaviour and research findings to manage horse handling, training, transport, housing and/or husbandry
  - apply knowledge of equine cognition and learning to modify the behaviour of a horse to perform a specific task
  - apply knowledge of equine behaviour, animal welfare and WHS practices and legislative requirements to staff policies and procedures and work operations.

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:

- the evolutionary basis of horse behaviour and its impact on the behavioural needs of horses
- the behavioural needs and patterns of domestic horses, including:
  - handled and unhandled horses
  - herd behaviour

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- current research in equine cognition, ethology, behaviour and learning
- the application of research to the management, handling, housing and training of horses
- the effect of the environment, housing, handling , training and management decisions on the behaviour and welfare of horses
- work health and safety (WHS) standards, policies and procedures relevant to workplace and legislative requirements
- animal welfare standards, policies and procedures relevant to workplace and legislative requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - access to live horses to observe behaviour
  - technology to access information, and/or sources of current information on equine behaviour
- specifications:
  - workplace and staff policies and procedures in which to add equine behaviour.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR402 Manage horses to meet performance horse sport requirements

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 covers the skills and knowledge required to plan for and participate in various performance horse sports. It includes complying with sport rules and regulations; presenting horses in a range of disciplines; undertaking competition day duties; participating in industry inquiries, protests and appeals; and managing related documentation and records.

The unit applies to individuals with moderate horse handling skills who are responsible for the management of competition and performance horses competing in recognised equestrian competitions. Equestrian performances range from Olympic sports of dressage, show jumping and evening, to other sports including camp drafting, cutting, showing, polocrosse, pony club competitions, endurance riding, western disciplines, and working equitation.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate horse sport opportunities	1.1 Identify and analyse competitive performance horse sports and their governing body structures 1.2 Develop business goals for participating in performance horse sports 1.3 Determine the suitability of horse breeds for performance horse sports 1.4 Complete horse suitability check for nominated horses, and assess risks associated with the horse and/or sport event
2. Apply relevant rules, regulations and responsibilities related to training and competing performance horses	2.1 Identify the relevant discipline and government rules and regulations pertaining to the training and competing of performance horses 2.2 Implement and comply with the identified training and competitor regulations and obligations 2.3 Implement and comply with the relevant regulations and obligations relating to security of premises, horses and medications 2.4 Implement and comply with the relevant regulations relating to animal welfare, biosecurity and safe handling and riding practices
3. Organise performance horse transport	3.1 Select sport-specific transport methods according to individual horse needs and workplace requirements 3.2 Develop transportation strategy within legislative responsibilities and codes of practice requirements 3.3 Organise timely and safe transportation of horses
4. Manage horse presentation for competition	4.1 Determine the appropriate presentation requirements for the sport or competition 4.2 Select and maintain tack and equipment to meet competition requirements 4.3 Implement a strategy to prepare and present horses
5. Perform the competition day duties of a trainer and/or competitor	5.1 Organise staff to assist with competition and travelling 5.2 Use effective communication skills when dealing with competition staff and event personnel 5.3 Compete or support competitor in showing or competing horses within the rules and regulations of the discipline

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Organise the care of horses before and after competitions
6. Comply with competition procedures, rules and regulations	6.1 Identify and comply with competition entry and participation criteria to ensure compliance with the rules of entry and competition 6.2 Identify the functions of judges and officials at competitions, and communicate relevant details to staff 6.3 Comply with sport drug, medication and withholding rules for horses 6.4 Present horses for drug testing according to competition procedures, rules and regulations
7. Participate in protests, inquiries and appeals	7.1 Gather, organise and present relevant information for a protest, inquiry and appeal 7.2 Observe and comply with the rights, responsibilities, rules and regulations of protests, inquiries and/or appeals

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	• Interpret textual information in formal competition procedures, rules and regulations • Identify key information relevant to horse sport in a wide range of documents, including contracts, horse evaluation reports and horse records
Writing	• Accurately complete application and other forms required by the horse sport • Compose clear and logically structured written responses to protests, inquiries and/or appeals
Numeracy	• Calculate costs and resource requirements associated with participating in the horse sport
Oral communication	• Participate in verbal exchanges using language appropriate for a range of personnel, including clients, contractors, staff, judges and officials

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Skill	Description
Navigate the world of work	• Recognise, follow and adhere to explicit and implicit protocols, rules and regulatory responsibilities related to own work
Interact with others	• Follow accepted communication practices and protocols in managing horse sport activities • Collaborate and cooperate with others to achieve joint outcomes relevant to the horse sport activity
Get the work done	• Plan, sequence and schedule multiple activities required for horse sport, and monitor implementation, making adjustments as necessary • Assess and control risks and regulations associated with horse sport activities in own role and work area • Use familiar digital systems and tools to access, analyse, record and present information relevant to horse sport activity

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR402 Manage horses to meet performance horse sport requirements	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR402 Manage horses to meet performance horse sport requirements

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has planned, organised and participated in at least one performance horse sport event, involving fit competition horses, including:

- researching, interpreting and complying with competition and sport rules, regulations and requirements, horse breed characteristics, equipment, medication and attire rules
- assessing and controlling risks associated with horse sport activity within own role and work area
- managing health and welfare of performance horse before, during and after competitions, including during transport
- handling horses safely and humanely according to industry practices and legislative requirements for:
  - work health and safety (WHS)
  - animal welfare
  - biosecurity
  - sustainability
- organising equipment and using tack humanely and safely according to relevant sport regulations
- managing horse presentation for competition, including preparing and turning out individual horses to meet sport-specific requirements
- performing the competition day duties of a trainer and/or competitor
- participating in protests, inquiries and appeals.

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:

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- horse sports and performance opportunities relevant to the specific breed, business or requirements of clients
- the timing, qualification requirements and locations of competition opportunities relevant to business goals or client requirements
- sport and breed governing bodies, structure and function relevant to competition requirements, including:
  - eligibility to compete
  - breed standards
  - qualification requirements
  - roles of officials and judges
  - disciplinary, protest and appeal procedures
- details of competition rules and regulations relevant to the sport or discipline, including:
  - tack and equipment
  - withholding periods
  - administration of medication
  - presentation and dress standards
  - horse requirements
- horse breeds and performance characteristics
- criteria for determining horse suitability for specific activity, including indicators of when the horse is not fit for current or further competition
- horse health and welfare standards and procedures
- equine transport options and the effect of transport on equine health and welfare
- sports psychology principles relevant to sport competition
- key requirements of current standards, policies and procedures, and legislation relevant to horse sports:
  - WHS
  - animal welfare, including current Prevention of Cruelty to Animals Acts
  - environmental management
  - biosecurity.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions in a real horse sport setting
- resources, equipment and materials:
  - live, compliant and manageable horses that have been assessed as suitable for the riders involved in the horse sport
  - appropriate tack for individual, horse and competition activity
  - personal protective equipment correctly fitted and appropriate for activity for riders
  - transport for horses

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- technology to access, prepare and present information
- specifications:
  - sources of current information on competition rules, and current WHS, animal welfare, environmental management and biosecurity practices and regulations.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR403 Evaluate equine training methodologies

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 covers the skills and knowledge required to review, evaluate and select specific training methodologies or techniques to achieve stated training and performance goals within welfare, workplace and safety requirements. It involves in-depth knowledge of a range of training methodologies and techniques relevant to the discipline or sport in which the horse is to be trained.

The unit applies to individuals who have responsibility for overseeing or implementing training programs for horses to achieve identified goals and meet workplace needs in any performance or leisure horse discipline. It covers a range of work environments, including stables, paddocks, yards, exercise arenas and public areas; and is relevant to a wide range of horse breeds, ages and uses, including high performance, young, breeding, pleasure horses and retired horses.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine training needs	1.1 Assess the training and education needs of individual horses relevant to the sport or discipline 1.2 Identify factors that may impact on horse ability to progress through a training program 1.3 Assess the requirements and capabilities of riders, drivers or handlers to achieve training outcomes, considering safe horse handling and riding techniques at all times 1.4 Determine specific training program goals and develop a timeline to achieve these goals
2. Select and implement training program	2.1 Review potential training methodologies and techniques relevant to the identified training needs of the horse 2.2 Evaluate identified training methodologies for efficacy, humaneness, cost and suitability to meet horse and workplace needs 2.3 Select a training program to meet identified goals, horse and workplace needs 2.4 Determine resources required to implement the training program 2.5 Identify industry training specialists for use in the training program, and evaluate on the basis of credibility, experience and humaneness 2.6 Develop and oversee the implementation of the program in consultation with industry specialists
3. Evaluate training program outcomes	3.1 Monitor and record horse progress through the training program 3.2 Evaluate horse progression through the program, and assess training outcomes against training program goals 3.3 Adjust the training program and implement changes as necessary

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.

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Skill	Description
Reading	• Access information about current training methodologies from a range of sources • Interpret textual information to identify and select key information about training methodologies relevant to work context
Writing	• Produce logically sequenced written training documentation, schedules and/or plans relevant to work context, purpose and need
Numeracy	• Calculate costs and charges and schedule timelines related to training plans
Navigate the world of work	• Recognise, follow and comply with standards, rules and regulatory requirements related to evaluating horse training methodologies • Recognise the impact of training methodologies on improving horse performance
Interact with others	• Follow accepted communication practices and protocols when dealing with a range of equine industry personnel • Collaborate and cooperate with others to achieve joint outcomes relevant to work activity
Get the work done	• Review a range of information to inform and assess options for improving horse training programs, taking into consideration a range of relevant factors • Coordinate multiple activities and resources to achieve work outcomes • Use familiar digital systems and tools to access, analyse, record and present information relevant to evaluating methodologies for horse training

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR403 Evaluate equine training methodologies	Not applicable	New unit	No equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMPHR403 Evaluate equine training methodologies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has researched, selected, implemented and evaluated at least two training programs for different performance horses, including:

- researching current information relevant to equine training methodologies, equine cognition, ethology, behaviour and learning
- accurately interpreting equine behaviour, including body language, vocalisation, locomotory behaviour and interactions with other horses
- assessing the current state of education and physical readiness of horses to undergo training
- identifying the current horse-related skills and knowledge of clients or riders
- determining the training program goals
- evaluating possible training methodologies and outcomes against knowledge of:
  - current practices in safe horse handling and training
  - equine behaviour, health and welfare
  - equine anatomy, physiology and biomechanics
  - horse learning theory principles and ethology
- selecting training program to meet identified goals as well as horse and workplace needs
- determining resource requirements to meet training program goals
- overseeing delivery of the training program
- evaluating horse responses to, and outcomes of, training program.

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:

- equine anatomy, physiology and biomechanics
- equine behaviour, including body language, vocalisations, locomotory behaviour

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- equine cognition and ethology
- learning theory principles and implementation
- equine health and welfare
- training methodologies, including underpinning assumptions, evidence base, credibility, effectiveness and humaneness
- skills required of riders, drivers or handlers to safely interact with their horse to meet identified goals
- techniques for assessing:
  - horse suitability for riders, drivers or handlers
  - hazards and risks associated with training programs
- equipment, tack and resource requirements
- current research in equine training, cognition, learning and behaviour
- industry specialists relevant to the sport or discipline
- key requirements of standards, policies and procedures and legislation for:
  - work health and safety
  - animal welfare, including current Prevention of Cruelty to Animals legislation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - live horses to use for observation of behaviour and to determine the training they need
  - technology to access information, and/or sources of current information on training methodologies
- specifications:
  - guidelines for preparing training plans and assessing risk and horse suitability.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR404 Manage international opportunities for performance horses

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 covers the skills and knowledge required to manage processes for identifying and participating in international competition opportunities to meet organisation goals, including assessing the feasibility of an overseas venture, considering resource implications, complying with international rules and regulations, managing transport and accommodation arrangements, and meeting quarantine obligations.

The unit applies to individuals who have extensive horse knowledge and a broad range of skills and experience working in managerial roles within performance horse training or breeding organisations. It is relevant to a range of performance horses and breeds competing in a wide range of international performance disciplines.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Evaluate relevant international horse sport opportunities	1.1 Identify and analyse requirements and potential compliance with international rules and regulations related to training and competing horses internationally in relevant discipline 1.2 Identify locations and suitable competitions within the relevant discipline 1.3 Research the qualifications and entry requirements for international competitions 1.4 Assess the suitability of individual horses and risks associated with participating in an international competition
2. Evaluate the business benefits of competing internationally	2.1 Determine business opportunities and goals for competing in international competition 2.2 Undertake cost-benefit analysis of international competition opportunities against financial considerations and business goals 2.3 Identify and pursue sponsorship, grant and novel funding opportunities 2.4 Identify international competition schedule 2.5 Evaluate resources required to support international competition
3. Manage travel arrangements to compete internationally	3.1 Research and evaluate international equine travel suppliers 3.2 Assess the specific requirements of international equine transport arrangements and arrange schedules to minimise health and performance risks associated with long-haul transport 3.3 Arrange transport and accommodation for horses and staff within the destination country or countries 3.4 Source industry specialists within the destination country or countries 3.5 Determine nutrition, health and welfare issues associated with travel to the destination country and competition 3.6 Develop and implement strategies to minimise and control risks associated with safe horse handling and international travel
4. Manage international competition quarantine requirements	4.1 Research relevant import and export quarantine regulations 4.2 Determine and comply with the vaccination, health status and pre-export health management requirements of the destination country

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	4.3 Arrange pre-export quarantine facilities with relevant personnel

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 textual information in formal international competition procedures, rules and regulations • Identify key information relevant to international competition in a range of documents
Writing	• Accurately complete forms and documents required by the international competition and suppliers of services
Numeracy	• Calculate costs, fees and resource requirements associated with participating in the international competition • Analyse financial data and budgets • Prepare timelines and schedules for organising the international competition
Oral communication	• Participate in verbal exchanges using language appropriate for a range of personnel
Navigate the world of work	• Recognise, follow and adhere to explicit and implicit protocols, rules and regulatory responsibilities related to own work
Interact with others	• Follow accepted communication practices and protocols in managing international opportunities for performance horses • Collaborate and cooperate with others to achieve joint outcomes relevant to the international competition activity
Get the work done	• Plan, sequence and schedule multiple complex activities required for the international competition and monitor implementation, making adjustments as necessary • Assess and control risks and regulations associated with international competition activities in own role and work area • Use familiar digital systems and tools to access, analyse, record and present information relevant to the international competition activity

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR404 Manage international opportunities for performance horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR404 Manage international opportunities for performance horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has planned and organised at least one international event or competition for performance horses, involving fit competition horses, including:

- researching and evaluating international competition opportunities to meet business goals
- assessing the suitability of individual horses to perform at the level required of international competition
- undertaking a cost-benefit analysis of the risks and opportunities of competing internationally
- identifying sponsorship, grants and novel sources of funding options
- researching, evaluating, scheduling or obtaining the logistics and resources required to travel and compete horses internationally
- developing competition and travel schedule to meet business goals and ensuring horses compete at their peak
- preparing horses for international competition and long-haul travel, including air travel
- liaising with specialist personnel to identify health and welfare risks and issues related to international competition and long-haul travel
- developing and implementing strategies to minimise health and welfare risks and issues associated with international competition and travel
- complying with import and export quarantine regulations
- working with internationally located personnel to develop strategy for managing horses once landed overseas
- organising the safe and humane handling of horses according to industry practices and legislative requirements for:
  - work health and safety
  - animal welfare
  - biosecurity.

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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:

- international performance horse competition disciplines
- countries offering various types of performance horse competition
- rules and regulations associated with international competitions
- international competition ruling bodies
- relevant rules regarding endorsements or qualification for eligibility to compete internationally in relevant discipline
- relevant personnel involved in organising international competitions, including:
  - officials, suppliers, veterinarians, allied health professionals
  - in-country transport providers
  - other relevant organisations or individuals located in the destination country
- sponsorship or grant funding opportunities offered by commercial, industry bodies, and novel funding sources such as crowd funding via social media
- requirements to determine horse suitability for international competition:
  - fitness
  - health
  - vaccination status
  - performance history and results
- health and welfare issues associated with competing overseas and long-haul transport
- import and export quarantine regulations
- business planning
- transport options, risks and benefits
- key requirements of current standards, policies and procedures and legislative requirements for:
  - work health and safety (WHS)
  - biosecurity
  - animal welfare, including Prevention of Cruelty to Animals legislation.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - information about horses involved in the international competition or event
- technology to access current information on:
  - international competition events, requirements, rules
  - quarantine arrangements for destination countries

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- work health and safety (WHS), animal welfare and biosecurity procedures, guidelines or regulations
- costs and resource requirements.

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training.*

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR405 Implement and monitor equine health and welfare strategies

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 covers the skills and knowledge required to develop extensive knowledge of horse physiology, anatomy and health needs and the ability to implement a range of health treatments and strategies to maintain the health and welfare of horses.

The unit applies to individuals, with prior industry or professional experience working with horses, who are responsible for the health and welfare of a range of horses within a horse establishment, including training and breeding organisations, riding schools and agistment centres. It applies to a wide range of horse breeds, ages and uses, including high performance, young, breeding, pleasure horses and retired horses.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess equine anatomy, physiology	1.1 Determine health issues associated with the anatomy and physiology of the horse and environmental influences on horse health 1.2 Determine the soundness and basic health of a horse using indicators of normal and abnormal system function and an appraisal of the vital signs of the horse 1.3 Identify common diseases and likely injuries to each of the body systems, and the appropriate treatment
2. Establish a health strategy for horses	2.1 Assess the condition of competition horses on a regular basis and record individual health problems according to industry standards and workplace requirements 2.2 Identify and source required preventative health supplies and medications, and store safely according to manufacturer specifications and chemicals handling legislation 2.3 Develop a health strategy including treatment programs, procedures and operations to meet horse health needs, legislative and workplace requirements 2.4 Arrange the facilities and equipment required to implement the health strategy, according to industry standards and workplace requirements 2.5 Implement pre- and post-competition assessment of the horse for injuries, fatigue, health and general fitness 2.6 Communicate the details of treatment programs, schedules and work health and safety issues to staff, and seek their input in assessing and reviewing the strategy 2.7 Train all staff in the procedures to be followed in the workplace health strategy
3. Implement a treatment program	3.1 Evaluate the condition of competition horses systematically with reference to all symptoms and signs according to veterinary advice to determine whether veterinary intervention is required, or whether other actions are appropriate 3.2 Identify and analyse signs of disease or injury and refer to specialists for advice and treatment 3.3 Manage the implementation of treatment according to veterinary guidelines, legislative requirements, animal welfare codes of practice and work health and safety (WHS) considerations

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	3.4 Determine when a treatment program is not working based on horse behaviour, symptoms or physiology; and when a new program or intervention by a specialist is required 3.5 Apply quarantine measures where applicable to prevent the spread of communicable diseases and outbreaks 3.6 Report notifiable diseases according to legislative requirements
4. Manage the implementation of professionally recommended health plans	4.1 Assist a range of health professionals with the safe care of horses, including veterinarians, farriers and equine dentists 4.2 Administer and monitor a range of routine health treatments and medications, in accordance with advice from a veterinarian or other professional 4.3 Inspect horse teeth for age and faults as part of a program established by an equine dentist using safe horse handling techniques and industry standard methods to determine the need for further action 4.4 Apply procedures for basic hoof care to address common hoof problems with regard to the safety of the operator and the horse 4.5 Record results of teeth, hoof and other health inspections and treatments for future evaluation 4.6 Evaluate alternative therapies in common use for performance horses
5. Evaluate the health and treatment programs and strategy	5.1 Monitor horses during and after treatment for signs of efficacy of treatments and other health problems 5.2 Review treatment outcomes and procedures for effective management planning and benchmarking best practice 5.3 Store or dispose of surplus medications and treatments safely and according to manufacturer recommendations, and work health and safety and environmental management requirements 5.4 Document treatments accurately and maintain records of treatments according to industry standards, legislative and workplace requirements 5.5 Implement a policy and procedure for euthanising and disposing of dead stock, according to local government regulations and applicable legislation

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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	• Research and interpret key information in a range of written documents such as technical reports, scientific papers, treatment records and progress reports
Writing	• Record and report specific information logically using appropriate formats and structures, and update based on outcomes of action
Numeracy	• Measure and calculate volume, quantity and weight relevant to administering health and treatment programs • Calculate financial costs and charges • Calibrate equipment used in health and treatment programs
Oral communication	• Participate in verbal exchanges with clients, staff, veterinarians and industry professionals to effectively convey and elicit information
Navigate the world of work	• Recognise, follow and adhere to explicit and implicit protocols, rules and regulatory responsibilities related to own work
Interact with others	• Collaborate with and involve others to achieve joint outcomes relevant to horse health and welfare
Get the work done	• Plan, sequence and schedule multiple activities required for horse health and treatment programs, making adjustments as necessary and determining when to seek professional services

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR405 Implement and monitor equine health and welfare strategies	Not applicable	New unit	No equivalent unit

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Links

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Assessment Requirements for ACMPHR405 Implement and monitor equine health and welfare strategies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented and monitored equine health and treatment programs for an organisation or workplace housing at least two performance horses, including:

- determining the current soundness and state of fitness of a horse from a visual inspection, vital sounds and fitness test
- detecting signs, symptoms and other indications of common diseases and injuries presented by performance horses, and determining the appropriate actions
- administering common over-the-counter to horses
- calibrating equipment to deliver correct dosage of medication appropriate to the age and weight of the horse
- handling horses safely and humanely for administering medication, health checks and other husbandry practices
- performing basic hoof care, including rasping and shaping the hoof and removing shoes
- training staff in horse handling, including undertaking health checks, recognising signs of health and disease and administering medication
- identifying issues requiring input from industry professionals and interacting with the relevant type of professional
- designing and implementing quarantine procedures and reporting notifiable diseases
- implementing current legislative and industry codes of practice requirements relevant to working and interacting with horses, including:
  - animal welfare practices
  - work health and safety (WHS) practices relating to safety around horses
  - biosecurity practices.

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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:

- key features of horse anatomy and physiology
- common equine diseases and injuries, their causes and treatment options
- preventative health supplies and medications
- quarantine procedures
- horse teeth indicators of age
- basic hoof care techniques
- alternative equine therapies
- types of services offered by industry professionals, including veterinarians, farriers and equine dentists
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - due diligence for staff and other personnel
  - safe horse handling techniques
  - storage of medicines and chemicals and cleaning agents
  - personal protective equipment (PPE) including use, storage, maintenance and replacement schedules
- key requirements of biosecurity standards, relevant to horse disease, hygiene standards, notifiable diseases and quarantine procedures
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live, performance horses assessed as suitable for the skills and experience of the individual
  - workplace procedures and records of horse health and treatment
  - equipment and materials required for activities
  - personal protective equipment (PPE) correctly fitted and applicable to activity
  - consumables and medication relevant to activities in the performance evidence
- relationships:
  - industry professionals who can be approached for advice.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR406 Manage the presentation of young horses

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 covers the skills and knowledge required to prepare, develop and present young horses of a variety of breeds to a maximum advantage. It includes knowledge of breed standards, and sales and preparation requirements of a variety horse breeds and sports.

The unit applies to individuals, with at least intermediate horse handling skills, who are required to prepare and present young horses for sale or show, and assess horses for a future career in the relevant sport or discipline. It covers breed types commonly found in the performance horse industry and may include stock horses, quarter horses, sport horses, warmbloods, showjumpers and ponies.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare for sale of young horses	1.1 Determine the presentation requirements of the breed according to show or sale requirements 1.2 Develop an action plan to ensure the preparation of young horses will be completed in time 1.3 Identify the effect of seasonal factors on the preparation schedule, and allow sufficient time to manage effects 1.4 Incorporate outcomes of a risk assessment into the plan to address any issues that that might arise during the preparation of the horse 1.5 Develop an exercise or conditioning regime to incorporate in horse preparation plans to improve condition
2. Exercise horses to maximise sale or show potential	2.1 Conduct an assessment of the current level of education and handling experience of the horse, and potential risks to the health and welfare of young horses and handlers during the preparation 2.2 Develop steps to minimise or eliminate identified risks 2.3 Habituate horses to tack and equipment to be used during the preparation, sale or show 2.4 Rug horses according to safety, weather and required presentation standards 2.5 Train horses to stand, be led at a walk and to trot in a manner to maximise the potential of the horse 2.6 Train young horses for travel and habituate and desensitise to sale or show environments, including proximity to other young horses 2.7 Conduct training within the limits of horse age and fitness according to industry standards, safe work practices and animal welfare legislation
3. Prepare horses for show or sale to enhance presentation	3.1 Identify the requirements of different breed societies for the presentation of in-hand horses 3.2 Identify the specific requirements for presentation at different show or sale venues 3.3 Prepare horses in a professional manner, to emphasise qualities of horses and meet breed society or sales venue requirements
4. Present horses at events to maximise their	4.1 Identify and follow the dress requirements and handler protocols of specific sale or show

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
potential for success	4.2 Present the horse for inspection, including standing, walk, trot, canter, at liberty or free jumping, according to requirements of show or sale 4.3 Evaluate the outcomes of the sale or show with relevant parties, and draw up a corrective plan for future events based on evaluation outcomes
5. Plan for future careers of the horses	5.1 Identify short- and long-term goals for horses 5.2 Prepare a career plan for horses 5.3 Identify possible contingencies that may affect the implementation of plans 5.4 Review and adapt horse career plans on a regular basis depending on development of horses

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	• Interpret written information to determine requirements and complete necessary actions relating to breed standards, show or sales rules, plans and progress reports
Writing	• Prepare and sequence a structured program, consolidating information gathered
Numeracy	• Organise times and dates to prepare a structured plan or timetable of activities
Navigate the world of work	• Follow regulatory, safety and event requirements and meet expectations relating to own role and area of responsibility
Interact with others	• Follow accepted industry practices and protocols for communicating and interacting with officials and other personnel at sales and shows
Get the work done	• Plan, sequence and prioritise tasks and assemble equipment to prepare and manage horse presentations

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR406 Manage the presentation of young horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR406 Manage the presentation of young horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed the presentation of young horses for at least two sales or shows, including:

- assessing the conformation of a horse
- maximising the presentation of a horse by enhancing positive conformation traits and minimising undesirable traits
- adopting appropriate style of attire to enhance the appearance of the horse
- presenting the horse for inspection, including standing, walking and trotting, and may include cantering, at liberty or free jumping
- training young horses to stand up, lead and perform tasks required by the show or sale, including when amongst other horses
- fitting tack and equipment according to sector or discipline practices
- exercising a horse in-hand, on the lunge, or other suitable method
- leading and showing the horse at a sale or show to display its best features
- assessing and controlling risks to:
  - minimise disruptions to the preparation of the horse
  - ensure safety of young horse and handler
  - ensure safety of the handler
- implementing current legislative and industry code of practice requirements applicable to working and interacting with horses, including:
  - animal welfare practices
  - work health and safety (WHS) practices
  - biosecurity practices
  - sustainability practices.

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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:

- specific behavioural, health and training needs and limitations of young horses
- specific conformation features of the horse undergoing the sales or show preparation
- specific presentation requirements of the breed
- specific presentation requirements relevant to the use of the horse being prepared
- equipment and techniques for exercising and conditioning young horses for sale or show
- key effects of exercise and conditioning techniques on the physical development of young horses
- a range of presentation techniques, including:
  - trimming
  - use of coat enhancers
  - exercise activities to enhance the appearance and condition of the horse
- habituating young horses to:
  - a range of tack
  - equipment including clippers, dryers and sprays
  - travel and transportation
  - sale or show environments and associated atmosphere, including loud noises, music, lights
- specific characteristics, including benefits and disadvantages of the potential sale venues and shows in order to select the one most suitable for horse potential
- how to develop a schedule to ensure the timely management of sales or show preparation activities
- principles of risk management relevant to the management and development of young horses
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - safe horse handling techniques
  - personal protective equipment (PPE) including use, storage and maintenance
- key requirements of biosecurity standards and environmental management, relevant to horse diseases, hygiene standards and disposal of wastes
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care and transportation of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

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- various live, young horses – note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual
- appropriate tack for individual, horse and presentation or grooming activity
- PPE applicable for activities for handler.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR407 Implement an equine facility maintenance, improvement and management program

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 to manage, improve and maintain the resources of an equine industry property and determine a management strategy for the facility covering all resources within the financial limitations of the business.

The unit applies to individuals who have responsibility for the management and maintenance of horse organisations such as training and breeding establishments, riding schools and agistment centres.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Audit the condition of existing resources and infrastructure of the property	1.1 Identify the natural and built resources and infrastructure necessary to conduct the operations of the organisation to meet business goals 1.2 Conduct an audit of the condition and suitability of existing natural and built resources and infrastructure on the property to meet operational needs, business goals and work health and safety requirements 1.3 Identify resources that require upgrading, renewal or construction, and prioritise the list according to organisation operations, environmental and safety obligations and business goals
2. Analyse the current use and maintenance of existing property resources	2.1 Analyse the effectiveness and efficiency of the current use of the existing natural resources to meet operational needs, environmental obligations and business goals 2.2 Assess the effectiveness and efficiency of the current use of the existing infrastructure and machinery resources to meet operational needs, environmental obligations and business goals 2.3 Analyse the effectiveness and efficiency of the current use of labour resources to meet operational needs and business goals 2.4 Assess the effectiveness of and expenditure on maintenance of existing resources and facilities 2.5 Identify and prioritise specific areas for improvement in the use and maintenance of existing resources to meet operational needs and business goals
3. Analyse the environmental, economic and planning constraints and their effect on the planning process	3.1 Determine the economic parameters for the maintenance and development of the property 3.2 Undertake a cost-benefit analysis of making identified improvements to resources or maintenance schedules to meet business goals 3.3 Assess the potential environmental impacts of the proposed improvements or changes to maintenance activities 3.4 Identify the federal, state and local planning laws and codes that have jurisdiction over the property 3.5 Develop a costed property improvement and maintenance plan that considers financial, labour,

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	ongoing maintenance, legal and environmental requirements to meet operational needs and business goals
4. Implement property improvement and maintenance plan	4.1 Develop a schedule with specific timelines to implement the plan within nominated budget, labour and resourcing parameters 4.2 Design and develop site plans for proposed changes to the layout of the property in accordance with improvement plan 4.3 Identify, prioritise and schedule the tasks associated with managing and maintaining the natural resources of the property 4.4 Engage contractors to complete specialist construction works or maintenance activities nominated in improvement plan 4.5 Monitor and evaluate progress of plan implementation against plan goals and schedule 4.6 Adjust the implementation of the plan to meet operational needs or business goals 4.7 Train staff in tasks required to implement improvements or conduct maintenance activities
5. Establish recordkeeping procedures to assist in the management of resources	5.1 Identify, select or create a recordkeeping system to meet operational needs and business goals 5.2 Identify and keep records required for competition horse facilities 5.3 Create and implement an inventory for property, machinery, equipment and tack and feed resources
6. Manage the maintenance of plant and equipment	6.1 Ensure that all plant and equipment used on the property is safe and serviceable according to manufacturer specifications 6.2 Implement a maintenance schedule for plant and equipment 6.3 Access specialist advice and repair to plant and equipment according to organisation practices 6.4 Follow procedures for safe storage, application and

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	disposal of chemicals and hazardous substances 6.5 Train staff in the procedures for the inspection and safe maintenance of plant and equipment, and safe storage and disposal of chemicals
7. Manage the maintenance of gear and tack	7.1 Ensure that all gear and tack used on the property is safe and serviceable, according to relevant work health safety and animal welfare regulations 7.2 Access specialist advice regarding maintenance, suitability and appropriateness of gear and tack according to organisation practices 7.3 Implement and monitor adherence to maintenance schedule for gear and tack 7.4 Train staff in the procedures for the inspection and safe maintenance of gear and tack 7.5 Maintain accurate records relating to the maintenance of all gear and tack

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	• Review a range of textual and numerical information from a variety of sources to identify key details, make judgements and determine work requirements
Writing	• Produce logically sequenced and structured written documents, plans or schedules
Numeracy	• Analyse financial data and costs relating to budgets • Calculate and adjust timelines in schedules or plans
Navigate the world of work	• Take responsibility within own role for maintaining and managing facilities and property to meet organisational goals and comply with regulatory requirements, including work health and safety and animal welfare

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Skill	Description
Interact with others	• Select and use appropriate written and verbal communication practices to train staff and oversee others in work area
Get the work done	• Plan and sequence multiple tasks and prioritise on the basis of financial constraints, operational needs and business goals • Assess and control risks and reflect on approaches taken within own role and work area • Use familiar workplace technologies and systems to access, prepare and communicate information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR407 Implement an equine facility maintenance, improvement and management program	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR407 Implement an equine facility maintenance, improvement and management program

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has implemented at least one equine facility maintenance, improvement and management program, including:

- conducting an audit of the condition and suitability of property resources to identify and prioritise safety issues and resources requiring upgrading, renewal or construction
- researching planning, legal and government regulations relevant to maintaining or modifying the use of infrastructure on the property
- analysing efficiency, effectiveness and cost benefits of resources and labour
- developing a costed property improvement and maintenance plan and schedule, considering financial, labour, ongoing maintenance, legal and environmental requirements to meet operational needs and business goals
- developing an inventory of property, machinery, equipment and tack and feed resources and associated recordkeeping procedures
- supervising and training staff in maintenance activities and safe work practices
- supervising the activities of contractors and suppliers
- adhering to regulatory and workplace procedures and practices relevant to role and property management activities for:
  - animal welfare
  - work health and safety (WHS)
  - biosecurity
  - environment and sustainability.

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:

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- specific infrastructure, labour, natural resources, equipment, machinery and tack required to support the operational needs and business goals of the organisation
- economic, legal and environmental parameters relevant to planning and the implementation of property improvement or maintenance activities
- recordkeeping requirements and systems
- relevant training needs, courses and qualifications required of staff
- contractor and supplier services and overview of costs
- industry standard maintenance procedures for the maintenance and service of gear, tack, plant and equipment to comply with relevant work health safety, sport and other legislative requirements
- regulations pertaining to plant, equipment and property and appropriate standards and codes regarding structures to contain horses
- key requirements of WHS regulations and guidelines relating to:
  - risk assessment, control and review
  - due diligence for staff and other personnel
  - safe horse handling techniques
  - handling, storage and disposal of chemicals
  - personal protective equipment including correct use, storage and maintenance, and replacement requirements
- key requirements of biosecurity standards, relevant to horse disease and hygiene standards
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care and housing of horses
- key requirements of environmental and sustainability standards, policies and procedures relevant to equine facilities and properties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, which includes natural resources such as paddocks, native vegetation and water sources, as well as live horses, plant and machinery
- resources, equipment and materials:
  - workplace technology for accessing and preparing information
- specifications:
  - information about property facilities and resources, and costs to develop plans, schedules and budgets
- relationships (internal and/or external):
  - staff to train and other personnel to coordinate.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR408 Educate and train performance horses

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 to develop high-level technical proficiency in training horses, including the application of knowledge of equine behaviour, equine cognition and learning abilities and equine ethology to training horses in a variety of disciplines.

The unit applies to individuals who have responsibility for the training of horses in a wide range of behaviours, from starting under saddle, retraining unwanted behaviours or training horses to perform in new disciplines. Individuals must demonstrate existing high-level handling and riding skills and experience handling a wide variety of horses, including those with difficult behaviours in-hand and under saddle.

The unit applies to a wide variety of performance disciplines, sports and equine activities and can be customised for any breed or age of horse undergoing behaviour modification. There is a strong focus on conducting, safely and humanely, horse behaviour modification activities within the cognitive and physical limitations of horses.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

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Unit Sector

Performance Horse (PHR)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1.Establish client needs and requirements for individual horses	1.1 Identify the intended outcomes of the starting or training process with the client 1.2 Confirm a timeframe for the starting or training of the horse 1.3 Negotiate a contract and financial arrangements with the owner of the horse
2. Conduct a pre-training assessment of the horse	2.1 Assess the health, condition and temperament of the horse 2.2 Negotiate horse feed, health and management requirements with the client
3. Determine safe work practices relevant to the handling of horses	3.1 Prepare a safe location appropriate for carrying out the intended activities 3.2 Select and use protective clothing and equipment according to safe work and industry practices 3.3 Conduct a risk assessment and safety check on the area and equipment prior to the activity commencing 3.4 Implement strategies to avoid or minimise risks relevant to horses and people
4. Apply a knowledge of equine behaviour to the handling of horses	4.1 Interpret the behaviour of horses undergoing training or handling and adapt actions according to training objectives 4.2 Apply knowledge of equine body language and senses to handling activities to minimise stress to horses and improve safety for handlers 4.3 Identify environmental factors that influence the behaviour of horses and modify program to take these factors into account 4.4 Identify and manage the behavioural signs and physiological effects of stress and the impact on horse responses to training 4.5 Recognise unwanted behaviours relevant to the riding and handling of horses and the contexts in which they may have developed
5. Develop a sequential program to develop	5.1 Assess the current level of training of the horse

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
obedience in a horse being re-educated	5.2 Identify and evaluate unwanted behavioural problems the individual horse may have 5.3 Design a training plan to achieve training outcomes whilst eliminating unwanted responses or behaviours 5.4 Obtain advice from a range of equine professionals relevant to achieving training outcomes and avoiding or deleting unwanted behaviours 5.5 Select training equipment and processes, based on knowledge of their function and purpose, to assist in training the horse
6. Educate horses to riding	6.1 Apply awareness of the current mental and physical parameters of the horse to training activities 6.2 Apply current scientific information of equine cognition, ethology and learning abilities to training activities 6.3 Habituate horses to the tack and equipment required to achieve training outcomes 6.4 Train the horse to exercises or disciplines to achieve nominated training outcomes 6.5 Monitor horse health and nutritional requirements and adjust to match training requirements 6.6 Recognise and respond humanely to signs of fatigue or stress in horses undergoing training 6.7 Anticipate problem behaviours likely to arise from unforeseen or adverse reactions of horses, and implement a humane plan to eliminate or reduce such behaviours 6.8 Monitor, review and adapt the training schedule to meet training objectives
7. Report on the outcomes of the project to the client	7.1 Communicate with the client on the progress of the horse 7.2 Advise the client on the outcome of the training program 7.3 Recommend future management or training strategies to the client

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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	• Review a variety of texts, including complex or academic information from a variety of sources, to evaluate and use in developing training programs to meet specific horse needs
Writing	• Record details and complete workplace forms and contractual documentation accurately
Numeracy	• Use mathematical concepts to calculate training fees and costs • Calculate and adjust timelines in schedules or plans
Navigate the world of work	• Take responsibility for complying with regulatory requirements, including work health and safety and animal welfare within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Interact with others	• Work collaboratively and communicate effectively with clients and specialist professionals to plan training programs and evaluate horse performance and progress
Get the work done	• Plan and sequence strategies for horse training programs; monitoring progress, and adjusting activities to achieve outcomes • Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR408 Educate and train performance horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR408 Educate and train performance horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all the elements and performance criteria of this unit.

There must be evidence that the individual has educated and trained at least two performance horses, including a young horse, and either a horse demonstrating unwanted behaviour or an untrained horse, including:

- interpreting behavioural responses of horses to training and proactively anticipating likely behavioural responses of horses, including young horses, to training program and the environment under saddle and in-hand
- handling horses in-hand at a high level of technical proficiency and safety for the relevant discipline
- riding horses at a high level of technical proficiency and safety for the relevant discipline
- undertaking health inspections and temperament evaluations
- developing training programs to deliver humane training outcomes using relevant research findings in equine cognition, ethology and behaviour
- designing and implementing training techniques, applying knowledge of equine anatomy, physiology and biomechanics
- developing a sequential training program for individual horses based on horse cognitive capacities and current physical fitness to cope with the demands of the program as it progresses
- adapting training programs based on the horse behaviour, fitness and health
- using equipment appropriately and humanely to achieve training outcomes
- working proactively with veterinarians, farriers and allied health professionals to manage horse health during training program
- adhering to regulatory requirements and workplace and industry procedures and practices relevant to role and training performance horses, including:
  - animal welfare and prevention of cruelty to animals
  - work health and safety (WHS)
  - biosecurity
  - environment and sustainability.

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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:

- current scientific findings on equine cognition, intelligence, ethology and learning abilities relevant to training horses
- equine behaviour, including:
  - body language
  - vocalisations
  - affective states, including fear, anxiety, hunger, fatigue
- behaviour modification techniques
- services of trainers and specialists with expertise relevant to the training goals, sport or discipline
- key features of equine anatomy, physiology and biomechanics
- purpose, function and operation of training equipment
- specific requirements of the discipline in which the horse is to be trained
- specific limitations and requirements of young horses undergoing training
- signs of stress, fatigue, lameness or other health issues, and when the services of a veterinarian, farrier or allied health professional may be required
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - due diligence for staff and other personnel
  - safe horse handling techniques
  - personal protective equipment (PPE), including use, storage, maintenance and replacement schedules
- key requirements of biosecurity standards, relevant to horse disease and hygiene standards
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care and housing of horses
- key requirements of environmental and sustainability standards, policies and procedures relevant to equine facilities and properties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - variety of horses, including young horses, horses demonstrating unwanted behaviour and untrained horses – horses used in assessments must have been assessed as suitable for handling by the individual, who must have pre-existing industry or professional experience

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- personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- appropriate tack for individual, horse and education and training programs.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

The following specific assessor requirements apply to this unit:

- a minimum of three years' experience to develop a high level of technical proficiency and knowledge of the discipline in which the horse is to be trained.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR502 Manage horse health using selected therapies

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 to assess the merits of available therapies, review the likely outcomes and validity of therapeutic options and select credible industry professionals to perform the therapies.

The unit applies to individuals, with intermediate horse handling skills, who have responsibility for the health and wellbeing of performance horses working both independently and in conjunction with others. They have detailed knowledge of equine biology, anatomy and physiology, and of a wide range of veterinary, nutraceuticals, pharmacological, complementary and alternative therapies.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine therapies suitable for use in performance horse management	1.1 Seek professional advice for the interpretation of symptoms 1.2 Research appropriate therapies to treat the diagnosed condition on the basis of evidence, mode of action and credibility 1.3 Collaborate with veterinarians and other allied health professionals to determine appropriate therapies, timelines and outcomes 1.4 Select appropriate therapy according to veterinary or allied health professional advice
2. Select equine therapists	2.1 Assess therapist qualifications for rigour, credibility and compliance with relevant legislation 2.2 Seek and evaluate therapist testimonials from a wide range of sources 2.3 Select appropriate therapist based on assessment of qualifications and testimonials
3. Implement chosen therapy	3.1 Monitor the progress of the horse during treatment in collaboration with therapist 3.2 Ensure safe work practices are followed during treatment 3.3 Record the results of the therapy and assess against expected outcomes 3.4 Evaluate the impact of the selected therapy in collaboration with the therapist or veterinarian 3.5 Adjust the therapeutic strategy based on horse response and therapist or veterinarian advice

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	• Review a variety of texts, including complex or medical information from a variety of sources, to evaluate and determine

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Skill	Description
	therapies to meet specific horse needs
Navigate the world of work	• Take responsibility for complying with regulatory requirements, including work health and safety and animal welfare, within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Interact with others	• Work collaboratively and communicate effectively with clients and specialist professionals regarding managing horse health using selected therapies
Get the work done	• Plan and sequence strategies for horse therapy programs; monitoring progress, and adjusting treatments to achieve outcomes • Analyse problems and risks, devise solutions and reflect on approaches taken

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR502 Manage horse health using selected therapies	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR502 Manage horse health using selected therapies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed horse health using selected therapies for at least two individual horses, including:

- handling horses safely
- undertaking health checks, including vital signs
- detecting the signs of common horse injuries, ailments and health problems
- identifying the impact of injury and health problems on performance and horse welfare
- researching a wide range of relevant treatments and therapies
- critically evaluating information about therapies and claims of efficacy
- conducting a risk assessment relating to implementing specific therapies
- collaborating with veterinarians and allied health professionals
- following and implementing veterinary and allied health professional treatment plans
- administering treatments and therapies
- using equipment according to instructions
- monitoring horse responses to treatment and adjusting treatments
- complying with regulatory requirements and workplace and industry procedures and practices relevant to role and use of therapies to manage horse health, including:
  - animal welfare and prevention of cruelty to animals
  - work health and safety (WHS)
  - biosecurity
  - environment and sustainability.

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:

- key features of equine biology, anatomy and physiology

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- signs, aetiology, pathogenesis, progression and healing processes of common equine injuries, ailments and diseases
- range of therapies available to treat identified equine diseases, aliments and injuries
- mode of action, benefits, limits, scientific evidence and physiological plausibility of therapies, including veterinary, nutraceutical, pharmacological, natural and complementary therapies
- legislative regulations covering veterinary and allied health professional accreditation qualifications and licencing
- industry bodies, professional development, compliance and accreditation processes
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - due diligence for staff and other personnel
  - safe horse handling techniques
  - personal protective equipment (PPE), including use, storage, maintenance and replacement schedules
- key requirements of biosecurity standards, relevant to horse disease and hygiene standards
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care and housing of horses
- key requirements of environmental and sustainability standards, policies and procedures relevant to equine facilities and properties.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses requiring therapy treatment assessed as suitable for the experience and skill of the individual
  - tack, materials and equipment for providing therapeutic treatment for horses, including personal protective equipment (PPE) for handler
  - workplace recording or reporting forms
- specifications:
  - health program for individual, horses experiencing an injury or ill health.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR503 Evaluate performance horse conformation

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 assess the conformation of horses for various performance horse sports. It covers the implications of conformation on performance and the development of corrective measures and action plans for young horses to minimise future problems.

The unit applies to individuals who have managerial responsibilities within performance horse training and breeding organisations for selecting horses for various performance horse sports. They work independently within organisational guidelines, applying extensive knowledge of horse conformation and industry skills to achieve outcomes.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Research key features of horse conformation	1.1 Analyse and report on the conformation of horses using objective, standard conformation terminology 1.2 Observe and identify desirable conformation of horses relevant to breed standard or performance discipline 1.3 Observe and identify unsoundness and blemishes of horses 1.4 Identify the essential elements of the movement of the horse relevant to breed standard and performance discipline 1.5 Design and apply conformation and movement selection criteria indices when assessing horses
2. Analyse the relationship of conformation to specific performance horse sports	2.1 Establish ideal sport-specific conformation according to sport or sector guidelines 2.2 Apply ideal sport-specific conformation to horse selection procedures according to organisation guidelines 2.3 Identify undesirable sport-specific conformation traits, and determine the implications of these traits on performance 2.4 Implement strategies to resolve or manage undesirable conformation traits to reduce negative impacts on performance horses
3. Assess conformation in young horses and develop correction plan	3.1 Assess and report on the conformation of foals using standard conformation terminology 3.2 Assess and report on foal and young horse conformation against established breed and sport standards 3.3 Identify undesirable characteristics of foal and young horse conformation
4. Develop conformation correction plan for young horses	4.1 Develop corrective action plan to rectify undesirable characteristics in consultation with industry professionals 4.2 Ensure strategies in corrective action plan meet organisation objectives and comply with animal welfare and work health and safety requirements

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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	• Undertake independent research to access key information on horse conformation and requirements of performance horse sports • Analyse written information in a range of technical veterinary and/or scientific reports
Writing	• Collate data and observations for monitoring, reviewing and reporting on horse conformation
Navigate the world of work	• Take responsibility for complying with regulatory requirements including work health and safety and animal welfare within own role and area of work • Follow safe, ethical and humane horse handling industry practices
Interact with others	• Use industry concepts, terminology and protocols for communicating with a variety of people in undertaking work
Get the work done	• Plan and sequence strategies for analysing, researching and correcting horse conformation • Analyse problems and risks, devise solutions and reflect on approaches taken relevant to evaluating performance horse conformation

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR503 Evaluate performance horse conformation	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR503 Evaluate performance horse conformation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has observed, examined and evaluated the conformation of at least three horses, including at least one foal or other young horse, including:

- handling horses safely and humanely during examinations and observations
- reporting on the conformation of horses covering:
  - desirable and undesirable conformational features
  - requirements of established breed and sport standards
- developing corrective action plans to manage undesirable characteristics and rectify conformation traits of individual horses
- using health care practices, including bandaging and hoof care as part of corrective action strategies
- complying with regulatory requirements and workplace and industry procedures and practices relevant to role and evaluating performance horse conformation, including:
  - animal welfare and prevention of cruelty to animals
  - work health and safety.

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:

- techniques for analysing horse conformation
- desirable and undesirable conformation characteristics of horses
- performance horse breeds and conformation characteristics
- breed conformation standards of excellence
- industry standard conformation terminology
- performance horse sports and requirements

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- normal and abnormal features of horse gaits and movement
- features of unsoundness and blemishes in horses and foals
- veterinary procedures for correcting abnormal conformation, including for young horses
- farriery procedures for correcting abnormal conformation, including for young horses
- key features of horse husbandry practices
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - safe horse handling techniques
  - personal protective equipment (PPE)
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live horses, including foals and young horses – note that young horses can be less compliant and highly reactive, and should be assessed as suitable for the experience and skill of the individual
  - materials and information about horse conformation, or technology to access the information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMPHR504 Manage equine nutrition

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 to manage the nutritional requirements of horses, including all aspects of feeding plan development, implementation and monitoring, the selection and management of pasture for horses, and responses to nutritional-related disorders and specific needs.

The unit applies to individuals who have responsibility for the management of the nutritional requirements of a diverse range of performance horses. It applies to individuals working in all horse industry sectors, including training and competition centres, stud farms, agistment centres and riding schools.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the nutritional requirements of horses	1.1 Identify credible sources of information on equine nutrition relevant to workplace needs, including scientific and technical literature, historical records and industry practice information 1.2 Analyse research findings to determine credibility, relevance and currency of information 1.3 Determine the nutritional needs of horses of various classes based on research findings relevant to workplace requirements 1.4 Apply relevant research findings to the management of workplace nutrition practices
2. Manage ingredients for horse rations	2.1 Determine suitable nutrients for inclusion in an equine diet according to the individual needs of each horse, availability, quality and cost 2.2 Organise laboratory testing to determine the quality and quantities of ingredients required for ration formulation according to workplace requirements 2.3 Implement safe, secure and hygienic storage of feed and ingredients 2.4 Calibrate measuring equipment and calculate quantities at regular intervals
3. Formulate and modify effective feeding plans, rations and methods	3.1 Develop a feeding plan to supply nutritional requirements to meet appropriate horse condition, performance and health outcomes 3.2 Formulate rations on the basis of identified nutritional requirements, digestive physiology and anatomy, and availability of feedstuffs 3.3 Implement feeding methods and techniques to support natural feeding behaviours 3.4 Adapt feeding plan to respond to variations in nutritional requirements and seasonal conditions 3.5 Apply a cost-effective approach to sourcing and supplying required nutrients 3.6 Assess and manage the environmental impacts of supplying feedstuffs
4. Monitor and manage	4.1 Supply rations to horses according to feeding plan schedule and

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
the feeding of horses	requirements 4.2 Ensure feeding records and feed orders are maintained, monitored and prepared according to workplace requirements 4.3 Monitor the implementation of the program using appropriate measures to ensure the goals of the feeding plan are achieved 4.4 Monitor and document reactions to changes in feed types, ingredients or schedules 4.5 Develop and implement a plan to manage documented adverse reactions to rations 4.6 Monitor, review and record the feeding plan and implement improvements and adjustments as required
5. Evaluate health implications of feeding plans, rations and methods	5.1 Monitor the health of horses for signs of inadequate nutrition or nutrition-related diseases 5.2 Research and implement solutions for identified nutrition-related health problems and seek veterinarian or other professional advice according to the type of problem 5.3 Implement alternative feed regimes, diets or methods to counter the effects of poor nutrition 5.4 Implement strategies to prevent the development of nutrition-related diseases
6. Manage pasture for horses	6.1 Identify and select pasture species on the basis of nutritional value, persistence under grazing by horses, and environmental requirements 6.2 Determine harmful effects of pasture species for various classes of horses, and develop a management strategy to ensure herd health 6.3 Identify and remove plants poisonous to horses from pastures and areas accessed by horses 6.4 Develop and implement a pasture management plan to maximise nutritional value, and minimise negative health and environmental impacts

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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	• Research, interpret and analyse key facts and information about horse nutrition and feed from a range of sources
Writing	• Prepare logically structured and sequenced feed and nutrition plans and instructions
Numeracy	• Measure and weigh products to be used in horse rations and feed programs • Use mathematical concepts to calculate nutrient budgets and costs • Calculate, sequence and adjust timelines in feeding schedules or plans
Navigate the world of work	• Work independently or with others, taking responsibility for making decisions to manage horse nutrition and achieve workplace outcomes • Ensure knowledge of equine nutritional requirements, products and additives, including regulatory requirements, is kept up-to-date in order to provide accurate information
Interact with others	• Use industry concepts, terminology and protocols for communicating with a variety of people in managing horse nutrition
Get the work done	• Apply systematic and analytical decision-making processes for complex and non-routine situations relating to managing horse nutrition and feed requirements for the workplace

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR504 Manage equine nutrition	AHCPHR504 Manage equine nutrition	Code updated to reflect change of training package	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMPHR504 Manage equine nutrition

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed the nutritional requirements and feed program for a workplace that includes at least three horses with different nutritional needs, including:

- identifying and evaluating feed types, pasture species and plants poisonous to horses
- determining the nutritional needs of individual horses
- formulating, supplying and storing rations for a range of horses to meet identified nutritional needs
- assessing horse body condition score
- undertaking independent research on equine nutritional and health topics and evaluating findings for credibility and relevance
- formulating diets and managing equine nutrition based on knowledge of anatomy and physiology and relevant research findings
- identifying and managing nutrition-related health disorders
- managing pastures for horses to maximise nutritional content, control weeds and minimise environmental degradation
- complying with regulatory requirements and workplace and industry procedures and practices relevant to role and managing horse nutrition, including:
  - animal welfare and prevention of cruelty to animals
  - work health and safety (WHS)
  - biosecurity
  - environmental sustainability.

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:

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- main structures and functions of the digestive system and the sites and mechanisms of digestion
- rate of passage of different nutrients and feedstuffs
- feed types and sources, including suppliers
- feeding systems and storage methods
- ration formulation methods
- key nutritional needs of a wide range of horse classes, breeds, ages and categories
- nutrient classes and their values
- credible sources of information regarding equine nutrition, feeding and related health issues
- process for organising laboratory testing and interpreting results
- individual horse feeding behaviour
- herd behaviour as it relates to supplying and managing nutrition
- nutrition-related health and behaviour impacts
- pasture species and plants poisonous to horses
- pasture management techniques and the environmental impacts of horse grazing behaviour on pastures
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - safe horse handling techniques
  - personal protective equipment
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses
- key requirements of biosecurity standards, policies and procedures relevant to feeding horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various horses from different classes with different nutritional needs
  - range of feeds and pastures for horses
- specifications:
  - information about different feeds and supplements, or technology to access the information.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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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Links

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ACMPHR505 Manage fitness in performance horses

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 covers the knowledge and skills required to assess options, design strategies and manage conditioning programs for horses. It includes monitoring horse responses to conditioning and competition schedules, responding to problems, and managing spelling and return-to-work periods.

This unit applies to individuals who have management responsibilities in professional horse businesses, working independently and in conjunction with others within organisational guidelines. They have extensive knowledge of horses in a wide range of situations and may have responsibility for highly valuable animals.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance Horse (PHR)

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Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Assess the physiological and structural adaptations of the musculoskeletal system of horses to conditioning	1.1 Identify the anatomical and physiological effect of conditioning regimes on adaptations in major body systems of horses 1.2 Assess structural differences in physical appearance and muscling between conditioned and unconditioned horses 1.3 Determine strategies and techniques to use for conditioning horses
2. Assess changes to the cardiovascular and respiratory systems in response to conditioning	2.1 Arrange for blood tests to be taken and analysed for indicators of fitness and response to training, in consultation with veterinary experts 2.2 Use heart rate monitors or stethoscopes, using safe horse handling techniques, to evaluate horse fitness and response to training 2.3 Monitor and record heart rate pre- and post-exercise to determine the impact of exercise and competition, and to track changes in fitness 2.4 Measure and record respiratory rates following exercise to evaluate the impact of exercise and track changes in fitness 2.5 Investigate training and conditioning techniques to improve lung function and gas exchange efficiency, and apply where appropriate
3. Monitor and evaluate physiological outcomes of conditioning and exercise programs	3.1 Determine and document conditioning and fitness goals 3.2 Monitor and adapt program on a regular basis to ensure short- and long-term goals are achieved 3.3 Develop and implement a training and conditioning program to achieve required physiological adaptations 3.4 Identify and manage exercise-related illness and injury
4. Evaluate contribution of feed sources on energy production in exercising horses	4.1 Evaluate nutrient sources for their potential contribution to the energy needs of the horse relative to exercise regime, intensity and duration 4.2 Evaluate nutritional supplements suitable for inclusion in the diet of horses undergoing a fitness program
5. Manage fatigue in horses	5.1 Identify causes of fatigue in exercising horses and develop measures to prevent or manage fatigue during training and competition 5.2 Identify the signs and effects of fatigue, and develop measures to minimise harm to the horse

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
6. Monitor and manage thermoregulation efficiency in exercising horses	6.1 Develop and implement strategies to prevent over-heating during the training and competition schedule 6.2 Identify the signs of over-heating in horses and take appropriate and rapid measures to provide relief 6.3 Ensure that horses are kept appropriately hydrated during exercise, travel and competition 6.4 Identify the signs of dehydration in horses and take appropriate and rapid measures to provide relief
7. Manage spelling and resumption of work in performance horses	7.1 Incorporate planned periods of rest into the design of training and competition schedules 7.2 Arrange rest or spelling periods to minimise loss of fitness 7.3 Develop and implement strategies to manage the transition from work to spelling 7.4 Monitor the health and welfare of horses being spelled

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	• Extract and interpret technical information relating to horse fitness and conditioning in veterinary reports, test results and progress reports
Writing	• Prepare written conditioning programs and specifications for individual horses using clear language, accurate industry terminology and logical structure
Numeracy	• Interpret health and conditioning data, including trends in heart rate responses and performance against goals or industry norms • Measure and calculate ration formulations, and speeds and distances travelled, in horse records
Navigate the world of work	• Take responsibility for complying with regulatory requirements, including work health and safety and animal welfare, within own role and area of work

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Skill	Description
	• Follow safe, ethical and humane horse handling industry practices
Interact with others	• Select and use appropriate communication protocols and conventions when seeking or sharing information with others
Get the work done	• Organise and plan sequential programs for multiple horses; monitoring actions against stated goals, and adjusting plans and resources in response to changing conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR505 Manage fitness in performance horses	Not applicable	New unit	No 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

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Assessment Requirements for ACMPHR505 Manage fitness in performance horses

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed the fitness and conditioning programs for a workplace, including at least two horses requiring different conditioning requirements, including:

- handling horses safely and fitting appropriate equipment and tack, including heart rate monitors or stethoscopes
- developing and adapting a sequential conditioning program to achieve nominated exercise or competition goals for the horse
- taking and recording vital signs and other relevant health and welfare indicators
- measuring and evaluating the physical condition of the horse to assess adaptation to conditioning program
- administering medications and nutraceuticals including but not limited to oral electrolyte drenches
- recording, monitoring, and managing health issues related to exercise, including soft tissue injuries, fatigue, overheating, dehydration
- complying with regulatory requirements and workplace and industry procedures and practices relevant to role and managing fitness in performance horses, including:
  - animal welfare and prevention of cruelty to animals
  - work health and safety.

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:

- key features of anatomy and physiology of horse body systems
- key features of exercise physiology, including adaptations of horse body systems to exercise
- equine body condition scoring systems

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- basic principles of chemistry relating to performance fitness
- basic principles of biology relating to performance fitness
- normal and abnormal blood test parameters relevant to exercise
- equipment relevant for implementing a conditioning program, including:
  - heart rate monitors
  - tack and protective equipment
- performance horse conditioning techniques and methods
- common horse health problems and injuries related to exercise
- risk factors for the development of exercise-related injuries and disease
- features of thermoregulation
- feed, supplements and nutraceuticals relevant to maintaining the health and welfare of exercising horses
- sites and mechanisms of feed digestion
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - safe horse handling techniques
  - personal protective equipment
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live horses assessed as suitable for the experience and skill of the individual
  - materials and information about horse conditioning programs, or technology to access the information
  - appropriate tack for individual, horse and conditioning activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual

Training and assessment strategies must show evidence of the use of guidance provided in the Companion Volume: *User Guide: Safety in Equine Training*.

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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ACMPHR506 Manage performance horse breeding operations

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 successfully manage all aspects of a performance horse stud. It covers assessing structural and human resource requirements, developing breeding programs, and managing operations, including caring for stallions and mares, and foaling operations.

The unit applies to individuals who have managerial responsibilities for performance horse breeding operations. They work independently within organisational guidelines, applying extensive knowledge of breeding performance horses and industry skills to achieve outcomes.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

Performance horse (PHR)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Apply reproductive anatomy and physiology principles to stud practice	1.1 Assess the reproductive anatomy of stallions on a regular basis during the breeding season to inform stallion management procedures 1.2 Assess the reproductive anatomy and physiological function of mares on a regular basis during the breeding season to inform mare management procedures 1.3 Monitor and report on the behavioural characteristics of oestrous, dioestrous and anoestrous according to industry standard procedures 1.4 Monitor and report the characteristics of pregnancy according to industry standard procedures
2. Assess stud requirements	2.1 Develop stud breeding program goals and strategies 2.2 Assess and document stud requirements according to workplace objectives 2.3 Identify resources required to support the breeding programs 2.4 Determine the optimal stud farm layout to facilitate ease of management and meet behavioural needs of horses 2.5 Select breeding options to maximise opportunities and meet stud objectives within industry guidelines 2.6 Develop strategies for compliance with work health and safety, animal welfare, biosecurity and environmental legislation and guidelines 2.7 Assess, control and review risks related to stud operations to ensure a safe workplace
3. Manage the breeding calendar of operations	3.1 Document and communicate the calendar of operations to incorporate routine seasonal breeding practices 3.2 Identify and research potential stallions, mares and genetic material for use in the breeding operation 3.3 Develop and implement routine health management procedures 3.4 Determine appropriate breeding and horse management timelines according to annual calendar 3.5 Complete breeding documents according to workplace and industry requirements
4. Manage conception	4.1 Develop and implement a covering timetable for stallions 4.2 Monitor and report key milestones of conception and gestation according to industry procedures 4.3 Identify and select relevant pregnancy detection techniques

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	suitable for use on the stud farm 4.4 Develop and implement a strategy for the timely and efficient detection of pregnancies
5. Manage subfertility	5.1 Identify the causes of subfertility and infertility in stallions 5.2 Develop and implement strategies to treat and minimise the impact of stallion subfertility or infertility 5.3 Identify the causes of subfertility and infertility in mares 5.4 Develop and implement management strategies to treat and minimise the impact of mare subfertility and infertility
6. Manage foaling operations	6.1 Implement plans to manage mares immediately prior to foaling 6.2 Oversee the foaling down of mares 6.3 Develop and implement a plan to manage foaling emergencies 6.4 Develop and implement plans for the treatment and management of neonatal illness and injury 6.5 Develop and implement post-foaling mare and foal care procedures
7. Manage foetal loss and abortion in mares	7.1 Identify the signs and causes of foetal loss and abortion, and develop procedures to routinely monitor mares for these conditions 7.2 Develop and implement a strategy to prevent or minimise the risk of abortion 7.3 Develop and implement a plan to respond to and manage abortion or suspected abortion 7.4 Identify mares that have aborted or are at risk of abortion, and implement industry standard management procedures
8. Evaluate the application of assisted reproductive technologies to the performance horse industry	8.1 Evaluate the potential benefits of assisted reproductive technologies to stud goals and operations 8.2 Evaluate the costs and implications of assisted reproductive technologies against stud goals and objectives

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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	• Extract and interpret technical information relating to horse breeding from a range of sources
Writing	• Prepare written breeding programs and schedules using clear language, accurate industry terminology and logical structure
Numeracy	• Calculate fees and operational costs • Calculate, sequence and adjust timelines in breeding schedules or plans
Navigate the world of work	• Take responsibility for complying with regulatory requirements including work health and safety and animal welfare within own role and area of work • Comply with safe, ethical and humane horse handling industry practices • Ensure knowledge of performance horse breeding requirements is kept up-to-date in order to provide accurate information
Interact with others	• Use accurate industry terminology, concepts and protocols for communicating with a variety of people in managing performance horse breeding operations
Get the work done	• Organise and plan breeding programs and schedules for multiple horses; monitoring actions against stated goals and adjusting plans and resources in response to changing conditions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMPHR506 Manage performance horse breeding operations	Not applicable	Not applicable	No 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

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Assessment Requirements for ACMPHR506 Manage performance horse breeding operations

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has managed breeding operations for a commercial performance horse stud, over at least one annual breeding period, including:

- handling horses safely, including mares, foals, young horses and stallions
- evaluating the condition and identifying common faults of mare and stallion external genitalia
- identifying, recording and managing general and breeding-related health problems, injuries and diseases
- monitoring, recording and managing horse behaviour, including behaviour related to breeding and foaling
- identifying all aspects of the reproductive cycle of the mare, including oestrous and dioestrus
- implementing medical and veterinary procedures, including:
  - hygiene protocols
  - vaccination requirements
  - medications
  - treatments including intramuscular and subcutaneous injections
- foaling down mares and responding to abnormal foaling and foaling emergencies
- identifying and managing healthy and ill neonatal foals
- fitting and using relevant equipment such as breeding hobbles, halters, bridles, lip twitches
- developing and implementing a range of breeding and reproductive schedules
- accessing and analysing current research information on relevant breeding related topics, including emerging assisted reproduction technologies, infertility and dystocia
- researching information and material suitable for use in the breeding program
- identifying and implementing design requirements to facilitate the safe and effective management of the operations of the stud farm

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- complying with regulatory requirements and workplace and industry procedures and practices relevant to role and managing horse nutrition, including:
  - animal welfare and prevention of cruelty to animals
  - work health and safety
  - biosecurity
  - environmental sustainability.

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:

- stallion reproductive anatomy and physiology
- mare reproductive anatomy and physiology
- endogenous hormone cycles, functions, and methods to manipulate these to improve breeding efficiency and conception rates
- signs of normal and abnormal breeding behaviour of mares and stallions
- key features of conception, gestation and lactation
- signs and stages of normal and abnormal foaling
- signs and management of neonatal illness and injury
- seasonal breeding practices, limitations and requirements of relevant breed societies
- signs of injury and disease in breeding horses, foals and young horses, including diseases of fertility, infectious diseases impacting fertility and preventative management, including vaccination
- sources of information on potential sires, dams and genetic material for use in the breeding program
- veterinary and biosecurity procedures, including hygiene protocols and quarantine
- equine facility design principles, and infrastructure and equipment options
- staffing and scheduling of human resource requirements
- breed society rules, regulations and processes
- assisted reproductive technologies
- key requirements of work health and safety regulations and guidelines relating to:
  - risk assessment, control and review
  - safe horse handling techniques
  - personal protective equipment
- key requirements of animal welfare standards, policies and procedures relevant to the safe, humane and ethical care of horses
- key requirements of biosecurity standards, policies and procedures relevant to breeding horses
- key requirements of environmental management standards, policies and procedures relevant to breeding horses.

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Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - various live mares and stallions in breeding program, and foals
  - breeding histories and relevant reproductive information about individual mares and stallions
  - workplace breeding program and schedules
  - equipment and materials required to manage breeding operations and monitor condition of horses.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE301 Provide basic care of amphibians

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 identify amphibians and their behavioural and physical needs and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for commonly kept amphibians. This may include work in animal shelters or rehabilitation organisations, pet shops, zoos or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify amphibians	1.1 Define the profile of amphibians commonly held in the facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify amphibians using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour, and recognise signs of distressed amphibians and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design to ensure animal welfare needs are met 2.5 Implement behavioural enrichment activities for specific species of amphibian
3. Approach and handle amphibians	3.1 Identify WHS hazards associated with handling and restraining amphibians, and implement treatments to minimise risks 3.2 Select and use appropriate equipment to catch and handle amphibian 3.3 Approach amphibian safely 3.4 Handle amphibians using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of health in amphibian 4.2 Report signs of disease or other conditions to supervisor 4.3 Implement general health maintenance and preventative treatment procedures according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed amphibians	5.1 Identify digestive system features and relate to amphibian-specific feeding routines and diets

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Element	Performance criteria
	5.2 Identify preferred food source and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food and food supplements according to dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to amphibians • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE301 Provide basic care of amphibians	ACMSPE301A Provide basic care of amphibians	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE301 Provide basic care of amphibians

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of amphibians
- provided basic care for a minimum of two amphibians of different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

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:

- anatomical structures and physiological features used to identify and classify amphibians
- digestive system features of amphibians anatomical features, including:
  - anatomical features
  - physiological features
  - feeding patterns and natural dietary requirements for the species
  - potential digestive system malfunctions or problems
  - water need
- general health maintenance and preventative treatment procedures for amphibians
- housing, social and activity needs of amphibians and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in amphibians

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- natural amphibian behaviour relating to the characteristics of the species, age, health status, behavioural and social needs and the signs of distress, illness and undesirable behaviours
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- principles of animal welfare
- safe amphibian handling techniques and procedures, potential hazards and control measures
- types of food and food supplements and their role in amphibian diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of amphibians
  - equipment and resources typically available in an animal care facility
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE302 Provide basic care of birds

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 identify birds and their behavioural and physical needs and provide daily care requirements.

The unit applies to individuals working in the animal care industry where it may be necessary to care for commonly kept avicultural birds. This may include animal shelters or rehabilitation organisations, pet shops, breeding establishments, zoos or similar workplaces. In some cases, birds may have been rescued from the wild, and successful rehabilitation is required to restore bird health and wellbeing before releasing back to their natural environment.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify commonly kept birds	1.1 Define profile of birds commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify birds using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of bird comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current bird housing and nesting requirements to ensure animal welfare needs are met 2.5 Identify and implement behavioural enrichment activities for specific bird species
3. Approach and handle birds	3.1 Identify WHS hazards associated with handling and restraining birds, and implement treatments to minimise risks 3.2 Select and use personal protective equipment to catch, handle and restrain birds 3.3 Approach and catch birds safely 3.4 Restrain birds using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in birds 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Implement health enrichment activities as directed by supervisor
5. Feed and water birds	5.1 Identify digestive system features, and relate to bird-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to birds • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE302 Provide basic care of birds	ACMSPE302A Provide basic care of birds	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE302 Provide basic care of birds

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of birds
- provided basic care for a minimum of two birds of different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

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:

- anatomical structures and physiological features used to identify and classify birds
- general health maintenance and preventative treatment procedures for birds
- housing, nesting, social and activity needs of birds, and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in birds, determined by observations of:
  - activity level
  - assessment of body condition
  - excessive self-scratching or self-mutilation
  - feather plucking
  - posture and attitude
  - response to stimuli
  - appetite and dietary history

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    - feathers and faecal matter (for any abnormalities)
- enrichment needs, including:
    - extras to daily base diet
    - physical enrichment items
    - social enrichment
- potential hazards and risks to birds and staff during feeding and cleaning of housing, including zoonoses
- safe bird handling techniques and procedures, potential hazards and control measures, including use of personal protective equipment
- methods used to safely approach and handle birds, including:
    - confining to small area before attempting to catch
    - encouraging bird to approach by offering a treat
    - enticing bird into a smaller enclosure
- the principles of animal welfare
- types of food and food supplements and their role in bird diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of birds from different species
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE303 Provide basic care of common native mammals

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 identify common native mammals and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for native mammals. This may include animal shelters or rehabilitation organisations, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify mammals	1.1 Define the profile of native mammals commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features of native mammals using industry terminology 1.3 Classify native mammals using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific animal species
3. Catch, handle and restrain native mammals	3.1 Identify WHS risks associated with handling and restraining native mammals, and implement methods to minimise risks 3.2 Select and use appropriate equipment to catch, handle and restrain native mammal 3.3 Approach and catch mammals safely 3.4 Restrain native mammals using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in native mammals 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Implement health enrichment activities as directed by supervisor
5. Feed native mammals	5.1 Identify digestive system features and relate to native mammal specific feeding routines and diets 5.2 Identify preferred food sources and assess for quality and

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to native mammals • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE303 Provide basic care of common native mammals	ACMSPE303A Provide basic care of common native mammals	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify content Assessment requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE303 Provide basic care of common native mammals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of common native mammals
- provided basic care for a minimum of one native mammal, including:
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

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:

- anatomical structures and physiological features used to identify and classify common native mammals, including marsupials and monotremes
- general health maintenance and preventative treatment procedures for native mammals
- indicators of the physical condition and signs of good health in native mammals
- housing, social and activity needs of native mammals and environmental impacts on health and wellbeing
- natural native mammal behaviour
- behaviour characteristics that can vary according to:
  - the breeding season
  - the species, breed, age and sex of the animals
  - the time of day or night.
- behaviour characteristics associated with different species:
  - activity levels at certain times of day or night

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    - feeding and foraging
    - social interaction
- defensive and nervous behaviour
- dominance and aggressive behaviour
- stereotypical behaviour
- submissive gestures
- native mammal enrichment needs, including:
    - food or food-related enrichment
    - physical enrichment items
    - nest building or bedding material
    - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- principles of animal welfare
- safe native mammal handling techniques and procedures, potential hazards and control measures, including use of personal protective equipment
- types of food and food supplements and their role in native mammal diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of common native animals
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

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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ACMSPE304 Provide basic care of domestic dogs

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 identify dogs and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where domestic dogs are bred, reared, trained, cared for or housed. This may include animal shelters, pet shops, breeding or boarding kennels, companion animal training or grooming establishments or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify common dog breeds	1.1 Define the profile of dog breeds commonly held within facility, including appearance, nutrition, health and behavioural characteristics 1.2 Identify physical characteristics of dogs using industry terminology 1.3 Identify breeds of dogs using industry terminology 1.4 Define, interpret and document breed, colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of the dogs kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific dog
3. Handle and restrain dogs	3.1 Identify WHS risks associated with handling and restraining dogs, and implement methods to minimise risks 3.2 Select and use appropriate equipment to restrain and handle dogs 3.3 Approach and restrain dogs in a way that minimises risks to the animal and others using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in dogs 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed dogs	5.1 Identify digestive system features and relate to dog-specific feeding routines and diets 5.2 Identify preferred food sources and assess for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to domestic dogs • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE304 Provide basic care of domestic dogs	ACMSPE304A Provide basic care of dogs	Updated to meet Standards for Training Packages Minor changes to clarify content Retitled to include ‘domestic’ dogs Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE304 Provide basic care of domestic dogs

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of domestic dogs
- provided basic care for a minimum of two dogs of different breeds, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
- maintained feed and treatment records for one dog.

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:

- anatomical structures and physiological features used to identify and classify common breeds of domestic dog
- Australian National Kennel Council breed standard guidelines
- general health maintenance and preventative treatment procedures for dogs
- housing, social and activity needs of dogs and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in dogs
- natural dog behaviour, including body language, vocal and other forms of communication
- normal behaviour patterns:
  - activity levels appropriate for age and breed
  - normal feeding, resting and eliminative behaviour
  - social behaviour towards conspecifics and other species, including humans
- inappropriate behaviour:

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    - destructive behaviour
    - excessive vocalisation
    - inappropriate arousal levels
    - repetitive or stereotypic behaviour patterns
    - signs of anxiety and distress
- dog enrichments, including:
    - food or food-related enrichment
    - physical enrichment items
    - occupational activity options
    - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe dog handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in dog diets
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to domestic dogs, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of domestic dogs
    - equipment and resources typically available in an animal care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE305 Provide basic care of domestic cats

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 identify domestic cats and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where domestic cats are bred, reared, trained, cared for or housed.

This may include animal shelters, pet shops, catteries, or grooming establishments or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify common cat breeds	1.1 Define the profile of domestic cat breeds commonly held within facility, including appearance, nutrition, health and behavioural characteristics 1.2 Identify physical characteristics using industry terminology 1.3 Identify cats using industry terminology 1.4 Define, interpret and document breed, colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Assess current animal housing design in relation to the welfare of the animals kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific cat
3. Handle and restrain cats	3.1 Identify WHS risks associated with handling and restraining cats, and implement methods to minimise risks 3.2 Select and use appropriate equipment to restrain and handle cats 3.3 Approach and restrain cats in a way that minimises risks to the animal and others using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in cats 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in line with level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed cats	5.1 Identify digestive system features and relate to cat-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to domestic cats • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE305 Provide basic care of domestic cats	ACMSPE305A Provide basic care of domestic cats	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE305 Provide basic care of domestic cats

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of domestic cats
- provided basic care for a minimum of one domestic cat, including:
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
  - maintaining feed and treatment records.

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:

- anatomical structures and physiological features used to identify and classify common cat breeds
- housing, social and activity needs of cats and environmental impacts on health and wellbeing
- general health maintenance and preventative treatment procedures for cats
- natural cat behaviour
- behaviour characteristics that can vary according to:
  - the breed, age and sex of the animals
  - behaviour characteristics associated with different species
- normal behaviour patterns, including:
  - normal feeding, resting, eliminative behaviour
  - activity levels appropriate for age and breed
  - social behaviour towards conspecifics and other species, including humans

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- inappropriate behaviour, including:
  - changes to expected normal behaviour
  - excessive vocalisation
  - destructive behaviour
  - inappropriate elimination
  - signs of anxiety and distress
- indicators of the physical condition and signs of good health in cats
- enrichment needs, including:
  - food or food-related enrichment
  - physical enrichment items
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe cat handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare
- types of food and food supplements and their role in cat diets
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to domestic cats, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a real, live domestic cat
  - equipment and resources typically available in an animal care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE306 Provide basic care of marine fish

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 identify marine fish and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for marine fish. This may include aquariums, pet stores, zoos, animal technology facilities, catchers and distributors or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify marine fish	1.1 Define the profile of marine fish commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify marine fish using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality 2.2 Identify indicators of normal behaviour 2.3 Recognise signs of distressed marine fish and report to supervisor 2.4 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.5 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.6 Implement behavioural enrichment activities for fish species
3. Catch, handle and restrain marine fish	3.1 Identify WHS risks associated with handling and restraining marine fish and implement methods to minimise risks 3.2 Approach, catch and restrain marine fish in a way that minimises risks, using approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in marine fish 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed marine fish	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
	5.4 Prepare food according to dietary needs 5.5 Distribute food according to schedule/feeding plan 5.6 Culture animal and plant species commonly used to feed marine fish
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to marine fish • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE306 Provide basic care of marine fish	ACMSPE306A Provide basic care of marine fish	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

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Assessment Requirements for ACMSPE306 Provide basic care of marine fish

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of fish
- provided basic care for a minimum of one marine fish, including:
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
  - maintaining feed and treatment records.

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:

- anatomical structures and physiological features used to identify and classify commonly available marine fish
- general health maintenance and preventative treatment procedures for marine fish
- housing and environmental factors related to fish wellbeing
- indicators of poor water quality, including:
  - colour
  - odour
  - unsuitable water chemistry parameters
- indicators of the physical condition and signs of good health in marine fish
- signs of distressed fish, including:
  - any change in normal behaviour, including swimming patterns
  - discolouration
  - erratic swimming patterns

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  - fins clamped against body
  - floating
  - hiding
  - immobility
  - presence of external disease organisms
  - subdued or aggressive behaviour
- enrichment activities
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe marine fish handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare
- types of food and food supplements and their role in marine fish diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in fish care workplaces
- state/territory legislation and codes of practice related to marine fish, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in an environment that accurately reflects a real workplace
- resources, equipment and materials:
  - a real, live marine fish
  - equipment and resources typically available in a fish care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE307 Provide basic care of freshwater fish

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 identify freshwater fish and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for freshwater fish. This may include aquariums, pet stores, zoos, animal technology facilities, catchers and distributors or similar workplaces. This unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify freshwater fish	1.1 Define the profile of freshwater fish commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify freshwater fish using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour, and recognise signs of distressed freshwater fish and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current housing design in relation to the welfare of fish kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific fish species
3. Catch, handle and restrain freshwater fish	3.1 Identify WHS risks associated with handling and restraining freshwater fish, and implement methods to minimise risks 3.2 Approach, catch and restrain freshwater fish in a way that minimises risks to animal and others using a range of approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in freshwater fish 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures, and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed freshwater fish	5.1 Identify digestive system features and relate to fish species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food according to schedule/feeding plan 5.6 Culture animal and plant species commonly used to feed freshwater fish
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to freshwater fish • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE307 Provide basic care of freshwater fish	ACMSPE307A Provide basic care of freshwater fish	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE307 Provide basic care of freshwater fish

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of freshwater fish
- provided basic care for a minimum of two freshwater fish of different species, including (for each):
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
- maintained feed and treatment records for one freshwater fish.

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:

- anatomical structures and physiological features used to identify and classify commonly maintained freshwater fish
- general health maintenance and preventative treatment procedures for freshwater fish
- housing and environmental factors related to fish wellbeing
- indicators of poor water quality, including:
  - colour
  - odour
  - unsuitable water chemistry parameters
- indicators of the physical condition and signs of good health in freshwater fish
- signs of distressed fish, including:
  - any change in normal behaviour, including swimming patterns
  - discolouration

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    - erratic swimming patterns
    - fins clamped against body
    - floating
    - hiding
    - immobility
    - presence of external disease organisms
    - subdued or aggressive behaviour
- enrichment activities
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe freshwater fish handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare
- types of food and food supplements and their role in freshwater fish diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to freshwater fish, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of freshwater fish
    - equipment and resources typically available in a fish care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE308 Provide basic care of marine invertebrates

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 identify marine invertebrates and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for marine invertebrates. This may include aquariums, pet stores, zoos, animal technology facilities or similar workplaces. The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

Elements and Performance Criteria

Element	Performance criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify marine invertebrates	1.1 Define the profile of marine invertebrates commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify marine invertebrates using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour, and recognise signs of distressed marine invertebrates and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Implement behavioural enrichment activities
3. Catch, handle and restrain marine invertebrates	3.1 Identify WHS hazards associated with handling and restraining marine invertebrates and implement methods to minimise risks 3.2 Approach, catch and restrain marine invertebrates in a way that minimises risks to animal and others using a range of approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in marine invertebrates 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed marine invertebrates	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.4 Prepare food in accordance with dietary needs 5.5 Distribute food according to schedule/feeding
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to marine invertebrates • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE308 Provide basic care of marine invertebrates	ACMSPE308A Provide basic care of marine aquatic invertebrates	Updated to meet Standards for Training Packages Minor changes to clarify content Assessment requirements revised	Equivalent unit

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Links

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Assessment Requirements for ACMSPE308 Provide basic care of marine invertebrates

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of marine invertebrates
- provided basic care for a minimum of two marine invertebrates of different species, including (for each):
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
- maintained feed and treatment records for a minimum of one invertebrate.

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:

- anatomical structures and physiological features used to identify and classify marine invertebrates
- general health maintenance and preventative treatment procedures for marine invertebrates
- indicators of the physical condition and signs of good health in marine invertebrates
- housing, social and activity needs of marine invertebrates and environmental impacts on health and wellbeing
- natural marine invertebrate behaviour, including:
  - behaviours that vary according the time of day or night
  - behaviour characteristics associated with different species
  - defensive behaviour
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- indicators of poor water quality, including:

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    - colour
    - odour
    - unsuitable water chemistry parameters
- enrichment needs
- safe marine invertebrate handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in marine invertebrate diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in marine care workplaces
- state/territory legislation and codes of practice related to marine invertebrates, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of marine invertebrates
    - equipment and resources typically available in a marine care environment
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates

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 identify terrestrial and freshwater invertebrates and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for terrestrial and freshwater invertebrates. This may include aquariums, pet shops, zoos, animal technology facilities or similar workplaces. The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species specific (SPE)

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Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify terrestrial and freshwater invertebrates	1.1 Define the profile of terrestrial and freshwater invertebrates commonly held in facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify terrestrial and freshwater invertebrates using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality for freshwater species and make adjustments as required to maintain optimum water quality appropriate for the species being housed, as directed by supervisor 2.2 Identify indicators of animal comfort and normal behaviour 2.3 Recognise signs of distressed terrestrial and freshwater invertebrates and report to supervisor 2.4 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.5 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.6 Implement behavioural enrichment activities for specific species
3. Catch, handle and restrain terrestrial and freshwater invertebrates	3.1 Identify WHS associated with handling and restraining terrestrial and freshwater invertebrates, and implement methods to minimise risks 3.2 Approach, catch and restrain terrestrial and freshwater invertebrates in a way that minimises risks to animal and others using a range of approved animal welfare procedures
4. Assist with health care needs	4.1 Identify signs of good health in terrestrial and freshwater invertebrates 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement according to level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Feed terrestrial and freshwater invertebrates	5.1 Identify digestive system features and relate to species-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food according to schedule/feeding
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to terrestrial and freshwater invertebrates • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE309 Provide basic	ACMSPE309A Provide basic care	Updated to meet Standards for Training	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
care of terrestrial and freshwater invertebrates	of terrestrial and freshwater invertebrates	Packages Minor changes to clarify content Assessment requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE309 Provide basic care of terrestrial and freshwater invertebrates

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of terrestrial and freshwater invertebrates
- provided basic care for a minimum of one terrestrial and one freshwater invertebrate species, including (for each):
  - demonstrating appropriate safe handling techniques
  - preparing and providing food
  - assisting with housing care needs
- maintained feed and treatment records for one invertebrate.

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:

- anatomical structures and physiological features used to identify and classify terrestrial and freshwater invertebrates
- general health maintenance and preventative treatment procedures for terrestrial and freshwater invertebrates
- housing, social and activity needs of marine terrestrial and freshwater invertebrates, and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in terrestrial and freshwater invertebrates
- natural terrestrial and freshwater invertebrate behaviour
- behaviour characteristics associated with different species:
  - activity levels at certain times of day or night
  - feeding behaviours
- defensive behaviour:

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  - defending territory, other animals or food
  - hiding or retreating
- enrichment needs
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe terrestrial and freshwater invertebrates handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in terrestrial and freshwater invertebrates diets, including natural dietary requirements for specific species
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to terrestrial and freshwater invertebrates, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of terrestrial and freshwater invertebrates
  - equipment and resources typically available in an invertebrate care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE310 Provide basic care of mammals

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 identify placental mammals and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for placental mammals. This may include animal shelters or rehabilitation organisations, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify mammals	1.1 Define the profile of placental mammals commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify mammals using industry-specific terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distressed mammals and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Implement behavioural enrichment activities for specific species
3. Catch, handle and restrain mammals	3.1 Identify WHS hazards associated with handling and restraining mammals, and implement methods to minimise risks 3.2 Select and use appropriate equipment to handle and restrain mammal 3.3 Approach and catch mammals while minimising risks to animal and others 3.4 Restrain mammals using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in mammals 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures and implement in accordance with level of job responsibility 4.4 Identify options for health enrichment activities and implement as directed by supervisor
5. Feed mammals	5.1 Identify digestive system features and relate to

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	mammal-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licenses and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to mammals • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE310 Provide basic care of mammals	ACMSPE310A Provide basic care of mammals	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify content Assessment requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE310 Provide basic care of mammals

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of three different placental mammals of different species
- provided basic care for a minimum of two different placental mammals from two different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assisting with health care needs
- maintained feed and treatment records for one mammal.

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:

- anatomical structures and physiological features used to identify and classify placental mammals
- general health maintenance and preventative treatment procedures for mammals
- housing, social and activity needs of mammals and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in mammals
- natural mammal behaviour
- characteristics that vary according to:
  - the breeding season
  - the species, breed, age and sex of the animals
  - the time of day or night
- behaviour characteristics associated with different species:

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  - activity levels at certain times of day or night
  - feeding and foraging
  - social interaction
  - feeding behaviours
- defensive and aggressive behaviour:
  - dominance gestures
  - submissive gestures
- enrichment needs of mammals, including:
  - food or food-related enrichment
  - physical enrichment items
  - nest building or bedding material
  - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe mammal handling techniques and procedures, potential hazards and control measures
- the principles of animal welfare, including personal protective equipment
- types of food and food supplements and their role in mammal diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of common placental mammals
  - equipment and resources typically available in an animal care environment
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

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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Links

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ACMSPE311 Provide basic care of non-venomous reptiles

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 identify non-venomous reptiles and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for non-venomous reptiles. This may include animal shelters or rehabilitation organisations, zoos or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species specific (SPE)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify reptiles	1.1 Define the profile of non-venomous reptiles commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify reptiles using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Monitor water quality, heating and lighting and make adjustments to maintain the environment appropriate for the species being housed, as directed by supervisor 2.2 Recognise signs of distressed reptile and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of reptiles kept and legislation requirements 2.5 Assess and implement enrichment activities for specific reptile species
3. Catch, handle and restrain reptiles	3.1 Identify WHS risks associated with handling and restraining reptiles, and implement methods to minimise risks 3.2 Select and use appropriate equipment used to catch, handle and restrain reptiles 3.3 Approach and catch non-venomous reptiles while minimising risks to animal and others 3.4 Restrain reptiles using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in reptiles 4.2 Report signs of disease or other conditions to supervisor 4.3 Implement general health maintenance and preventative treatment procedures according to level of job responsibility 4.4 Identify options for enrichment activities and implement as directed by supervisor

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
5. Feed reptiles	5.1 Identify digestive system features and relate to reptile-specific feeding routines and diets 5.2 Identify preferred food sources and assess samples for quality and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute feed according to schedule/feeding plan
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to reptiles • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE311 Provide basic care of	ACMSPE311A Provide basic care of non-venomous	Updated to meet Standards for Training	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
non-venomous reptiles	reptiles	Packages Minor changes to clarify content Assessment requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE311 Provide basic care of non-venomous reptiles

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the specific characteristics and needs of non-venomous reptiles
- provided basic care for a minimum of two common non-venomous reptiles from two different species, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food
  - assessing heating and lighting suitability and adjusting as appropriate
- maintained feed and treatment records for one non-venomous reptile.

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:

- anatomical structures and physiological features used to identify and classify reptiles, including:
  - lizards
  - monitors and goannas
  - non-venomous snakes
  - tortoises and turtles
- general health maintenance and preventative treatment procedures for reptiles
- housing, social and activity needs of reptiles and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in reptiles
- appropriate heat sources and temperature gradients
- appropriate lighting for reptile housing

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- natural reptile behaviour, including:
  - behaviour characteristics associated with different species
  - defensive behaviours
- appropriate enrichment activities for reptiles
- potential hazards and risks to animals and staff during feeding and cleaning of housing
- safe reptile handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- the principles of animal welfare
- types of food and food supplements and their role in reptile diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - a range of non-venomous reptiles
  - equipment and resources typically available in reptile care facility
- specifications:
  - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSPE312 Provide basic care of rodents and rabbits

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 identify rodents and rabbits and their behavioural and physical needs, and provide daily care requirements.

This unit applies to individuals working in the animal care industry where it may be necessary to care for rodents and rabbits. This may include animal shelters, pet shops, zoos and animal technology facilities or similar workplaces. In some cases, animals may have been rescued from the wild, and successful rehabilitation is required to restore animal health and wellbeing before releasing back to their natural environment.

The unit applies to individuals who work under broad supervision and provide and communicate solutions to a range of predictable problems.

Regulatory requirements apply to this unit but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Species Specific (SPE)

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Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify rodents and rabbits	1.1 Define the profile of rodents and rabbits commonly held in a facility, including habitat, nutrition, health and behavioural characteristics 1.2 Identify external features using industry terminology 1.3 Classify rodents and rabbits using industry terminology 1.4 Define, interpret and document colours, markings and other identifying features
2. Identify and evaluate behavioural and housing needs	2.1 Identify indicators of animal comfort and normal behaviour 2.2 Recognise signs of distress and report to supervisor 2.3 Identify industry standards and guidelines for housing design, environmental factors and appropriate stocking densities 2.4 Evaluate current animal housing design in relation to the welfare of animals kept and legislation requirements 2.5 Identify and implement behavioural enrichment activities for specific rodent and rabbit species
3. Catch, handle and restrain rodents and rabbits	3.1 Identify WHS risks associated with handling and restraining rodents and rabbits, and implement methods to minimise risks 3.2 Select and use appropriate equipment to catch, handle and restrain rodents and rabbits 3.3 Approach and catch rodents and rabbits safely 3.4 Restrain rodents and rabbits using approved animal welfare management procedures
4. Assist with health care needs	4.1 Identify signs of good health in rodents and rabbits 4.2 Report signs of disease or other conditions to supervisor 4.3 Identify general health maintenance and preventative treatment procedures, and implement in accordance with level of job responsibility 4.4 Implement health enrichment activities as directed by supervisor
5. Feed and water rodents and rabbits	5.1 Identify digestive system features and relate to rodent- and rabbit-specific feeding routines and diets 5.2 Identify preferred feed sources and assess samples for quality

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	and suitability 5.3 Identify potential feeding hazards and implement risk control options 5.4 Prepare food in accordance with dietary needs 5.5 Distribute food and water according to schedule/feeding plan or animal requirements
6. Maintain records	6.1 Complete feed and treatment records noting food consumption, health and care activities 6.2 Report abnormalities to supervisor 6.3 Complete documentation relevant to licences and transport, where required

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	• Interpret product labels accurately
Get the work done	• Comply with relevant legislation requirements relating to 'rodents and rabbits • Use problem-solving skills to prioritise daily tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSPE312 Provide basic care of rodents and rabbits	ACMSPE312A Provide basic care of rodents and rabbits	Updated to meet Standards for Training Packages Minor changes to	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
		clarify content Assessment requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMSPE312 Provide basic care of rodents and rabbits

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- identified the physical and behavioural characteristics and needs of rodents and rabbits
- provided care for a minimum of two rabbits or two rodents, or one rabbit and one rodent, including (for each):
  - demonstrating appropriate restraint and safe handling techniques
  - preparing and providing food and water
  - assisting with routine health care needs
  - maintaining housing and bedding
- maintained feed and treatment records for one rabbit or one rodent.

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:

- anatomical structures and physiological features used to identify and classify common rodents and rabbits
- general health maintenance and preventative treatment procedures for rodents and rabbits
- housing, social and activity needs of rodents and rabbits and environmental impacts on health and wellbeing
- indicators of the physical condition and signs of good health in rodents and rabbits
- natural rodent and rabbit behaviour
- characteristics that vary according to environmental conditions, including:
  - lighting
  - noise
  - temperature

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    - the breeding season
    - the species, breed, age and sex of the animals
    - the time of day or night
- characteristics associated with different species, including:
    - activity levels at certain times of day or night
    - social interaction
    - feeding behaviours
    - enurination/spraying
- defensive and aggressive behaviours
- submissive gestures
- enrichment needs, including:
    - food or food-related enrichment
    - physical enrichment items
    - nest building or bedding material
    - social enrichment
- potential hazards and risks to animals and staff during feeding and cleaning of housing, including zoonoses
- safe rodent and rabbit handling techniques and procedures, potential hazards and control measures, including personal protective equipment
- types of food and food supplements and their role in rodent and rabbit diets, including natural dietary requirements for specific species and appropriate plant recognition
- types of information that is reported and recorded in animal care workplaces
- state/territory legislation and codes of practice related to captured wildlife, biosecurity, WHS and animal welfare.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a rabbit and a rodent
    - equipment and resources typically available in an animal care facility
- specifications:
    - access to organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
    - interactions with supervisor.

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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ACMSUS201 Participate in environmentally sustainable work practices

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 measure current resource use effectively, and to carry out improvements, including those that will reduce the negative impacts of work practices on the environment.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

Work routines meet organisational and compliance requirements for ethical handling and welfare of animals, environmental sustainability, work health and safety, and biosecurity appropriate to the work role.

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

Pre-requisite Unit

Nil

Unit Sector

Environmental Sustainability (SUS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify current resource use	1.1 Identify workplace environmental and resource efficiency issues 1.2 Identify resources used in own work role 1.3 Measure and document current usage of resources 1.4 Report workplace environmental hazards to appropriate personnel
2. Comply with environmental regulations	2.1 Follow procedures and processes to ensure compliance with relevant environmental regulations 2.2 Report breaches or potential breaches of relevant environmental regulations to appropriate personnel
3. Seek opportunities to improve resource efficiency and reduce environmental hazards	3.1 Follow organisation plans to improve environmental practices and resource efficiency 3.2 Make suggestions for improvements to workplace practices and resource efficiency

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**
Numeracy	• accurately calculate the volume or mass of resource usage in the workplace over a period of time
Oral communication	• participate actively in work meetings and other opportunities to make suggestions for improved work practices

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSUS201 Participate in environmentally sustainable work practices	ACMSUS201A Participate in environmentally sustainable work practices	Updated to meet Standard 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

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Assessment Requirements for ACMSUS201 Participate in environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 demonstrated that they have contributed on at least two activities regarding environmental sustainability in the workplace and includes:

- identified and complied with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities
- identified and reported on current resource usage measurements and identified inefficiencies and suggested opportunities for improvements
- followed organisation information to participate in and support an improved resource efficiency process and reported as required
- identified and reported environmental hazards/risks in the workplace and suggested opportunities for improvements.

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:

- environmental and resource efficiency procedures and processes applicable to work role
- methods for the measurement and documentation of usage of resources
- environmental regulations relevant to the work role in the animal care industry
- environmental, and resource hazards and risks associated with the animal care sector in which the individual works
- procedures for reporting environmental and resource hazards and risks, and environment and resource efficiencies and inefficiencies.

Assessment Conditions

Assessment of this unit of competency must take place under the following conditions:

- physical conditions:

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- skills must be demonstrated in a workplace setting or an environment that accurately represents workplace conditions.
- specifications:
  - environmental legislation and regulations

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSUS401 Implement and monitor environmentally sustainable work practices

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 apply environmentally sustainable work practices in an animal care and management facility.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others.

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

Pre-requisite Unit

Nil

Unit Sector

Environmental Sustainability (SUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Investigate current practices in relation to resource usage	1.1 Identify environmental regulations applying to the organisation 1.2 Analyse procedures for assessing compliance with environmental/sustainability regulations 1.3 Collect information on environmental and resource efficiency systems and procedures

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.4 Collect, analyse and organise information from a range of sources to provide information/advice and tools/resources for improvement opportunities 1.5 Measure and document current resource usage of members of the work group
2. Set targets for improvement	2.1 Seek input from stakeholders, key personnel and specialists 2.2 Access external sources of information and data as required 2.3 Evaluate alternative solutions to workplace environmental issues 2.4 Set efficiency targets
3. Implement performance improvement strategies	3.1 Source and use appropriate techniques and tools to assist in achieving efficiency targets 3.2 Apply continuous improvement strategies to own work area of responsibility, including ideas and possible solutions to communicate to the work group and supervisor 3.3 Implement and integrate environmental and resource efficiency improvement plans for own work group 3.4 Supervise and support team members to identify possible areas for improved practices and resource efficiency in work area 3.5 Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act on where appropriate
4. Monitor performance	4.1 Use and/or develop evaluation and monitoring tools 4.2 Document and communicate outcomes to report on efficiency targets to key personnel 4.3 Evaluate strategies and improvement plans 4.4 Set new efficiency targets, and investigate and apply new tools and strategies 4.5 Promote successful strategies and reward participants where possible

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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
Get the work done	• Solve problems and resolve issues with overuse of resources

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMSUS401 Implement and monitor environmentally sustainable work practices	ACMSUS301A Implement and monitor environmentally sustainable work practices	Updated to meet Standards for Training Packages Minor changes to content to clarify intent Recoded to AQF 4 Assessment requirements revised	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

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Assessment Requirements for ACMSUS401 Implement and monitor environmentally sustainable work practices

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 applied environmentally sustainable work practices in an animal care and management facility on at least two separate occasions, including:

- monitoring resource usage in an animal care environment on at least one occasion and making recommendations to supervisor for improvement
- planning and organising a work activity that generates ideas for improving sustainability performance on at least one occassion
- implementing one strategy to improve sustainability.

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 environmental sustainability principles
- relevant internal and external sources of information that can be used to identify environmentally sustainable improvements
- common environmental and energy efficiency issues within the industry
- environmental hazards and risks associated with work in the animal care industry
- organisation’s sustainability work policies and procedures
- principles of resources efficiency and life cycle management
- practices for disposal or recycling of waste in the animal care industry
- organisational recording and reporting systems and requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

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- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
  - records of resource usage
  - equipment and resources typically available in an animal care environment
- specifications:
  - organisational policies and procedures, current legislation and relevant codes of practice
- relationships (internal and/or external):
  - interactions with work team
  - interactions with supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMVET201 Assist with veterinary nursing reception duties

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 compile patient (animal) histories including client details, maintain records and consult the veterinarian as required.

This unit applies to new entrants to the veterinary industry who carry out basic veterinary reception duties working under supervision of a qualified veterinary nurse or registered veterinarian, in a veterinary practice.

Regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Compile patient and client histories	1.1 Identify patients according to species, breed and permanent identification features 1.2 Identify and retrieve existing client and patient histories 1.3 Establish new client or patient records 1.4 Complete patient admission and discharge documentation
2. Consult the duty veterinarian	2.1 Recognise and report emergency situations to veterinarian, in line with practice procedures 2.2 Present patient and details to the veterinarian 2.3 Restrain animal as instructed by veterinarian with consideration of advice from the owner 2.4 Obtain treatment details as directed by veterinarian 2.5 Comply with practice policy provisions, WHS and relevant legislative requirements in the sale of veterinary products prescribed to clients
3. Identify information required	3.1 Identify customer information needs using appropriate interpersonal skills 3.2 Handle customer enquiries courteously and promptly according to practice policies 3.3 Provide information on treatments that address customer requirements in a timely and professional manner 3.4 Present products and services that meet client requirements to customers as directed
4. Maintain practice records according to practice policies	4.1 Record and store visit details 4.2 Record details of treatments provided for the client 4.3 Complete office routines

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**

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Skill	Description
Reading	• Interpret and follow detail in practice policies, procedures and current legislation
Writing	• Record information using computer based technology
Oral communication	• Use industry standard terminology to relay information to the duty veterinarian
Numeracy	• Carry out sale of veterinary products

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET201 Assist with veterinary nursing reception duties	ACMVET201A Carry out veterinary nursing reception duties	Updated to meet Standards for training packages Title updated to reflect content Minor changes to clarify content Assessment requirements revised	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

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Assessment Requirements for ACMVET201 Assist with veterinary nursing reception duties

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- compiled histories for a minimum of two new patients of different species, including:
  - obtained client details
  - identified patient according to species, breed and permanent identification features
- maintained a minimum of two patient and client records, as directed
- handled and restrained two different animals in a safe, humane and calm manner
- communicated effectively with the supervisor and with clients, using appropriate industry terminology.

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:

- practice policies and procedures related to reception duties, patient history, client confidentiality and treatment documentations
- information typically included in patient histories, including:
  - species, colour, breed, sex and markings
  - brands, tattoos, or microchip as applicable
  - age, height and weight
  - past or current treatment, including vaccination status
  - animals' belongings
- information typically included in client histories, including owner's name, address and contact details
- core practice treatments, including vaccinations, parasite control and basic nutritional requirements for animals

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- relevant legislation and regulations, including WHS, animal welfare and the sale of medications and animal treatments
- specific patient admission and discharge documentation requirements, including:
  - admission forms
  - anaesthetic forms
  - discharge instructions
  - after care sheets
- types of animal restraints, including:
  - collars and muzzles
  - rearing bits, twitch or hobbles (used on horses)
  - holding leads
  - holding cages
- typical office routines, including:
  - cash register sales
  - communication by telephone and email
  - completing animal discharge documents
  - dispatching pre-packed specimens
  - making appointments
  - photocopying
  - processing credit cards and conducting electronic banking
  - sending and receiving faxes
  - unpacking orders
  - word processing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents a veterinary clinic
- resources, equipment and materials:
  - a range of real, live animals
  - equipment and resources typically available in a veterinary practice
- specifications:
  - organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with team members
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMVET202 Carry out daily practice routines

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 assist in providing treatments for patients (animals) on a daily basis, to maintain practice hygiene and assist with inventory and practice security.

This unit applies to new entrants to the veterinary industry who work under the supervision of a qualified veterinary nurse or registered veterinarian, in a veterinary practice.

Regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Veterinary Nursing (VET)

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain practice hygiene in accordance with WHS and industry standards	1.1 Remove animals and complete housing cleaning and disinfection 1.2 Clean and return animals to housing, reinstate food, water or treatment regimes in accordance with the supervisor's instructions 1.3 Clean and disinfect walkways, floors and fixtures, according to industry standards 1.4 Wash and dry bedding and materials 1.5. Follow isolation procedures in line with clinic procedures 1.6 Dispose of animal waste in accordance with local government and biosecurity regulations
2. Carry out daily treatment of patients under veterinary supervision	2.1 Check animal's condition and vital signs and record details 2.2 Clean, disinfect and prepare treatment area 2.3 Carry out specified treatments or daily routine procedures 2.4 Administer treatments as instructed by supervising veterinary surgeon 2.5 Carry out veterinarian support routines 2.6 Use restraint techniques and equipment to hold patients for examination
3. Assist in stock control and practice security	3.1 Assist with inventory of veterinary supplies and medicines 3.2 Check practice stocks against orders as they are received 3.3 Handle and store drugs according to practice and legislative requirements 3.4 Comply with practice procedure security measures

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 follow practice policies and procedures, relevant legislation, relevant regulations and product information
Numeracy	• Take and interpret animal vital signs • Follow instructions to accurately mix cleaning products and

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Skill	Description
	disinfectants • Measure, calculate and record animal medications

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET202 Carry out daily practice routines	ACMVET202A Carry out daily clinic routines	Updated to meet Standards for training packages Change of title Minor changes to clarify content Assessment requirements revised	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

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Assessment Requirements for ACMVET202 Carry out daily practice routines

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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:

- cleaned and disinfected animal housing, treatment area and general practice areas of clinic
- carried out daily patient treatments and observations on three different animals, covering two different species, including:
  - handling and restraining animal appropriately
  - measuring and monitoring animal's vital signs
  - recognising signs and symptoms of illness or abnormalities
  - following instructions for food and water
- communicated effectively with supervisor using appropriate industry vocabulary
- assisted in stock control.

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:

- observation protocols and checking animal vital signs and expected normal ranges for animals, including:
  - temperature
  - heart rate/pulse
  - respiration rate
- veterinary terminology relevant to observations of patients and treatments
- practice policies, including:
  - cleaning of animals, housing and equipment, and disposal of waste

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    - practice security procedures, including computer passwords, deadlocks, lighting, and locked cabinets for drugs and safe
- patient histories of animals housed at the practice
- isolation procedures
- consequences of administering prescribed medication to animals
- disinfectants, cleaning agents and techniques
- risks associated with working with animals, including animal bites, kicks, scratches and crush injuries
- hazards associated with the use, misuse, spillage and disposal of veterinary medicines, chemicals and animal waste
- key features of legislative requirements relating to the handling, administration, storage and security of medications
- key features of relevant regulations for veterinary medicines and their use.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - in the workplace or an environment that accurately reflects a veterinary clinic
- resources, equipment and materials:
    - a range of real, live animals
    - equipment and resources typically available in a veterinary hospital
- specifications:
    - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
    - interactions with real clients
    - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMVET203 Assist with surgery preparation

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 assist with the preparation of patients (animals) and the theatre for surgery, provide pre- and post-operative patient care, and clean surgical and theatre equipment in a veterinary practice.

This unit applies to new entrants to the veterinary industry who work under the supervision of a qualified veterinary nurse or registered veterinarian, in a veterinary practice.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

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

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare animal for surgery under direction	1.1 Confirm patient intakes and pre-operative procedures have been carried out 1.2 Follow practice procedures and WHS requirements related to theatre procedures 1.3 Assist with pre-operative animal preparation including minimising risks to self, others and the animal 1.4 Transfer patient to theatre 1.5 Provide relevant patient records to the veterinarian
2. Prepare theatre or surgical operating area for use under direction of supervisor	2.1 Clean and disinfect operating table, required equipment and environs 2.2 Transfer surgical packs and equipment selected by surgical supervisor to the operating area ensuring sterility is maintained 2.3 Assist other theatre staff with gloving and gowning according to aseptic techniques 2.4 Open surgical packs and equipment according to aseptic techniques
3. Provide pre- and post-operative patient care	3.1 Clean patient post-surgery 3.2 Transfer patient to recovery area 3.3 Record vital signs observations as instructed by veterinarian 3.4 Recognise and report signs of pain
4. Clean theatre equipment in line with practice policies	4.1 Clean and disinfect theatre equipment and surrounds 4.2 Clean, maintain and sterilise surgical equipment 4.3 Clean, remove, prepare and sterilise theatre linen 4.4 Store equipment, surgical instruments and gowns after use

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 practice policies and procedures

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Skill	Description
Numeracy	• Prepare antiseptic solutions for surgical procedures • Measure and interpret animal vital signs, including temperature, pulse, respiration rate

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET203 Assist with surgery preparation	ACMVET203A Assist with surgery preparation	Updated to meet Standards for training packages Minor changes to clarify content Assessment requirements revised	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

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Assessment Requirements for ACMVET203 Assist with surgery preparation

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 operating area appropriately on at least one occasion
- assisted with the preparation at least two different animals for surgery, including:
  - assisting with pre- and post-operative care for both animals
- cleaned operating area appropriately on a minimum of one occasion.

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:

- practice policies and procedures, including work health and safety requirements related to surgical preparation, clean-up and the care of pre- and post-operative animals
- risks involved with working with animals in surgery, including:
  - animal bites, kicks, scratches and crush injuries
  - biological hazardous waste and sharps disposal
  - handling of chemicals and medicines
  - anaesthetic gas leakage
  - intraoperative radiology
  - inhalation of aerosol particles
  - intraocular contamination
  - manual handling, including carrying, lifting and shifting
  - sharps injuries
  - slippery or uneven work surfaces
  - zoonosis

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- general theatre etiquette, dress rules and 'no-go' areas related to surgery preparation assistant role
- practice protocols for the storage, use and disposal of chemicals and biological debris from veterinary surgical procedures
- techniques used to transfer patients for surgical procedures
- range of equipment and surgical packs required in both the preparation, recovery and theatre areas, including:
  - anaesthetic equipment
  - bandaging
  - disposables
  - drapes
  - surgical instruments
  - sutures
- instrument processing and sterilisation procedures according to relevant Australian Standards
- autoclave operation
- aseptic techniques
- factors affecting sterility
- veterinary terminology related to patient observations
- methods used to monitor a general range of vital signs of animals serviced at the nominated practice, including:
  - pulse rate and quality
  - respiration rate and effort
  - temperature
  - capillary refill time
  - mucous membrane colour
  - heart rate
- signs of pain that may be audible, visual or measured
- pain scoring systems
- post-surgical cleaning of animals
- post-surgical equipment storage requirements.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - in the workplace or an environment that accurately reflects a veterinary clinic
- resources, equipment and materials:
  - a range of real animals
  - equipment and resources typically available in a veterinary hospital
- specifications:

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  - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice
- relationships (internal and/or external):
  - interactions with a registered veterinarian or minimum of Certificate IV qualified veterinary nurse.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMWHS201 Participate in workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to work safely and participate in work health and safety processes in an animal care environment.

This unit applies to individuals who require knowledge of work, health and safety to carry out their own work, either under direct supervision or with some individual responsibility.

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

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and prepare to work safely	1.1 Locate and interpret information on WHS related to work area 1.2 Identify WHS responsibilities in the workplace 1.3 Identify hazards in the work area 1.4 Take action to control risks in own control 1.5 Report other hazards and risks to supervisor 1.6 Carry out pre-start checks according to workplace procedures
2. Conduct work safely	2.1 Use personal protective equipment correctly 2.2 Follow work procedures and work instructions to ensure safe work 2.3 Report incidents and injuries to supervisor 2.4 Undertake WHS housekeeping in work area 2.5 Identify own levels of stress and fatigue to ensure ability to work safely and sustainably
3. Participate in work health and safety activities	3.1 Contribute to workplace meetings, workplace inspections and other WHS consultative activities 3.2 Raise WHS issues with designated personnel in line with workplace policies and procedures 3.3 Contribute to improving WHS systems and processes
4. Follow emergency response procedures	4.1 Identify and report emergency situations 4.2 Follow organisation procedures for responding to emergencies

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 follow information in standard workplace procedures, work instructions and emergency procedures

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Skill	Description
Oral communication	• Provide accurate descriptions of hazards, risks, incidents and injuries to supervisor

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS201 Participate in workplace health and safety processes	ACMWHS201A Participate in workplace health and safety processes	Updated to meet Standards for Training Packages	Equivalent unit
	ACMOHS201A Participate in occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS legislation	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

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Assessment Requirements for ACMWHS201 Participate in workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care Management Training Package Version 1.0.

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:

- followed workplace instructions to carry out a minimum of three animal care tasks safely, including:
  - identified hazards
  - controlled risks within own control
  - supported others to work safely
  - reported risks to supervisor
  - used appropriate personal protective equipment
- contributed to a minimum of two WHS activities
- identified requirements for a minimum of two types of emergency situations that may occur in an animal care environment.

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:

- organisation policies and procedures relevant to own work
- common workplace hazards that occur in an animal care environment, including those caused by:
  - animal bites, envenomation, kicks, scratches, crush injuries
  - hazardous chemicals
  - body fluids
  - chemicals and medicines
  - sharps

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    - manual tasks
    - noise
    - gravity
    - machinery and equipment
    - extreme temperatures
    - spills
- controls to eliminate hazards typical in the animal care environment
- personal protective equipment, including:
    - clothing and footwear
    - face and eye protection
    - hand protection
    - head protection
    - hearing protection
    - respiratory protection
- typical workplace safety signs found in an animal care environment
- signs of personal stress and fatigue and potential to affect safe work
- typical emergency situations that may occur in an animal care environment, including:
    - serious injury events
    - events requiring evacuation
    - fires and explosions
    - hazardous substance and chemical spills
    - explosion and bomb alerts
    - security emergencies, such as intruders and disturbed persons
    - internal emergencies, such as loss of power or water supply and structural collapse
    - external emergencies and natural disasters, such as flood, storm and traffic accident
- the WHS roles and responsibilities of employees, supervisors and managers in the workplace.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
    - equipment and resources appropriate to work being undertaken in an animal care environment
- specifications:
    - relevant organisational policies and procedures
    - current WHS legislation and regulations
- relationships (internal and/or external):

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- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMWHS301 Contribute to workplace health and safety processes

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 plan, support and contribute to work health and safety processes in an animal care environment.

This unit applies to individuals who have responsibility for maintaining work health and safety as part of their role, including duty of care for other workers. They contribute to work health and safety compliance in addition to their main duties.

No occupational licensing, legislative or certification requirements are known to 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

Work Health and Safety (WHS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan and conduct work	1.1 Locate and access WHS information relevant to own work role

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Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
safely	1.2 Plan work in accordance with WHS legislation, industry standards, codes of practice/compliance codes, and the organisation's policies and work procedures 1.3 Identify hazards and report to supervisor 1.4 Address identified hazards and select risk controls prior to starting work 1.5 Report incidents and injuries in accordance with organisation policies 1.6 Undertake WHS housekeeping in work areas 1.7 Monitor own levels of stress and fatigue to ensure ability to work safely and sustainably
2. Support others to work safely	2.1 Provide information on safe work practices and procedures to members of the work group 2.2 Check WHS practices of less experienced members of the workgroup 2.3 Provide guidance to less experienced members of the team to support them in working safely 2.4 Provide support to members of the team to accurately record incidents and complete associated workplace documentation
3. Contribute to work health and safety participative processes	3.1 Raise WHS issues in line with organisation procedures within prompt timeframes 3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety 3.3 Encourage workgroup members to work safely 3.4 Apply knowledge of the roles and responsibilities of health and safety representatives and WHS committees
4. Contribute to hazard identification, work health and safety risk assessment and risk control activities	4.1 Check workplace for hazards using itemised checklists 4.2 Make contributions to risk assessments 4.3 Report identified hazards and inadequate risk controls 4.4 Provide input to develop and implement control measures, with reference to the hierarchy of risk control
5. Participate in the control	5.1 Identify emergency signals and alarms, and respond to them

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Element	Performance criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
of emergency situations	appropriately 5.2 Take action to control and confine emergency, accounting for the nature and scope of the emergency, within scope of role

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	• Interpret organisational and legislative documentation
Writing	• Accurately complete WHS checklists and documentation
Oral communication	• Discuss WHS issues with team members and supervisor • Present information using language appropriate to audience • Collaborate with others to achieve joint outcomes
Get the work done	• Keep up-to-date on changes to legislation relevant to own role • Sequence and schedule activities

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS301 Contribute to workplace health and safety processes	ACMWHS301A Contribute to workplace health and safety processes	Updated to meet Standards for Training Packages Assessment requirements revised	Equivalent unit
	ACMOHS301A Contribute to occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS301 Contribute to workplace health and safety processes	ACMWHS301A Contribute to workplace health and safety processes	Updated to meet Standards for Training Packages Assessment requirements revised	Equivalent unit
		legislation	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for ACMWHS301 Contribute to workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 planned and conducted a minimum of two animal care work tasks, on at least two separate occasions, including:

- following relevant WHS legislation, standards, codes of practice
- identifying and reporting hazards to supervisor
- selecting and implementing appropriate risk controls
- carrying out WHS housekeeping tasks
- contributing to at least one WHS meeting or participative process
- demonstrating awareness of how to respond to at least one emergency situation that may occur in an animal care environment.

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 hazard identification procedures, including workplace inspections and review of workplace data
- hierarchy of risk control (from Safe Work Australia *Model Code of Practice: How to manage work health and safety risks* or similar code from relevant jurisdiction)
- common hazards that occur in an animal care environment, including crush injuries, chemicals, bodily fluids, noise, manual handling, work postures, underfoot hazards and moving parts of machinery
- WHS legislation, regulations, industry standards, codes of practice/compliance codes, and the organisation’s policies and work procedures
- zoonotic diseases
- personal protective equipment requirements, including use, storage and maintenance
- roles and responsibilities of health and safety representatives and WHS committees
- safety signs and their meanings, including:

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    - dangerous goods class signs
    - emergency equipment
    - personal protective equipment
    - specific hazards, including sharps and radiation
- WHS information within in the workplace
- external sources of WHS information
- standard emergency signals, alarms and required responses
- types of emergencies that occur in an animal care environment
- the legal rights and responsibilities of the workplace parties
- the role of Safe Work Australia and current WHS legislative obligations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
    - a workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:
    - a range of animals
    - equipment and resources appropriate to work undertaken in an animal care environment
- specifications:
    - organisational policies and procedures
    - current WHS legislation and regulations
- relationships (internal and/or external):
    - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMWHS401 Maintain workplace health and safety processes

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 maintain work health and safety processes in an organisation.

This unit applies to individuals working in team leader or supervisory roles who have responsibility for others' work, and where risk needs to be managed.

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

Work Health and Safety (WHS)

Elements and Performance Criteria

Elements	Performance Criteria

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Provide information to the work group	1.1 Explain relevant requirements of WHS legislation, standards, codes of practice/compliance codes, guidance materials and safe working procedures to the work group clearly and accurately 1.2 Provide clear information on organisation policies and procedures to the work group in a readily accessible and understandable format 1.3 Explain the roles and responsibilities of health and safety representatives and WHS committees, supervisors and managers 1.4 Provide information on hazards, the outcomes of risk assessments and required risk controls to the work group in an accessible and understandable format
2. Ensure others are able to implement safe work practices	2.1 Ensure the availability and functionality of appropriate personal protective equipment 2.2 Implement processes to confirm that others in the work group can identify hazards, assess risks, assess required risk controls, follow safe work practices and observe organisation policies and procedures 2.3 Identify WHS training needs and either address them or report them to relevant personnel
3. Implement work health and safety participative processes	3.1 Consult with and provide advice to the work group in relation to WHS matters relevant to their work 3.2 Deal with WHS issues promptly or refer to appropriate personnel 3.3 Record and communicate the outcomes of consultation regarding WHS to the work group
4. Monitor compliance with work procedures	4.1 Check work procedures for availability, clarity and completeness, addressing any deficiencies or reporting them to appropriate personnel 4.2 Identify and address any deviations from procedures or report them to appropriate personnel 4.3 Evaluate hazard identification and reporting processes for effectiveness, and address any deficiencies or report them to appropriate personnel 4.4 Monitor WHS housekeeping practices to ensure the maintenance of workplace standards, and take action to address any deficiencies 4.5 Ensure own behaviour is consistent with organisation safe working procedures and practices
5. Implement hazard identification, risk	5.1 Identify, assess, eliminate and report hazards with residual risk

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
assessment and risk control procedures	5.2 Conduct risk assessments 5.3 Develop control measures, taking account of the hierarchy of risk control 5.4 Implement outcomes of risk assessments and support identified risk controls 5.5 Identify deficiencies in WHS risk controls and address them or report them 5.6 Identify personal professional limitations and seek expert advice as required
6. Implement organisation procedures for maintaining work health and safety records	6.1 Obtain feedback to ensure that the work group is aware of organisation reporting requirements 6.2 Review WHS records to confirm their accurate, thorough and timely completion 6.3 Use aggregate information and data from records to identify hazards and monitor risk controls
7. Implement emergency procedures	7.1 Obtain feedback to ensure that emergency procedures are available and known by the work group 7.2 Implement processes to ensure availability of emergency equipment and to ensure routine checking of equipment for functionality 7.3 Implement processes to ensure the ability of others in the work group to respond appropriately to emergencies 7.4 Conduct or contribute to investigations, to identify cause of emergencies 7.5 Identify, and implement or support, control measures to prevent recurrence and minimise risk of emergencies

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**

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Skill	Description
Reading	• Interprets WHS legislation and organisational documents
Writing	• Prepares and maintains records using appropriate structure and vocabulary • Records WHS issues and actions taken, according to reporting requirements
Oral communication	• Provides WHS legislative and organisational information and advice to team members

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMWHS401 Maintain workplace health and safety processes	ACMWHS401A Maintain workplace health and safety processes	Updated to meet Standards for Training Packages	Equivalent unit
	ACMOHS401A Maintain occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS legislation	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

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Assessment Requirements for ACMWHS401 Maintain workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has:

- made at least two different presentations to a group on WHS-related processes
- ensured at least two personnel are able to implement safe work practices
- consulted a work group about a WHS issue and communicated the outcomes of the consultation to the group
- reviewed at least two work procedures for clarity, accuracy and availability to work group, and reported any deficiencies to appropriate personnel
- carried out at least two hazard/risk assessments and identified appropriate risk controls
- reviewed organisation’s WHS safety records and identified any hazards and risks
- reviewed at least two emergency procedures and obtained feedback from work group about their accessibility and usability
- investigated at least one emergency to determine cause, and identified and implemented or supported control measures to prevent recurrence and minimise risk.

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:

- current WHS legislation, standards, compliance codes and guidance material relevant to work area
- organisation’s WHS policies and procedures
- the roles and responsibilities of designated personnel, health and safety representatives, WHS committees under WHS legislation and within the organisation’s WHS system
- common workplace hazards (from Safe Work Australia's Work Health and Safety Risks – Code of Practice) including:

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  - manual tasks – overexertion or repetitive movement can cause muscular strain
  - gravity – falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
  - electricity – potential ignition source and knowledge that exposure to live electrical wires can cause shock, burns or death from electrocution
  - machinery and equipment – being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
  - hazardous chemicals – chemicals (such as acids, hydrocarbons and heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
  - extreme temperatures – heat can cause burns, heat stroke or fatigue. Cold can cause hypothermia or frostbite
  - noise – exposure to loud noise can cause permanent hearing damage
  - radiation – ultraviolet, welding arc flashes, microwaves and lasers can cause burns, cancer or blindness
  - biological – micro-organisms can cause hepatitis, Legionnaires' disease, Q fever, HIV/AIDS or allergies
  - psychosocial hazards – effects of work-related stress, bullying, violence and work-related fatigue
- organisation's processes for:
  - ensuring personal protective equipment and emergency equipment is available and functional
  - checking that work group members have knowledge and skills to comply with organisation's WHS policies and procedures
  - identifying WHS training needs
  - addressing training needs
  - reporting WHS related matters to relevant personnel
- techniques for:
  - consulting, providing advice and communicating with work group members on WHS matters
  - recording and reporting outcomes
  - monitoring own performance, and recognising own professional limitations.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or simulated environment that accurately reflects work undertaken in a real workplace setting
- resources, equipment and materials:
  - equipment and resources appropriate to work being undertaken
- specifications:

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  - relevant and current WHS organisational policies and procedures, legislation, and regulations
  - examples of documents relating to workplace safety, hazard identification and risk assessment
- relationships (internal and/or external):
  - interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMWHS501 Manage workplace health and safety processes

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 manage work health and safety.

This unit applies to managers of small organisations or several work groups within an organisation, who manage systematic processes to control risk. Work is likely to have a focus on maintaining already established processes and the unit assumes that workplace health and safety advice and expertise would be available.

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

Work Health and Safety (WHS)

Elements and Performance Criteria

Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Manage work health and safety information and	1.1 Identify, access and evaluate relevant WHS legislation, standards, codes of practice, compliance codes, guidance materials and other

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Element	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
records	sources of WHS information for their relevance to the specific work context 1.2 Collect, collate and provide information on WHS requirements, trends and risk controls 1.3 Review records and record-keeping processes to ensure they meet legal requirements for WHS record-keeping 1.4 Implement and monitor processes to ensure the accurate completion, collection and storage of WHS records
2. Manage work health and safety participative processes	2.1 Monitor participative processes to ensure compliance with legislative requirements and organisational procedures 2.2 Evaluate information provided to employees to ensure its format is readily accessible and understandable 2.3 Implement and monitor processes to ensure that work group members have an opportunity, either directly or through their representative, to contribute to decisions that may affect their health and safety 2.4 Evaluate processes for addressing WHS issues to ensure the prompt resolution of issues raised through consultation 2.5 Provide information about the outcomes of consultation in a format readily accessible to employees
3. Manage work health and safety risk management processes	3.1 Review processes for hazard, incident, and injury reporting and investigation to ensure compliance with legislative requirements and to inform future prevention strategies 3.2 Monitor processes to ensure that hazard identification and risk assessments occur 3.3 Check and monitor risk controls and hazard specific procedures to ensure consistency with the hierarchy of risk control and support compliance with legislative and regulatory requirements 3.4 Identify and address any WHS implications of either proposed or implemented changes to the workplace, work processes or organisation of work 3.5 Recognise limits of own professional expertise and consult with expert advisors as required
4. Manage work health and safety training	4.1 Undertake WHS training needs assessment for work group members that takes account of existing skills of work group members

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Element	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
program	and risk control requirements 4.2 Implement and monitor training programs to ensure identified WHS training requirements are addressed 4.3 Implement and monitor processes to ensure that all new employees receive WHS induction 4.4 Access and consult with relevant WHS and training specialists, as required, when developing and implementing the WHS training program
5. Manage work health and safety continuous improvement process	5.1 Consider input from individuals and workgroup in identifying and implementing WHS improvements 5.2 Determine WHS priorities in consultation with appropriate managers and stakeholders 5.3 Develop WHS action plans, taking account of priorities and training needs 5.4 Monitor achievements against WHS plans and update plans accordingly

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 analyse WHS legislation, policies, procedures and relevant documentation
Oral communication	• Interact with others using appropriate language and style

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ACMWHS501 Manage workplace health and safety processes	ACMWHS501A Manage workplace health and safety processes	Updated to meet Standards for Training Packages Assessment requirements revised	Equivalent unit
	ACMOHS501A Manage occupational health and safety processes	Updated to meet Standards for Training Packages Reflect national WHS legislation	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

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Assessment Requirements for ACMWHS501 Manage workplace health and safety processes

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

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 managed work health and safety processes for one work group of at least four employees, on at least one occasion, including:

- identifying WHS legal requirements applicable to the organisation
- reviewing and monitoring WHS hazard identification and risk management processes and ensuring consistency with legal requirements
- ensuring work group members comply with WHS requirements
- implementing and monitoring participative processes to ensure that the work group members contribute to decisions that may affect their health and safety
- implementing and monitoring WHS safety induction and training for work group members to ensure safe work.

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:

- sources of information on WHS legislation, standards, compliance codes and guidance material relevant to the work site
- sources of information on WHS trends and risk controls relevant to the work site
- legal requirements for WHS in a workplace
- processes, including:
  - manage WHS information, records and reporting
  - manage consultation and participative opportunities
  - manage WHS employee training
  - manage WHS risk
  - develop a WHS action plan
  - continuously improve WHS

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  - investigate hazards, injuries and incidents
  - undertake WHS training needs assessment
  - develop training programs
  - implement and monitor training programs
- techniques, including:
  - managing information
  - resolving issues
  - managing work priorities
  - monitoring own performance and recognising own professional limitations
  - consulting with managers, stakeholders, advisors and WHS training specialists
  - developing WHS action plans
  - risk assessment
  - implementing plans, programs and processes
  - evaluating and reviewing plans, programs and processes.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions
- specifications:
  - organisational policies and procedures
  - current WHS legislation and regulations
- relationships (internal and/or external):
  - interactions with team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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AHCAGB301 Keep production records for a primary production business

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to keep production business records such as paddock and livestock activity in accordance with workplace requirements auditing purposes.

All work must be carried out to comply with workplace procedures, work health and safety legislation and codes.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Develop a system to collect and store production records	1.1 Determine physical records and inventories required for the organisation in consultation with the management team 1.2 Identify short-term methods for collecting information that are reliable, timely and efficient 1.3 Identify longer-term methods for sorting and storing information that allow effective analysis 1.4 Identify the most appropriate information collection and storage methods according to business requirements
2. Collect and maintain production records	2.1 Collect and maintain livestock records 2.2 Collect and maintain crop and pasture records 2.3 Collect and maintain records relating to farm vehicle and machinery use and maintenance 2.4 Collect and maintain property maintenance records 2.5 Collect and maintain records relating to stored produce 2.6 Collect and maintain relevant climatic records 2.7 Collect and maintain records relating to input purchases and use 2.8 Collect and maintain records relating to staff activities
3. Organise information for analysis	3.1 Transfer collected information into a manual or computerised recording system 3.2 Organise information into a format suitable for analysis, interpretation and dissemination 3.3 Use and maintain business equipment and technology in accordance with organisational and work health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCAGB301A Keep records for a primary production business.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAGB301 Keep production records for a primary production business

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- communicate with others to obtain information
- collect information relating to primary production
- organise and store information
- maintain inventory records
- complete a livestock reconciliation
- follow enterprise work health and safety policies.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the organisation’s policies and procedures applying to production records
- relevant legislation and codes, relating to the operation of a business and to the tasks undertaken
- recording processes to meet QA requirements
- the organisation’s software and technology used to record and analyse production information.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCAGB502 Plan and manage infrastructure requirements

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan and manage infrastructure requirements.

All work must be carried out to comply with workplace procedures, work health and safety legislation and codes, and sustainability practices.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine infrastructure	1.1 Access information regarding the characteristics of the products

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Element	Performance criteria
requirements	and their respective market requirements 1.2 Confirm characteristics of the land under production and the production processes to be used from colleagues and other planning processes 1.3 Identify and access data from organisational records for input to infrastructure planning processes 1.4 Collect and use information regarding other organisational planning processes and potential for improvements or innovations collected to inform the infrastructure planning process 1.5 Identify and compare the infrastructure required to efficiently achieve the targeted production requirements with those existing and available in the organisation 1.6 Identify work health and safety hazards, assess risks and incorporate suitable controls into the planning process 1.7 Plan and budget for replacements, purchases and sales of plant and vehicles 1.8 Use details regarding infrastructure requirements as input to other organisational planning processes
2. Obtain, prepare or build infrastructure	2.1 Identify solutions to bridging the gaps between required and existing infrastructure 2.2 Determine preferred solution to filling gaps in required infrastructure from a cost benefit analysis 2.3 Undertake negotiations to obtain infrastructure or componentry at the best rate for the organisation 2.4 Organise preparation work required for existing infrastructure and undertaken as necessary 2.5 Plan and commission works required 2.6 Ensure all alterations to infrastructure or new developments give due consideration to environmental and waste management requirements
3. Manage infrastructure	3.1 Determine infrastructure maintenance programs including scheduling and responsibilities 3.2 Undertake replacements, purchases and sales of infrastructure according to plans made 3.3 Ensure any reallocations of land required are undertaken with the planning and consultation required by the organisation and within all relevant guidelines and regulations 3.4 Manage situations that require unplanned maintenance within organisation guidelines and policy 3.5 Make checks to ensure that program specifications are adhered to and amendments are made where necessary

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Element	Performance criteria
	3.6 Make checks to ensure that all work health and safety requirements are adhered to including the appropriate use of personal protective equipment 3.7 Make checks to ensure that potential detrimental environmental impacts are minimised or eliminated
4. Record and manage information	4.1 Analyse data, observations and documentation recorded during the production cycle against the plan 4.2 Prepare recommendations for future plans based on the analysis of the data 4.3 Prepare a report that documents the plan's implementation 4.4 Create, maintain and keep records and documentation as described in the business plan 4.5 Complete records and documentation clearly and accurately throughout production in the organisation 4.6 Ensure relevant records are available, accessible, meaningful and useful

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCAGB502A Plan and manage infrastructure requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAGB502 Plan and manage infrastructure requirements

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify infrastructure requirements for the enterprise
- source, construct and modify infrastructure to meet enterprise requirements
- develop an infrastructure maintenance program including scheduling and responsibilities
- establish a recording system for infrastructure purchase, construction and maintenance
- interpret, analyse and extract information from a range of sources
- identify, build and use network and support groups
- recognise potential opportunities to use or install more environmentally efficient systems or equipment
- implement enterprise work health and safety policies
- implement enterprise sustainability practices.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- sustainable land use principles and practices
- property planning, financial management and enterprise budgeting systems and procedures
- environmental controls and codes of practice available to the organisation
- sound management practices and processes to minimise noise odours and debris from production processes
- sustainable land use principles and practices applicable in the region
- relevant legislation and regulations relating to infrastructure management.

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCAGB505 Develop a whole farm plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop a whole farm plan.

All work must be carried out to comply with workplace procedures, work health and safety legislation and codes, and sustainability practices.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Agribusiness (AGB)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine directions	1.1 Establish long-term directions and purposes of the business through identification and analysis of the values, expectations and

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Element	Performance criteria
for the business	personal goals of the people involved 1.2 Identify business and personal strengths, weaknesses, opportunities and threats (SWOT) 1.3 Develop strategies to address the SWOT consistent with the business vision
2. Audit the natural resources and infrastructure of the property	2.1 Identify and record physical characteristics of the soil resource 2.2 Produce a soil map of property and record land classes using classification terminology 2.3 Determine land capability and identify land management options for each land class 2.4 Show natural property features and infrastructure on property map 2.5 Identify areas at risk of soil degradation 2.6 Classify native vegetation and assess condition 2.7 Identify endangered species as appropriate 2.8 Identify other natural resource issues as appropriate 2.9 Identify infrastructure to assist with planning and maintenance
3. Monitor legal requirements impacting on the management of the property	3.1 Develop knowledge of relevant Acts and regulations impacting on the property 3.2 Address legal requirements through management plans
4. Develop management strategies to address natural resource management issues	4.1 Develop, cost and prioritise property improvement plans to assist natural resource management 4.2 Develop plans to repair land degradation 4.3 Prepare water supply and water management, vegetation and revegetation management, and wildlife management strategies as appropriate to the property 4.4 Develop strategies for weed and pest management 4.5 Develop plans to address fire risk and fire management as appropriate
5. Review whole farm plan	5.1 Review and revise plans to meet changing circumstances

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCAGB505A Develop a whole farm plan.

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Assessment Requirements for AHCAGB505 Develop a whole farm plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- audit the natural resources of the property
- monitor legal requirements impacting on the management of the property
- develop management strategies to address natural resource management issues
- integrate business objectives and production plans with sustainable land management in a whole farm plan.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- SWOT analysis
- sustainable land management practices
- property planning processes and approaches
- land capability
- water, vegetation, soil, fire and wildlife management strategies
- legal requirements impacting on whole farm planning
- risk management.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

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AHCAIS301 Collect semen

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to routinely collect semen for artificial insemination of livestock.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

Working with entire male animals is an inherently dangerous activity. Individuals who work at this level must be thoroughly competent in all aspects of handling entire male animals.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

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

Pre-requisite Unit

Nil.

Unit Sector

Artificial Insemination (AIS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Prepare animals for collecting semen	1.1 Follow enterprise work health and safety, biosecurity and animal welfare policies 1.2 Select, use and maintain suitable personal protective equipment and clothing 1.3 Select and prepare appropriate equipment for semen collection 1.4 Prepare nominated sire at the appropriate semen collection area 1.5 Collect semen from the nominated sire using appropriate techniques 1.6 Transfer semen to the processing and storage area 1.7 Follow enterprise policies on testing of semen, blood and/or other biological samples for diseases which can be transmitted from male animals to female animals
2. Complete collection procedures	2.1 Carry out post-collection procedures 2.2 Dispose of waste in line with enterprise environmental policies 2.3 Clean work area and equipment appropriately 2.4 Return animals to the designated area
3. Document and record data	3.1 Complete required documentation and records accurately and promptly 3.2 Supply information to relevant authorities to promote research and improvements in industry practice

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCAIS301A Collect semen.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAIS301 Collect semen

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare animals for collecting semen
- prepare for and undertake hygienic collection of semen
- collect semen using industry approved collection techniques
- transfer semen safely to the preparation and storage area
- handle animals in a humane, stress free, and safe manner
- clean up work areas and equipment and record data.
- follow enterprise work health and safety, biosecurity and animal welfare policies.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- types, uses and maintenance of personal protective equipment
- resource and manpower requirements, biosecurity and animal welfare requirements, industry standards, codes of practice and procedures for artificial insemination of the livestock species
- types, uses, maintenance, servicing and storage of equipment
- requirements and features of semen collection work areas
- requirements, methods and techniques for processing and storage of semen
- techniques and methods for humane handling and restraint of the livestock species
- relevant animal welfare practices for the conduct of artificial insemination in the livestock species
- methods and procedures for cleaning and sterilisation of equipment used for artificial insemination
- types of diseases transmissible from male to female animals through artificial insemination/semen, and methods of testing, control and prevention

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- procedures for handling, measurement and usage of cleaning chemicals, disinfectants and sanitisers
- relevant work health and safety policies
- relevant environmental requirements, and procedures for disposal and management of wastes and debris
- requirements and procedures for cleaning and maintaining work areas
- relevant documentation and records that are required.

Assessment Conditions

Competency is to be assessed in the workplace and/or a simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCAIS302 Process and store semen

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to process and store semen collected from livestock for the purpose of artificial insemination.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

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

Pre-requisite Unit

Nil.

Unit Sector

Artificial Insemination (AIS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare diluent	1.1 Clean containers to be used for preparation of diluent according to enterprise hygiene standards

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Element	Performance criteria
	1.2 Calibrate equipment and tools used in processing semen 1.3 Heat distilled water for use in diluent to required temperature 1.4 Add distilled water to powdered diluent in correct proportions 1.5 Store diluent correctly before use
2 Determine number of semen doses	2.1 Determine concentration of the ejaculate using appropriate equipment 2.2 Calculate number of doses according to the concentration determined
3 Assess quality of semen batch	3.1 Examine semen batch and check for contamination 3.2 Assess motility of semen 3.3 Compare quality of semen batch against enterprise benchmarks 3.4 Discard poor quality semen appropriately
4 Check incubator	4.1 Check temperature and other operational parameters of incubator before use 4.2 Report and resolve problems with incubator before operation
5 Prepare semen doses	5.1 Add diluent to semen batch 5.2 Divide diluted semen into doses 5.3 Label each semen dose 5.4 Place doses in incubator 5.5 Assess quality of prepared doses 5.6 Record data in line with enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCAIS302A Process and store semen.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCAIS302 Process and store semen

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- prepare diluent
- determine number of semen doses
- assess quality of semen batch
- check incubator temperature and other operational parameters before use
- prepare and label semen doses
- record semen details.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- methods and procedures for cleaning and sterilisation of containers, equipment and tools
- calibration of equipment and tools
- preparation and storage of diluent
- types, uses, maintenance and servicing of equipment used for determining semen concentration and quality
- calculation of semen doses
- criteria, characteristics and methods for assessing semen quality
- requirements and methods for the disposal of semen
- types, functions and maintenance of incubator
- requirements, methods and procedures for preparing semen doses
- effects and impacts of environmental conditions, equipment factors and human factors on viability of semen doses
- enterprise recording requirements.

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Assessment Conditions

Competency is to be assessed in the workplace and/or a simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

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AHCAIS401 Supervise artificial breeding and embryo transfer programs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to supervise artificial breeding and embryo transfer programs.

This unit also applies to artificial breeding technicians who provide advice to farmers.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgement in the selection, allocation and use of available resources and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Artificial Insemination (AIS)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine breeding method	1.1 Review options for artificial breeding to determine most suitable and affordable method according to breeding objectives 1.2 Select and match artificial breeding option to resources and breeding objectives 1.3 Identify, source and arrange resource implications of breeding programs 1.4 Prepare program schedules according to available resources 1.5 Ensure suitable personal protective equipment for staff and self are available in line with enterprise work health and safety policies
2. Implement breeding method	2.1 Check the disease status of donor and recipient animals in line with enterprise biosecurity policies 2.2 Obtain genetic material from appropriate and reliable source 2.3 Receive, check and store genetic material appropriately 2.4 Handle animals appropriately in line with animal welfare policies 2.5 Ensure females are inseminated at the optimal stage of the oestrus cycle where artificial insemination is the selected option 2.6 Check to ensure intended recipients are prepared and correctly scheduled where embryo transfer (ET) is the selected option 2.7 Provide hormone injections to intended recipients at appropriate stages of transfer programs where ET is the selected option 2.8 Conduct embryo transfers in compliance with relevant codes of practice and industry standards where ET is the selected option
3. Monitor and maintain program	3.1 Monitor the need for return to service of intended recipient 3.2 Monitor health of livestock in the breeding program 3.3 Review adjustments in genetic material transfer practices to enhance success of future programs 3.4 Document and maintain data on genetic material transfer programs

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCAIS401A Supervise artificial breeding and/or embryo transfer programs.

Links

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Assessment Requirements for AHCAIS401 Supervise artificial breeding and embryo transfer programs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- determine breeding method
- implement breeding method
- monitor and maintain program
- apply work health and safety requirements in the context of own work
- apply biosecurity requirements in the context of own work
- apply animal welfare practices in the context of own work.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- legislative requirements, biosecurity requirements, codes of practice, industry standards and procedures for artificial insemination and embryo transfer
- resources requirements, types and characteristics of artificial breeding methods and programs
- advantages, disadvantages and cost-benefit analysis of artificial breeding programs for the livestock enterprise
- types, uses and maintenance of personal protective equipment
- requirements, methods and procedures for sourcing, acquiring, transporting and storing genetic material
- relevant anatomy and physiology of female livestock
- reproductive physiology, reproductive behaviour and pregnancy development of female livestock
- requirements and procedures for artificial insemination
- requirements and procedures for embryo transfer

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- causes, signs, treatment and management of reproductive diseases and complications in female livestock
- requirements, methods and procedures for improving the success of artificial breeding programs and their impacts on herd performance
- relevant documentation and records that are required
- relevant work health and safety and animal welfare requirements.

Assessment Conditions

Competency is to be assessed in the workplace and/or a simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBAC302 Establish pastures and crops for livestock production

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to establish pastures and crops for livestock production.

All work must be carried out to comply with workplace procedures, work health and safety and biosecurity legislation and codes, and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources and complete routine activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Broad acre cropping (BAC)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Prepare for pasture and crop establishment	1.1 Confirm the pasture and crop establishment program with supervisor 1.2 Conduct pre-treatment (including inoculation) of seed prior to sowing where required 1.3 Select appropriate sowing methods for crop and pasture species 1.4 Apply appropriate fertilisers 1.5 Select and operate machinery and equipment appropriately 1.6 Identify work health and safety hazards in crop and pasture establishment and assess risks
2. Implement pasture and crop establishment program	2.1 Implement work health and safety controls for crop and pasture establishment 2.2 Prepare machinery and equipment for sowing 2.3 Calibrate seeding and fertilising equipment 2.4 Conduct pasture and crop sowing appropriately 2.5 Ensure efficient performance of sowing operations including the use of technology where appropriate 2.6 Apply appropriate fertilisers and pesticides
3. Implement grazing strategies during establishment	3.1 Use livestock to conduct stubble and fallow weed control as part of an integrated pest management program where appropriate. 3.2 Use livestock to conduct stubble, ground cover, competition or weed control during establishment. 3.3 Implement appropriate controlled grazing of crops and pastures during pasture and crop establishment 3.4 Implement appropriate grazing management according to sustainable land management practices

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBAC302A Establish pastures and crops for livestock production

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Assessment Requirements for AHCBAC302 Establish pastures and crops for livestock production

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- operate machinery and equipment
- calibrate boom spray and drill and fertiliser spreader
- identify pests and diseases
- identify pasture and crop species (both seed and seedlings)
- identify and control weeds
- handle chemicals safely
- mix and inoculate seed
- interpret and implement crop and pasture production plans
- assess existing pastures and crops to maximise livestock production
- sow and monitor new pastures and crops
- select pasture species, sowing method and application appropriate for optimal yield
- manage grazing systems including weed and stubble control
- control pests and weeds without damage to the crop or pasture
- demonstrate correct use of technology to improve efficiency
- follow enterprise work health and safety policies
- follow enterprise sustainability practices.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- types of grasses, legumes and crops
- types of seed inoculants and fertilizers
- seed and fertilizer placement for optimal germination and growth

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- integrated weed control including chemical application, cultural practices and grazing management
- safe use of chemicals and machinery
- role of technology in improving efficiency
- advantages and disadvantages of pasture and crop establishment programs
- timing of pasture and crop establishment
- enterprise work health and safety policies
- procedures for minimising environmental impacts.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO302 Identify and report unusual disease or plant pest signs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to recognise unusual disease or plant pest signs during day-to-day work and take appropriate reporting action.

The unit is typically performed by those who have daily contact with plants, birds, animals or fish. It would usually be carried out in conjunction with routine animal or plant husbandry tasks.

This unit applied to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify signs of unusual disease or a plant pest	1.1 Identify signs of disease or a plant pest 1.2 Compare signs of disease or a plant pest with own experience of common endemic disease or a plant pest in the species 1.3 Assess severity and extent of the problem in the species where signs indicate an unusual disease or a plant pest 1.4 Seek immediate advice from supervisors, professionals or appropriate authorities when signs indicate an unusual disease or a plant pest
2. Report signs of unusual disease or a plant pest	2.1 Report signs of unusual disease or a plant pest to appropriate authorities immediately 2.2 Implement biosecurity measures according to enterprise biosecurity plans and instructions from appropriate authority

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBIO302A Identify and report unusual disease or plant pest signs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO302 Identify and report unusual disease or plant pest signs

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify unusual disease or pest signs
- assess the severity and extent of problem in the disease or pest species
- seek advice from supervisors or professionals
- notify appropriate authorities
- implement appropriate biosecurity measures.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- signs of common endemic diseases or plant pests in the species
- signs indicating unusual disease or plant pests
- methods for assessing severity and extent of problem
- biosecurity measures associated with enterprise biosecurity plans
- the process of reporting any unusual findings to appropriate authorities.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO305 Apply biosecurity measures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to apply control measures as set out in a farm/enterprise biosecurity plan. Farm biosecurity is a set of measures designed to protect a property from the entry and spread of pests and diseases.

All aspects of the unit must be undertaken in line with legislative requirements, workplace policies and procedures and accepted safe practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They provide and communicate solutions to a range of predictable problems.

Licensing, legislative, regulatory or certification requirements may apply to this unit in some states and territories in relation to use of farm chemicals in quarantine situations, national vendor declarations, and movement of livestock and plant material. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify biosecurity control measures applicable to enterprise	1.1 Access enterprise biosecurity plan 1.2 Identify animal/plant diseases or pests that are considered biosecurity threats to the enterprise from the plan and other sources of information 1.3 Identify control measures to minimise the risk of identified animal/plant diseases or pests entering the property 1.4 Confirm your responsibility for applying control measures in regular work routines, with supervisor
2. Apply control measures to farm inputs	2.1 Apply control measures identified in the property biosecurity plan as applicable for farm inputs 2.2 Incorporate the property control measures into work routines seeking clarification from supervisor as needed
3. Apply control measures to support farm outputs	3.1 Apply control measures identified in the property biosecurity plan as applicable to farm outputs 3.2 Incorporate control measures into work routines seeking clarification from supervisor as needed
4. Apply control measures to movement of people, animals, vehicles and equipment	4.1 Apply control measures identified in the property biosecurity plan as applicable to the movement of people, animals, vehicles and equipment 4.2 Incorporate control measures into work routines seeking clarification from supervisor as needed
5. Apply control measures to production practices	5.1 Apply control measures identified in the property biosecurity plan as applicable to farm production practices 5.2 Incorporate control measures into work routines seeking clarification from supervisor as needed
6. Apply control measures to control wild and feral animals, plant pests and weeds	6.1 Identify control measures identified in the property biosecurity plan as applicable for wild and feral animals, animal and plant pests and weeds 6.2 Incorporate control measures into work routines seeking clarification from supervisor as needed
7. Maintain records related to biosecurity	7.1 Keep records for sales and purchases for traceability of farm inputs and farm outputs (both trace back and trace forward) 7.2 Request and retain vendor declarations or statements for the statutory period, and as required by state and territory legislation 7.3 Retain monitoring and surveillance data
8. Monitor biosecurity	8.1 Monitor effectiveness of control measures in addressing risks

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Element	Performance criteria
procedures	8.2 Monitor work duties of self and others to ensure biosecurity control measures are applied appropriately 8.3 Report issues and concerns with biosecurity to management 8.4 Participate in biosecurity training when opportunities arise

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

New unit - no equivalent.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO305 Apply biosecurity measures

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- locate information from the farm/enterprise biosecurity plan and government and industry biosecurity websites, on:
  - animal/plant diseases and pests that are potential biosecurity threats to enterprise
  - control measures that can minimise the risk of diseases or plant pests entering or spreading from the property
- apply control measures in work routines for:
  - farm inputs
  - farm outputs
  - movement of people
  - movement of animals
  - vehicles and equipment
  - production practices
  - controlling feral and wild animals, pests and weeds
- maintain records for traceability of farm inputs and farm outputs, and monitoring and surveillance data
- monitor control measures for effectiveness in addressing risks
- monitor work of self and others for compliance with control measures
- report biosecurity issues and concerns to management
- participate in biosecurity training.

Knowledge Evidence

The candidate must demonstrate knowledge of:

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- government and industry biosecurity websites relevant to farm biosecurity plan
- diseases or plant pests that pose a biosecurity threat to enterprise
- biosecurity control measures relevant to enterprise for:
  - farm inputs
  - farm outputs
  - movement of people
  - movement of animals
  - vehicles and equipment
  - production practices
  - feral and wild animals, pests and weeds
- record keeping for traceability (both trace back and trace forward) of farm inputs and outputs
- record keeping for retention of monitoring and surveillance data
- processes for monitoring effectiveness of control measures
- process for reporting biosecurity concerns and issues
- sources of information on biosecurity training.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBIO403 Plan and implement a farm or enterprise biosecurity plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan and implement a farm or enterprise biosecurity plan which includes a set of measures designed to protect a property from the entry and spread of pests and diseases.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

Licensing, legislative, regulatory or certification requirements may apply to this unit in some states and territories in relation to use of farm chemicals in quarantine situations, national vendor declarations, and movement of livestock and plant material. Therefore, it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Pre-requisite Unit

Nil.

Unit Sector

Biosecurity (BIO)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify relevant information for developing a biosecurity plan	1.1 Interpret biosecurity guidance in industry standards and protocols relevant to enterprise 1.2 Identify known disease, pest and weed seed threats relevant to enterprise 1.3 Identify current access points on the property through which staff, visitors, machinery, equipment, vehicles, farm inputs and farm outputs pass
2. Develop control measures and procedures for controlling farm inputs	2.1 Research farm inputs relevant to the enterprise and identify practices to minimise risk of introducing and spreading disease, pests and weeds 2.2 Establish control measures and procedures as required for controlling farm inputs 2.3 Seek vendor declarations or animal health statements
3. Develop control measures to support biosecurity for farm outputs	3.1 Research farm outputs relevant to the enterprise and identify practices to minimise risk of spreading disease, pests and weeds 3.2 Establish control measures as required to support biosecurity for farm outputs 3.3 Provide and retain supporting documentation
4. Develop control measures for movement of people	4.1 Research the movement of people relevant to the enterprise and identify practices to minimise risk of spreading disease, pests and weeds 4.2 Establish control measures as required for movement of people 4.3 Arrange appropriate signage to support established control measures
5. Develop control measures for vehicles and equipment	5.1 Research the role of vehicles and equipment relevant to the enterprise and identify practices to minimise risk of spreading disease, pests and weeds 5.2 Establish control measures as required for vehicles and equipment as required
6. Develop control measures for production practices	6.1 Research production practices relevant to the enterprise and identify practices to minimise risk of spreading disease, pests and weeds 6.2 Establish control measures as required for production practices
7. Develop control measures for control of feral animals, plant pests and weeds	7.1 Identify feral animals, plant pests and weeds relevant to the enterprise and determine options for their control 7.2 Establish and document control measures as required for control of feral animals, plant pests and weeds
8. Develop control measures for training staff and keeping	8.1 Identify and document staff training required to implement control measures 8.2 Establish recording requirements in accordance with industry best

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Element	Performance criteria
records	practice
9. Implement, monitor and review biosecurity plan	9.1 Conduct a property risk assessment and identify risk facts for pest and disease spread 9.2 Identify appropriate control measures 9.3 Document control measures in the form of a property biosecurity plan 9.4 Develop a biosecurity plan that is achievable and cost effective with short and long term goals 9.5 Induct and train staff in control measures relevant to their role and responsibility 9.6 Monitor staff performance in adhering to control measures 9.7 Monitor effectiveness of control measures and progress against the program timelines, and identify improvements that can be made 9.8 Monitor industry standards and protocols relevant to biosecurity and incorporate into the on farm biosecurity plan 9.9 Revise and amend risk assessment and control measures 9.10 Review staff training and induction records to ensure staff are able to implement biosecurity control measures appropriate to their position

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCBIO403A Plan and implement a biosecurity program.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBIO403 Plan and implement a farm or enterprise biosecurity plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- determine biosecurity threats to farm or enterprise and control measures using standards and protocols
- identify sources of current biosecurity best practice
- identify current access points to property
- establish control measures and procedures for:
  - controlling farm inputs including:
    - new plants or animals
    - the quality of water sources
    - bee hives coming onto the property
    - bedding material
    - records of source, and use of organic and inorganic fertiliser
  - measures to support biosecurity for farm outputs including:
    - harvest bins
    - packaging operations
    - transport and movement of plants, produce, livestock and livestock products, and plant waste
    - intensive rearing of young animals
    - animal breeding facilities
    - animal milking facilities
    - maintaining records
  - movement of people including:
    - controlled access points and production areas

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    - visitors, their vehicles, and risk profile
    - general hygiene
  - vehicles and equipment including:
    - equipment hygiene
    - dedicated equipment use
    - storage areas
    - vehicle entry points
    - vehicle movement and parking
    - vehicle hygiene and washes
    - run off from wash areas
    - roads and tracks
  - production practices including:
    - water management
    - plant byproducts and waste
    - animal manure and waste effluent
    - feed storage, feed spills and disposal of unwanted feed
    - feed and water troughs
    - product storage
    - resistance to chemicals
    - animal disease control
    - monitoring and surveillance
    - monitoring frequency
    - fencing
  - control of feral animals, plant pests and weeds including:
    - wild and feral animals
    - boundary fences
    - property cleanliness
    - weeds
    - volunteer plants
    - straying animals
    - agisted or other visiting animals
    - property and land destruction
  - training staff and keeping records including:
    - staff training
    - traceability (both trace back and trace forward)
    - animal health assurance
    - vendor declarations and animal health and product statements
    - monitoring and surveillance data
- seek vendor declarations or animal health statements for:

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    - quality and disease free assurance status of animals, animal feed and compliance with national, state and territory standards and regulations and industry health assurance programs
    - disease and weed free status of organic fertilisers and compliance with Industry Purchasing Code of Practice or equivalent quality controls
    - purchased animal bedding material being fit for purpose
- provide and retain supporting documentation for:
    - moving plants, or animals on and off the property
    - appropriate chemical usage and storage in accordance with industry best practice
- develop, document, and induct and train staff in control measures for:
    - controlling farm inputs
    - biosecurity for farm outputs
    - movement of people
    - vehicles and equipment
    - production practices
    - control of feral animals, plant pests and weeds
    - training staff
    - keeping records
- develop a plan for implementing biosecurity
- monitor staff performance
- monitor effectiveness of control measures, and identify improvements
- revise and amend control measures as needed
- review staff training and induction records.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- national industry standards and guidelines relevant to farm or enterprise biosecurity
- Nationally Agreed Standard Operating Procedures (NASOP) relevant to farm or enterprise biosecurity plan
- diseases, pests and weeds that pose a threat and potential causes of spread
- principles of risk management applied to biosecurity
- biosecurity practices for:
- farm inputs
- farm outputs
- people, vehicles and equipment
- production
- feral animals, pests and weeds
- training staff, biosecurity planning, and maintaining records
- planning processes for costing, allocating resources and establishing timelines
- processes for improving staff performance.

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS501 Manage staff

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage staff.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine employment requirements	1.1 Identify tasks and conditions under which performance occurs 1.2 Identify industrial relations requirements to ensure adherence to relevant award conditions,

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Element	Performance criteria
	1.3 Determine most appropriate employment arrangements based on employer and employee needs, responsibilities and rights 1.4 Negotiate enterprise agreements and contracts of employment,
2. Manage workforce performance	2.1 Develop induction programs for each employee consistent with legislative requirements 2.2 Clarify and establish terms of engagement for consultants and contractors 2.3 Conduct induction programs for new internal and external appointees and establish appropriate records 2.4 Develop and implement strategies for communicating with workers 2.5 Develop and implement performance management strategies 2.6 Develop and implement strategies to resolve disputes and conflicts 2.7 Identify and follow processes for the termination of non-performing staff
3. Implement work health and safety priorities and procedures	3.1 Develop and communicate safety policies 3.2 Identify and design safe work practices for the enterprise 3.3 Communicate and enforce safe work practices 3.4 Involve all members of staff in hazard identification and risk assessment 3.5 Induct new staff into the work health and safety system
4. Support workforce training programs	4.1 Develop strategies to identify and address skill and knowledge gaps 4.2 Provide on-job training to optimise worker performance and ensure safety and fairness in the workplace 4.3 Identify off-job training requirements and source and support training
5. Manage administrative support	5.1 Implement procedures for the administration of staff records 5.2 Implement administrative procedures to meet legislated requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS501A Manage staff.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS501 Manage staff

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- determine work requirements
- develop and implement strategies to manage workforce performance
- prepare task descriptions
- arrange employment of workforce members
- implement work health and safety policies, procedures and priorities
- review labour productivity
- manage the performance of staff
- implement procedures for the administration of staff records
- manage industrial relations.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- task descriptions
- equal opportunity and equal employment opportunity legislation
- work health and safety legislation
- relevant industrial awards
- performance management approaches
- personnel management strategies
- employee induction programs
- contracts of employment
- unfair dismissal legislation
- job specifications
- interviewing procedures.

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS502 Market products and services

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to market products and services.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse market	1.1 Identify, research and analyse existing or new markets for

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Element	Performance criteria
information	existing or new products or services using techniques to ensure reliable data 1.2 Analyse past trends and developments to determine market variability and associated risks 1.3 Develop gross margin budgets to account for market variability 1.4 Identify and evaluate competing products to determine strengths and weaknesses of own products 1.5 Monitor market environment to ensure information is current and reliable 1.6 Identify the legal, ethical and environmental constraints of the markets and their effect on the enterprise 1.7 Identify product specifications that suit market requirements and price advantage at the time 1.8 Present clear and concise information to the enterprise management team
2. Identify and evaluate factors to include in a marketing plan	2.1 Identify and evaluate production processes to ensure required product specifications are met 2.2 Identify and assess alternative selling strategies and techniques to identify marketing targets and methods 2.3 Identify and assess distribution channels and their role in your marketing strategies 2.4 Ensure the data used is reliable and the market environment and trends are substantiated 2.5 Evaluate the role of marketing professionals in providing advice
3. Develop a marketing plan for your products and services	3.1 Establish marketing objectives based on current and potential product specifications 3.2 Select appropriate production processes to ensure product specifications are met 3.3 Select selling strategies to ensure required prices are achieved 3.4 Select appropriate distribution channel options to ensure access to target markets is achieved efficiently and appropriately 3.5 Establish time-frames for production, distribution and selling activities 3.6 Develop a gross margin budget to demonstrate the cost effectiveness of the marketing plan 3.7 Develop partial gross margin budgets to account for market variability
4. Determine promotional strategies	4.1 Prepare and record detailed plans for promotional activities 4.2 Outline objectives, level of exposure and available markets 4.3 Ensure strategies take account of time management and

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Element	Performance criteria
	scheduling issues, and resource constraints 4.4 Create promotional materials that enhance the product and commercial presentation 4.5 Record and communicate priorities, responsibilities, timelines and budgets for promotional activities
5. Implement marketing activities	5.1 Schedule planned marketing activities within appropriate timeframes 5.2 Develop measurable performance targets that meet business plan objectives 5.3 Organise distribution channels and ensure product and service information is accurate and readily available to clients 5.4 Implement marketing activities within budgetary constraints to meet legal, ethical and enterprise requirements
6. Evaluate marketing performance	6.1 Review the established marketing objectives to ensure they remain viable 6.2 Make an objective assessment of the marketing plan and its implementation by a comparison of valid and reliable data against the established objectives 6.3 Assess product, pricing and distribution policies in relation to market changes, marketing objectives and enterprise requirements 6.4 Identify areas of positive marketing performance and take corrective action to remedy poor marketing performance areas 6.5 Document and distribute information for continual analysis and effective planning management

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS502A Market products and services plus AHCBUS505A Develop a marketing plan.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS502 Market products and services

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- collect, analyse and present data in the internal and external business environment
- identify the marketable features of the product and potential markets
- assess alternative marketing strategies and techniques to meet business plan objectives
- evaluate performance targets and recommend modifications or improvements
- plan, implement and evaluate a marketing strategy
- plan to manage promotional activities
- develop and manage budgets
- monitor product, pricing and distribution policies to improve market performance.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- financial management and budgeting
- price risk management
- performance evaluation measures
- competitors strengths and weaknesses
- business planning process
- customer relations policies
- market conditions and forces
- enterprise goals, objectives and directions
- markets and market analysis
- communication and promotion skills
- sales and marketing principles and practices

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- principles of trend analysis
- legal issues that affect marketing activities (trade practices, Fair Trading Acts, Sales of Goods Acts)
- industry and marketing knowledge including sales networks and distribution systems, and customer trends and preferences
- demographic studies and their application in the development of a marketing plan.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS506 Develop and review a business plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop and review a business plan.

This unit applies to those whose role is to set the short, medium or long term goals and targets for the business plan and may relate to marketing and production targets, resource and asset development and management, acquisitions, capital, property improvements, and operational systems.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes, sustainability practices and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine scope of business plan	1.1 Determine scope of the business plan and associated systems in consultation with key and specialist personnel 1.2 Access information to inform business plan development 1.3 Account for and incorporate trends and seasonal variations 1.4 Account for strategic goals, targets and directions of the enterprise 1.5 Ensure legal obligations are understood and compliance requirements identified
2. Prepare business plan	2.1 Develop operational goals and targets that enhance opportunities to meet the enterprise strategic plan 2.2 Ensure indicators of operational performance are clear and measurable and allow for realistic analysis of performance 2.3 Identify and include resource requirements and input supply chain options 2.4 Identify and incorporate human resource strategies 2.5 Identify and incorporate marketing strategies 2.6 Identify risks for the business and develop minimisation strategies 2.7 Identify mechanisms to test budgetary impact and operational potential before implementation
3. Document and review business plan	3.1 Include financial and operational systems that enhance performance management and suit enterprise requirements 3.2 Document and communicate business plan to relevant parties 3.3 Monitor performance against the business plan to identify strengths, weaknesses and areas for improvement 3.4 Make recommendations to improve the business plan and associated systems

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS506A Develop and review a business plan.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS506 Develop and review a business plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- set strategic goals, targets and directions for the enterprise
- determine clear and measurable indicators of operational performance
- identify and design risk management and mitigation strategies
- develop appropriate operational plans
- document the business plan
- monitor the business plan to identify strengths, weaknesses and areas for improvement
- analyse information and results.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- budgeting
- business forecasting
- relevant industrial awards and agreements
- communication techniques
- risk management factors and priorities
- marketing strategies
- indicators of operational performance
- financial and operational systems and resource considerations relevant to business planning
- logical and analytic methods
- profit and loss and cash flow systems

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- industrial relations, taxation, corporate and industry legislation, environmental and work health and safety legislation as they relate to the enterprise
- capital investment analysis.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS507 Monitor and review business performance

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to monitor and review business performance.

All work must be carried out to comply with organisational requirements, work health and safety legislation, sustainability practices and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify performance	1.1 Develop realistic performance indicators within available

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Element	Performance criteria
requirements	timeframes and resources 1.2 Identify and minimise factors inhibiting performance against objectives 1.3 Identify and assess market conditions based on relevant data and transferable and justifiable assumptions 1.4 Identify capacity to promote the sustainability of operations and incorporate into enterprise procedures
2. Evaluate enterprise performance	2.1 Gather and analyse data relating to enterprise production and financial performance to identify historical and current performance 2.2 Review and analyse operational structures to determine the suitability of organisational processes to enterprise objectives 2.3 Evaluate enterprise strengths and weaknesses against market conditions to determine current and future capacities 2.4 Monitor impact of natural conditions on enterprise performance 2.5 Assess sustainability of resource use 2.6 Evaluate performance against enterprise objectives to identify variations and scope for future development
3. Review business performance	3.1 Review business operations to identify opportunities for improvements in performance 3.2 Review business financial performance to identify opportunities for improvement 3.3 Review business marketing performance to identify opportunities for improvement 3.4 Review business risk management performance to identify opportunities for improvement

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS507A Monitor and review business performance.

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Assessment Requirements for AHCBUS507 Monitor and review business performance

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- gather and analyse data relating to enterprise performance
- review operational structures to determine effectiveness
- identify available resources to assess capacity
- develop realistic performance indicators
- review enterprise operations against performance indicators
- plan to improve business performance by addressing results of review
- monitor and manage resources
- assess sustainability of resource use.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- rates of return for products and services
- financial analysis techniques
- structure and operation of small businesses and the relevant State and Territory work health and safety
- legislative requirements
- environmental conditions, positive environmental practices and negative impact minimisation measures
- human resource requirements for the enterprise
- transport requirements for the enterprise
- enterprise and property improvement requirements
- market performance in commodities

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- statutory marketing requirements.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCBUS508 Prepare and monitor budgets and financial reports

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to prepare and monitor budgets and financial reports.

All work must be carried out to comply with organisational requirements, work health and safety legislation and codes and in consultation with the management team.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They must analyse information and exercise judgement to complete a range of advanced skilled activities.

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

Pre-requisite Unit

Nil.

Unit Sector

Business (BUS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare a budget	1.1 Obtain information on past receipts and payments and compare to

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Element	Performance criteria
	current prices and cost trends 1.2 Prepare gross margin projections for each production enterprise of the business 1.3 Identify projected non-enterprise income and overhead costs for the business 1.4 Identify projected capital-based income and costs for the business 1.5 Prepare a plan for a period which allows for expected income and expenditure, using the 'most likely' prices and costs 1.6 Ensure the plan allows the business to meet financial reporting requirements
2. Implement and monitor a budget	2.1 Monitor receipts and payments and reconcile against the original budget 2.2 Allocate funds in accordance with budget objectives and parameters 2.3 Identify variances against the original plan and calculate the impact on overall profit and loss and cash flow 2.4 Make adjustments to the original plan for the remainder of the budget period where necessary to respond to unacceptable variations 2.5 Renegotiate and restructure budgets and plans to optimise enterprise performance
3. Prepare financial report	3.1 Maintain records of financial performance 3.2 Assemble information with source documents according to the requirements of the report recipient 3.3 Prepare financial reports to meet both management and legislative requirements 3.4 Forward documentation in a timely and efficient manner

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCBUS508A Prepare and monitor budgets and financial reports.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCBUS508 Prepare and monitor budgets and financial reports

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop a budget
- prepare financial reports to meet industry standards
- monitor receipts and payments
- negotiate and restructure budgets
- implement and monitor a budget.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- budget formulation
- financial information systems
- budget analysis and reporting processes
- standards for organisational recordkeeping and audit requirements.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM303 Prepare and apply chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculture, Horticulture, Conversation and Land Management Training Package Version 2.0.
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to prepare and apply chemicals for the control of pests across a range of industry sectors.

This unit covers the use of general application equipment used across a variety of industries including; boom sprays, orchard air-blast sprayers, handheld spray equipment, wipers, dry chemical applicators, dips, pour-on, spot-on, vaccination and drenching equipment.

All work must be carried out to comply with workplace procedures, work hand safety and pesticide legislation and codes.

All work must be carried out to comply with chemical label instructions, Safety Data Sheets (SDS's), the organisation's application plan and relevant legislation.

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Candidates should confirm the regulatory requirements that apply in their relevant State or Territory before undertaking this unit.

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This unit may be deemed to have a time limit when used as part of an accreditation or licence process.

Pre-requisite Unit

Nil

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Determine the need for chemical use and prepare an application plan	1.1 Identify the nature and level of the pest, weed infestation or disease, assess the need for control 1.2 Assess the requirement for chemical use as an option within an integrated pest management strategy 1.3 Undertake a hazard and risk analysis of different chemical options 1.4 Confirm requirement for chemical application 1.5 Assess the spray drift risk of various application options 1.6 Assess the risk to sensitive areas and environmentally sensitive organisms 1.7 Prepare application/spray plan where required
2. Prepare chemical mixes	2.1 Access the workplace application or spray plan to determine chemical and target, application rate or dose, type of application equipment, set-up requirements and amount to be applied as per the label instructions 2.2 Identify potential hazards, assess risks and implement control measures 2.3 Interpret and apply requirements from chemical labels 2.4 Select appropriate personal protective equipment (PPE) for each stage of work and ensure correct fit 2.5 Select appropriate mixing equipment and a suitable location for mixing and loading 2.6 Mix chemicals in accordance with registered use and clean

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Element	**Performance criteria**
Elements describe the essential *outcomes.*	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	equipment when finished task 2.7 Follow label instructions in the event of a spill 2.8 Confirm that neighbours have been notified of chemical application as appropriate
3. Calibrate application equipment	3.1 Select application equipment to be used to minimise spray drift risk and maximise efficacy 3.2 Carry out pre-operational checks of application equipment 3.3 Calibrate equipment in accordance with manufacturers' specifications and application/spray plan. 3.4 Safely load chemical mix wearing appropriate Personal Protective Equipment (PPE) and controlling risks to human health and the environment
4. Apply chemicals	4.1 Monitor meteorological conditions and forecasts prior to and during application to minimise spray drift and other off target movement of chemicals 4.2 Select and use appropriate PPE in accordance with chemical label and SDS's 4.3 Apply chemical in accordance with the label and application/spray plan 4.4 Assess and minimise risks to others, product integrity and the environment 4.5 Follow chemical spill or accident procedures in the event of a spill
5. Clean up equipment and complete records	5.1 Dispose of excess chemicals and containers as per label and SDS instructions 5.2 Clean and decontaminate application equipment in appropriate location 5.3 Clean and store personal protective equipment in appropriate location 5.4 Report incidents 5.5 Complete all records

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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.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AHCCHM303 Prepare and apply chemicals Release 3	AHCCHM303 Prepare and apply chemicals Release 2	Minor typographical errors corrected	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM303 Prepare and apply chemicals

Modification History

Release	Comments
Release 3	This version released with AHC Agriculure, Horticulture, Conservation and Land Management Training Package Version 2.0.
Release 2	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.1.
Release 1	This version released with AHC Agriculture, Horticulture, Conservation and Land Management Training Package Version 1.0.

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- determine the need for chemical application
- develop an application/spray plan
- identify hazards and implement risk control procedures to ensure a safe workplace
- interpret and apply chemical label requirements included in the application or spray plan
- identify weather conditions that impact on spray drift risk and implement control measures
- conduct pre-operational checks of application equipment
- calibrate handheld and/or powered application equipment relevant to the industry sector
- mix and load chemicals in accordance with label requirements
- measure and record weather conditions before and during and after application
- apply chemicals safely in compliance with labels, legislation and codes of practice
- dispose of surplus chemicals and empty containers
- record relevant information including amount of chemical applied
- use appropriate personal protective equipment
- follow emergency procedures during an accident or spillage.

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Knowledge Evidence

The candidate must demonstrate knowledge of:

- options for pest control based on the Integrated Pest and Resistance Management Plan
- pest and/or disease resistance management
- various chemical labels and SDS formats
- impact of meteorological factors on the safe and effective application of chemicals
- factors that determine spray drift risk including droplet size, wind speed, temperature and temperature inversions and approaches to controlling spray drift risk
- risk factors including human and animal health, weather prior to, during and after application, spillage, residues in plants and animals consumed as food and environmental
- how to mix chemicals including mixing order, adjuvants and water quality
- requirements for disposal of excess chemicals, clearing spillages and equipment clean up
- how to select, operate and use a variety of application equipment including boom sprays
- features, functions and calibration techniques for a range of powered and hand held application equipment relevant to the industry sector
- spray nozzle identification, selection, operation and use
- pests, weeds and/or diseases relevant to the industry sector
- legislation, regulations and licensing requirements in relation to chemical use
- APVMA policy on spray drift management.

Assessment Conditions

Competency is to be assessed in the workplace OR simulated environment that accurately reflects performance in a real workplace setting.

The candidate must be assessed at least once calibrating application equipment.

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM304 Transport and store chemicals

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to safely transport, handle and store liquid and dry chemical formulations across a broad range of industry sectors.

This unit does not cover operation of specialised chemical application equipment and machinery or application of chemicals.

All work must be carried out to comply with workplace procedures, work health and safety and pesticide legislation and codes. All work is carried out to comply with Safety Data Sheets, chemical label directions and relevant legislative requirements.

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Confirm the regulatory requirements that apply in the relevant State or Territory.

This unit may be deemed to have a time limit when used as part of an accreditation or licencing process.

Pre-requisite Unit

Nil.

Unit Sector

Chemicals (CHM)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to transport and handle chemicals	1.1 Identify hazards, assess risks and implement control measures 1.2 Confirm contact phone numbers of emergency services are carried in vehicle in case of accident, spill or fire 1.3 Confirm chemicals will be transported in a vehicle that is compliant with the relevant legislation. 1.4 Confirm containers are secured in the tray, protected from the weather and in a sound condition to transport 1.5 Confirm appropriate first aid kit is carried in the vehicle in case of accident, spill or fire 1.6 Confirm transport arrangements meet legislative and regulatory requirements for the transport of hazardous substances and dangerous goods. 1.7 Obtain current Safety Data Sheets (SDS) from reseller or manufacturer for all chemicals to be transported
2. Transport and handle chemicals	2.1 Follow instructions from chemical SDS, to comply with transport requirements 2.2 Follow instructions from chemical label and SDS in the event of a spill or accident 2.3 Report transport incidents as required
3. Store chemicals in the workplace	3.1 Select and use appropriate personal protective equipment and ensure correct fit 3.2 Use appropriate storage methods as per label and Safety Data Sheet requirements and work health and safety standards 3.3 Maintain storage area according to legislative and regulatory requirements, including work health and safety and environmental protection. 3.4 Retain products in original containers with labels intact 3.5 Utilise storage methods to prevent contact with people or animals and contamination of produce or the environment 3.6 Apply correct disposal procedures for used chemical drums and storage containers as per the label and industry programs 3.7 Dispose of unwanted and out-of-date chemicals in the appropriate manner according to legislative and regulatory requirements and industry programs
4. Record storage details	4.1 Maintain chemical storage inventory and records according to legislative requirements

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Element	Performance criteria
	4.2 Report storage incidents according to legislative requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCHM304A Transport, handle and store chemicals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM304 Transport and store chemicals

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- follow legislative requirements for the safe transport of chemicals
- follow emergency procedures for chemical spillage
- handle, transport and store chemical safely
- maintain a chemical storage area and chemical manifest, including copies of SDS for each product
- follow chemical label directions and SDS requirements for handling, transporting and storage
- maintain storage records
- follow enterprise work health and safety policies
- follow enterprise environmental protection policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- how to read a chemical label and SDS and translate that information into actions
- appropriate legislation and regulations that apply to transporting and storing chemicals
- risk factors including human and animal health and environmental associated with transporting, handling and storing chemicals
- requirements for disposal of excess, unwanted and out-of-date chemicals and used chemical containers
- processes to clear spillages and clean up
- types of placarding required for storage of hazardous chemicals and dangerous goods
- types of emergency information that must be carried in the vehicle when transporting dangerous goods

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Assessment Conditions

Competency is to be assessed in the workplace OR simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCCHM501 Develop and manage a chemical use strategy

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop and manage a chemical use strategy, including assessment of the risk of chemical transport, storage and handling.

All work must be carried out to comply with workplace procedures, work health and safety and pesticide legislation and codes of practice.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Candidates should confirm the regulatory requirements that apply in their relevant State or Territory before undertaking this unit.

Pre-requisite Unit

Nil.

Unit Sector

Chemicals (CHM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and evaluate	1.1 Interpret the Integrated Pest Management (IPM), the Integrated

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Element	Performance criteria
need for chemical use	Resistance Management (IRM) strategies and the organisational chemical requirements 1.2 Identify external requirements for chemical use and obtain and interpret relevant information 1.3 Document requirements for chemical use 1.4 Identify chemicals available to meet requirements and review information concerning their application
2. Develop a chemical use risk management strategy	2.1 Identify and assess hazards in the transportation, storage and handling of chemicals 2.2 Identify and document risk factors associated with the use of chemicals 2.3 Identify risk control measures and develop in accordance with regulatory requirements 2.4 Develop a risk management strategy for chemical use in accordance with legislation and IPM, IRM, and Integrated Animal Health Management principles 2.5 Research and document appropriate insurance policies covering intended chemical use according to workplace guidelines
3. Develop and implement procedures for chemical management and use	3.1 Develop procedures for management and use of chemicals in accordance with directions and standards 3.2 Document required precautions and risk control measures 3.3 Develop procedures for communicating and negotiating with the community 3.4 Distribute information on procedures and precautions in the management and use of chemicals to relevant staff
4. Identify training and supervision needs and solutions for chemical use in the workplace	4.1 Develop an appropriate strategy for the training, assessment and supervision of staff involved in chemical use including correct use and fit of personal protective equipment 4.2 Organise and provide suitable internal on-the-job training and monitoring of performance in the implementation of the chemical use strategy 4.3 Organise appropriate external training and assessment in the management and use of chemicals
5. Monitor and evaluate the implementation of a chemical use strategy	5.1 Monitor the implementation of the established chemical use strategy in terms of regulatory requirements and established criteria 5.2 Evaluate the effectiveness of the established chemical use strategy 5.3 Initiate appropriate action where there are identified problems or where required procedures and precautions are not being correctly followed

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCHM501A Develop and manage a chemical use strategy.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCCHM501 Develop and manage a chemical use strategy

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- incorporate into enterprise procedures relevant legislation, codes of practice and industry requirements covering work health and safety, hazardous substances, environment and food safety requirements related to the use of chemicals
- convey the role of chemical labels and Safety Data Sheets (SDS) in determining chemical transport, storage, handling, application and disposal procedures and practices to all staff
- ensure all staff have access to SDS for all agricultural chemicals used in the workplace
- put procedures in place to assess the risk to human health, environment, fauna and flora and market acceptability of produce from chemical transport, storage, handling, application and disposal
- develop a communication strategy to:
  - remind relevant staff of their responsibilities in chemical use
  - inform all staff exposed to agricultural chemicals of the need to minimise exposure and how to act in an emergency
  - inform neighbours when chemical spraying is planned to take place as appropriate
  - make agencies aware when a chemical spill has occurred
- develop an induction program that covers the work health and safety requirements and the responsibilities of all staff within that system
- record the training needs and completion of the training for all staff members
- monitor the health of all staff exposed to chemicals according to regulatory requirements
- ensure the need for chemical application and selection of chemicals for a purpose is in line with the enterprises documented IPM and IRM strategies
- select application techniques based on spray drift management principles, accurate placement of chemicals and the correct use of personal protective equipment

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- make an application to authorities in the case of off label use and ensuring all conditions and requirements on permits have been implemented
- ensure chemical application is carried out by trained staff as required by trained staff
- ensure all withholding periods and requirements to limit access to sprayed areas have been met and can be supported by the workplace's recording system
- ensure chemical storage systems meet industry and legislative requirements and access to storage areas is covered by workplace procedures
- document and display chemical emergency procedures and conveying information to staff
- ensure all requirements for chemical signage have been met for the transport and storage of chemicals and for areas affected by chemical application
- monitor chemical persistence in vegetation, soil and water in managing environmental risk
- develop and maintain recording procedures that cover all aspects of the transport, storage, handling, application and disposal of chemicals in the workplace
- conduct periodical reviews of chemical procedures based on workplace records and where issues have emerged, necessary changes made and communicated to staff

Knowledge Evidence

The candidate must demonstrate knowledge of:

- hazards to human health, agricultural produce, and all aspects of the environment and non-target species of flora and fauna associated with the transport, storage, handling, application and disposal of chemicals
- factors that contribute to spray drift, measures to assess the potential for spray drift and prevent or control its occurrence, and the elements of a spray drift management strategy
- calibration of a range of application equipment
- routes of entry of chemicals into the body and the implications of this on chemical use management strategies
- safety procedures including the maintenance, use, fit and decontamination of personal protective clothing and equipment
- influence of meteorological factors (temperature, humidity, rain) on quality of chemical application, drift potential, effectiveness and efficacy of use
- precautions and risk control measures that may be used to minimise risks and hazards associated with the use of chemicals
- principles of IPM, IRM, IAM and their benefits in terms of chemical use risk management
- emergency procedures for safety incidents involving chemicals
- requirements and options for the keeping of records on chemical use and equipment maintenance and repair
- principles of residue effects and their management including persistence in soil and water, accumulation in agricultural produce, rate of breakdown of residues in produce and in the environment, withholding periods, and ways in which residues can occur
- movement of and persistence and degradation of different types of chemicals in various areas of the environment such as soil, air and water
- industry waste agreements, including drum MUSTER, and ChemClear
- relevant work health and safety legislative requirements and Codes of Practice

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- relevant Federal/State and Territory pesticide legislation
- appropriate insurances covering chemical use, transportation and storage
- use of chemicals as part of a comprehensive Quality Assurance (QA) system, Industry QA programs and performance standards

Assessment Conditions

Competency is to be assessed in the workplace OR simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCFAU301 Respond to wildlife emergencies

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to evaluate and coordinate a response to natural resource emergencies involving fauna.

This unit applies to working within own area of responsibility in a response to a wildlife emergency. These individuals are required to take responsibility for their own work and take limited responsibility for other workers and possibly volunteers.

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

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

Unit Sector

Fauna (FAU)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Evaluate wildlife	1.1 Investigate nature of emergency from eyewitness reports or own

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Element	Performance criteria
emergency	inspection 1.2 Make assessment of key factors that may impact on an appropriate response, including public and personal health and safety, animal care, biosecurity and environmental factors 1.3 Notify authorities of incident according to enterprise procedures 1.4 Implement interim care of animals pending instructions from authorities 1.5 Delegate appropriate staff to provide interim care for animals 1.6 Ensure personnel assisting in interim care are equipped and briefed 1.7 Implement care instructions provided by authorities or veterinarians 1.8 Collect information to determine further action 1.9 Interview informants to obtain details of the situation
2. Implement response to emergency	2.1 Establish communications necessary to manage situation 2.2 Transport resources and personnel to site 2.3 Establish site procedures and implement emergency plans according to legislative requirements and enterprise procedures 2.4 Move live fauna 2.5 Remove dead fauna from site and dispose of biological matter in accordance with enterprise procedures and health and safety requirements 2.6 Clean site in accordance with enterprise procedures to maintain public and environmental health and safety 2.7 Implement measures that minimise risk to significant places, area, habitats, species and communities
3. Coordinate response	3.1 Inform general public and media of the nature of the incident and agency decisions 3.2 Brief volunteers and staff on workplace health and safety hazards, preventive measures and reporting requirements 3.3 Coordinate and deploy volunteers according to their skills and available personal protective equipment 3.4 Establish physical barriers to keep public away from animals to minimise their distress and to protect the public 3.5 Manage media until authorities provide instructions 3.6 Use media according to enterprise procedures
4. Care for affected animals	4.1 Assign teams to animals according to incident assessment, care instructions and skills within teams 4.2 Apply animal first aid 4.3 Perform role in wildlife operations team according to the

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Element	Performance criteria
	command structure and procedures of the management plan 4.4 Care for animals using a range of skills and according to veterinary instructions and enterprise procedures
5. Determine management options	5.1 Seek veterinary advice where appropriate 5.2 Collect biological and incident data on animals 5.3 Evaluate management options according to advice, condition of animal and risk assessment 5.4 Band or tag released animals where required for scientific purposes 5.5 Source equipment and staff for returning animal to wild or temporary captive management
6. Remove carcass	6.1 Develop inter-agency agreement with local authority for removal of carcases 6.2 Dispose of carcases according to authority instructions 6.3 Source equipment and staff for disposal
7. Complete debrief and report	7.1 Follow incident management processes for debrief and wash-up 7.2 Provide report to management to determine what procedures should be implemented

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCFAU301A Respond to wildlife emergencies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCFAU301 Respond to wildlife emergencies

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- evaluate natural resource emergency
- implement and coordinate response to emergency in accordance with enterprise procedures and health and safety requirements
- follow enterprise procedures to ensure the safety of self, other personnel, the general public and the wildlife
- determine management options including returning animal to wild or temporary captive management, according to authority and enterprise policies and procedures
- follow instructions from veterinarians or authorities to care for animal
- remove and dispose of animal carcases in accordance with authority instructions
- complete debrief and prepare reports to enterprise standards
- apply workplace health and safety policies and procedures when implementing emergency plans
- apply appropriate animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- health risks associated with animals
- public relations and media management
- incident management systems
- State/Territory and local wildlife emergency authorities and organisations
- local authorities for wildlife emergencies
- potential biosecurity risks associated with wildlife rescue operations

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- basic requirements for ensuring the welfare of animals described in the relevant Codes of Practice

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

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AHCINF301 Implement property improvement, construction and repair

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out maintenance and construction of improvements to properties.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Assess property condition	1.1 Confirm work plan and priorities with enterprise supervisor or manager 1.2 Assess property structures for soundness 1.3 Identify and determine property improvements and maintenance requirements 1.4 Confirm any planning and permissions have been obtained where required
2. Prepare tools and equipment	2.1 Identify and arrange tools, equipment and materials for the task 2.2 Check tools and equipment for serviceability 2.3 Identify faulty or unsafe tools and equipment and segregate them for repair or replacement 2.4 Identify, assess and report hazards to health and safety 2.5 Select, use and maintain and store suitable personal protective equipment
3. Carry out property improvements	3.1 Construct, repair or dismantle property structures 3.2 Carry out basic concrete, masonry or metal repairs 3.3 Determine and carry out maintenance to roads and tracks 3.4 Comply with planning or building requirements or restrictions
4. Complete maintenance and improvement activities	4.1 Monitor, maintain and improve property structures and surrounds 4.2 Clean, maintain and store worksite, tools and equipment 4.3 Collect, treat and dispose of or recycle unwanted materials and waste from maintenance activities according to enterprise environmental requirements 4.4 Complete workplace records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF301A Implement property improvement, construction and repair.

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Links

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Assessment Requirements for AHCINF301 Implement property improvement, construction and repair

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a range of contexts.

The candidate must provide evidence that they can:

- identify and report hazards and use safe work practices
- confirm work plan and priorities with enterprise supervisor or manager
- assess the nature of required repairs and maintenance
- read and interpret maps, plans, site drawings and simple technical drawings
- carry out building or construction work efficiently and safely
- confirm that the completed or repaired structure meets the standard specified
- operate a broad range of tools and equipment
- complete minor earthworks to specifications
- minimise environmental impacts and dispose of waste appropriately
- estimate and calculate volumes, usage and measurements
- apply enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- machinery and equipment required to carry out property improvements, construction and repairs
- types of building materials required to carry out property improvements, construction and repairs
- concreting procedures and techniques
- wood and steel fabrication procedures
- drainage requirements around structures, tracks and roads
- legislative requirements with regard to construction and structural improvements

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- types of building cladding and finishes, purpose and use
- relevant Codes of Practice with regard to protection of the environment
- work health and safety and environmental legislative and enterprise procedures

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF302 Plan and construct an electric fence

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan, construct and maintain an electric fence.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine electric	1.1 Access property maps and assess fencing requirements according

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Element	Performance criteria
fencing requirements	to enterprise objectives and legislative requirements 1.2 Determine equipment, materials and labour requirements and ensure estimated costings are within budgetary constraints 1.3 Compare alternative electric fencing options to ensure cost-effectiveness 1.4 Prepare fencing plan giving consideration to siting fences in relation to natural features and proposed uses
2. Prepare for construction	2.1 Seek clarification of work plan 2.2 Organise and transport tools and equipment to the work site 2.3 Confirm and arrange labour requirements if required 2.4 Assess risk and minimise potential and existing hazards appropriately
3. Construct electric fence	3.1 Select, use and maintain suitable personal protective equipment 3.2 Construct electric fence according to work plan 3.3 Attach and position gates for correct operation and function 3.4 Install energiser according to manufacturer's specifications.
4. Complete fencing operations	4.1 Check fencing for correct installation and performance 4.2 Identify and fix electric fence faults 4.3 Clear and tidy work site and dispose of all waste in an environmentally responsible manner 4.4 Transport tools and fencing equipment from the work site and check and store 4.5 Record and maintain relevant information

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF302A Plan and construct an electric fence.

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Links

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Assessment Requirements for AHCINF302 Plan and construct an electric fence

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop an electric fencing plan for the enterprise
- identify hazards and implement safe operating procedures
- calculate and measure fencing requirements and calculate costings off the fencing plan
- read and interpret plans and site maps and mark out fence lines
- construct an electric fence that meets specifications and the needs of the enterprise
- operate fencing tools and construction equipment
- test and monitor the electric fence for earthing and current flow, resistance and leakage
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- basic operation of electric fences including earthing and current flow, resistance and leakage
- differences between portable and mains power
- issues affecting electric fencing in relation to the whole property plan
- range of electric fencing designs, construction methods and materials
- dangers posed by electricity to personnel and livestock
- conditions under which electric fences may cause fire
- safe methods for diagnosing routine faults
- common electric fencing hazards and safety precautions
- relevant State/Territory legislation and regulations regarding electric fences
- work health and safety legislative requirements

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- relevant codes of practice with regard to protection of the environment

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCINF303 Plan and construct conventional fencing

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan and construct conventional fencing.

All work is carried out to comply with workplace procedures, work health and safety legislation and codes, manufacturer's specifications and sustainability practices

This unit applies to individuals who work under broad direction and take responsibility for their own work and use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Infrastructure (INF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine fencing	1.1 Determine fencing requirements

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Element	Performance criteria
requirements	1.2 Prepare fencing plan giving consideration to siting fences in relation to natural features and proposed uses
2. Prepare for construction	2.1 Check proposed fencing against property maps and work plan 2.2 Identify services, structures and features which may impact on the fencing work and incorporate into the fencing plan 2.3 Organise and transport tools and equipment to the work site 2.4 Confirm and arrange labour requirements if required 2.5 Identify work health and safety hazards, assess risks and implement risk controls
3. Construct conventional fence	3.1 Select, use, maintain and store suitable personal protective equipment 3.2 Mark out and check fence lines against work plan and property maps 3.3 Construct fence according to work plan and fence design 3.4 Attach and position gates for correct operation and function
4. Complete fencing operations	4.1 Clear and tidy work site and dispose of all waste in an environmentally responsible manner 4.2 Transport tools and fencing equipment from the work site and store according to workplace procedures 4.3 Report tools and equipment faults or malfunctions 4.4 Record and maintain relevant information

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCINF303A Plan and construct conventional fencing.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCINF303 Plan and construct conventional fencing

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a range of contexts.

The candidate must provide evidence that they can:

- site the fence line according to property or land management plan
- estimate, cost and source fencing materials and arrange delivery
- identify hazards and implement safe work practices
- carry out fencing operations safely and efficiently
- construct a fence that meets specifications in plan or contract and is within tolerances for materials
- construct gate assemblies and swing gates
- string and strain wires to manufacturer’s recommended tension
- use and maintain fencing machinery and equipment
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- issues affecting property fence planning and construction
- procedures for planning fencing in relation to the whole property plan
- range of fencing designs, construction methods and materials
- types of fencing construction tools and equipment
- fencing materials and costings
- common fencing hazards and safety precautions
- work health and safety legislative requirements and Codes of Practice
- relevant Codes of Practice with regard to the protection of the environment
- hazard identification, assessment and control

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK204 Carry out regular livestock observation

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out regular livestock observation.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work with livestock	1.1 Discuss work to be undertaken with supervisor and seek clarification where necessary 1.2 Discuss tasks with other workers who may be affected to ensure continued smooth operation of the process 1.3 Select and check tools and equipment suitable for the work to be undertaken and maintain if necessary 1.4 Select, use and maintain suitable personal protective equipment in line with work health and safety policies 1.5 Identify hazards and report to supervisor
2. Carry out livestock checks	2.1 Check livestock for signs of illness, injuries and abnormalities and report to supervisor 2.2 Use safe handling techniques while handling livestock 2.3 Carry out all husbandry and handling activities in line with enterprise animal welfare policies
3. Deal with livestock emergencies	3.1 Follow enterprise biosecurity policies where required 3.2 Recognise common signs of livestock injury or life threatening conditions and report to supervisor 3.3 Use basic emergency and livestock first aid procedures until professional help arrives 3.4 Report serious cuts and abrasions to livestock to the supervisor or veterinarian
4. Provide veterinary procedure support	4.1 Treat cuts, abrasions and bruises under instruction from the veterinarian or supervisor 4.2 Examine animals for signs of distress, injury, illness and abnormal behaviours after completing procedures and report to supervisor 4.3 Apply appropriate treatment as instructed by a supervisor or veterinarian

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK204A Carry out regular livestock observation

Links

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Assessment Requirements for AHCLSK204 Carry out regular livestock observation

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safe operating procedures
- check livestock regularly
- handle livestock safely and humanely
- identify signs of ill health, injury and abnormality
- identify symptoms of ill health or injury
- deal efficiently and calmly with livestock emergencies
- complete basic livestock first aid procedures
- record and report serious issues or injuries.
- follow enterprise work health and safety policies
- follow enterprise animal welfare policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- range of ailments that may occur or affect livestock
- application of a range of basic treatments under veterinary supervision
- behaviour of the relevant species
- environmental controls and codes of practice applicable to the enterprise
- organisations livestock production and management plans
- relevant work health and safety legislative requirements
- relevant animal welfare and biosecurity legislation and codes of practice

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Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK210 Muster and move livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to muster and move livestock as part of a team.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They identify and provide solutions to a limited range of predictable problems.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for muster	1.1 Identify mustering requirements and confirm with supervisor 1.2 Arrange transport requirements and check and confirm for operation 1.3 Identify and access additional information relevant to livestock movements 1.4 Identify hazards and safety concerns and report to the supervisor 1.5 Select and use personal protective equipment
2. Carry out muster	2.1 Locate livestock identified in the muster plan and aggregate in preparation for movement 2.2 Carry out muster processes in line with enterprise animal welfare policies
3. Move livestock	3.1 Carry out livestock movement with minimal stress to livestock and without damage to person, property or environment 3.2 Monitor and maintain livestock welfare during movement with adequate provision of rest, water and feeding points 3.3 Confine and pasture livestock at destination 3.4 Count and record numbers of livestock 3.5 Follow enterprise biosecurity policies where required

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK210A Muster and move livestock

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK210 Muster and move livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and follow safe work procedures
- read and interpret muster plans and maps
- prepare equipment and working dogs (when used) for handling livestock
- implement directions for mustering
- monitor livestock behaviour and recognise abnormalities
- muster and move livestock along prepared routes in a calm and controlled manner
- handle livestock safely and humanely, monitor welfare of mustered stock
- monitor and minimise impacts to the environment
- communicate effectively with the muster team
- calculate livestock numbers and assess and calculate feed and water requirements
- follow relevant work health and safety requirements
- follow relevant biosecurity requirements where required
- follow relevant animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- mustering and movement methods and techniques
- livestock basic health and nutritional requirements
- livestock herding/flocking behaviour
- environmental codes of practice with regard to livestock production
- working dogs uses and techniques (where appropriate)
- legislative requirements for stock movement along public roads

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- environmental impacts and procedures for livestock movements and musters
- relevant work health and safety requirements
- relevant animal welfare and biosecurity legislation and codes of practice

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK218 Ride educated horses to carry out basic stock work

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	Initial release with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to handle and ride calm horses educated to muster and move livestock. It addresses the potential risks associated with working with and around horses and livestock.

The unit applies to individuals who have experience in riding horses assessed as calm, consistent and obedient. They work under general supervision, with some accountability for their own work, identifying and providing solutions to a limited range of predictable problems.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite units of competency for this unit are:

- ACMEQU202 Handle horses safely
- ACMEQU206 Perform horse riding skills at walk, trot and canter.

Note the following chain of prerequisites that also applies to this unit.

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Unit of competency	Prerequisite requirement
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Maintain horse health and condition	1.1 Monitor horses for signs of ill health, injury, or poor condition as part of daily routines 1.2 Report horse condition to supervisor 1.3 Administer treatments for common ailments safely and humanely under supervision of veterinarian or supervisor 1.4 Carry out hoof care and cleaning according to safe workplace practices 1.5 Apply workplace biosecurity and sustainability policies and follow workplace procedures
2. Prepare horses for work	2.1 Assess work to be undertaken and confirm with supervisor 2.2 Identify hazards, assess risks, and implement control measures for working safely with horses 2.3 Select and check equipment suitable for the work to be undertaken 2.4 Select and use appropriate personal protective equipment (PPE) during preparation activities 2.5 Identify horses by sex, colour, markings, and brands 2.6 Safely and humanely catch assigned horse, assess for health and soundness, and promptly report any issues to supervisor

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	2.7 Confirm with supervisor that the assigned horse is suitable for required work and own skill level 2.8 Prepare horse for ridden work including a pre-exercise groom 2.9 Fit and adjust, for individual horses, the appropriate working gear to manage and control horse for required work
3. Ride horses for stock work	3.1 Select and use equipment (PPE) for riding 3.2 Lunge horse safely and humanely to check gear fit and horse behaviour 3.3 Mount horse safely 3.4 Safely control the horse at walk, trot, and canter prior to beginning stock work 3.5 Practise appropriate safety drills and safely perform emergency manoeuvres including one-rein stops 3.6 Using safe riding techniques, ride quiet, consistent and obedient horses to carry out basic stock work duties 3.7 Work and safely control horse at a walk, trot, and canter as part of stock husbandry routines 3.8 Safely dismount horse 3.9 Report and record stock work activities
4. Provide post ride care	4.1 Remove gear and groom, wash, or clean horse, according to workplace policy 4.2 Water and feed horse in line with workplace policy 4.3 Release horse safely to appropriate enclosure, paddock, or yard 4.4 Check, clean, maintain, and store working gear and PPE 4.5 Report damaged or repair working gear as instructed

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

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Skill	Description
Writing	• Record data and observations about livestock in workplace forms accurately
Oral communication	• Use active listening and questioning techniques to clarify and confirm instructions and report information
Navigate the world of work	• Follow workplace procedures, including safe work and safe horse handling practices and animal welfare principles, in own role and work area
Get the work done	• Plan and organise tasks and assemble equipment to complete basic livestock activities, taking safety and risk factors into consideration

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK218 Ride educated horses to carry out basic stock work Release 2	AHCLSK218 Ride educated horses to carry out basic stock work Release 1	Minor changes to wording to clarify safety requirements and addition of foundation skills descriptions	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK218 Ride educated horses to carry out basic stock work

Modification History

Release	Comments
Release 2	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0.
Release 1	Initial release with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has safely ridden at least two different calm, consistent and obedient horses educated for stock work to carry out at least three assigned jobs involving riding horses for basic stock work duties. For each job there must be evidence that the individual has:

- prepared for the job by:
  - recognising hazards and implementing required risk control measures
  - identifying relevant work health and safety requirements
  - selecting and using suitable personal protective equipment (PPE)
  - selecting suitable saddlery and equipment
  - identifying the assigned horse by gender, colour markings, and brands
  - catching assigned horse and assessing for health and soundness
  - communicating with supervisor to discuss concerns and suitability of horse for the assigned job
- handled horse safely and humanely during job including:
  - safely and correctly fitting, then checking and adjusting working gear to suit individual horse
  - mounting horse safely
  - riding and controlling horse, at a walk, trot, and canter, to perform basic stock work duties
  - adhering to animal welfare policies when working around horses and livestock
  - minimising stress of livestock when checking, mustering, and moving livestock
  - dismounting horse safely
- completed post-ride activities including:

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- cleaning, feeding and watering horse
- checking, cleaning and maintaining tack
- completing records as required by workplace.

In addition, there must be evidence that the individual has monitored the condition of at least one horse (which may be one of the above-mentioned three horses), including:

- identifying signs of ill health, injury, or poor condition, and reporting to supervisor
- safely and humanely administering basic treatments under supervision
- carrying out basic hoof care and cleaning safely and humanely.

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:

- key features of work health and safety, animal welfare codes of practice, biosecurity requirements, and sustainability practices in the context of own job role
- basic pre-activity risk assessment for basic stock work
- common horse gender, colours, markings, and other identifying features
- common basic features of horse behaviour and psychology
- the features of livestock behaviour and how this is utilised to minimise stress for horse and livestock
- relevant workplace procedures, industry standards, and guidelines for horse riding and riding safety, including lungeing or riding in a yard before outside and one-rein stops
- basic care and husbandry, and procedures for horses
- the common signs of disease or injury in horses, basic anatomy and physiology of the horse
- the use of horses for workplace operations
- care and maintenance of working gear.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions, including livestock handling yards and paddocks
- resources, equipment and materials:
  - various live, calm, consistent and obedient horses educated for stock work and assessed as suitable for the experience and skill of the individual
  - livestock to muster, move, and check
  - appropriate tack for individual, horse and activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual

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- specifications:
  - work instructions and procedures for carrying out basic stock work.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK311 Implement feeding plans for livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to monitor available pasture for grazing and implementing a feeding plan.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Determine livestock condition and nutritional requirements	1.1 Monitor and report livestock condition 1.2 Identify livestock production status 1.3 Source livestock nutritional requirements and the nutritional value of feedstuffs from the feeding plan 1.4 Use feeding plans to determine adjustment in response to the monitoring of livestock condition and pasture growth 1.5 Report and separate animals that are in atypical condition, injured or diseased in line with enterprise biosecurity policies 1.6 Apply enterprise animal welfare policies to livestock handling and husbandry activities
2. Assess pasture feed	2.1 Assess quantity and quality of available pasture 2.2 Implement grazing management plans and monitor to ensure the sustainable stocking capacity of pasture 2.3 Monitor grazing behaviour of livestock and identify shy or problem feeders 2.4 Determine livestock feeding methods and level of supplementary feeding if required
3. Manage the feeding of livestock	3.1 Graze livestock on pasture according to the guidelines described in the feeding plan 3.2 Obtain required supplementary feed 3.3 Provide supplementary feed to livestock in the appropriate manner and times 3.4 Identify and assess indications of any negative environmental impacts and make amendments to the feeding method as required 3.5 Monitor and report condition and live weight response to feeding

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK311A Implement feeding plans for livestock

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Links

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Assessment Requirements for AHCLSK311 Implement feeding plans for livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- monitor pasture health and condition
- assess herd/flock health and condition and live weight
- identify livestock nutritional requirements
- order feed if requested in line with feeding plan
- identify feeding problems and animals that require individual treatment
- handle livestock humanely and monitor animal welfare
- respond to or report negative environmental impacts of feeding
- apply relevant biosecurity, animal welfare and environmental sustainability policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- nutrient and feeding requirements of a range of livestock
- different types of agricultural feeds
- factors that affect feed supply and demand for a grazing operation
- grazing practices which maximise pasture growth and quality to best match herd/flock feed requirements
- purpose of feed conservation in relation to enterprise feed supply and livestock requirements
- different types of pasture grazing systems, including rotation, strip and set stocked grazing
- ways of determining a feed surplus
- role of spelling subdivision in effective pasture and animal management
- different supplementary feeding options for livestock

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- environmental controls and codes of practice applicable to the enterprise
- nutrient values of pasture and supplementary feedstuffs
- codes of practice with regard to animal welfare and environmental protection
-

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK314 Prepare animals for parturition

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to feed and care for animals through the latter stages of pregnancy to birthing.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Identify and provide animal nutritional needs	1.1 Identify nutritional needs of pregnant animals and confirmed against the feeding plan 1.2 Determine and provide feed supplements as required 1.3 Implement procedures to minimise feed wastage and spillage, and dispose and recycle feed waste 1.4 Identify hazards, assess risks and implement control measures
2. Monitor feeding process	2.1 Monitor grazing and supplementary feeding to ensure animals are maintained in the required condition 2.2 Record and report feeding abnormalities 2.3 Identify and assess environmental implications associated with animal production and implement relevant measures
3. Maintain a secure environment for animals	3.1 Monitor and maintain condition and security of paddocks, shelter and housing 3.2 Carry out basic repair work and report 3.3 Assess risk of predators to newborn animals and report in line with workplace procedures 3.4 Implement environmentally responsible measures to eradicate or control identified predators
4. Carry out animal husbandry procedures	4.1 Prepare animals for birthing 4.2 Determine and administer preventative health treatments 4.3 Prepare and administer contingency measures as required 4.4 Provide protection from weather for newborn animals 4.5 Apply enterprise animal welfare policies to all livestock husbandry and handling activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK314A Prepare animals for parturition

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Links

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Assessment Requirements for AHCLSK314 Prepare animals for parturition

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- match supply of grazing or predetermined rations to nutritional requirements for pregnant animals
- monitor animal health and condition and recognise abnormalities
- carry out animal husbandry procedures, and provide due care and handle animals humanely in line with enterprise animal welfare policies
- maintain animal shelter and housing where applicable
- administer preventative health treatments
- collect, store and administer colostrum
- implement contingency measures in the event of adverse weather or birthing difficulties
- employ safe and environmentally responsible systems and procedures with regard to the handling of animals, feed, hazardous substances and predator control strategies
- read and interpret manufacturers specifications, work and feeding plans, and Safety Data Sheets
- assess and calculate herd/flock numbers, measure feed, assess rate and frequency of feeding, and calculate animal gestation
- apply relevant work health and safety requirements

Knowledge Evidence

The candidate must demonstrate knowledge of:

- physiological and behavioural signs of impending birth
- animal behaviour and nutritional requirements of pregnant animals
- pasture and animal grazing management
- feed and feed supplements for pregnant animals and when to provide them

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- effects of weather conditions, and inadequate nutrition on pregnant animals and their newborn
- preventative health treatments, procedures and methods
- animal husbandry procedures
- environmental impact of animals on ground cover and minimisation measures
- hazards associated with handling animals and veterinarian medicines and chemicals
- State/Territory legislation, regulations and codes of practice with regard to work health and safety, animal welfare and poisons
- predators and behaviour patterns, and control and eradication measures
- relevant licensing and permit requirements (firearms)
- enterprise policies with regard to birthing animals, recording and reporting routines

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK315 Prepare for and implement natural mating of livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to prepare for and implement natural mating of livestock.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare paddocks or yards	1.1 Confirm particular livestock mating plan with supervisor 1.2 Select paddocks or yards and stock to appropriate levels 1.3 Plan predator control program and implement where appropriate 1.4 Identify hazards, assess risks, implement controls and report safety concerns to the supervisor 1.5 Select and use safety and personal protective equipment
2. Prepare dams for joining	2.1 Monitor live weight of dams through weighing and condition scoring 2.2 Adjust nutrition levels to achieve targeted joining weights in line with feeding strategy 2.3 Implement dam health and husbandry operations 2.4 Draft mobs for joining
3. Prepare sires for joining	3.1 Carry out physical examination of sires prior to joining 3.2 Seek veterinary advice where appropriate 3.3 Determine mating ratios 3.4 Select replacement sires in time to allow adjustment to new environment 3.5 Carry out sire health, handling and husbandry operations in line with individual requirements and enterprise animal welfare policies 3.6 Test mate sires to assess libido and serving capability if required 3.7 Monitor sires environment for optimum mating performance
4. Join sires to dam mobs	4.1 Select dates for joining where appropriate according to the mating plan 4.2 Organise test joinings for new sires if appropriate 4.3 Introduce sires to herds or individual dams to ensure good contact 4.4 Remove sires from herds at the scheduled time
5. Monitor mating activity	5.1 Observe and record mating activity 5.2 Observe distribution of sires within each mob 5.3 Take remedial action if required

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK315A Prepare for and implement natural mating of livestock

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK315 Prepare for and implement natural mating of livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and implement safe work practices
- prepare dams and sires for joining
- manage dams and sires during joining
- appraise breeding soundness in animals
- estimate live weights
- monitor joining activity
- prepare joining paddocks
- assess the serving capacity and fertility of males pre joining
- ensure females are above minimum body weights to exhibit oestrus
- use sufficient males for the number of females to be mated in the group
- use back up sires where single sire mating is practised
- record mating details
- apply relevant work health and safety requirements
- apply relevant biosecurity and animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- mating behaviour of sires and dams
- optimum live weights and condition for mating
- physical abnormalities and mating problems in males and females
- environmental influences on joining

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- work health and safety and animal welfare legislation, codes of practice and enterprise procedures

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK316 Prepare livestock for competition

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to prepare and train livestock for competitive showing.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Follow instructions to prepare livestock for showing	1.1 Identify and prepare livestock for showing 1.2 Monitor feed and water supplies and replenish as required 1.3 Maintain feed records 1.4 Monitor health and welfare status of livestock and report abnormalities 1.5 Monitor and maintain facilities 1.6 Identify hazards, assess risks and report to the supervisor
2. Handle and groom livestock prior to competition	2.1 Select, check and use appropriate handling and grooming equipment 2.2 Condition livestock to human handling and train to the standard required for show handling and performance 2.3 Groom livestock for showing to competition standard 2.4 Carry out handling procedures with minimum stress and discomfort to livestock, and maximum safety for livestock, handlers and other parties and in line with animal welfare requirements
3. Present livestock	3.1 Check equipment to be used in showing for correct operation and prepare for presentation requirements 3.2 Present livestock using handling techniques to exhibit livestock to best advantage according to competition requirements 3.3 Comply with instructions and requests from competition officials 3.4 Report and record relevant information in compliance with legislation and enterprise requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK316A Prepare livestock for competition

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Assessment Requirements for AHCLSK316 Prepare livestock for competition

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards, assess risks and implement safe work procedures
- plan for and provide livestock feed and water requirements
- maintain livestock facilities and handling equipment
- restrain, handle and groom livestock using safe and humane methods and procedures
- train livestock for showing
- comply with animal welfare requirements
- prepare livestock to competition standards
- parade and present livestock for show
- read and interpret written information, receive, comprehend and communicate oral information, write basic statements and maintain livestock records
- apply relevant work health and safety requirements
- apply relevant biosecurity and animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- competition requirements for grooming, handling and presentation
- components and functions of handling equipment
- handling techniques, restraint methods and when to use them
- livestock grooming and training techniques (to lead and stand correctly)
- livestock health and nutritional requirements
- preparation and maintenance requirements for livestock facilities and equipment
- livestock movement and behavioural characteristics in handling and confined areas

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- work health and safety , animal welfare and livestock movement legislative requirements

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK317 Plan to exhibit livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan to exhibit livestock.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They complete routine activities and work in a range of known contexts.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Select potential exhibits	1.1 Determine selection criteria 1.2 Choose potential exhibits against selection criteria and according to industry exhibit expectations 1.3 Identify faults in potential exhibits and take remedial action
2. Determine preparation requirements	2.1 Identify preparation requirements 2.2 Identify and organise resources and facilities to allow for adequate preparation prior to exhibition 2.3 Communicate preparation requirements, including work health and safety animal welfare requirements to staff 2.4 Make arrangements to ensure necessary resources and facilities at the exhibition are available and will be ready
3. Supervise preparation	3.1 Check potential exhibits and monitor progress 3.2 Monitor staff in line with established preparation procedures and realistic time-lines 3.3 Implement contingency plans to meet preparation shortfalls as required 3.4 Advise staff of any changes in preparation procedures and instruct accordingly
4. Present exhibition	4.1 Check transport arrangements to ensure that transport is suitable and that exhibits will arrive in time 4.2 Ensure livestock movement documentation is completed 4.3 Confirm entries meet exhibition schedule requirements and procedural rules 4.4 Display exhibits to their best advantage and according to exhibition guidelines 4.5 Optimise promotional and sales opportunities and pursue as required

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK317A Plan to exhibit livestock

Links

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Assessment Requirements for AHCLSK317 Plan to exhibit livestock

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- select livestock for exhibition
- prepare animals for exhibition
- present livestock to best advantage
- promote the product to clients and pursue sales opportunities
- communicate with staff during preparations, exhibit officials and potential customers
- identify potential exhibits against selection criteria to accurately select livestock/fleeces
- train animals to be led and presented in competition
- organise entries, resources and facilities for showing
- arrange and prepare for transport
- apply relevant work health and safety requirements
- apply relevant biosecurity and animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- criteria for competition judging
- preparation procedures
- requirements for entry of competitors
- transportation requirements
- feeding and nutrition requirements
- communication and supervision techniques
- observation methods

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- relevant legislative work health and safety requirements, especially as they relate to livestock and fleece exhibitions, and animal transportation, animal welfare and safe livestock handling techniques
- enterprise and industry policies and codes of practice with regard to livestock exhibitions, sales, livestock transportation, and recording and reporting requirements

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK320 Coordinate and monitor livestock transport

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to safely and efficiently transport livestock to a destination within specified timeframes.

Animal welfare and low stress stock handling principles and practices are to be observed at all times.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources and complete routine activities.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for the transport of livestock	1.1 Check the transport directions and calculate load 1.2 Determine transport requirements and engage a suitable carrier 1.3 Identify required equipment and resources and move livestock to loading facility 1.4 Assemble and prepare livestock for transport 1.5 Identify existing and potential hazards and report to supervisor
2. Load livestock	2.1 Observe industry and enterprise work health and safety policies and procedures 2.2 Ensure documentation is signed by the relevant person and check that the required animal identification is in place 2.3 Obtain relevant permits and comply with movement restrictions where required 2.4 Record animal details and identification as required using technology where applicable 2.5 Load and secure prepared livestock in accordance with industry and enterprise animal welfare and work health and safety procedures and requirements
3. Monitor transport and unload livestock	3.1 Communicate with the carrier to ensure livestock are transported with minimal stress and discomfort according to animal welfare requirements 3.2 Ensure livestock are checked regularly throughout the journey and unloaded for feeding and watering appropriately 3.3 Unload livestock using appropriate equipment and facilities, such as National Livestock Identification System (NLIS) readers where applicable 3.4 Monitor livestock condition and welfare post transport and provide feed and water appropriately
4. Complete transportation operations	4.1 Clean, maintain and secure vehicle, equipment and facilities appropriately 4.2 Complete required records according to legislative and enterprise requirements

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK320A Coordinate and monitor livestock transport

Links

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Assessment Requirements for AHCLSK320 Coordinate and monitor livestock transport

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards, assess risks and implement safe work procedures
- interpret transport plan requirements
- coordinate the transport of livestock
- safely, load livestock while maintaining load within specifications
- distribute animals on transport to prevent overcrowding and minimise risk of injury
- obtain relevant permits and comply with movement restrictions
- ensure documentation and livestock identification is in place
- ensure appropriate recording including use of technology where applicable
- safely unload livestock
- review health and condition of livestock after transit
- demonstrate safe and humane handling of livestock according to animal welfare codes of practice
- demonstrate safe and environmentally responsible workplace practices
- read and comprehend manufacturers specifications, work and maintenance plans, and Safety Data Sheets (SDSs)
- apply relevant work health and safety requirements
- apply relevant biosecurity and animal welfare practices

Knowledge Evidence

The candidate must demonstrate knowledge of:

- industry and legislative requirements for the transport of livestock
- model codes of practice for the welfare of animals Land transport (various species)

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- animal welfare, biosecurity and work health and safety legislative requirements
- environmental codes of practice with regard to vehicle operation and livestock transport
- market requirements in relation to the quality and condition of livestock
- process of sourcing and costing transportation alternatives
- livestock transport recording and documentation requirements
- enterprise policies with regard to the use of vehicles and equipment
- relevant documentation requirements and procedures

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK323 Maintain and monitor feed stocks

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain and monitor livestock feed stocks.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine quantities of stockfeed required	1.1 Undertake stocktake of stockfeed and update inventory 1.2 Check livestock feed plans and compare required quantities with

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Element	Performance criteria
	quantities in stock
2. Place orders with suppliers	2.1 Place orders for stockfeed with suppliers 2.2 Ensure orders specify quantity, quality, delivery date, delivery site and any special instructions
3. Receive feed into store	3.1 Check delivery manifest and report discrepancies to supplier and supervisor 3.2 Check quality of stockfeed and report problems to supplier and supervisor 3.3 Transfer stockfeed into appropriate storage containers 3.4 Update and file records and labels
4. Prepare and maintain feed storage area and containers	4.1 Identify work health and safety hazards and take action to minimise risk 4.2 Clean feed storage area and containers according to enterprise cleaning schedule 4.3 Organise stocks of stockfeed according to enterprise inventory management policy 4.4 Label stockfeed correctly 4.5 Clean feed storage containers before refilling 4.6 Check feed storage area and containers regularly for signs of pest infestation 4.7 Identify problems with feed storage facilities and resolve or report to supervisor for resolution 4.8 Dispose of stockfeed that does not meet quality standards

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK323A Maintain and monitor feed stocks

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Assessment Requirements for AHCLSK323 Maintain and monitor feed stocks

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- undertake feed stocktake and update inventory
- determine quantities of stockfeed required
- place stockfeed orders with suppliers
- receive feed into feed store
- prepare and maintain feed storage areas and containers
- dispose of spoiled feeds
- implement relevant work health and safety and biosecurity requirements

Knowledge Evidence

The candidate must demonstrate knowledge of:

- stocktaking and inventory for stockfeeds
- enterprise livestock feeding plans and determination of stockfeed quantities and qualities
- procedures for ordering stockfeeds
- procedures for taking, checking and handling stockfeeds during delivery
- post-delivery handling and storage of stockfeeds
- quality parameters of stockfeeds and feed ingredients
- documentation and record keeping requirements for stockfeeds
- procedures for cleaning feed storage areas and containers
- pest management of feed storage areas and containers
- monitoring, maintenance and servicing of feed storage facilities
- feed disposal methods and management
- relevant work health and safety and biosecurity requirements

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Assessment Conditions

Competency is to be assessed in the workplace and/or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current conditions for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK337 Train, care for and ride horses for stock work

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0

Application

This unit of competency describes the skills and knowledge required to handle, ride and train horses to muster, move and separate livestock. It covers caring for horses and equipment, and addresses the potential risks associated with working with and around horses and livestock.

This unit applies to individuals who have experience working in the livestock industry and in riding educated, compliant and manageable horses to muster and check stock on grazing properties. Work is normally carried out independently, under broad direction according to workplace procedures.

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

Work health and safety and animal welfare legislation relevant to interacting with horses applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with the relevant authority for specific requirements.

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

The prerequisite unit of competency for this unit is:

- AHCLSK218 Ride educated horses to carry out basic stock work

Note the following chain of prerequisites that also applies to this unit.

Unit of competency	Prerequisite requirement
AHCLSK218 Ride educated horses to carry out basic	ACMEQU202 Handle horses safely

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stock work	ACMEQU206 Perform horse riding skills at walk, trot and canter
ACMEQU202 Handle horses safely	ACMEQU205 Apply knowledge of horse behaviour
ACMEQU206 Perform horse riding skills at walk, trot and canter	ACMEQU202 Handle horses safely

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare horses for work	1.1 Select, use and maintain appropriate personal protective equipment (PPE) 1.2 Select, muster, or bring from paddock, and assess the suitability of the horse for the task 1.3 Catch and handle horses safely and humanely 1.4 Check horse health, soundness, and fitness level to ensure it is capable to complete the work required 1.5 Select, check, and maintain working equipment, according to instructions 1.6 Groom horse prior to exercise or work 1.7 Fit working gear to individual horse
2. Train horses for stock work	2.1 Identify and assess risks, and implement risk controls associated with horse riding and horse training 2.2 Assess current level of education of the horse 2.3 Train horse to calmly carry out required movements for working stock, including stops, turns and rollbacks 2.4 Train horse to work and control a mob of livestock as a whole 2.5 Train horse to safely handle a single beast and to return it to the

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Elements	**Performance Criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	mob safely according to industry practices 2.6 Train horse to separate a beast from a mob as instructed and according to industry practices 2.7 Train horse to calmly accept a stock whip being used by the rider, if required by the workplace, according to industry practices 2.8 Train horse to work with working dogs where required by workplace 2.9 Utilise agreed emergency procedures when training horses in required safety movements, including one-rein stops
3. Ride horses to carry out stock work	3.1 Interpret work program to determine work to be undertaken, and confirm with management 3.2 Select horses for the task, taking into consideration task requirements and own skill level 3.3 Catch and handle horses safely and humanely 3.4 Practise and reinforce training of horse while carrying out routine stock work 3.5 Take corrective action to re-train horse where necessary
4. Provide post ride care and maintain saddlery and equipment	4.1 Remove gear, and groom, wash and/or clean horse according to industry practices 4.2 Water and feed horse in line with workplace procedures and safe work practices 4.3 Release horse safely to appropriate enclosure, paddock or yard 4.4 Check, clean, maintain and store working gear 4.5 Repair working gear according to industry practices 4.6 Apply the workplace's biosecurity and sustainability policies
5. Maintain horse health and condition	5.1 Monitor horses as a part of daily routines to identify signs of ill health, injury and poor condition 5.2 Muster or catch horses in need of attention, and report and record condition in line with workplace procedures 5.3 Administer prescribed treatments for common ailments, under supervision of the veterinarian or manager 5.4 Safely check horse legs and feet, safely clean out feet, and correctly identify lameness and potential causes for lameness

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Elements	Performance Criteria
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	5.5 Organise shoeing according to workplace procedures

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	• Comprehend information in workplace documentation
Writing	• Record data and observations about horses in workplace forms accurately
Navigate the world of work	• Follow industry guidelines and workplace procedures, including safe work and safe horse handling practices and animal welfare principles, relevant to own role
Interact with others	• Follow accepted communication practices and protocols for reporting issues to management using accurate industry terminology
Get the work done	• Plan, sequence and prioritise multiple tasks, and assemble equipment to complete activities, taking safety and risk factors into consideration

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCLSK337 Train, care for and ride horses for stock work	AHCLSK336 Educate, care for and ride horses for stock work	Unit and assessment requirement content changed to clarify safety requirements and intent of unit Addition of foundation skills descriptions	Equivalent unit

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK337 Train, care for and ride horses for stock work

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 2.0

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has cared for, ridden and trained at least two different horses for stock work. The following points must be demonstrated for each horse:

- identifying work health and safety hazards and implementing safe work procedures
- selecting and maintaining saddlery and equipment
- handling and preparing horses for riding and livestock work
- using calm and humane handling methods to minimise undue stress and risk to horses, handlers, and livestock according to animal welfare requirements
- developing a working relationship with the horse or horses in own care
- monitoring health and condition of horses, including carrying out basic hoof care and cleaning
- identifying signs of ill health, injury, or poor condition and administering basic treatments
- training horses to:
  - calmly carry out required movements for working stock, including safety movements, stops, turns and rollbacks
  - work and control a mob of livestock as a whole
- riding, controlling and stopping the horse to carry out checking, mustering and moving livestock as part of property operations
- assessing and monitoring horse behaviour during riding activities and taking corrective action if required
- completing post-ride activities including:
  - cleaning, feeding and watering horse
  - checking and maintaining tack
  - completing records as required by workplace.

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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:

- common horse colours and markings, gender and other identifying features
- horse movement and behavioural characteristics, and learning theories relevant to stock work
- livestock behaviour and how this is utilised to minimise stress for horse and livestock
- relevant industry standards and practices, and workplace procedures and guidelines for horse riding and riding safety, including lungeing, riding in a yard before riding outside, and one-rein stops
- approaches to horse education for stock work and associated learning theories
- basic care husbandry and management procedures for horses
- common signs of unsoundness, including injury, disease, work stress or other disorders in horses
- basic anatomy and physiology of the horse
- use of horses for workplace operations
- care and maintenance of working gear
- horse conformation and work readiness or level of education
- horse handling and riding techniques
- key requirements of work health and safety and animal welfare regulations, and codes of practice relevant to working and interacting with horses.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - a workplace or an environment that accurately represents workplace conditions containing livestock handling facilities
- resources, equipment and materials:
  - various live, suitably educated, compliant and manageable horses to be trained for stock work and assessed as suitable for the experience and skill of the individual
  - livestock to use in training horses
  - appropriate tack for individual, horse and stock work activity
  - personal protective equipment (PPE) correctly fitted and applicable to activity for the individual
- specifications:
  - work instructions and workplace procedures for training, caring for and riding horses for stock work.

Training and assessment strategies must show evidence of the use of guidance provided in the *Companion Volume: User Guide: Safety in Equine Training*.

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Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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AHCLSK413 Design livestock handling facilities

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to design livestock handling facilities.

This unit applies to those whose job role includes planning and designing handling and/or accommodation facilities for livestock.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

All units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine requirements	1.1 Assess and clarify requirements for livestock handling facilities 1.2 Negotiate and confirm cost structures and timelines within enterprise budgetary constraints 1.3 Obtain and assess plans for livestock handling facilities from a variety of sources
2. Undertake a site analysis	2.1 Inspect location of new or existing site and record physical elements and features of the site for assessment of suitability 2.2 Specify surveys to be undertaken and determine tolerances according to enterprise requirements 2.3 Assess and determine site preparation requirements according to enterprise policies and site parameters
3. Prepare a design brief	3.1 Modify plans appropriate to the individual site and enterprise objectives 3.2 Assess options to modify existing facilities or establish alternative handling operations and obtain quotes 3.3 Identify relevant work health and safety, animal welfare, biosecurity and environment sustainability requirements, codes of practice, enterprise quality assurance requirements and incorporate them into the plan 3.4 Identify legal requirements and constraints on development processes 3.5 Prepare design brief and undertake consultation to establish agreement on options and approaches for development
4. Develop a final plan	4.1 Prepare recommendations based on the analysis of data and enterprise instructions 4.2 Obtain authorisations and approvals required for implementation of the plan 4.3 Produce detailed plan with considerations for work health and safety, animal welfare, biosecurity and environmental implications and enterprise objectives

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK413A Design livestock handling facilities

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK413 Design livestock handling facilities

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- assess the need for livestock handling facilities
- evaluate and recommend alternative options
- determine the site and design the handling facility for the site
- incorporate work health and safety and animal welfare requirements, potential environmental impacts and enterprise operational principles for livestock handling and movement into design
- estimate cost of building the designed facilities
- develop a detailed plan for livestock handling facility

Knowledge Evidence

The candidate must demonstrate knowledge of:

- livestock behaviour and design interactions
- enterprise livestock handling facility requirements
- requirements of transportation vehicles and loading areas
- costing methodologies
- livestock handling options and accommodation facilities and their uses
- site constraints in relation to livestock handling facilities
- industry and legislative requirements for the planning and establishment of livestock handling facilities
- relevant work health and safety legislative requirements
- codes of practice with regard to environmental protection and animal welfare

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Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCLSK416 Identify and select animals for breeding

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to identify and select animals for breeding.

This unit applies to supervisors and managers on livestock farms.

All work must be carried out to comply with workplace procedures, work health and safety, animal welfare and biosecurity legislation and codes of practice and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgement in the selection, allocation and use of available resources and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Livestock (LSK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Identify breeding selection criteria	1.1 Reference enterprise production records and reaffirm enterprise production goals in the breeding program 1.2 Source the heritability of the desired performance characteristics and identify the potential for genetic improvement 1.3 Determine criteria for selection and record them in the production plan
2. Select animals for breeding	2.1 Assess accurately animals against selection criteria 2.2 Determine and organise culling and replacement practices to improve the performance of the enterprise breeding program 2.3 Check and monitor selected livestock to ensure maintenance of condition and welfare status in accordance with breeding program requirements 2.4 Conduct or organise tests using recognised industry methods and evaluate within appropriate breeding program parameters

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCLSK416A Identify and select animals for breeding

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCLSK416 Identify and select animals for breeding

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop selection criteria for a breeding program
- select animals that have defects in conformation and /or productivity
- select animals that display characteristics associated with desirable genetic traits
- select animals according to a breeding program's selection criteria
- assess and record performance information

Knowledge Evidence

The candidate must demonstrate knowledge of:

- principles of genetic selection for multi traits
- structural abnormalities and their potential impact on production
- correlated traits
- market requirements and related physical and measurable traits
- enterprise animal selection criteria
- strategies for animal selection -including individual traits, measured performance, Estimated Breeding Value (EBVs & ASBVs), and indexes
- use of breeding value percentile tables

Assessment Conditions

Competency is to be assessed in the work place or simulated environments that accurately reflect performance in a real workplace setting.

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Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 2	This version released with AHC Training Package Version 2.0.
Release 1	This version released with AHC Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to operate tractors with and without attached equipment.

Working with tractors is an inherently dangerous activity. Individuals who work at this level must be thoroughly instructed in all work health and safety aspects of operating tractors. The tractor must also comply with relevant Australian standards for tractors.

All work must be carried out to comply with workplace procedures, work health and safety requirements, manufacturer's specifications and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work. They undertake defined activities and provide solutions to a limited range of predictable problems.

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

Pre-requisite Unit

Nil

Unit Sector

Machinery operation and maintenance (MOM)

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Elements and Performance Criteria

Element	**Performance criteria**
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare tractor for operation	1.1 Confirm the activity to be undertaken with supervisor, including identifying potential hazards and implementation of safe working procedures 1.2 Read the relevant machinery operation manual and observe manufacturer’s instructions 1.3 Use and maintain personal protective equipment 1.4 Select and attach equipment required to carry out work 1.5 Conduct safety pre operational checks on both tractor and attached equipment and report faults or malfunctions for repair 1.6 Attach equipment and loads that do not exceed the weight limitations or change the dynamic stability of the tractor
2. Operate tractor	2.1 Recognise and control risks to self and others 2.2 Steer, manoeuvre and position tractor in a smooth and controlled manner 2.3 Operate tractor according to low risk operating procedures in a controlled manner and monitored for performance and efficiency 2.4 Undertake work in accordance with the agreed plan and within the operating capacities and manufacturer's specifications 2.5 Recognise and minimise environmental impacts associated with tractor operation
3. Complete and check tractor operation	3.1 Conduct shut-down procedures 3.2 Perform routine operational servicing and minor maintenance 3.3 Identify and report malfunctions, faults, irregular performance or damage 3.4 Clean, decontaminate, secure and store tractor and attached equipment 3.5 Apply enterprise biosecurity policies where required 3.6 Maintain tractor and equipment use records

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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.

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
AHCMOM202 Operate tractors Release 2	AHCMOM202 Operate tractors Release 1	Minor typographical error corrected	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM202 Operate tractors

Modification History

Release	Comments
Release 2	This version released with AHC Training Package Version 2.0.
Release 1	This version released with AHC Training Package Version 1.0.

Performance Evidence

The candidate must be observed operating a tractor with a range of attached equipment and implements, in a range of surface and terrain conditions.

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and implement safe operating procedures
- carry out pre-operational checks and maintenance including tagging defects
- set and secure attachments according to manufacturer's directions
- steer, manoeuvre and position the tractor in a safe and controlled manner
- utilise the various components and controls of the tractor
- secure, adjust and calibrate attachments and implements for operation
- operate tractors in a range of surface and terrain conditions, with and without attachments and implements
- carry out shut down procedures
- minimise environmental impacts associated with tractor operation
- follow enterprise work health and safety policies
- follow enterprise biosecurity protocols where required.
-

Knowledge Evidence

The candidate must demonstrate knowledge of:

- tractor components, controls and features and operational functions
- tractor operator’s manuals
- tractor steering systems and features
- features and operational functions and procedures of attachments and implements

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- load limits and the principles of weight distribution with regard to load shifting and tractor movement
- distinguishing characteristics of individual tractors including rated performance capacities
- effects of various surface and difficult terrain conditions on tractor operation
- duty of care to self, others and the environment
- relevant legislation with regard to machinery operation and licensing requirements environmental Codes of Practice with regard to machinery operation
- enterprise work health and safety requirements to operate a tractor safely
- enterprise biosecurity procedures.

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting. All evidence collected must meet minimum requirements including industry standard timeframes for performance of tasks.

Assessment should take place in a range of surface and terrain conditions, including adverse conditions.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM211 Operate side by side utility vehicles

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to undertake work using a side by side utility vehicle used for general transport, carrying loads, towing small trailers and mustering stock.

All work must be carried out to comply with workplace procedures, work health and safety requirements manufacturer's specifications and sustainability practices.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

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

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare side by side	1.1 Confirm the activity to be undertaken with supervisor, including

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Element	Performance criteria
utility vehicle for use	identifying safe working areas, potential hazards and implementation of safe working procedures 1.2 Conduct safety pre operational checks on the vehicle and report faults or malfunctions for repair 1.3 Use and maintain personal protective equipment 1.4 Attach equipment and loads that do not exceed the weight limitations or change the dynamic stability of the vehicle 1.5 Secure loads and ensure weight does not exceed limits
2. Operate side by side utility vehicle	2.1 Operate machinery and equipment in a safe, efficient and controlled manner 2.2 Operate side by side utility vehicles in accordance with task requirements, conditions and manufacturers operating guidelines 2.3 Assess and minimise potential risks to self, others and the environment 2.4 Ensure that the vehicles seat belts and other safety features are functional and used 2.5 Identify and account for environmental implications associated with machinery operation
3. Complete work	3.1 Conduct shut-down procedures according to manufacturer's specifications and enterprise requirements 3.2 Perform routine operational servicing and minor maintenance 3.3 Identify and report malfunctions, faults, irregular performance or damage 3.4 Clean, secure and store machinery 3.5 Ensure biosecurity procedures are followed where required 3.6 Maintain machinery use records for servicing purposes

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCMOM211A Operate side by side utility vehicles.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM211 Operate side by side utility vehicles

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and risks associated with side by side utility vehicle use
- conduct pre and post operational checks
- operate side by side utility vehicles in a safe, efficient and controlled manner
- minimise environmental impacts of side by side utility vehicle use
- perform any required minor maintenance
- follow wash-down procedures in line with biosecurity guidelines
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- equipment characteristics, technical capabilities and limitations
- safe driving techniques in a range of surface conditions and terrain
- transporting the side by side utility vehicles on a trailer or transportation device
- manufacturer's specifications and workplace requirements for pre-start checks, machinery operation techniques, load carrying operator level servicing and shutdown emergency procedures
- components and controls, features and functions
- enterprise work health and safety policies
- relevant State /Territory legislation in regard to side utility vehicle use

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting. All evidence collected must meet minimum requirements including industry standard timeframes for performance of tasks.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM212 Operate quad bikes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to operate and maintain quad bikes as well as load and unload them onto trailers or other vehicles used for their transport.

All work must be carried out to comply with workplace procedures, work health and safety requirements manufacturer's specifications and operator manuals and sustainability practices.

Working with quad bikes is an inherently dangerous activity. Individuals who work at this level must be thoroughly instructed in all work health and safety aspects of operating quad bikes.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work. They undertake defined activities and provide solutions to a limited range of predictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare a quad bike for operation	1.1 Confirm the activity to be undertaken with supervisor, including potential hazards and implementation of safe working procedures 1.2 Select, fit correctly, use and maintain personal protective equipment including helmets 1.3 Conduct safety pre operational checks on quad bike and report faults or malfunctions for repair 1.4 Identify safe work areas and applications (loads and attachments) from workplace safety plan and operators manual 1.5 Unload quad bike safely from the trailer or transportation device
2. Operate a quad bike	2.1 Recognise and control risks to self and others 2.2 Steer, manoeuvre, position and stop quad bike in a smooth and controlled manner 2.3 Apply hand-eye coordination and transfer of body weight appropriately (active riding) to maintain bike stability 2.4 Identify and avoid riding surfaces, terrains and slopes that are dangerous to safe operation 2.5 Identify environmental implications associated with machinery operation and minimise impact 2.6 Identify and account for biosecurity implications associated with machinery operation
3. Complete and check quad bike operation	3.1 Conduct shut-down procedures 3.2 Perform routine operational servicing and minor maintenance 3.3 Identify and report malfunctions, faults, irregular performance or damage 3.4 Clean, secure and store quad bike 3.5 Follow wash-down procedures in line with biosecurity guidelines where required 3.6 Maintain quad bike use records for servicing purposes 3.7 Load and secure quad bike safely

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

No passengers, no riders under 16 years of age, no towing, helmets must be worn at all times.

Candidates must NOT be under the influence of any alcohol or drugs. Candidates must NOT be taking any medication (prescribed or otherwise) that may impair judgement.

Unit Mapping Information

This unit is equivalent to AHCMOM212A Operate quad bikes.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM212 Operate quad bikes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be observed operating a quad bike using safe work procedures.

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and risks associated with quad bike use
- identify safe work areas
- select, fit correctly, use and maintain personal protective equipment including helmets
- operate quad bikes in a range of riding surface conditions and terrain conditions
- steer, manoeuvre, position and stop the quad bike in a smooth and controlled manner
- apply hand-eye coordination and correctly transfer body weight (active riding) to maintain bike stability including riding on uneven or steep terrain
- follow enterprise work health and safety procedures
- unload and load quad bike safely
- follow wash-down procedures in line with biosecurity guidelines

Knowledge Evidence

The candidate must demonstrate knowledge of:

- hazards and risks associated with quad bike use
- components, controls and features of quad bikes and their functions
- a range of quad bikes and functional applications
- operating principles and operating methods of quad bikes
- manufacturer’s instructions, including but not exclusive to the operating manual
- load limits and the principles of weight distribution with regard to load shifting and bike movement including riding on uneven or steep terrain
- loading and unloading safely from a trailer or other transportation device

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- effects of different riding surfaces and terrain conditions on the operation of quad bikes

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting. All evidence collected must meet minimum requirements including industry standard timeframes for performance of tasks.

Assessment must be conducted in a range of riding surface conditions and in a range of terrains appropriate for the safe use of quad bikes.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM305 Operate specialised machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to operate specialised machinery and equipment.

All work must be carried out to comply with workplace procedures, work health and safety requirements manufacturer's specifications and sustainability practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

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

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Select and prepare specialised machinery	1.1 Identify and report potential work health and safety hazards

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Element	Performance criteria
and equipment for use	implement control measures. 1.2 Conduct routine pre operational checks as described in operator manual 1.3 Replace and report damaged or worn components 1.4 Select and use appropriate personnel protective equipment 1.5 Attach ancillary equipment and check for correct operation
2. Operate specialised machinery and equipment	2.1 Operate machinery and equipment in a safe, efficient and controlled manner 2.2 Operate machinery and equipment in accordance with task requirements, conditions and manufacturers operating guidelines 2.3 Monitor machinery and equipment performance and efficiency and make adjustments as required 2.4 Assess and minimise potential risks to self, others and the environment
3. Complete and report on specialised machinery and equipment operation	3.1 Follow shut down procedures 3.2 Perform routine operational servicing and minor maintenance 3.3 Identify and report malfunctions, faults, irregular performance or damage 3.4 Clean, secure and store machinery and equipment 3.5 Maintain machinery and equipment use records

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCMOM305A Operate specialised machinery and equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM305 Operate specialised machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be observed operating specialised agricultural or horticultural machinery and equipment.

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and implement safe work procedures
- complete pre and post operational checks
- recognise and reporting defects
- operate machinery and equipment in a safe, efficient manner to perform specific tasks by utilising the various component, controls and features to industry standards
- perform minor maintenance and fault finding
- perform shut down procedures
- complete operational records
- follow enterprise work health and safety policies

Knowledge Evidence

The candidate must demonstrate knowledge of:

- manufacturer's requirements and workplace requirements for:
  - pre-operational checks
  - machinery operation techniques
  - operator level servicing
  - shutdown
- emergency procedures

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- basic diagnostic techniques
- equipment characteristics, technical capabilities and limitations
- components and controls features and functions
- relevant work health and safety and environmental legislation, Codes of Practice and enterprise requirements

Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting. All evidence collected must meet minimum requirements including industry standard timeframes for performance of tasks.

Evidence records must include a description of the machinery and equipment that the candidate was assessed on.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM402 Supervise maintenance of property, machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to supervise maintenance of property, machinery and equipment.

All work must be carried out to comply with workplace procedures, work health and safety requirements, manufacturer's specifications and sustainability practices.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgement in the selection, allocation and use of available resources and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the	Performance criteria describe the performance needed to demonstrate

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Element	Performance criteria
essential outcomes.	achievement of the element.
1. Prepare maintenance plan	1.1 Identify maintenance requirements for property, machinery and equipment from relevant information sources 1.2 Identify and quantify maintenance costs 1.3 Check maintenance requirements against warranty, insurance agreements and indemnity provisions 1.4 Develop a maintenance plan to promote and sustain performance and production systems in line with enterprise requirements 1.5 Establish an effective workplace communication strategies with regard to maintenance plan, environmental and work health and safety policies, and enterprise requirements
2. Implement maintenance plan	2.1 Identify, secure and include resource and supply requirements in enterprise budgets and operational considerations 2.2 Communicate prepared maintenance schedules and procedures effectively to staff, contractors and suppliers 2.3 Implement and schedule a maintenance plan to minimise disruption to enterprise operations 2.4 Assess potential risks with regard to staff and supply problems, and prepare contingency plans accordingly 2.5 Align tasks required to staff capability and provide training where required 2.6 Confirm machinery and equipment is operated to manufacturer's specifications, work health and safety and enterprise requirements
3. Monitor maintenance plan	3.1 Monitor maintenance activities and performance against maintenance plan for efficiency and effectiveness 3.2 Monitor and control workplace hazards and environmental implications associated with maintenance procedures in line with work health and safety and enterprise requirements 3.3 Monitor and control costs within enterprise budget requirements 3.4 Document relevant information with regard to the maintenance plan in accordance with enterprise requirements 3.5 Ensure property, machinery and equipment are maintained in clean and safe operational conditions

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCMOM402A Supervise maintenance of property, machinery and equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM402 Supervise maintenance of property, machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards, implement risk control strategies and oversee safe work practices
- plan, cost and schedule maintenance requirements
- order materials and allocating resources
- deal with contingencies and reschedule maintenance where necessary
- establish and monitor performance targets for maintenance team
- monitor and report on performance of maintenance activities
- dispose of waste products appropriately
- communicate effectively with work team, contractors and management
- implement enterprise work health and safety and environmental policies
- provide on job training /mentoring

Knowledge Evidence

The candidate must demonstrate knowledge of:

- types of maintenance requirements with regard to property, machinery and equipment
- maintenance and servicing cycles for property, machinery and equipment
- relevant State or Territory legislation, regulations and Codes of Practice with regard to work health and safety, environmental protection requirements, and the use and control of hazardous substances
- principles of hazard identification and risk management in the work place
- principles of on the job training and mentoring

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCMOM501 Manage machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to manage machinery and equipment.

All work must be carried out to comply with workplace procedures, work health and safety requirements, manufacturer's specifications and sustainability practices.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse and synthesise information and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Machinery operation and maintenance (MOM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Evaluate machinery	1.1 Review and match operations of available machinery and

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Element	Performance criteria
and equipment	equipment to production processes 1.2 Calculate operation and servicing costs of machinery and equipment to justify total purchasing price 1.3 Estimate productivity returns from machinery and equipment to identify benefit to production processes 1.4 Monitor machinery and equipment replacement cycles to identify improvement options and maximise life cycles of components 1.5 Acquire machinery and equipment through appropriate procurement options
2. Coordinate maintenance	2.1 Identify and schedule maintenance and service cycles to ensure servicing is according to manufacturer's specifications and production processes 2.2 Cost and arrange storing and housing of machinery and equipment 2.3 Document and record operational and service history 2.4 Identify and risk assess work health and safety hazards in the workplace and review and record risk controls 2.5 Provide, use, maintain and store suitable personal protective equipment according to work health and safety requirements 2.6 Develop and monitor repair and maintenance routines according to manufacturer's specifications and work health and safety requirements
3. Monitor operation	3.1 Make available, maintain and dispose of consumables and operational support materials according to enterprise requirements 3.2 Monitor environmental implications and workplace safety practices according to enterprise requirements 3.3 Ensure operational procedures are clear, documented and followed according to manufacturer's specifications 3.4 Provide operators with competent instruction and appropriate supervision according to work health and safety requirements

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCMOM501A Manage machinery and equipment.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCMOM501 Manage machinery and equipment

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and implement safe systems of work
- monitor machinery and equipment operations
- evaluate machinery and equipment
- develop machinery and equipment operation and maintenance procedures in compliance with environmental Codes of Practice and work health and safety and hazardous substances legislation
- schedule, supervise and record the service and maintenance of machinery and equipment
- monitor machinery and equipment operations and maintenance, and review risk assessments periodically to ensure a safe operating environment
- assess staff capability in machinery maintenance and operation, and provide training and mentoring

Knowledge Evidence

The candidate must demonstrate knowledge of:

- servicing and maintaining machinery and equipment within area of responsibility
- methods of calculating the cost of machines and their contribution
- training and instruction techniques for directing the learning of staff
- relevant work health and safety and environmental issues, legislative requirements and Codes of Practice
- work health and safety hazard identification, risk assessment and developing risk controls
- environmental legislation and Codes of Practice with regard to maintenance of machinery and equipment, disposal of wastes and hazardous substances
- legislative and enterprise requirements for work health and safety

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Assessment Conditions

Competency is to be assessed in the workplace or simulated environment that accurately reflects performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCNAR202 Maintain wildlife habitat refuges

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain wildlife habitats and refuges to protect desirable animal species from predators.

All work is undertaken in accordance with statutory and local authority requirements.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work. They undertake defined activities and work in a structured context.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. However, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

Unit Sector

Natural Area Restoration (NAR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess the scope of the	1.1 Identify species to be protected and determine their behaviour

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Element	Performance criteria
refuge maintenance job	pattern 1.2 Identify characteristics of refuges required for target species 1.3 Determine locations of refuges 1.4 Estimate time to complete the work 1.5 Identify environmental risks associated with the work 1.6 Determine vehicles, equipment and materials required to complete the work
2. Prepare for the refuge maintenance job	2.1 Determine location and boundaries for the wildlife habitat refuge maintenance job in accordance with the pest management strategy and monitoring program 2.2 Conduct safety risk assessment and apply work health and safety policies and procedures 2.3 Take precautions to minimise environmental and biosecurity risks associated with the work 2.4 Check vehicles, equipment and materials for serviceability and cleanliness in accordance with manufacturer specifications and relevant enterprise policies
3. Maintain wildlife habitat refuges for protection of desirable species from predators	3.1 Operate vehicles and equipment in accordance with manufacturer and organisational procedures 3.2 Maintain wildlife habitat refuges in accordance with industry practice and environmental statutory requirements 3.3 Implement strategies to control vertebrate pests in a wildlife habitat 3.4 Identify harbours used by pest animals and notify supervisor 3.5 Dispose of debris from site in accordance with industry practice and environmentally sustainable and work health and safety policies and procedures
4. Clean and store equipment and material	4.1 Clean and store equipment and materials to enterprise and environmental standards in order to maintain biosecurity of area 4.2 Record job completion according to relevant policies and procedures

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNAR202A Maintain wildlife habitat refuges.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNAR202 Maintain wildlife habitat refuges

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- maintain wildlife habitats and refuges to protect desirable animal species from predators
- identify native species that are present in the wildlife refuge
- confirm the features required for a wildlife habitat refuge
- provide harbors and modify habitat where necessary to provide refuge for native species
- assess the risk of vertebrate pest predators within the refuge
- implement strategies to control vertebrate pests in a wildlife habitat as directed by supervisor
- apply work health and safety practices in the context of own work
- apply biosecurity measures in the context of own work
- apply appropriate sustainability practices in the context of own work

Knowledge Evidence

The candidate must demonstrate knowledge of:

- vertebrate predators present in local area
- harbours used by vertebrate pests
- wildlife habitats used by desirable animal species
- wildlife habitat modification techniques

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCNAR506 Develop and implement sustainable land use strategies

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop and implement sustainable land use strategies.

This unit applies to managers of agricultural and production horticulture enterprises whose job role includes developing land use strategies that lead to improved ecological sustainability of land under production. These individuals take responsibility for their own work and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Natural Area Restoration (NAR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess requirements for improved land use	1.1 Audit the natural resource base and identify threats to sustainability

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Element	Performance criteria
	1.2 Review the production and management plans to incorporate sustainable land use principles 1.3 Assess water resources, quality and impacts of run off for risk of erosion 1.4 Assess soil health and fertility against the requirements of the production plan 1.5 Assess vegetation types and coverage and identify required changes 1.6 Plan and prioritise land and water protection measures and structures
2. Carry out structural improvements to address threats to sustainability	2.1 Follow work health and safety policies and procedures in field work 2.2 Inspect sites, note key features and place pegs for improvements 2.3 Determine materials for the construction from the plans 2.4 Obtain and organise materials, personnel and equipment 2.5 Check equipment to be used 2.6 Construct structural works and revegetate the area and secure from livestock
3. Treat areas of land degradation	3.1 Realign fences to land classes and soil conservation works 3.2 Protect contour banks and repair as necessary 3.3 Construct water carrying structures or repair as necessary 3.4 Establish shelter belts for crop and stock protection 3.5 Review and amend soil cultivation and planting practices to prevent erosion and minimise soil run-off 3.6 Plan grazing strategies to maximise ground cover and avoid damage through foot tracks or damage to banks 3.7 Ensure all works and plans comply with environmental protection legislation, regulations and codes of practice

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCNAR506A Develop and implement sustainable land use strategies.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCNAR506 Develop and implement sustainable land use strategies

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop and implement sustainable land use strategies
- identify the threats to sustainability for an area or region
- manage water resources and riparian zones
- manage vegetation and plant succession for an area
- manage the health and sustainability of soils
- incorporate sustainability principles into land use practices
- apply work health and safety practices in the context of own work

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the role of biodiversity in farming systems
- sustainable land and water use principles and practices applicable to the region
- sustainable soil management
- soil appraisal and remediation strategies
- environmental controls and codes of practice applicable to the business and to the improvement works
- relevant legislation and regulations relating to soil and water degradation issues, chemical use and structural works
- relevant work health and safety and environmental protection legislation, regulations and codes of practice
- causes of land degradation

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Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPHR506 Manage performance horse breeding operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit applies to owners, managers and supervisors of performance horse breeding operations. It will equip students with the skills and knowledge required to successfully manage all aspects of the operations of a performance horse stud. The work functions within this unit require the ability to assess the structural and human resource requirements of a performance horse stud. It also requires the development and management of a breeding program, including the calendar of operations, stallion care, mare and foal care and foaling operations.

The work associated with this unit is undertaken both independently and in conjunction with others. Working with horses at this level requires the application of extensive knowledge in a wide range of situations and the application of a broad range of skills.

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

Pre-requisite Unit

Nil.

Unit Sector

Performance horse (PHR)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Apply reproductive anatomy and physiology principles to stud practice	1.1 Assess the reproductive anatomy of stallions on a regular basis during the breeding season to inform stallion management procedures 1.2 Assess the reproductive anatomy and physiological function of mares on a regular basis during the breeding season to inform mare management procedures 1.3 Monitor and report on the behavioural characteristics of oestrous, dioestrous and anoestrous according to industry standard procedures 1.4 Monitor and report the characteristics of pregnancy according to industry standard procedures.
2. Assess stud requirements	2.1 Develop stud breeding program goals and strategies 2.2 Assess and document stud requirements according to enterprise objectives 2.3 Identify resources required to support the breeding programs 2.4 Determine the optimal stud farm layout to facilitate ease of management and meet behavioural needs of horses 2.5 Select breeding options to maximize opportunities and meet stud objectives within industry guidelines 2.6 Develop strategies for compliance with work health safety, animal welfare, biosecurity and environmental legislation and guidelines
3. Manage the breeding calendar of operations	3.1 Document and communicate the calendar of operations to incorporate routine seasonal breeding practices 3.2 Identify and research potential stallions, mares and genetic material for use in the breeding operation 3.3 Develop and implement routine health management procedures 3.4 Determine appropriate breeding and horse management timelines in accordance with annual calendar 3.5 Complete breeding documents in accordance with enterprise and industry requirements
4. Manage conception	4.1 Develop and implement a covering timetable for stallions 4.2 Monitor and report key milestones of conception and gestation are according to industry procedures 4.3 Identify and select relevant pregnancy detection techniques suitable for use on the stud farm 4.4 Develop and implement a strategy for the timely and efficient detection of pregnancies

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Element	Performance criteria
5. Manage subfertility	5.1 Identify the causes of subfertility and infertility in stallions 5.2 Develop and implement strategies to treat and minimise the impact of stallion subfertility or infertility 5.3 Identify the causes of subfertility and infertility in mares 5.4 Develop and implement management strategies to treat and minimise the impact of mare subfertility and infertility
6. Manage foaling operations	6.1 Implement plans to manage mares immediately prior to foaling 6.2 Oversee the foaling down of mares 6.3 Develop and implement a plan to manage foaling emergencies 6.4 Develop and implement plans for the treatment and management of neonatal illness and injury 6.5 Develop and implement post foaling mare and foal care procedures
7. Manage foetal loss and abortion in mares	7.1 Identify the signs and causes of foetal loss and abortion, and develop procedures to routinely monitor mares for these conditions 7.2 Develop and implement a strategy to prevent or minimise the risk of abortion 7.3 Develop and implement a plan to respond and manage abortion or suspected abortion 7.4 Identify mares that have aborted or at risk of abortion and implement industry standard management procedures
8. Evaluate the application of assisted reproductive technologies to the performance horse industry	8.1 Evaluate the potential benefits of assisted reproductive technologies to stud goals and operations 8.2 Evaluate the costs and implications of assisted reproductive technologies against stud goals and objectives

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

No equivalent unit.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for AHCPHR506 Manage performance horse breeding operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- handle horses including mares, foals, young horses and stallions where appropriate
- evaluate the condition and identify common faults of mare and stallion external genitalia
- identify, record and manage general and breeding related health problems, injuries and diseases
- monitor, record and manage behaviour including behaviour related to breeding and foaling
- identify all aspects of the reproductive cycle of the mare including oestrous and dioestrus
- implement medical and veterinary procedures including hygiene protocols, vaccination requirements, medications and treatments including intramuscular and subcutaneous injections
- foal down mares and respond to abnormal foaling and foaling emergencies
- identify and manage healthy and ill neonatal foals
- fit and use relevant equipment such as breeding hobbles, halters, bridles, lip twitches
- develop and implement a range of schedules
- access and analyse current research information on relevant breeding related topics such as emerging assisted reproduction technologies, infertility and dystocia
- conduct research to identify potential stallions, mares and genetic material suitable for use in the breeding program
- identify and implement design requirements to facilitate the safe and effective management of the operations of the stud farm
- apply literacy skills to read and produce written documentation such as breeding documents, breeding and teasing records, contracts, health records, veterinary information
- apply verbal communication skills to communicate with clients, staff, veterinarians and industry professionals

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- apply numeracy skills to calculate and calibrate medication dosages, calculate fees and costs, calculate breeding schedules and return to service periods
- apply appropriate animal welfare practices relevant to enterprise and legislative requirements and in accordance with relevant Prevention of Cruelty to Animals acts
- apply work health safety practices relevant to enterprise and legislative requirements
- apply biosecurity requirements relevant to enterprise and legislative requirements
- apply sustainability practices relevant to enterprise and legislative requirements

Knowledge Evidence

The candidate must demonstrate knowledge of:

- stallion reproductive anatomy and physiology
- mare reproductive anatomy and physiology
- endogenous hormone cycles, functions and methods to manipulate these to improve breeding efficiency and conception rates
- signs of normal and abnormal breeding behaviour of mares and stallions
- conception, gestation and lactation
- signs and stages of normal and abnormal foaling
- signs and management of neonatal illness and injury
- seasonal breeding practices, limitations and requirements of relevant breed societies
- signs of injury and disease in breeding horses, foals and young horses including diseases of fertility, infectious diseases impacting fertility and preventative management including vaccination
- sources of information on potential sires, dams and genetic material for use in the breeding program
- veterinary and biosecurity procedures including hygiene protocols and quarantine
- equine facility design principles and infrastructure and equipment options
- staffing and scheduling of human resource requirements
- breed society rules, regulations and processes
- assisted reproductive technologies
- work health safety standards, policies and procedures relevant to enterprise and legislative requirements
- biosecurity standards, policies and procedures relevant to enterprise and legislative requirements
- animal welfare standards, policies and procedures relevant to enterprise and legislative requirements including relevant Prevention of Cruelty to Animals acts
- environmental management standards, policies and procedures relevant to enterprise and legislative requirements

Assessment Conditions

Assessment must be conducted using a range of live horses including pregnant and foaling mares, foals and could include breeding stallions in a simulated or real work environment.

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Horses used in assessments must have been previously assessed as suitable for handling by students who have demonstrated prior professional or industry experience in handling horses. Assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances.

Assessors must satisfy current standards for RTOs.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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AHCPMG307 Apply animal trapping techniques

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to trap and hold live animals and release or humanely destroy. Animals may be native animals, domestic animals, animals determined to be pests or feral animals.

Trapping techniques call for the use of a variety of equipment and may include the use of lures or baits.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They use discretion and judgement in the selection and use of available resources.

Some forms of traps are strictly regulated in some States and Territories in Australia. Specific determination should be sought through the relevant State or Territory authority.

Firearms may be required if trapped animals are to be killed. If this is appropriate, firearm licensing conditions will apply and specific determination should be sought through the relevant State or Territory.

Appropriate firearms licences may also be required for those involved in training and assessment against this unit.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

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Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for trapping	1.1 Identify purpose of animal capture and set objectives 1.2 Confirm the location and size of the area designated for trapping activities 1.3 Confirm target animal movement patterns, behaviour and lifecycles to determine trapping location and placement of equipment and appropriate timing of trapping activity 1.4 Identify potential non-target animals 1.5 Estimate time required to complete trapping 1.6 Identify and check vehicles, materials and equipment required for trapping 1.7 Select appropriate traps for target animal and the environment 1.8 Clean, maintain and prepare trapping equipment 1.9 Identify hazards associated with trapping and select appropriate personal protective equipment 1.10 Identify and manage environmental risks associated with trapping animals 1.11 Obtain relevant permissions to enter property 1.12 Determine precautions for minimising trapping of non-target animals
2. Place and set traps	2.1 Undertake site surveillance prior to setting traps 2.2 Select and prepare site to maximise opportunity for trapping target animals and minimise the chance of trapping non-target animals 2.3 Position, set and calibrate trapping equipment and check it for strength and security 2.4 Apply lures, decoys, baits or toxins as necessary 2.5 Camouflage traps as required 2.6 Apply precautions to prevent trapping of non-target animals 2.7 Set traps in accordance with legislative requirements and animal welfare codes of practice
3. Check and remove traps	3.1 Inspect traps at the required frequency 3.2 Identify trapped animals then release, humanely destroy or

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Element	Performance criteria
	prepare for transport as required 3.3 Handle captured animals humanely and in accordance with animal welfare codes of practice 3.4 Transport animals from site, when required, in a safe and appropriate manner 3.5 Observe work health and safety procedures and public safety requirements prior to and during trapping activities 3.6 Release trap mechanism safely and remove trap 3.7 Restore trap-site to its prior condition
4. Record data	4.1 Use Global Positioning System (GPS) loggers 4.2 Use appropriate data sheets or other recording instruments to record details of trap sets and lures as well as target and non-target capture
5. Clean and store equipment and material	5.1 Clean and store carcases for research or other purposes 5.2 Clean and store equipment and materials to workplace standards to minimise biosecurity risks 5.3 Record target and non-target kills
6. Report completion of work	6.1 Report results of trapping activities, including any incidents with animals

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCVPT306A Apply animal trapping techniques

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG307 Apply animal trapping techniques

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- humanely trap animals and release or destroy the animals as required, following Standard Operating Procedures
- identify target and non-target animals present in area
- check vehicles, equipment and materials for serviceability and clean equipment before starting and on completing the job
- select and prepare the trapping site and restore it on completion of the job
- position, set, calibrating and regularly checking trapping equipment
- apply lures or baits, if required
- select, use and store baits or toxins according to workplace procedures
- handle and euthanase captured animals in accordance with animal welfare guidelines
- summarise and present trapping data to supervisor
- clean and store equipment and carcases using approved chemicals in accordance with Safety Data Sheets and enterprise procedures to minimise biosecurity risks to other animals
- apply work health and safety practices in the context of own work
- apply appropriate environmental sustainability practices in the context of own work
- apply appropriate animal welfare practices in the context of own work

Knowledge Evidence

The candidate must demonstrate knowledge of:

- basic requirements for ensuring the welfare of animals described in the relevant Codes of Practice
- the purpose for trapping the animal

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- the target animal's range, movement patterns and behaviour and how to apply knowledge of these to selecting trapping location and equipment
- the reproductive cycle of the target animal to determine appropriate timing of trapping activities
- food preferences, both general and local, of target animals
- capture and kill points for target animals
- permissions that may be required to undertake trapping
- principles relating to property, stock and duty of care
- precautions that need to be taken to minimise trapping of non-target animals
- how to camouflage traps
- how to safely set off traps to render them inactive
- work health and safety procedures that relate to trapping animals
- recording and reporting requirements
- how to use decoys and lures
- how to prepare baits or toxins
- applicable State or Territory legislation on the use and storage of baits or toxins
- applicable legislation on the capture and handling of animals
- suitable traps and techniques for the target animal
- target animals and non-target native animals also found in the area
- suitable personal protective equipment
- transportation methods for captured animals

Assessment Conditions

Assessment must be conducted in a real work environment, under work conditions, setting traps for live animals.

If firearms are used to destroy animals then the assessment team must hold firearms licences.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG409 Implement a pest management plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to implement pest management plans.

Pests may be weeds, vertebrate or invertebrate pests or a combination of these.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They use discretion and judgment in the selection, allocation and use of available resources.

Individuals operating in this field may be required to hold current chemical handling certification and a first aid certificate. Other licensing conditions may also apply to this unit. Specific determination should be sought through the relevant State or Territory.

In addition to legal responsibilities, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

Unit Sector

Pest Management (PMG)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify and allocate resources for the pest management plan	1.1 Consult with management on the prepared pest management plan and discuss timelines, milestones and objectives 1.2 Conduct a site inspection 1.3 Consult with stakeholders and discuss the pest management plan with a view to gaining cooperation from all involved and provide advice on pest management activities 1.4 Identify budgetary restraints and allocated resources 1.5 Identify human health and environmental and biosecurity risks 1.6 Allocate personnel with relevant skills and competency to complete required activities 1.7 Apply relevant work health and safety standards, other Federal, State/Territory and local legislation and regulations relevant to the allocation and procurement of human and physical resources 1.8 Procure machinery, equipment, tools and materials identified in the plan
2. Brief personnel on pest management plan activities	2.1 Inform personnel of the requirements of the pest management plan 2.2 Inform personnel of land owner or manager expectations and reporting and recording requirements 2.3 Advise personnel of work health and safety standards and other statutory and regulatory requirements to be applied when carrying out required activities
3. Implement the pest management plan	3.1 Check machinery, equipment, tools and materials for serviceability 3.2 Check personal protective equipment and clothing used or worn by personnel for compliance 3.3 Manage the pest control techniques used 3.4 Monitor procedures and skills applied by personnel for compliance with work health and safety standards, animal welfare guidelines if required, chemical use if required, and environmental sustainability guidelines 3.5 Provide feedback, advice and coaching to personnel, as required, to improve or correct processes and skills
4. Coordinate contingency management activities	4.1 Reschedule activities that are not carried out due to accident, injuries, other incident or unfavourable conditions within the monthly, weekly or daily work plans 4.2 Notify personnel, management and other relevant stakeholders of

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Element	Performance criteria
	changes to the schedule
5. Report progress in relation to pest management plan	5.1 Assess reports and records supplied by personnel to determine whether progress is in line with the pest management plan 5.2 Document and compile reports and records 5.3 Provide regular progress reports to management and other relevant stakeholders

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit has resulted from the merging of AHCVPT302A Implement vertebrate pest control program and AHCPMG405A Implement pest management action plans and is not equivalent to either of these units.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG409 Implement a pest management plan

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must demonstrate they can use a range of control techniques. At least one control technique demonstrated must include the use of a vertebrate poison.

The candidate must provide evidence that they can:

- manage the implementation of a pest management plan
- supervise others to meet work health and safety, statutory and regulatory requirements in their work
- check machinery, equipment tools and materials to manufacturer and statutory requirements
- implement monitoring procedures
- communicate with stakeholders and provide advice on pest management activities
- conduct a site inspection
- instruct and supervise others to carry out pest management work according to the pest management plan
- identify and support workers who need extra training, coaching or feedback to meet safety, environmental and organisational standards when undertaking pest management work
- provide clear instructions and explanations to workers to ensure work meets organisational standards
- manage costs of pest management plan to meet budget requirements
- manage work health and safety risks according to policies and procedures
- apply biosecurity measures in the context of own work
- monitor the application of animal welfare practices
- monitor the application of appropriate sustainability practices

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Knowledge Evidence

The candidate must demonstrate knowledge of:

- the application of the organisation's Integrated Pest Management strategy in the target area
- factors affecting the selection of pest control methods and techniques, including:
  - pest biology and lifecycle
  - potential diseases and toxicity
  - principles of sustainability
  - herbicide resistance and the alternatives that are available
  - pest status in the context of location, land use, benefits and damage caused
- contingency management principles
- risk assessment and management processes
- pest management control programs and how to use them in an integrated manner
- the legal responsibilities of a landholder
- relevant local, regional, State and national pest management strategies
- Federal, State or Territory legislation and regulations relating to pest management activities
- key concepts in the Integrated Pest Management strategy
- in broad terms, the concepts and underpinning principles of the strategic approach to invasive pest management and how to manage damage caused by pests
- in broad terms, the importance of monitoring and evaluating the effectiveness of invasive pest management and how to plan and implement an appropriate monitoring program for a pest management plan
- common causes of failure in pest management
- requirements for ensuring the welfare of animals described in the relevant Codes of Practice
- relevant environmental and pesticides legislation as they apply to the workplace

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCPMG413 Define the pest problem

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required apply a strategic pest management approach to define a pest problem.

Pests may be weeds, vertebrate or invertebrate pests or a combination of all three. The pest problem may be in a local or broader regional area.

This unit applies to individuals who take personal responsibility for their own work. They exercise autonomy in undertaking complex work and analyse, design and communicate solutions to sometimes complex problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication. However, all units of competency dealing with animals in the AHC Training Package have the requirements for animals to be handled humanely to minimise stress and discomfort.

Pre-requisite Unit

Nil.

Unit Sector

Pest Management (PMG)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Establish the background to the target pest problem	1.1 Determine landscape and land use within target area 1.2 Establish appropriate consultation with stakeholders in affected area to identify and record their knowledge, concerns and constraints, as part of a program to underpin the planning for the management of the target pest 1.3 Identify desired environmental management and production outcomes 1.4 Collect and record information about management or production processes that relate to the pest problem 1.5 Identify non-target species populations in target area
2. Analyse the target pest problem in the area	2.1 Establish and document the stakeholder's understanding of the distribution of the target pest within the affected area 2.2 Confirm target pest population, damage, and distribution data obtained from stakeholders, through analysis of other sources of information 2.3 Identify factors, particularly environmental and pest biology, which may influence the target pest population and distribution within the area 2.4 Document the target pest lifecycle, identifying optimum times, locations and behaviours that may impact on the effectiveness of the management program 2.5 Identify non-target species populations and distribution in the area 2.6 Identify risks and benefits to non-target species, environmental, local ecology and production that may be at risk due to the impact of the pest or pest control activities, including possible steps within the management program to minimise or eliminate any adverse impacts on these species 2.7 Identify potential ecological role of target pest in area 2.8 Define potential risks relating to exotic disease or toxicity
3. Determine critical control points for management of the target pest problem	3.1 Identify periods of greatest risk as a result of the impact of the target pest or the proposed management program 3.2 Identify periods of significant vulnerability during target pest lifecycle 3.3 Determine appropriate time period for pest management activity
4. Define and document the impacts of the target pest	4.1 Estimate economic losses and environmental impacts of the pest presence 4.2 Conduct a cost-benefit analysis of managing pest 4.3 Prepare a report on outcomes of investigation for stakeholders 4.4 Determine whether the pest problem warrants the need for a pest management plan

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit has resulted from the merging of AHCPMG401A Define the pest problem in a local area and AHCPMG502A Define the pest problem in a regional or broader context and is not equivalent to either of these units.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCPMG413 Define the pest problem

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- produce a written report that details the pest problem in a defined area
- identify relevant stakeholders
- define the pest problem in consultation with stakeholders
- determine the target pest population and distribution and factors impacting population and distribution
- determine non-target species populations and distribution in area
- identify appropriate times for pest control activities
- undertake cost-benefit analysis of pest management
- conduct site inspections and consult with relevant stakeholders
- apply animal welfare considerations to assessment of pest problem
- identify environmental impacts of pest presence and pest management activity

Knowledge Evidence

The candidate must demonstrate knowledge of:

- the environment, particularly relevant land use, land management and production processes
- behaviour of target pests, particularly those behaviours that impact pest susceptibility to being effectively managed
- Animal Welfare Codes of Practice and Standard Operating Procedures
- pest biology and lifecycles of target pests
- land management and production processes of targeted area
- ecology of targeted area

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- economic and environmental thresholds relevant to proposed management approaches
- performance criteria for measuring land management and production outcomes
- techniques used to validate the target pest population and distribution data supplied by stakeholders and how to obtain other relevant data
- how to measure or estimate economic losses and environmental impacts resulting from pest presence
- potential ecological role some pests provide
- potential disease or toxicity risks
- relevant parts of local, regional, State or Territory and national pest management strategies
- target pest biology and lifecycles
- principles that underpin the strategic approach to managing pests
- Federal, State or Territory legislation regulations relating to environmental management, private and public property, stock and duty of care
- factors that influence pest population and distribution
- periods of vulnerability in the lifecycle of pests
- critical control points for management of pest problem
- range of pests, non-target species, plant pests and diseases relevant to the targeted area

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWHS301 Contribute to work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to carry out enterprise work health and safety policies and procedures.

This unit is applicable to individuals. They typically work within clear reporting lines and procedures.

All work must be carried out to comply with workplace procedures and work health and safety and other relevant legislation and codes.

This unit applies to individuals who actively participate in the workplace safety system and work under broad direction and take responsibility for their own work. They work in a range of known contexts and complete routine activities.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements.

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

Pre-requisite Unit

Nil.

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Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Apply work health and safety policies and procedures	1.1 Make information regarding organisation work health and safety policies and procedures readily accessible to all employees 1.2 Identify and carry out employee responsibilities prescribed in work health and safety legislation, codes of practice and national standards 1.3 Identify and carry out employee responsibilities prescribed in enterprise work health and safety policies, including emergency procedures
2. Assist in workplace hazard identification and risk control	2.1 Provide and explain information regarding hazard identification and risk control regularly 2.2 Recognise hazards in the workplace and report them to designated personnel 2.3 Assess risks associated with identified hazards 2.4 Follow workplace procedures, safety signs and work instructions for controlling risks accurately 2.5 Recognise risks to fellow workers, other people and animals and take action to eliminate or reduce them 2.6 Undertake or provide safety training where required
3. Observe safe practices during work operations	3.1 Identify, use, maintain and store Personal Protective Equipment (PPE) required for work 3.2 Read and follow safety warning signs 3.3 Undertake basic safety checks on all machinery and equipment before operation 3.4 Identify hazards associated with handling hazardous substances, assess risks and implement risk controls in accordance with enterprise procedures and work health and safety requirements 3.5 Identify noise hazards, notify relevant personnel, assess associated risks and implement controls in accordance with work health and safety requirements 3.6 Assess manual handling risks prior to commencing activity and use safe lifting practices 3.7 Access information on work health and safety for specific work operations

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Element	Performance criteria
4. Participate in arrangements for maintaining the health and safety of all people in the workplace	4.1 Contribute to ongoing monitoring and reporting of all aspects of workplace safety 4.2 Raise work health and safety issues with designated personnel in accordance with enterprise procedures and relevant work health and safety legislation 4.3 Make contributions to participative arrangements in the workplace within the scope of responsibilities and competencies 4.4 Make suggestions to assist the development of effective solutions and control the level of risk associated with enterprise activities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCOHS301A Contribute to work health and safety processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWHS301 Contribute to work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- apply work health and safety policies and procedures
- apply workplace procedures for hazard identification and risk control
- read safety warning signs
- participate in arrangements for maintaining the health and safety of all people in the workplace
- work safely during work operations
- record incidents in the work area in accordance with relevant work health and safety legal requirements
- observe and direct others to follow safe working operations
- communicate safety information within and to work team

Knowledge Evidence

The candidate must demonstrate knowledge of:

- relevant employee and employer responsibilities under work health and safety legislation and relevant national and industry codes of practice
- enterprise procedures relating to hazards, fires, emergencies, accidents, and risk control
- work health and safety signs and symbols relevant to work area
- hazard identification and risk assessment process
- manual handling principles and procedures
- safe systems of work

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Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWHS401 Maintain work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to facilitate meetings and document actions that relate to the consideration of work health and safety issues in the workplace.

This unit is applicable to nominated work health and safety representatives in a workplace.

All work must be carried out to comply with workplace and legislative requirements.

This unit applies to individuals who take responsibility for their own work. They provide and communicate solutions to a range of predictable and unpredictable problems.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements.

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

Pre-requisite Unit

Nil.

Unit Sector

Work Health and Safety (WHS)

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Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Provide information about work health and safety	1.1 Explain, with accuracy and clarity, relevant provisions of work health and safety legislation and Codes of Practice to the work group 1.2 Provide information on enterprise work health and safety policies, procedures and programs in a readily accessible manner, and accurately and clearly explain the information to the work group 1.3 Regularly provide, and accurately and clearly explain, information about identified hazards, the outcomes of risk assessment and control procedures
2. Facilitate the participation of workers in work health and safety observance and decision-making	2.1 Implement and monitor enterprise procedures for consultation on work health and safety issues to ensure that all members of the work group have the opportunity to contribute 2.2 Describe, with clarity, procedures used by workers to report work health and safety hazards, assess risks, and take action to control risks, to the work group 2.3 Deal with and resolve issues raised through consultation or refer them to the appropriate personnel 2.4 Communicate, with promptness, the outcomes of consultation over work health and safety issues to the work group
3. Implement procedures for identifying hazards and assessing and controlling risks	3.1 Identify existing and potential hazards and report them to ensure the implementation of adequate risk assessment and effective control measures 3.2 Check that the work group implements procedures to control work health and safety risks and undertakes regular monitoring to ensure ongoing adherence and effectiveness of risk control 3.3 Identify inadequacies in existing risk control measures in accordance with the hierarchy of control and report inadequacies to designated personnel 3.4 Identify and report inadequacies in allocation of resources to management to ensure safe work practice 3.5 Monitor and regularly report existing risk control measures in accordance with workplace procedures
4. Implement workplace procedures for dealing with emergencies and hazardous events	4.1 Implement workplace procedures for dealing with work health and safety emergencies, where necessary, to ensure prompt and effective control action 4.2 Report work health and safety emergencies in accordance with established enterprise procedures 4.3 Implement control measures based on the hierarchy of control to

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Element	Performance criteria
	prevent recurrence and minimise the risk of emergencies and hazardous events, or alternatively, refer measures to designated personnel for implementation
5. Implement and monitor enterprise procedures for providing work health and safety training	5.1 Identify work health and safety induction and training needs accurately, specifying the gaps between the required work health and safety competencies and those held by the work group 5.2 Make arrangements for meeting identified work health and safety training needs in both on and off-the-job training programs in consultation with relevant parties
6. Implement and monitor enterprise procedures for maintaining work health and safety records	6.1 Accurately and legibly complete work health and safety records for work area 6.2 Use aggregate information from work health and safety records to identify hazards and monitor risk control procedures within the work area in accordance with own responsibilities

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCOHS401A Maintain occupational health and safety (OHS) processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWHS401 Maintain work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- facilitate the participation of workers in work health and safety observance and decision-making
- establish procedures to document the identification of hazards and assessment of risk covering the operations of the enterprise
- identify work health and safety hazards and conducting the risk assessment process
- implement enterprise emergency procedures and organise safety drills
- provide staff with work health and safety training in risk assessment, and other areas nominated by risk controls
- respond to emergencies and work health and safety issues in an appropriate and timely manner
- facilitate meetings and document actions to consider work health and safety issues in the workplace
- distribute information concerning work health and safety processes and requirements to staff
- maintain work health and safety records

Knowledge Evidence

The candidate must demonstrate knowledge of:

- hazards in the workplace
- relevant work health and safety legislation and Codes of Practice
- hazard identification and risk control processes
- the hierarchy of work health and safety risk control and its implementation for hazards in land-based industries

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- work health and safety training
- communication and engagement strategies with workers
- relevant enterprise management systems and procedures
- accident and incident investigation
- enterprise emergency procedures
- participative work practices

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWHS501 Manage work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop work health and safety policies and procedures that demonstrate enterprise commitment to work health and safety.

This unit is applicable to the development of management systems and procedures. It is also applicable to the management of the implementation process, which is usually conducted within policy guidelines and procedures that require the use of discretion and judgement.

All work must be conducted in accordance with relevant legislative requirements, Codes of Practice, workplace procedures and safe work practices.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They analyse information and exercise judgement to complete a range of advanced, skilled activities.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) and occupational safety and health (OSH) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State and Territory OHS legislative requirements.

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

Pre-requisite Unit

Nil.

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Unit Sector

Work Health and Safety (WHS)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop work health and safety policies and procedures	1.1 Develop a work health and safety business plan and program for the enterprise in consultation with designated personnel and management 1.2 Clearly define and allocate work health and safety responsibilities and duties and include them in job descriptions and duty statements for all relevant positions 1.3 Identify, seek and provide financial and human resources for implementing work health and safety policies and procedures as required 1.4 Provide and explain information on the work health and safety system and procedures, for the area of responsibility, in a form which is readily understood by employees
2. Establish and maintain processes to ensure the participation of all employees in the application of work health and safety	2.1 Establish and maintain consultation processes with employees and their representatives 2.2 Deal with issues raised though participation and consultation and resolve them promptly and effectively 2.3 Provide information about the outcomes of participation and consultation in a manner readily accessible to employees
3. Establish and maintain procedures for identifying hazards	3.1 Identify and confirm existing and potential hazards within the area of responsibility in accordance with trends identified using the work health and safety records system 3.2 Develop and integrate a procedure for the ongoing identification of hazards within systems of work and procedures 3.3 Appropriately monitor activities to ensure that the procedure is effectively adopted throughout areas of managerial responsibility 3.4 Address hazard identification at the planning, design and evaluation stages of any change in the workplace to ensure that new hazards are not created
4. Establish and maintain procedures for assessing risks	4.1 Assess risks associated with identified hazards using information derived from workplace records and industry-wide information 4.2 Develop a procedure for ongoing assessment of risks and integrate it within systems of work and procedures 4.3 Monitor activities to ensure the effective adoption of risk

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Element	Performance criteria
	assessment procedures throughout the area of managerial responsibility 4.4 Address risk assessment at the planning, design and evaluation stages of any change in the workplace to ensure that the risk from hazards is not increased 4.5 Investigate and record accident and dangerous occurrences in accordance with work health and safety procedures
5. Implement interim risk control measures until a better or permanent control measure is developed	5.1 Develop and implement measures to control assessed risks in accordance with the hierarchy of control and trends identified from the work health and safety records system 5.2 Implement interim solutions, when measures which control a risk at its source are not immediately practicable, until a permanent control measure is developed 5.3 Develop a process of ongoing hazard identification and risk assessment, and a review of effectiveness of control programs, and integrate them into enterprise management arrangements 5.4 Monitor activities to ensure effective adoption of the risk control procedure throughout the area of managerial responsibility 5.5 Address risk control at the planning, design and evaluation stages of any change in the workplace to ensure the inclusion of adequate risk control measures 5.6 Design systems to reduce risk and design administrative arrangements to ensure the implementation of safe work health and safety practices where unable to eliminate hazard 5.7 Implement effective work health and safety risk management measures during any modification to buildings and structures or machinery and work activities 5.8 Identify inadequacies in existing risk control measures and seek or provide resources enabling the implementation of new measures
6. Plan and manage enterprise procedures for dealing with hazardous events	6.1 Identify, with accuracy, potential emergencies posing risks to the health and safety of workers and the public 6.2 Develop plans and procedures, which control the risks associated with hazardous events, in consultation with appropriate emergency services 6.3 Provide appropriate information and training to employees to enable the implementation of correct emergency procedures 6.4 Train adequate numbers of workers in First Aid to ensure that first aid is applied to preserve life and minimise injury
7. Establish and maintain a work health and safety induction and	7.1 Develop a work health and safety induction program to meet the work health and safety needs of new employees 7.2 Develop a work health and safety training program as part of

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Element	Performance criteria
training program	supervisors' and employees' general training
8. Establish and maintain a system for work health and safety records	8.1 Establish and monitor a system for keeping work health and safety records to allow identification of patterns of occupational injury and disease in the enterprise 8.2 Regularly update records and use them to evaluate the effectiveness of the enterprise work health and safety program
9. Evaluate the enterprise work health and safety system and related policies, procedures and programs	9.1 Assess the effectiveness of the work health and safety system and related policies, procedures and programs according to enterprise aims with respect to work health and safety 9.2 Develop and implement improvements to the work health and safety system to ensure more effective achievement of enterprise aims 9.3 Assess compliance with work health and safety legislation and Codes of Practice to ensure, as a minimum, the maintenance of legal work health and safety standards

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCOHS501A Manage Occupational Health and Safety (OHS) processes

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWHS501 Manage work health and safety processes

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop work health and safety policies and procedures that demonstrate enterprise commitment to work health and safety
- establish and maintain arrangements to ensure the involvement of all employees in the management of work health and safety
- establish and maintain procedures for identifying hazards
- establish and maintain procedures for assessing risks
- establish and maintain procedures for controlling risks
- establish and maintain enterprise procedures for dealing with hazardous events
- establish and maintain a work health and safety induction and training program
- establish and maintain a system for work health and safety records
- analyse recorded data to determine where the work health and safety program can better meet enterprise and employee needs
- evaluate the enterprise work health and safety system and related policies, procedures and programs

Knowledge Evidence

The candidate must demonstrate knowledge of:

- data and documentation for industry injury statistics
- legislated employer and employee work health and safety responsibilities
- significant hazards and areas of risk in the workplace
- all relevant work health and safety legislation and Codes of Practice consistent with the hierarchy of work health and safety risk control and its implementation for hazards in land-based industries

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- risk control measures
- the hierarchy of risk controls
- relevant management systems and procedures
- public safety issues

Assessment Conditions

Competency is to be assessed in the work place or workplace and simulated environments that accurately reflect performance in a real workplace setting.

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK201 Observe and report on weather

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to observe and contribute to positive environmental work practices.

The skills and knowledge described in this unit underpin a broad range of activities applicable to a variety of job roles throughout industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to work	1.1 Clarify work instructions with supervisor 1.2 Select and use tools and equipment and carry out pre-operational

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Element	Performance criteria
	safety checks 1.3 Select and use personal protective equipment 1.4 Identify hazards and inform supervisor 1.5 Identify and action work health and safety policies and procedures and legislative requirements
2. Check weather and climate information	2.1 Check weather and climate information to determine likely conditions 2.2 Recognise changed weather and climate situations 2.3 Anticipate likely impact of changes in weather and climate in respect to work tasks, safety of others, property, natural resources and local environment 2.4 Report anticipated impact of weather and climate to supervisor
3. Carry out preventative action	3.1 Disseminate information and advice to relevant personnel 3.2 Determine the preventative action required according to the known effects on livestock, crops and work tasks 3.3 Implement actions to minimise loss and damage 3.4 Adjust livestock, horticultural or crop management program or schedule of work tasks according to weather and climatic changes
4. Monitor weather and climate	4.1 Access regular updates to determine ongoing suitability of current programs 4.2 Review the viability of livestock, horticultural or crop management practices to ensure suitability within meteorological conditions 4.3 Research forecasting techniques to maintain currency of information 4.4 Document relevant information

Foundation Skills

This unit of competency describes the skills and knowledge required to observe and contribute to positive environmental work practices.

The skills and knowledge described in this unit underpin a broad range of activities applicable to a variety of job roles throughout industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK201A Observe and report on weather

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK201 Observe and report on weather

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- monitor physical signs of weather in the context of available information
- relate forecasts to impact on current operations and activities
- communicate information on weather and situations that may be impacted
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- effects of wind and rain on wind chill
- effects of wind shear and wind chill exposure
- enterprise and industry policies for monitoring weather and climate conditions, and recording and reporting weather and climate conditions
- weather and climate conditions impact upon farming and grazing activities
- effects of wind chill on metabolism of animals
- effects of prolonged dry periods on pastures and animal production, and natural resources
- effects of extreme heat on animals, including during birthing, and effects of heat stress on neonates
- work health and safety requirements and practices, especially as they relate to weather and climate monitoring and preparations for hazardous weather
- sustainability practices in the context of own work.

Assessment Conditions

Assessors must satisfy current standards for RTOs

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AHCWRK203 Operate in isolated and remote situations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan, prepare for and work safely in isolated and remote situations.

The skills and knowledge described in this unit underpin a broad range of activities applicable to job roles throughout the horse industries at various levels.

This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for own work.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Plan for operating in remote environments	1.1 Collate and record information relating to the operating environment and location

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Element	Performance criteria
	1.2 Establish detailed operating and travel plans, including a disaster plan and fallback position requirements in consultation with supervising staff 1.3 Notify the appropriate authorities of the action plans and time schedules 1.4 Identify and source relevant maps 1.5 Assess factors that may impact on public and personal health and safety and the environment, for consideration in preparations
2. Prepare for operating in remote environments	2.1 Prepare personal needs for activities or travel in remote areas 2.2 Prepare transportation and equipment for use in prescribed work location or along prescribed routes 2.3 Obtain and study relevant maps prior to departure 2.4 Record planned activities and itinerary prior to departure 2.5 Identify weather patterns and indicators
3. Prepare for emergency situations	3.1 Confirm that provisioning meets expected operational and possible emergency needs 3.2 Use initial planning and regular monitoring to ensure structured usage of available provisions and resources 3.3 Structure an operating plan to include training in remote area survival techniques prior to operating in remote situations 3.4 Include emergency management procedures as an integral part of operating plans and enterprise policy
4. Operate in remote environment	4.1 Complete activities according to instructions and established time schedules 4.2 Use bushcraft skills to modify the living environment where necessary 4.3 Carry out all activities in remote situations in accordance with prescribed procedures 4.4 Handle emergency situations in accordance with prescribed procedures 4.5 Follow established reporting procedures on completion of planned activities and on return to base

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK203A Operate in isolated and remote situations

Links

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Assessment Requirements for AHCWRK203 Operate in isolated and remote situations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- plan and prepare for operating in remote environments
- prepare for emergency situations
- source and interpret maps of the area
- operate in remote environments
- implement workplace procedures to notify location, activities and travel
- prepare provisions to cover essential and emergency needs
- preparing communication equipment
- use bushcraft skills to modify the living environment and reduce the risk of mishap
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- map reading and navigation skills including direction finding (including GPS, use of compass, stars or watch)
- local topography, nearby inhabitants and locations within that area
- survival techniques and human needs relating to survival situations
- clothing requirements for sun or heat protection
- first aid procedures for common injuries
- bush craft including making a fire, cooking and wild food gathering
- water supplies, sources and generation methods
- emergency vehicle and mechanical equipment repair

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- the operation of communication equipment (including field communications by two-way, satellite telephony or HF radio), and distress signalling including use of signalling mirrors
- weather patterns and indicators
- work health and safety in the context of work in isolated and remote situations
- environmental impacts of work in isolated and remote situations
- rope skills including useful knots including: reef, clove hitch, truckie's hitch, and bowline; simple lashings and tying down of loads.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK302 Monitor weather conditions

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to monitor and interpret weather and climate conditions and assess the likely impact.

This unit applies to individuals who work under broad direction and take responsibility for their own work. They complete routine activities and work in a range of known contexts.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Interpret weather and climate information	1.1 Monitor weather and climate information and warnings regularly to determine likely conditions 1.2 Anticipate and assess potential variations in weather and climate conditions according to warnings, weather patterns and historical experience 1.3 Identify the possible impacts of weather and climate on crops,

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Element	Performance criteria
	livestock and work tasks to determine appropriate preventative action 1.4 Review suitable preventative actions to ensure availability of appropriate resources and responses
2. Carry out preventative action	2.1 Disseminate information and advice to relevant personnel 2.2 Determine preventative action according to the known effects on livestock, crops and work tasks 2.3 Implement actions to minimise loss and damage 2.4 Adjust and revise livestock or crop management program and work schedules according to climatic changes
3. Monitor weather and climate	3.1 Access regular updates to determine the ongoing suitability of current programs 3.2 Review the viability of livestock and crop management practices and scheduling of work tasks to ensure suitability within meteorological conditions 3.3 Undertake research on forecasting techniques to maintain currency of information 3.4 Record relevant information

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

Equivalent to AHCWRK302A Monitor weather conditions

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK302 Monitor weather conditions

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- monitor and interpret weather and climate information
- communicate warnings and concerns
- implement actions to minimise loss and damage
- relate forecasts to impact on current operations and activities
- relate weather and climate conditions and changes to decision-making and prevention of loss and damage
- monitor physical signs in the context of available information.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- weather and climate conditions and its impact upon farming and grazing activities
- effects of wind and rain on wind chill
- enterprise and industry policies for monitoring weather and climate conditions and recording and reporting weather and climate conditions
- effects of shearing and parturition and wind chill exposure if applicable
- effects of prolonged dry periods on pastures and animal production and natural resources if applicable.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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AHCWRK309 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to apply environmentally sustainable work practices.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others.

Work routines meet organisational and compliance requirements for ethical handling and welfare of animals, environmental sustainability, work health and safety, and biosecurity appropriate to the work role.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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Element	Performance criteria
1. Identify current practices in relation to resource usage and sustainability	1.1 Identify current environmental regulations and associated procedures applying to the workplace 1.2 Identify environmental sustainability policy and procedures applicable to the workplace 1.3 Identify resource usage in the workplace using purchasing and other relevant data 1.4 Access information on impact of resource usage on environmental sustainability 1.5 Conduct a safety hazard analysis and risk assessment
2. Contribute to the review of workplace environmental sustainability practices	2.1 Collect information on environmental sustainability and resource efficiency systems relevant to the workplace 2.2 Review current practices and identify potential areas for improvement 2.3 Seek suggestions and ideas from stakeholders to improve the management of the environment and resource efficiency 2.4 Contribute to development of tools or resources to help make improvements in the workplace, using collected information 2.5 Communicate proposed improvements to management
3. Apply improvement strategies	3.1 Use appropriate techniques and tools to assist in achieving efficiencies and environmental targets 3.2 Apply life cycle management principles 3.3 Apply strategies to minimise waste and employ recycling, re-use or re-purposing where appropriate 3.4 Apply strategies to minimise environmental risks and impacts
4. Record and report on work practices	4.1 Use monitoring and evaluation tools and technology where available 4.2 Record incidents where sustainability policy and procedures have been breached 4.3 Record and report on progress against resource efficiency and environmental targets 4.4 Provide feedback to management on environmental sustainability review and improvement process 4.5 Promote organisational improvement strategies

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is not equivalent to AHCWRK313A Implement and monitor environmentally sustainable work practices. No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK309 Apply environmentally sustainable work practices

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify current procedures and practices related to environmental regulations
- identify current procedures and practices related to minimising impact of resource usage on environment
- make contributions to the review of environmental sustainability procedures and practices through research and development of tools or techniques
- use appropriate techniques and tools to assist in achieving resource efficiencies and environment targets
- use communication skills to:
  - convey proposed improvements
  - provide feedback on improvement processes
  - promote organisational improvement strategies
- apply life cycle management principles in strategies to improve resource usage, reduce waste, employ recycling, re-use, or re-purposing, and to minimise environmental risks and impacts
- use tools and technology to monitor effectiveness of improvement strategies, and incidents that breach sustainability policy and procedures
- record and report on progress against resource efficiency and environmental targets.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- basic environmental sustainability principles
- environmental legislation, regulations, standards, codes of practices as may be relevant to industry sector and workplace

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- relevant internal and external sources of information that can be used to identify sustainability improvements
- common environmental and energy efficiency issues within the industry
- environmental hazards and risks associated with the relevant industry sector
- organisation's sustainability work policies and procedures
- principles of resources efficiency and life cycle management
- practices for disposal or recycling of waste associated with relevant industry sector
- organisation's recording and reporting systems.

Assessment Conditions

Assessors must satisfy current standards for RTOs

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK403 Supervise work routines and staff performance

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to supervise work routines and staff performance.

This unit applies to individuals who take responsibility for their own work and for the quality of the work of others within known parameters. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Communicate work roles	1.1 Define and document the roles and responsibilities of staff 1.2 Identify the skills of staff and match with available tasks and duties 1.3 Identify the requirements of jobs and communicate to personnel 1.4 Develop information on activities and provide to personnel

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Element	Performance criteria
	1.5 Implement work health and safety policy and procedural requirements for supervisors
2. Coordinate activities	2.1 Prioritise work activities to ensure completion of tasks within available timelines 2.2 Develop work plans to establish targets and objectives of activities, and to define tasks and timelines 2.3 Identify training and learning opportunities and incorporate into work activities 2.4 Clarify supervisory and reporting responsibilities and maintain 2.5 Implement enterprise environmental policy and procedures for supervisors
3. Maintain effective working relations	3.1 Recognise and address problems through discussion with work group 3.2 Seek assistance from work group members when difficulties arise in achieving allocated tasks 3.3 Use discussion and information sharing routinely to communicate requirements of work activities through a participative approach 3.4 Manage disagreements and conflicts constructively using appropriate conflict management strategies
4. Provide feedback	4.1 Provide clear and constructive feedback to individuals to support achievement of outcomes 4.2 Identify difficult situations and use negotiation techniques to achieve results 4.3 Monitor team and individual performances regularly to ensure personnel are able to achieve goals 4.4 Maintain supervisory structures and lines of reporting

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK403A Supervise work routines and staff performance.

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Assessment Requirements for AHCWRK403 Supervise work routines and staff performance

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- supervise and instruct staff to achieve work activities
- delegate and allocate tasks
- assess and evaluate staff capability
- identify and provide training requirements
- plan timesheets and timetables to meet deadlines
- demonstrate safe workplace and environmentally responsible practices
- solve staffing and resourcing problems
- evaluate performance, provide feedback and prepare reports and performance appraisals
- promote and maintain effective relationships between staff
- monitor productivity and maintain staff records as required
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- enterprise personnel processes
- enterprise organisational structure and responsibilities
- techniques for building trust and relationships
- principles of team work and negotiation
- leadership for the work team
- performance appraisal systems and procedures
- principles of time management
- conflict management techniques

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- enterprise training requirements and processes
- relevant State and Territory legislation, regulations and Codes of Practice with regard to work health and safety, environmental protection and employment
- work health and safety hazard identification, risk assessment and development of risk controls.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK501 Plan, implement and review a quality assurance program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to plan, implement and review a quality assurance program.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine quality assurance objectives for the enterprise	1.1 Assess future market requirements for quality assured products 1.2 Determine premiums for quality assurance products 1.3 Assess strategic benefits of a quality assurance program

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Element	Performance criteria
2. Plan the quality assurance program and develop implementation strategies	2.1 Define product quality standards 2.2 Audit current status of products and operations 2.3 Evaluate and cost industry quality assurance programs 2.4 Document required processes and practices in the quality assurance program manual and prepare an implementation plan
3. Implement the quality assurance program	3.1 Document instructions defining task and process requirements 3.2 Implement contractor and staff training 3.3 Confirm communication takes account of social, cultural and ethnic backgrounds 3.4 Introduce changes to processes and practices 3.5 Establish processes to monitor and verify product quality 3.6 Introduce recording systems 3.7 Validate operating instructions under conditions to verify their suitability 3.8 Analyse problems and issues and resolve appropriately, promptly and decisively 3.9 Conduct system analysis, HAACCP or related processes
4. Review the quality assurance program	4.1 Establish reporting formats 4.2 Implement mechanisms for gaining feedback information 4.3 Make preparations for quality assurance audits

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK501A Plan, implement and review a quality assurance program.

Links

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Assessment Requirements for AHCWRK501 Plan, implement and review a quality assurance program

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- determine quality assurance objectives for the enterprise
- plan the quality assurance program and develop implementation strategies
- implement the quality assurance program
- review the quality assurance program
- maintain required records to support quality assurance
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- market projections and customer requirements
- cost/benefit of quality assurance implementation
- system analysis, HAACCP or related processes
- enterprise culture and values
- leadership and administrative skills
- human resources induction practices
- human resources performance monitoring practices.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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AHCWRK504 Assess new industry developments

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to assess new developments of enterprises and of the industry sector as a whole.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse the industry sector	1.1 Develop and maintain knowledge of own and related industry sectors, products, equipment, supply chain, organisations, people, resource management processes and policies, work practices, legislation and regulations 1.2 Identify and undertake opportunities for participation in relevant

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Element	Performance criteria
	organisations 1.3 Identify and access likely sources of credible information as required 1.4 Recall and apply relevant historical events, sensitivities and positions of people involved 1.5 Analyse state, territory, national and international issues for their relevance to the industry and impact on the enterprise
2. Assess new developments for impact on enterprises and industry sector	2.1 Source industry research and development information and evaluate for relevance 2.2 Evaluate risks and opportunities of new developments in industry processes, technologies and quality and environmental requirements 2.3 Identify emerging stakeholders and interest groups and assess for their potential benefit or impact on the enterprise and industry sector as a whole 2.4 Analyse trends in production, marketing, resource management and research 2.5 Identify potential impacts of proposed government initiatives and assess for significance 2.6 Assess success and failure of relevant or related initiatives in other industries or enterprises for their relevance 2.7 Monitor changing community and customer beliefs, attitudes and expectations 2.8 Follow enterprise work health and safety policies
3. Report on new developments	3.1 Integrate evaluated research information in the enterprise or industry sector planning processes 3.2 Share research information with others and explore and encourage opportunities for cooperative approaches 3.3 Consider implications for use of research information in a wider context with other producers, associates or colleagues 3.4 Prepare a report on new industry developments

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK504A Assess new industry developments.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK504 Assess new industry developments

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- critically evaluate information and research findings of relevance to enterprises and industry sector
- integrate research and development into enterprise planning
- evaluate the potential of research proposals with other producers, associates or colleagues
- document a report on new industry developments
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- appropriate avenues to disseminate industry sector information to a range of stakeholders
- correct names and terminology relevant to one's industry sector
- credible sources of information
- key industry development and promotion programs relevant to one's industry sector
- roles and responsibilities of stakeholders and organisation's relevant to own industry sector
- supply chain for industry sector enterprises.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK509 Provide specialist advice to clients

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to maintain technical currency for specialist knowledge and provide specialist advice to clients.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop and maintain specialist knowledge	1.1 Use research skills regularly to build a comprehensive knowledge and understanding of specialist information from industry and other sources 1.2 Identify characteristics of industry practices, products and services and analyse using available documentation

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Element	Performance criteria
	1.3 Document information and maintain in a format consistent with enterprise requirements 1.4 Apply acquired knowledge to improve quality within personal work areas 1.5 Identify legislative, regulatory and industry requirements relating to own work
2. Consult with clients	2.1 Conduct consultation with clients in a professional and courteous manner at all times 2.2 Use appropriate interpersonal skills to facilitate accurate and relevant exchange of information 2.3 Use work practices that reflect sensitivity to client's requirements, specific needs and cultural, family and individual differences
3. Provide a response to client enquiries and need	3.1 Prepare information relevant to client's needs 3.2 Use research skills to find verifiable evidence in support of information and document in the appropriate format 3.3 Structure information to identify clear benefits to clients and the organisation 3.4 Document and present information in a professional format and style to the client for consideration and discussion 3.5 Evaluate client feedback by survey to improve future provision of technical information and professional services

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK509A Provide specialist advice to clients

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK509 Provide specialist advice to clients

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- develop and maintain industry wide specialist knowledge
- provide a professional service to client enquiries and needs
- show discretion and judgement in stakeholder interaction
- implement professional practice in stakeholder consultation and report documentation
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- products, treatments services of the industry
- environmental sustainability and land use issues relevant to the industry
- enterprise policy and procedures for customer service including handling customer complaints
- service standards and best practice models
- strategies for planning and monitoring activities
- consultation methods, techniques and protocols
- current enterprise, government and local council policy, legislation and regulations
- mechanisms to obtain and analyse customer feedback.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK510 Audit site operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to audit site operations.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine the scope of the audit	1.1 Prepare objectives and scope of the audit 1.2 Confirm expectations of client or organisation 1.3 Determine the pattern of random or non-random audit events 1.4 Identify individual and personal actions for audit requirements 1.5 Identify groups and processes for audit for audit requirements

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Element	Performance criteria
	1.6 Prepare a list of audit items 1.7 Identify legislative, regulatory and industry requirements for audit
2. Specify the audit requirements	2.1 Identify and document precise parameters of acceptable conditions and results 2.2 Describe the relevant sections of Codes of Practice and specific clauses in Australian Standards 2.3 Communicate written guidelines to the audited group and individual staff members 2.4 Provide detailed information to audit groups in a durable format for working conditions
3. Define the audit process	3.1 Determine and assign responsibilities for audit implementation and evaluation 3.2 Determine the timing and frequency of the audit events of audit events 3.3 Confirm schedules and logistical arrangements and plan contingency arrangements 3.4 Confirm expectations with the audited group and individual staff members 3.5 Document audit process and communicate to appropriate people
4. Manage the audit implementation	4.1 Organise an audit meeting in advance at a mutually agreed time 4.2 Examine the activities of audited group and individual staff members 4.3 Identify and record items of compliance and non compliance 4.4 Interview appropriate persons for detailed information, clarification and feedback 4.5 Gather and record relevant information and sample documentation 4.6 Take contingency actions as required and record
5. Evaluate and document the audit findings into a report	5.1 Examine results and findings against audit objectives and present to the audited group or individual 5.2 Seek and reach agreement on corrective action reports 5.3 Explain and discuss context and consequences of audit during follow-up meetings 5.4 Provide feedback on results to client or organisation 5.5 Document the final audit report and present to client or organisation

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Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK510A Audit site operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK510 Audit site operations

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify client or organisation expectations
- determine the scope of items for audit
- specify parameters of audit requirements
- define the audit process
- identify compliance and noncompliance items
- implement an audit
- manage the implementation of audits
- plan for and act on contingencies
- evaluate audit findings
- organise scheduling and meetings
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- audit methodology and techniques
- product or service
- quality principles and techniques
- interview techniques
- workplace documentation and policies
- logistics of operations of organisation
- legal issues and terminology relating to quality auditing
- award and enterprise agreements and relevant industrial instruments
- relevant legislation and regulations from all levels of government

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- relevant codes of practice, regulations and Standards.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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AHCWRK511 Develop workplace policy and procedures for sustainability

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to develop workplace policy and procedures for sustainability.

This unit applies to individuals who take personal responsibility and exercise autonomy in undertaking complex work. They demonstrate deep knowledge in a specific technical area and analyse, design and communicate solutions to sometimes complex problems.

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

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Develop workplace sustainability policy	1.1 Define scope of sustainability policy 1.2 Gather information from a range of sources to plan and develop policy 1.3 Identify and consult stakeholders as a key component of the

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Element	Performance criteria
	policy development process 1.4 Include appropriate strategies in policy at all stages of work for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle management approaches 1.5 Make recommendations for policy options based on likely effectiveness, timeframes and cost 1.6 Develop policy that reflects the organisation's commitment to sustainability as an integral part of business planning and as a business opportunity 1.7 Agree to appropriate methods of implementation 1.8 Identify legislative, regulatory and industry requirements relating to environmental sustainability, employment conditions and work health and safety
2. Communicate workplace sustainability policy	2.1 Promote workplace sustainability policy, including its expected outcome to key stakeholders 2.2 Inform those involved in implementing the policy as to outcomes expected, activities to be undertaken and responsibilities assigned
3. Implement workplace sustainability policy	3.1 Develop and communicate procedures to help implement workplace sustainability policy 3.2 Implement strategies for continuous improvement in resource efficiency 3.3 Establish and assign responsibility to use recording systems for tracking continuous improvements in sustainability approaches
4. Review workplace sustainability policy implementation	4.1 Document outcomes and provide feedback to key personnel and stakeholders 4.2 Investigate successes or otherwise of policy 4.3 Monitor records to identify trends that may require remedial action and use to promote continuous improvement of performance 4.4 Modify policy and or procedures as required to ensure improvements are made

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK511A Develop workplace policy and procedures for sustainability

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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Assessment Requirements for AHCWRK511 Develop workplace policy and procedures for sustainability

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- participate in planning, development and implementation of organisational policy that complies with legislative requirements
- communicate with stakeholders to discuss approaches to policy development and implementation and contribute to the resolution of disputes that may arise due to different points of view
- develop and monitor policies for analysing data on enterprise resource consumption
- review policies and identify improvements while benchmarking against industry best practice
- implement new approaches as required
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- best practice approaches relevant to own work area
- environmental or sustainability legislation, regulations and codes of practice applicable to industry and organisation
- equal employment opportunity, equity and diversity principles and work health and safety implications of policy being developed
- policy development processes and practices
- principles, practices and available tools and techniques of sustainability management relevant to the particular industry context
- quality assurance systems relevant to own organisation
- relevant industry competency

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- relevant organisational polices, procedures and protocols
- relevant systems and procedures to aid in the achievement of workplace sustainability.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72

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BSBFLM303 Contribute to effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather information and maintain effective relationships and networks, with particular regard to communication and representation.

This unit applies to individuals who use leadership skills including motivation, mentoring and coaching to develop efficient, effective and unified teams and facilitate communication between team members and management of the organisation.

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

Unit Sector

Management and Leadership – Frontline Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Seek, receive and communicate information and ideas	1.1 Collect information associated with the achievement of work responsibilities from appropriate sources 1.2 Communicate ideas and information to diverse audiences in an appropriate and sensitive manner 1.3 Seek contributions from internal and external sources to develop and refine new ideas and approaches in accordance with organisational processes

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ELEMENT	PERFORMANCE CRITERIA
	1.4 Facilitate consultation processes to allow employees to contribute to issues related to their work, and promptly communicate outcomes of consultation to the work team 1.5 Promptly deal with and resolve issues raised, or refer them to relevant personnel
2 Encourage trust and confidence	2.1 Treat people with integrity, respect and empathy 2.2 Encourage effective relationships within the framework of the organisation's social, ethical and business standards 2.3 Gain and maintain the trust and confidence of colleagues, customers and suppliers through competent performance 2.4 Adjust interpersonal styles and methods in relation to the organisation's social and cultural environment
3 Identify and use networks and relationships	3.1 Identify and utilise workplace networks to help build relationships 3.2 Identify and describe the value and benefits of networks and other work relationships for the team and the organisation
4 Contribute to positive outcomes	4.1 Identify difficulties and take action to rectify the situation within own level of responsibility according to organisational and legal requirements 4.2 Support colleagues in resolving work difficulties 4.3 Regularly review workplace outcomes and implement improvements in consultation with relevant personnel 4.4 Identify and resolve poor work performance within own level of responsibility and according to organisational policies 4.5 Deal constructively with conflict, within the organisation's established processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.4, 1.5, 4.3	• Comprehends textual information to determine regulatory requirements and adhere to job processes

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		and internal policies
Writing	1.1-1.5, 4.3, 4.4, 4.5	• Uses appropriate language to record key information related to the outcomes of the job • Varies writing style to meet requirements of audience and purpose
Oral Communication	1.2-1.5, 2.1, 2.2, 2.4, 3.1, 4.2-4.5	• Speaks clearly using tone and pace appropriate for the audience and purpose • Uses appropriate techniques, including active listening and questioning, to clarify information and to confirm understanding
Navigate the world of work	1.3, 2.1, 2.2, 2.4, 4.1, 4.4, 4.5	• Takes personal responsibility for adherence to explicit and implicit organisational policies, procedures, standards and legislative requirements within own job role and in all interactions with others
Interact with others	1.2, 1.3, 1.4, 1.5 2.1, 2.2, 2.3, 2.4 4.2, 4.3, 4.4, 4.5	• Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders to build rapport, establish networks, seek or share information, • Adjusts personal communication style in response to a diverse range of individuals in the work context • Uses collaborative techniques to engage team members in consultations and negotiations • Implements strategies to respond appropriately to conflict and poor work performance
Get the work done	1.1, 1.3, 1.4,1.5, 2.3, 3.1, 3.2, 4.1, 4.2, 4.3, 4.4	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for effective outcomes • Uses formal analytical thinking techniques and broad ranging consultative processes to identify issues and implement a constructive approach to solutions and improvement opportunities • Uses familiar digital technologies and systems to access, present and communicate information

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFLM303 Contribute to effective workplace	BSBFLM303C Contribute to effective workplace	Updated to meet Standards for Training Packages	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
relationships	relationships		

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFLM303 Contribute to effective workplace relationships

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- access and analyse information to achieve planned outcomes
- apply techniques for resolving problems and conflicts and dealing with poor performance within organisational and legislative requirements
- review and improve workplace outcomes in consultation with relevant personnel
- adjust interpersonal style and communications to respond to cultural and social diversity
- apply relationship management and communication skills with a range of people that:
  - demonstrate integrity, respect, empathy and cultural sensitivity and promote trust
  - forge effective relationships with internal and/or external people and help to maintain these networks
  - encourage participation and foster contribution of and respect for ideas and feedback
  - provide support to colleagues to resolve difficulties.
- communicate ideas and information to diverse audiences
- develop networks and build team relationships.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of how work relationships and the cultural and social environment can support or hinder achieving planned outcomes
- explain techniques for developing positive work relationships and building trust and confidence in a team
- identify relevant legislation from all levels of government that affects business operation

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- describe a range of methods and techniques for communicating information and ideas to a range of stakeholders
- outline problems solving methods
- explain methods to resolve workplace conflict
- explain methods to manage poor work performance
- explain how to monitor, analyse and introduce ways to improve work relationships.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant legislation and regulations
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFLM309 Support continuous improvement systems and processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to support the organisation's continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, monitoring and reporting on specified outcomes and supporting opportunities for further improvements.

It applies to individuals with roles of responsibility who use initiative, organisational and communication skills to influence the ongoing development of the organisation.

At this level, work will normally be carried out within known routines, methods and procedures, and may also involve complex or non-routine activities that require some discretion and judgement.

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

Unit Sector

Management and Leadership – Frontline Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Contribute to continuous improvement systems and processes	1.1 Actively encourage and support team members to participate in decision-making processes and to assume responsibility and exercise initiative

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ELEMENT	PERFORMANCE CRITERIA
	1.2 Communicate the organisation's continuous improvement processes to individuals and teams 1.3 Effectively utilise mentoring and coaching to ensure that individuals/teams are able to support the organisation's continuous improvement processes
2 Monitor and report specified outcomes	2.1 Utilise the organisation's systems and technology to monitor team progress and to identify ways in which planning and operations could be improved 2.2 Apply continuous improvement techniques and processes to improve customer service
3 Support opportunities for further improvement	3.1 Communicate agreed recommendations for improvements in achieving the business plan to team members 3.2 Document and use work performance to identify opportunities for further improvement 3.3 Maintain records, reports and recommendations for improvement within the organisation's systems and processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	1.3	• Contributes to ongoing organisational improvement by mentoring others to support continuous improvement processes
Reading	2.1, 3.3	• Interprets everyday workplace documentation
Writing	1.2, 3.1-3.3	• Uses appropriate vocabulary and grammatical structures to achieve precise meaning in a range of documentation
Oral Communication	1.1-1.3, 3.1	• Articulates information in a positive manner using appropriate terminology, tone and style appropriate to context and audience • Uses questioning and listening techniques to exchange and clarify information

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Navigate the world of work	1.2, 3.3	• Understands the nature and purpose of own role and associated responsibilities and how own role meshes with others and contributes to broader work goals • Takes responsibility for adherence to organisational processes and systems
Interact with others	1.2, 1.3	• Shares information and resources, offers assistance voluntarily and facilitates effective group interactions
Get the work done	2.1, 2.2, 3.2, 3.3	• Takes responsibility for routine low-impact decisions within familiar situations • Evaluates effectiveness of decisions in terms of how well they meet stated goals • Uses a range of digitally based technology and applications to organise, monitor, manage and communicate relevant information effectively

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFLM309 Support continuous improvement systems and processes	BSBFLM309C Support continuous improvement systems and processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFLM309 Support continuous improvement systems and processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- perform actions to support continuous improvement including:
  - using work performance to identify improvement
  - adjusting plans to reflect changes
  - communicating effectively with all stakeholders
  - using technology to monitor operational progress
  - applying suitable recordkeeping processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain principles and techniques relating to:
  - continuous improvement systems and processes
  - benchmarking
  - best practice
- describe the benefits of continuous improvement
- list quality approaches which the organisation may implement
- explain methods that can be used in continuous improvement
- outline barriers to continuous improvement
- explain recording, reporting and recommendation processes to facilitate continuous improvement applied within the organisation.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others
- business technology.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to contribute to the effectiveness of the work team. It involves planning with the team to meet expected outcomes, developing team cohesion, participating in and facilitating the work team, and communicating with the management of the organisation.

It applies to individuals who play a prominent part in motivating, mentoring, coaching and developing team cohesion through team leadership and forming the link between the management of the organisation and the team members. At this level, work will normally be carried out within known routines, methods and procedures, and may also involve complex or non-routine activities that require some discretion and judgement.

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

Unit Sector

Management and Leadership – Frontline Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Contribute to team outcomes	1.1 Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives 1.2 Support team members to meet expected outcomes

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ELEMENT	PERFORMANCE CRITERIA
2 Support team cohesion	2.1 Encourage team members to participate in the planning, decision making and operational aspects of the work team to their level of responsibility 2.2 Encourage team members to take responsibility for their own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward team members' efforts and contributions 2.4 Identify and address issues, concerns and problems identified by team members, or refer to relevant persons as required
3 Participate in work team	3.1 Actively encourage and support team members to participate in team activities and communication processes and to take responsibility for their actions 3.2 Support the team to identify and resolve problems which impede its performance 3.3 Utilise own contribution to work team to serve as a role model for others and enhance the organisation's image within the work team, the organisation and with clients/customers
4 Communicate with management	4.1 Maintain open communication with line manager/management at all times 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues to line manager/management and follow up to ensure action is taken in response to these matters

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Writing	2.3, 2.4, 4.2, 4.3	• Uses appropriate vocabulary, grammatical structures and conventions to communicate information, matching style to purpose and audience
Oral	1.1, 1.2, 2.1-2.4, 3.1,	• Presents ideas and seeks feedback from others using vocabulary and non-verbal features appropriate to the

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Communication	3.2, 4.1-4.3	audience • Participates in open discussions to elicit the views of others by asking questions and listening to responses
Navigate the world of work	1.1	• Ensures that team members are aware of their rights and responsibilities in the workplace, including workplace safety
Interact with others	1.1, 1.2, 2.1-2.4, 3.1, 3.2, 4.1-4.3	• Collaborates, supports and cooperates with others to achieve work outcomes, and encourages others to do the same • Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role • Recognises importance of own interpersonal skills in projecting a positive image to others in work context • Understands the need to modify own communication style to accommodate individual differences
Get the work done	1.1, 2.4, 4.1, 4.3	• Plans and implements tasks required to achieve required outcomes • Recognises and responds to problems related to role and seeks assistance when problems are beyond immediate responsibilities

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBFLM312 Contribute to team effectiveness	BSBFLM312C Contribute to team effectiveness	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBFLM312 Contribute to team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- discuss and clarify goals and responsibilities with a team of people
- apply management and communication skills with a range of people that:
  - provides direction and leadership
  - assists individuals to achieve goals
  - motivates and builds team cohesion
  - fosters contribution of and respect for ideas
- apply techniques for resolving problems within organisational and legislative requirements
- communicate effectively with management including escalating problems outside own area of responsibility
- manage communication of information to, and between, the team.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- list organisational goals, objectives and plans that relate to the team
- identify legislation, regulations, standards or codes of practice that may impact team performance and outcomes
- describe the organisational structure with reference to the organisational chart
- describe options for addressing performance issues in the organisation
- explain the principles and techniques of:
  - group dynamics and processes
  - motivation

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  - negotiation
- explain why considering individual behaviour and differences is important to a manager.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management field of work and include access to:

- relevant workplace documentation and resources
- relevant legislation
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to collect, process and store, and maintain workplace information and systems. It also includes the maintenance of filing and records systems.

It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Collect information	1.1 Collect information in a timely manner and ensure it is relevant to organisational needs 1.2 Use business equipment/technology available in the work area to effectively obtain information 1.3 Apply organisational requirements relating to security and confidentiality in handling information

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ELEMENT	PERFORMANCE CRITERIA
2 Process workplace information	2.1 Use business equipment/technology to process information in accordance with organisational requirements 2.2 Process information in accordance with defined timeframes, guidelines and procedures 2.3 Update, modify and file information in accordance with organisational requirements 2.4 Collate and despatch information in accordance with specified timeframes and organisational requirements
3 Maintain information systems	3.1 Maintain information and filing systems in accordance with organisational requirements 3.2 Identify, remove and/or relocate inactive or dead files in accordance with organisational requirements 3.3 Establish and assemble new files in accordance with organisational requirements 3.4 Update reference and index systems in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.4, 3.1-3.4	• Recognises and interprets textual information to complete tasks according to organisational requirements
Writing	1.3, 2.1-2.4, 3.4	• Records simple and routine content using an established format to organise information
Oral Communication	1.1, 1.2	• Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	2.2, 2.4, 3.4	• Comprehends basic mathematical measurements relating to times and number sequences
Navigate the world of work	1.3, 2.1, 2.3, 2.4, 3.1-3.4	• Recognises organisational procedures and understands relevance of legislative requirements
Get the work	1.1-1.3, 2.1, 2.2, 2.4,	• Follows clearly defined instructions and monitors own

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done	3.1-3.3	progress to achieve timelines • Solves problems directly related to tasks, and makes low-impact decisions • Uses digital technologies following instructions regarding data entry and retrieval

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM201 Process and maintain workplace information	BSBINM201A Process and maintain workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- collect and process workplace information according to organisational policies and procedures and related regulatory requirements
- record and document information accurately within expected timeframes
- store, classify and maintain documents and records correctly.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management
- outline organisational policies and procedures relating to collecting and processing workplace information
- identify and describe organisational recordkeeping/filing systems and security procedures
- describe a range of filing systems including paper-based and software-based.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- office equipment and resources
- examples of workplace information systems.

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Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems.

It applies to individuals who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Collect and assess information	1.1 Access product and service information in accordance with organisational requirements 1.2 Ensure methods of collecting information are reliable and make efficient use of available time and resources 1.3 Assess information for clarity, accuracy, currency and relevance to intended tasks 1.4 Use interpersonal skills to access relevant information from

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ELEMENT	PERFORMANCE CRITERIA
	teams and individuals
2 Organise information	2.1 Organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements 2.2 Use appropriate technology/systems to maintain information in accordance with organisational requirements 2.3 Collate information and materials and communicate to relevant designated persons 2.4 Identify difficulties organising and accessing information and solve collaboratively with individuals and team members 2.5 Update and store information in accordance with organisational requirements and systems
3 Review information needs	3.1 Actively seek feedback on clarity, accuracy and sufficiency of information to ensure relevance of information and system 3.2 Review the contribution of information to decision making and implement appropriate modifications to collection processes 3.3 Identify future information needs and incorporate modifications to collection processes 3.4 Document future information needs and incorporate in modifications to reporting processes

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.3, 2.5, 3.2	• Recognises and assesses textual information to complete tasks according to requirements
Writing	2.1, 2.2, 2.3, 2.5, 3.1, 3.4	• Completes workplace records, forms and documentation accurately using correct format, accurate spelling and grammar and terminology specific to requirements
Oral Communication	1.4, 2.3, 2.4, 3.1	• Elicits the view and opinions of others and obtains information by listening and questioning

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		• Participates in a verbal exchange of ideas/solutions using clear language to contribute information and convey issues
Navigate the world of work	1.1, 2.1, 2.5	• Understands rights and responsibilities and complies with explicit policies and procedures and legal and regulatory requirements
Interact with others	1.4, 2.3, 2.4, 3.1	• Identifies and follows accepted communication practices and protocols • Complies with work instructions and contributes to work group discussions using accepted conventions
Get the work done	1.1, 1.2, 2.1, 2.2, 2.4, 3.2, 3.3	• Plans and implements routine tasks and workload making decisions about sequencing and timing • Makes low impact decisions within familiar situations, based on a range of predefined or routine solutions, and evaluates the effectiveness of the outcome • Uses digital technology to access and record information and to communicate with others

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBINM301 Organise workplace information	BSBINM301A Organise workplace information	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- efficiently and effectively gather, assess, organise and use workplace information as part of own job role
- provide accurate information for defined purposes
- maintain and handle data and documents systematically
- use business technology to manage information
- communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information
- apply relevant legislation and regulations to workplace information
- monitor, review and modify information processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how legislation and regulations may affect the gathering organising and distribution of workplace information
- describe methods for checking validity of information and its sources
- describe organisational recordkeeping and filing systems, security procedures and safe recording practices
- identify workplace policies and procedures relating to workplace information.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:

- business technology
- workplace policies and procedures
- relevant legislation and codes of practice
- office equipment and resources
- examples of information documents found in the workplace
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBLDR403 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion.

It applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams.

Leaders at this level also provide leadership for the team and bridge the gap between the management of the organisation and the team members. As such they must 'manage up' as well as manage their team/s.

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

Unit Sector

Management and Leadership - Leadership

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Plan to achieve team outcomes	1.1 Lead the team to identify, establish and document team purpose, roles, responsibilities, goals, plans and objectives in consultation with team members 1.2 Engage team members to incorporate innovation and

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ELEMENT	PERFORMANCE CRITERIA
	productivity measures in work plans 1.3 Lead and support team members in meeting expected outcomes
2. Lead team to develop cohesion	2.1 Provide opportunities for input of team members into planning, decision making and operational aspects of work team 2.2 Encourage and support team members to take responsibility for own work and to assist each other in undertaking required roles and responsibilities 2.3 Provide feedback to team members to encourage, value and reward individual and team efforts and contributions 2.4 Recognise and address issues, concerns and problems identified by team members or refer to relevant persons as required 2.5 Model expected behaviours and approaches
3. Participate in and facilitate work team	3.1 Actively encourage team members to participate in and take responsibility for team activities and communication processes 3.2 Give the team support to identify and resolve problems which impede its performance 3.3 Ensure own contribution to work team serves as a role model for others and enhances the organisation's image within the work team, the organisation and with clients/customers
4. Liaise with management	4.1 Maintain open communication with line manager/management at all times 4.2 Communicate information from line manager/management to the team 4.3 Communicate unresolved issues, concerns and problems raised by the team/team members to line manager/management and ensure follow-up action is taken 4.4 Communicate unresolved issues, concerns and problems related to the team/team members raised by line managers/management to the team and ensure follow-up to action is taken

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance	Description

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	Criteria	
Writing	1.1, 4.2	• Prepares workplace plans that communicate intent and elicits feedback clearly and effectively
Oral communication	1.1, 1.3, 2.2, 2.3, 3.1, 3.2, 4.2-4.4	• Engages in discussions or provides information using structure and language appropriate to the audience and situation
Interact with others	1.1-1.3, 2.1-2.5, 3.1, 3.3, 4.1	• Selects and uses appropriate conventions and protocols when communicating with team members • Adapts personal communication style to model required behaviours, build trust and positive working relationships and to show respect for the opinions and values of others • Plays a lead role in situations requiring effective collaboration, demonstrating conflict resolution skills and ability to engage and motivate others
Get the work done	1.1-1.3, 3.2	• Develops, implements and monitors plans and processes to ensure team engagement and effectiveness • Uses formal analytical thinking techniques to identify issues and generate possible solutions, seeking input from others as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBLDR403 Lead team effectiveness	BSBWOR402A Promote team effectiveness	Updated to meet Standards for Training Packages Title change Minor edits to clarify intent of performance criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBLDR403 Lead team effectiveness

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- apply knowledge of organisational goals, objectives and plans
- develop a team work plan including documentation of how it was generated and how it will be monitored
- identify and incorporate innovation and productivity measures into a team work plan
- communicate with team members and management to identify and establish the team purpose, roles, responsibilities, goals plans and objectives and resolve problems
- use techniques to consult, encourage, support and provide feedback to team members
- model team leadership behaviours and approaches
- liaise with management to develop the teamwork plan, resolve issues and ensure follow-up action is taken.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must explain principles and techniques associated with:

- delegation and work allocation
- goal setting
- group dynamics and processes
- individual behaviour and difference
- leadership styles
- motivation
- negotiation
- problem solving
- planning

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- workplace innovation
- workplace productivity.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:

- information about the organisation, including organisational structure, goals, objectives and plans
- case studies, and where possible, real situations
- workplace equipment and resources
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBRES401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality of the information, and preparing and producing reports.

It applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of unpredictable problems

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

Unit Sector

Knowledge Management – Research

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Gather and organise information	1.1 Gather and organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements 1.2 Access information held by the organisation ensuring accuracy and relevance in line with established organisational requirements 1.3 Ensure that methods of collecting information are reliable and

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ELEMENT	PERFORMANCE CRITERIA
	make efficient use of resources in accordance with organisational requirements 1.4 Identify research requirements for combining online research with non-electronic sources of information 1.5 Use business technology to access, organise and monitor information in accordance with organisational requirements 1.6 Update, modify, maintain and store information, in accordance with organisational requirements
2. Research and analyse information	2.1 Clearly define objectives of research ensuring consistency with organisational requirements 2.2 Ensure that data and research strategies used are valid and relevant to the requirements of the research and make efficient use of available resources 2.3 Identify key words and phrases for use as part of any online search strategy, including the use of Boolean operators and other search tools 2.4 Use reliable methods of data analysis that are suitable to research purposes 2.5 Ensure that assumptions and conclusions used in analyses are clear, justified, supported by evidence and consistent with research and business objectives
3. Present information	3.1 Present recommendations and issues in an appropriate format, style and structure using suitable business technology 3.2 Structure and format reports in a clear manner that conforms to organisational requirements 3.3 Report and distribute research findings in accordance with organisational requirements 3.4 Obtain feedback and comments on suitability and sufficiency of findings in accordance with organisational requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description

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Reading	1.1, 1.2, 1.4, 2.1-2.5, 3.4	• Analyses and evaluates textual information to develop research strategies, integrate facts and ideas and meet organisational requirements
Writing	1.1, 1.5, 1.6, 2.1, 3.1, 3.2, 3.3	• Gathers, evaluates and integrates information from a range of sources • Presents findings, recommendations and issues in required format using language, structure and style appropriate to audience.
Oral Communication	3.3, 3.4	• Presents recommendations and issues using language appropriate to audience and according to organisational requirements
Numeracy	1.1, 1.2, 1.3, 2.2, 2.4, 3.3	• Extracts and evaluates meaning from data and interprets numerical information to apply within the context of requirements
Navigate the world of work	1.2, 1.3, 1.5, 1.6, 2.1, 2.5, 3.2, 3.3, 3.4	• Recognises and follows organisational policies and procedures and meets expectations associated with own role
Interact with others	3.3, 3.4	• Selects and uses appropriate communication practices when seeking or sharing information
Get the work done	1.1, 1.4, 1.5, 2.2, 2.3, 2.4, 3.1	• Plans, organises and implements tasks to meet organisational requirements • Takes responsibility for the outcomes of routine decisions related directly to own role • Uses the main features and functions of digital technologies and tools to complete work tasks • Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBRES401 Analyse and present research information	BSBRES401A Analyse and present research information	Updated to meet Standards for Training Packages	Equivalent unit

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Links

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Assessment Requirements for BSBRES401 Analyse and present research information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- identify or confirm research requirements and objectives
- gather, organise and present workplace information and data
- update, modify, maintain and store information
- maintain and handle data and documents systematically and securely
- prepare and produce reports including:
  - recommendations based on the analysis of information
  - clear and justified assumptions and conclusions
  - use of efficient, valid and reliable methods
- use Boolean operators and other search tools
- analyse, evaluate and interpret data to support organisational activities.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain organisational systems for recordkeeping/filing, including security procedures
- identify organisational policies and procedures and legal and ethical obligations relating to workplace information
- explain concepts related to research and analysis including reliability and validity
- give examples of techniques for data analysis and how they are applied
- explain research processes and strategies to identify new sources (online and print) of information and to use them most efficiently and effectively.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – research field of work and include access to:

- workplace information systems, equipment and resources
- workplace policies and procedures
- case studies and, where possible, real situations.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB402 Plan small business finances

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to identify financial requirements of a business, including profit targets, cash flow projections and strategies to garner financial support.

It applies to individuals who operate a small business or work within an existing micro or small businesses and interpret financial data.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify costs, calculate prices and prepare profit statement	1.1 Identify and document costs associated with production and delivery of business products and services 1.2 Calculate prices based on costs and profit margin, as an hourly

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ELEMENT	PERFORMANCE CRITERIA
	charge-out rate for labour or unit price for products 1.3 Calculate break-even sales point to establish business viability and profit margins 1.4 Identify appropriate pricing strategies in relation to market conditions to meet business profit targets 1.5 Prepare projected profit statement to supplement the business plan
2. Develop a financial plan	2.1 Set profit targets or goals to reflect owner's desired returns 2.2 Identify working capital requirements necessary to attain profit projections 2.3 Identify non-current asset requirements and consider alternative asset management strategies 2.4 Prepare cash flow projections to enable business operation in accordance with business plan and legal requirements 2.5 Identify capital investment requirements accurately for each operational period 2.6 Select budget targets to enable ongoing monitoring of financial performance
3. Acquire finance	3.1 Identify start-up and ongoing financial requirements according to financial plan/budget 3.2 Identify sources of finance, including potential financial backers, to provide required liquidity for the business to complement business goals and objectives 3.3 Investigate cost of securing finance on optimal terms 3.4 Identify strategies to obtain finance as required to ensure financial viability of the business

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 2.1-2.5, 3.1,	• Identifies, analyses and evaluates complex information from a range of sources

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	3.2	
Writing	1.1, 1.5, 2.1, 2.4, 3.2	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.1, 3.2	• Uses specific and relevant language to secure finance and uses questioning and listening techniques to clarify outcomes • Participates in verbal negotiations using tone and language suitable to audience
Numeracy	1.1-1.5, 2.1, 2.2, 2.4-2.6, 3.1, 3.3, 3.4	• Analyses numerical information to determine costs, prices, profit and losses, and other financial data
Navigate the world of work	2.4	• Appreciates implications of legal and regulatory responsibilities related to own work
Get the work done	1.1, 1.4, 2.1-2.3, 2.5, 2.6, 3.1, 3.2, 3.4	• Sequences and schedules complex activities, including implementing and monitoring financial strategies • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account, making adjustments as necessary • Regularly uses formal thinking techniques to generate new ideas

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB402 Plan small business finances Release 2	BSBSMB402 Plan small business finances Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB402 Plan small business finances

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a financial plan which identifies financial requirements of the business, including cash flow projections and a projected profit statement
- follow the financial plan, including:
  - demonstrating an awareness of appropriate legal requirements
  - implementing strategies to monitor financial performance
- identify sources and investigate costs of securing appropriate financial assistance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain break-even analysis
- clarify costing for the business, including margin or mark-up, hourly charge-out rates and unit costs
- summarise financial decision-making relevant to the business
- outline methods and relative costs of obtaining finance
- summarise principles for preparing balance sheets
- provide a detailed explanation of:
  - principles for preparation of cash flow forecasts
  - principles for preparation of profit and loss statements

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  - purpose of financial reports
- explain relevant accounting terminology
- describe working capital cycles.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- software for financial calculations
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB403 Market the small business

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to monitor and improve business performance via a clear marketing strategy integrated into the business plan.

It applies to individuals who operate a small business independently or within a larger organisation. Individuals in this role analyse and interpret market data.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop marketing strategies	1.1 Analyse the business and its key products or services to determine focus of marketing activities, in accordance with objectives of the business plan 1.2 Evaluate customer base and target market for the small

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ELEMENT	PERFORMANCE CRITERIA
	business as a basis for marketing objectives and strategies 1.3 Conduct a competitor analysis to inform development of marketing strategies 1.4 Determine marketing objectives in consultation with relevant people and in accordance with the business plan 1.5 Ensure strategies are ethically and culturally appropriate and aligned with customer and industry expectations
2. Determine a marketing mix for the business	2.1 Assess product mix, volumes and pricing opportunities to determine marketing focus and optimise profit 2.2 Evaluate costs and benefits of using different distribution channels or providing different levels of customer service, and consider results in determining marketing mix 2.3 Determine marketing and promotional activities including the role of digital engagement to suit target market 2.4 Consider the customer journey and conversations in determining marketing mix
3. Implement marketing strategies	3.1 Brief those involved in the marketing effort on their roles and responsibilities, to ensure success of marketing strategies 3.2 Plan and implement marketing activities, in accordance with marketing objectives and budgetary requirements 3.3 Consider digital devices, platforms and technologies for effectiveness in implementing marketing activities
4. Monitor and improve marketing performance	4.1 Monitor marketing activities and evaluate business performance according to objectives and targets of the business plan 4.2 Analyse performance gaps and take corrective action or set new targets 4.3 Encourage all relevant people to propose ways to improve marketing performance 4.4 Seek and analyse customer reaction to all aspects of the marketing mix, using culturally appropriate processes, to improve targeting and outcomes 4.5 Conduct ongoing research of customer requirements and expectations in both on-line and off-line environments to identify opportunities for change and improvement 4.6 Identify and respond to opportunities to aid business development through new technologies and different ways of

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ELEMENT	PERFORMANCE CRITERIA
	marketing

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.2-2.4, 3.2, 4.1, 4.4, 4.6	• Identifies, analyses and evaluates complex information from a range of sources
Writing	1.3, 2.3, 2.5, 3.1, 3.2, 4.4-4.6	• Prepares reports and other workplace documentation using structure, layout and terminology appropriate to the audience
Oral Communication	1.3, 3.1, 4.3, 4.4	• Presents ideas and requirements clearly and using language and non-verbal techniques appropriate to audience and environment • Uses questioning and listening to check and confirm understanding
Numeracy	2.1, 2.2, 3.2, 4.2	• Analyses numerical information to determine budgetary requirements and product quantities • Uses a range of calculation methods to evaluate costs and benefits
Navigate the world of work	4.5	• Regularly reviews current situation and develops strategies to address improvements in marketing performance
Interact with others	4.3	• Recognises importance of building rapport to establish effective working relationships
Get the work done	1.1-1.3, 2.1-2.5, 3.2, 4.1, 4.2	• Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency • Implements actions as per plan, making slight adjustments if necessary and addressing some unexpected issues • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account • Identifies concepts, principles and features of approaches in use in other contexts, and redesigns

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		these to suit own situation • Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB403 Market the small business Release 2	BSBSMB403 Market the small business Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB403 Market the small business

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- determine marketing activity focus in line with objectives of the business plan
- evaluate customer base
- understand what is ethically and culturally appropriate
- determine a marketing mix according to market and business needs, including:
  - ability to optimise sales and profit
  - ability to evaluate costs and benefits
  - determine customer needs and promotional activities
- determine marketing strategies, including briefing appropriate personnel on their responsibilities
- identify marketing opportunities in the digital environment
- develop approaches to engage, respond and monitor customers in the digital space
- monitor and evaluate activities and performance, and correct performance gaps
- consult and communicate effectively with relevant people
- research and monitor ongoing changes and improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

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- discuss industry market trends
- identify performance evaluation methods
- explain methods of analysing costs and benefits of marketing strategies
- summarise methods of developing marketing objectives and marketing mix
- compare current digital devices, platforms and technologies for effectiveness in achieving marketing objectives
- outline methods of monitoring customer satisfaction
- identify relevant market analysis and research
- provide a detailed explanation of relevant marketing concepts and methods.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business technology
- software for analysis of data
- workplace documents and case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB404 Undertake small business planning

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives.

It applies to individuals who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Identify elements of the business plan	1.1 Identify purpose of the business plan 1.2 Identify and review essential components of the business plan 1.3 Identify and document business goals and objectives as a basis for measuring business performance

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ELEMENT	PERFORMANCE CRITERIA
2. Develop a business plan	2.1 Research resources, legal and compliance requirements, specifically in relation to work health and safety (WHS), in accordance with business goals and objectives 2.2 Research market needs, and market size and potential 2.3 Identify sources and costs of finance, from financial plan, to provide required liquidity and profitability for the business 2.4 Identify methods, from marketing strategies, to promote market exposure of the business 2.5 Identify methods or means of production or operation from production or operations plan to conform with business goals and objectives 2.6 Identify staffing requirements to effectively produce or deliver products and services 2.7 Identify, assess and prioritise internal and external risks 2.8 Identify specialist services and sources of advice, where required, and cost in accordance with available resources
3. Develop strategies for minimising risks	3.1 Identify specific interests and objectives of relevant people and seek and confirm their support of planned business direction 3.2 Identify and develop risk management strategies according to business goals and objectives, and relevant legal requirements 3.3 Develop a contingency plan to address possible areas of non-conformance with the plan

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.1-2.7, 3.1, 3.2	• Identifies, analyses and evaluates complex workplace documentation during planning process
Writing	1.3, 2.3-2.7, 3.1-3.3	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral	1.1, 3.1	• Articulates ideas and requirements clearly and

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Communication		creatively based on techniques appropriate to assess business performance
Numeracy	2.2, 2.3, 2.5-2.7	• Interprets numerical information to determine prospective markets, resource allocations and business profits/losses
Navigate the world of work	2.1, 3.2	• Appreciates implications of legal and regulatory responsibilities related to own work
Interact with others	3.1	• Looks for strengths in others, finding ways of working with and building on these and sharing own knowledge and experience freely
Get the work done	1.1, 1.2, 2.1-2.7, 3.2, 3.3	• Uses a combination of formal, logical planning processes and an increasingly intuitive understanding of context to identify relevant information and to evaluate alternative strategies • Implements actions as per plan, making slight adjustments if necessary, and addressing some unexpected issues • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account • Identifies concepts, principles and features of approaches in use in other contexts, and redesigns these to suit own situation • Uses formal and informal processes to monitor implementation of solutions and reflect on outcomes

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB404 Undertake small business planning Release 2	BSBSMB404 Undertake small business planning Release 1	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB404 Undertake small business planning

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop a business plan which provides for finance, marketing and provision of products or services to facilitate all business goals and objectives
- identify and plan all work health and safety (WHS) and duty of care responsibilities
- identify and assess internal and external risks to the business
- develop risk management strategies including a contingency plan for non-conformance.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss all government legislative requirements relating to business operation, especially in regard to WHS and environmental issues, equal employment opportunity, industrial relations and anti-discrimination
- explain methods of evaluation
- summarise WHS responsibilities and procedures for identifying hazards relevant to the business
- outline planning processes
- describe preparation of a business plan
- identify principles of risk management relevant to small business planning
- outline common risks particular to the small business type or industry
- explain reasons for, and benefits of, business planning

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- clarify relevant industry codes of practice
- outline setting goals and objectives
- explain types of business planning – feasibility studies; strategic, operational, financial and marketing planning.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB405 Monitor and manage small business operations

Modification History

Release	Comments
Release 3	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to implement a business plan and modify operations as required.

It applies to individuals who operate a small business which stands alone, or is part of a department within a larger organisation. Individuals in this role use problem-solving skills and take responsibility for developing approaches to manage business operations.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the	*Performance criteria describe the performance needed to*

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ELEMENT	PERFORMANCE CRITERIA
essential outcomes.	*demonstrate achievement of the element.*
1. Develop operational strategies and procedures	1.1 Develop an action plan to provide a clear and coherent direction, in accordance with business goals and objectives 1.2 Identify work health and safety (WHS) and environmental issues, and implement strategies to minimise risk factors 1.3 Develop a quality system for the business in line with industry standards, compliance requirements and cultural criteria 1.4 Develop performance measures and operational targets to conform with the business plan 1.5 Develop strategies for innovation, including utilisation of existing, new or emerging technologies, where practicable, to optimise business performance
2. Implement operational strategies and procedures	2.1 Implement systems and key performance indicators or targets to monitor business performance and customer satisfaction 2.2 Implement systems to control stock, expenditure or cost, wastage or shrinkage and risks to health and safety in accordance with the business plan 2.3 Maintain staffing requirements, where applicable, within budget, to maximise productivity 2.4 Carry out provision of goods or services in accordance with established legal, ethical cultural and technical standards 2.5 Provide goods or services in accordance with time, cost and quality specifications, and customer requirements 2.6 Apply quality procedures to address product or service and customer requirements
3. Monitor business performance	3.1 Regularly monitor and review achievement of operational targets to ensure optimum business performance, in accordance with business plan goals and objectives 3.2 Review systems and structures, with a view to more effectively supporting business performance 3.3 Investigate and analyse operating problems to establish causes and implement changes as required, as part of the business quality system 3.4 Amend operational policies and procedures to incorporate corrective action
4. Review business operations	4.1 Review and adjust business plan, as required, to maintain business viability, in accordance with business goals and

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ELEMENT	PERFORMANCE CRITERIA
	objectives 4.2 Clearly record proposed changes to aid future planning and evaluation 4.3 Undertake ongoing research into new business opportunities and adjust business goals and objectives as new business opportunities arise

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3, 1.5, 2.1, 2.2, 2.4, 2.5, 3.1, 4.1	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	1.1, 1.3-1.5, 3.2, 3.4, 4.1, 4.2	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	3.2	• Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to confirm understanding
Numeracy	2.2, 2.3, 2.5	• Interprets numerical information to manage performance information and regulate cash flow
Navigate the world of work	1.1-1.3, 2.2, 2.4, 4.1	• Monitors adherence to organisational policies and procedures and considers own role for its contribution to broader goals of the work environment • Appreciates implications of legal and regulatory responsibilities related to own work with specific reference to safety
Get the work done	1.1, 1.3-1.5, 2.1-2.3, 2.5, 2.6, 3.1-3.3, 4.1, 4.3	• Reflects on how digital systems and tools are used or could be used to achieve work goals, and begins to recognise strategic and operational applications • Identifies concepts, principles and features of approaches in use in other contexts and considers how these may suit own situation • Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may

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		contribute to longer-term operational and strategic goals • Uses each experience to reflect on how variables impact decision outcomes, and to gain insights into what constitutes 'good' judgement and an effective decision in different contexts • Recognises and addresses some unfamiliar problems of increasing complexity within own scope

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB405 Monitor and manage small business operations Release 3	BSBSMB405 Monitor and manage small business operations Release 2	Updated to clarify intent	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB405 Monitor and manage small business operations

Modification History

Release	Comments
Release 3	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- develop strategies and procedures to successfully manage business operations, including:
  - developing an action plan
  - identifying risk management procedures
  - developing a quality system
  - implementing performance measures
  - utilising technologies to optimise business performance
- implement and monitor strategies and procedures developed, including:
  - analysing and correcting business problems
  - reviewing and adjusting the business plan
- record and research business improvements
- make appropriate adjustments to business operations as required.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

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Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- summarise relevant industry codes of practice
- explain methods for implementing operation and revenue control systems
- summarise methods for monitoring performance and implementing improvements
- outline work health and safety (WHS) responsibilities and procedures for managing hazards
- identify relevant principles of risk management, including risk assessment
- clarify quality system principles and methods
- summarise relevant performance measures
- discuss role of innovation
- outline systems to manage staff, stock, expenditure, services and customer service
- identify technical or specialist skills relevant to business operations.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBSMB407 Manage a small team

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select, induct, train and develop staff members to enhance business operations within the parameters of all relevant legislative requirements.

It applies to individuals who operate a small business that stands alone, or is part of a department within a larger organisation. Individuals in this role have a good knowledge of industrial relations and team management and use effective, responsive and supportive communication in workplace interactions.

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

Unit Sector

Management and Leadership – Small and Micro Business

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Develop staffing plan	1.1 Determine staffing requirements to allow the business to run effectively, in accordance with requirements outlined in the

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ELEMENT	PERFORMANCE CRITERIA
	business plan 1.2 Identify and compare existing skills of owner/s and staff with business requirements to identify any gaps 1.3 Develop policies and procedures for owner/s and staff, in accordance with the business plan
2. Recruit, induct, train and retain team	2.1 Develop job or position descriptions, competencies required and selection criteria to meet business' needs 2.2 Judge information obtained from each candidate against specified selection criteria, and select according to business needs and legal requirements 2.3 Induct new staff members in accordance with policies and procedures of the business 2.4 Make team members aware of their responsibilities and performance requirements as soon as practicable, and take opportunities to coach team members who are unfamiliar with procedures of the business 2.5 Develop and implement a staff development program and career paths based on requirements of business and staff competencies 2.6 Advertise staff vacancies appropriately in accordance with staffing plan
3. Comply with industrial relations obligations	3.1 Clarify workplace rights and obligations of employers and employees, in accordance with legal requirements and codes of practice 3.2 Counsel staff, if required, in a positive and constructive manner and record outcomes accurately
4. Maintain staff records	4.1 Develop staff records system to provide timely and accurate information, in accordance with confidentiality, legal and taxation requirements 4.2 Monitor and accurately maintain system for recording and retrieving personnel and payroll information, and seek specialist advice where required
5. Manage staff	5.1 Regularly review contribution and skills of self and other team members to ensure performance is in line with agreed performance measures 5.2 Monitor and adjust staffing requirements to respond to any changes in tasks and functions required by the business 5.3 Support and encourage staff, and acknowledge and reward

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ELEMENT	PERFORMANCE CRITERIA
	their contribution 5.4 Regularly provide opportunities for staff to discuss work related issues 5.5 Develop contingency plans to cope with unexpected or extreme situations and take appropriate corrective action as required
6. Review team performance	6.1 Develop positive and constructive relationships with and between team members 6.2 Review and update team objectives in support of business goals on a regular basis in consultation with team members 6.3 Identify strengths and weaknesses of team against current and expected work requirements 6.4 Schedule time, on a regular basis, for team members to review work operations to maintain and improve operational efficiency 6.5 Encourage team members to monitor their own performance, suggest improvements and identify professional development needs, in accordance with personal and business requirements 6.6 Monitor and review staff turnover rate

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.3, 2.2, 2.3, 2.5, 2.6, 3.1, 4.1, 5.1, 6.3, 6.5, 6.6	• Evaluates complex text to determine legislative, regulatory and workplace documentation
Writing	1.3, 2.1-2.6, 3.1, 3.2, 4.1, 4.2, 5.5, 6.1-6.3, 6.5	• Prepares written reports and workplace documentation that communicate complex information clearly and effectively
Oral Communication	1.2, 2.2-2.4, 3.1, 3.2, 4.2, 5.3, 5.4, 6.1, 6.2, 6.4, 6.5	• Articulates clearly using specific and relevant language suitable to audience to convey requirements, and employs listening and questioning techniques to confirm understanding • Participates in verbal negotiations and coaching using tone and language suitable to audience

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Numeracy	6.4	• Uses basic mathematical formulas to review staff performances within available work schedules
Navigate the world of work	1.3, 2.2. 3.1, 4.1	• Understands own legal rights and responsibilities and is extending understanding of general legal principles across work contexts • Monitors adherence to organisational policies and procedures and considers own role for its contribution to broader goals of the work environment
Interact with others	2.4, 2.6, 5.3, 6.1, 6.5	• Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion • Looks for ways of establishing connections and building genuine understanding with a diverse range of people • Actively identifies important communication exchanges, selecting appropriate channels, format, tone and context to suit purpose and audience, and monitors impact
Get the work done	1.1, 1.2, 2.2, 2.3, 2.5, 4.2, 5.1, 5.2, 5.5, 6.3, 6.6	• Uses digital technologies and systems safely, legally and ethically when gathering, storing, accessing and sharing information • Develops plans to manage relatively complex, non-routine tasks with an awareness of how they may contribute to longer-term operational and strategic goals • Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of constraints into account • Uses formal and informal processes to monitor implementation of ideas and reflect on outcomes • Recognises and anticipates an increasing range of familiar problems, their symptoms and causes, actively looking for early warning signs and implementing contingency plans

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBSMB407 Manage a small team Release 2	BSBSMB407 Manage a small	Updated to clarify intent	Equivalent unit

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Code and title current version	Code and title previous version	Comments	Equivalence status
	team Release 1		

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBSMB407 Manage a small team

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to clarify intent of unit
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use the business plan to:
  - determine staffing requirements
  - coordinate skill-gap training where required
  - develop human resource policies and procedures
- develop job descriptions and selection criteria
- determine induction processes
- implement staff development program
- adhere to legal requirements and codes of practice
- develop staff records system
- conduct ongoing performance measures
- communicate effectively with staff members
- develop contingency plans
- develop strategies to review team performance
- monitor and review staff.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- discuss all government legislative requirements relating to staffing the business operation

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- explain work health and safety (WHS) responsibilities and procedures for managing hazards
- summarise relevant industry awards or enterprise agreements
- outline staff development pathways
- identify training course options for staff development
- summarise staff counselling, grievance and disciplinary procedures
- identify unfair dismissal legislation and procedures.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Management and Leadership – Small and Micro Business field of work and include access to:

- business equipment and resources
- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies or where possible, real situations
- interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR204 Use business technology

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to select and use computer software and organise electronic information and data.

It applies to individuals who apply a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Select and use technology	1.1 Select appropriate technology and software applications to achieve requirements of the task 1.2 Adjust workspace, furniture and equipment to suit user's ergonomic requirements 1.3 Use technology according to organisational requirements and in a way that promotes a safe work environment
2. Process and organise	2.1 Identify, open, generate or amend files and records according

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ELEMENT	PERFORMANCE CRITERIA
data	to task and organisational requirements 2.2 Operate input devices according to organisational requirements 2.3 Store data appropriately and exit applications without damage to or loss of, data 2.4 Use manuals, training booklets and/or online help or helpdesks to overcome basic difficulties with applications
3. Maintain technology	3.1 Identify and replace used technology consumables in accordance with manufacturer's instructions and organisational requirements 3.2 Carry out and/or arrange routine maintenance to ensure equipment is maintained in accordance with manufacturer's instructions and organisational requirements 3.3 Identify equipment faults accurately and take action in accordance with manufacturer's instructions or report fault to designated person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1, 2.2, 2.4, 3.1-3.3	• Recognises and interprets information from familiar sources to determine job role and task requirements
Writing	2.1, 2.3, 3.2, 3.3	• Produces and amends files to meet task and organisational requirements • Completes required documentation using organisational formats
Oral Communication	3.3	• Uses specific and relevant language to refer faults to others
Navigate the world of work	1.2, 1.3, 2.1, 2.2, 3.1-3.3	• Recognises and follows legislative requirements and organisational policies and procedures associated with own role
Get the work done	1.1, 1.3, 2.1-2.4, 3.1-3.3	• Uses business technologies and systems safely, when gathering, storing, accessing and sharing information • Understands purposes, specific functions and key

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		features of common digital systems and business tools • Operates digital systems and business tools effectively to complete routine tasks using some basic troubleshooting strategies as required

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR204 Use business technology	BSBWOR204A Use business technology	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR204 Use business technology

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- select and use technology safely and according to organisational requirements
- access, retrieve and store required data
- demonstrate basic maintenance on a range of equipment using manuals or help-files
- identify and address faults according to requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline the organisation's work health and safety requirements
- outline the organisation's requirements for file naming and storage
- explain why regular back-ups of data are done
- list 'routine maintenance' tasks
- summarise the procedure for addressing equipment faults.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – workplace effectiveness field of work and include access to:

- office equipment and resources
- electronic files and data
- workplace documentation and equipment manuals
- case studies and, where possible, real situations

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- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

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

Unit Sector

Industry Capability – Workplace Effectiveness

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur

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ELEMENT	PERFORMANCE CRITERIA
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Learning	3.1, 3.2, 3.3, 3.4, 3.5	• Investigates and uses a range of strategies to develop personal competence
Reading	1.2, 3.1, 3.2	• Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning
Writing	3.2	• Uses feedback to prepare reports that summarise ways to improve competence
Oral Communication	3.2	• Uses active listening and questioning to seek and receive feedback
Navigate the world of work	1.2, 2.1	• Understands how own role contributes to broader organisational goals • Considers organisational protocols when planning own career development

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Interact with others	1.1, 3.2, 3.4	• Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders • Uses interpersonal skills to establish and build positive working relationships with others
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1	• Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare • Identifies and uses appropriate technology to improve work efficiency

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
BSBWOR501 Manage personal work priorities and professional development	BSBWOR501B Manage personal work priorities and professional development	Updated to meet Standards for Training Packages Minor edits to clarify Performance Criteria	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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Assessment Requirements for BSBWOR501 Manage personal work priorities and professional development

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- use business technology to create and use systems and processes to organise and prioritise tasks and commitments
- measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
- maintain an appropriate work-life balance to manage personal health and stress
- participate in networks
- develop a personal development plan which includes career objectives and an action plan
- develop new skills.

Note: if a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain principles and techniques involved in the management and organisation of:
  - performance measurement
  - personal behaviour, self-awareness and personality traits identification
  - a personal development plan
  - personal goal setting
  - time
- discuss management development opportunities and options for self
- describe methods for achieving a healthy work-life balance
- outline organisation’s policies, plans and procedures
- explain types of learning style/s and how they relate to the individual
- describe types of work methods and practices that can improve personal performance.

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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability - workplace effectiveness field of work and include access to:

- workplace equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and manage immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer’s instructions 2.7 Monitor the casualty’s condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies

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ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes.	*Performance criteria specify the level of performance needed to demonstrate achievement of the element.*
4. Evaluate the incident and own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID003 Provide first aid

Modification History

Release	Comments
Release 6	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 5	Updated mapping information. Changes to assessment requirements. Equivalent outcome.
Release 4	Updated mapping information. Equivalent outcome.
Release 3	Updated mapping information.
Release 2	Minor corrections to formatting to improve readability. Equivalent competency outcome.
Release 1	This version was released in *HLT Health Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria, changes to scope of unit. New evidence requirements for assessment. Removal of prerequisite unit.

Performance Evidence

e candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- Followed DRSABCD in line with ARC guidelines, including:

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    - performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
    - performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
    - responded appropriately in the event of regurgitation or vomiting
    - managed the unconscious breathing casualty
    - followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
    - followed the prompts of an Automated External Defibrillator (AED)
- Responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, including:
    - conducted a visual and verbal assessment of the casualty
    - demonstrated safe manual handling techniques
    - post-incident debrief and evaluation
    - provided an accurate verbal or written report of the incident
- Applied first aid procedures for the following:
    - allergic reaction
    - anaphylaxis
    - bleeding control
    - choking and airway obstruction
    - envenomation, using pressure immobilisation
    - fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques
    - respiratory distress, including asthma
    - shock

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- State/Territory regulations, first aid codes of practice and workplace procedures including:
    - ARC Guidelines relevant to provision of CPR and first aid
    - safe work practices to minimise risks and potential hazards
    - infection control principles and procedures, including use of standard precautions
    - requirements for currency of skill and knowledge
- legal, workplace and community considerations including:
    - awareness of potential need for stress-management techniques and available support following an emergency situation
    - duty of care requirements

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  - respectful behaviour towards a casualty
  - own skills and limitations
  - consent
  - privacy and confidentiality requirements
  - importance of debriefing
- considerations when providing first aid including:
  - airway obstruction due to body position
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - chain of survival
  - standard precautions
  - how to conduct a visual and verbal assessment of the casualty
- principles and procedures for first aid management of the following scenarios:
  - abdominal injuries
  - allergic reaction
  - anaphylaxis
  - basic care of a wound
  - bleeding control
  - burns
  - cardiac conditions, including chest pain
  - choking and airway obstruction
  - crush injuries
  - diabetes
  - dislocations
  - drowning
  - envenomation
  - environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke
  - eye and ear injuries
  - fractures
  - febrile convulsions
  - head, neck and spinal injuries
  - minor skin injuries
  - needle stick injuries
  - poisoning and toxic substances
  - respiratory distress, including asthma
  - seizures, including epilepsy
  - shock
  - soft tissue injuries, including strains and, sprains
  - stroke

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  - unconsciousness
- basic anatomy and physiology relating to:
  - how to recognise a person is not breathing normally
  - chest
  - response/consciousness
  - upper airway and effect of positional change
  - considerations in provision of first aid for specified conditions

Assessment Conditions

Skills must be demonstrated working individually in an environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device
- AED training device
- placebo bronchodilator and spacer device
- roller bandages
- triangular bandages
- workplace First Aid kit
- workplace injury, trauma and/or illness record, or other appropriate workplace incident report form for written reports
- wound dressings

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessor requirements

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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HLTAID011 Provide First Aid

Modification History

Not applicable.

Application

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Respond to an emergency situation.	1.1. Recognise and assess an emergency situation. 1.2. Ensure safety for self, bystanders and casualty. 1.3. Assess the casualty and recognise the need for first aid response. 1.4. Seek assistance from emergency services.
2. Apply appropriate first aid procedures.	2.1. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines. 2.2. Provide first aid in accordance with established first aid principles. 2.3. Display respectful behaviour towards casualty. 2.4. Obtain consent from casualty where possible. 2.5. Use available resources and equipment to make the casualty as comfortable as possible. 2.6. Operate first aid equipment according to manufacturers' instructions. 2.7. Monitor the casualty's condition and respond in accordance with first aid principles.

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3. Communicate details of the incident.	3.1. Accurately convey incident details to emergency services. 3.2. Report details of incident in line with appropriate workplace or site procedures. 3.3. Complete applicable workplace or site documentation, including incident report form. 3.4. Maintain privacy and confidentiality of information in line with statutory or organisational policies.
4. Review the incident.	4.1. Recognise the possible psychological impacts on self and other rescuers and seek help when required. 4.2. Contribute to a review of the first aid response as required.

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and not equivalent to HLTAID003 Provide first aid

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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Assessment Requirements for HLTAID011 Provide First Aid

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

There must be evidence that the candidate has completed the following tasks in line with State/Territory regulations, first aid codes of practice, first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies and workplace or site procedures:

- managed, in line with ARC guidelines, the unconscious, breathing casualty including appropriate positioning to reduce the risk of airway compromise
- managed, in line with ARC guidelines, the unconscious, non-breathing adult, including:
  - performing at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - following the prompts of an automated external defibrillator (AED) to deliver at least one shock
  - demonstrating a rotation of single rescuer operators with minimal interruptions to compressions
  - responding appropriately in the event of regurgitation or vomiting
- managed, in line with ARC guidelines, the unconscious, non-breathing infant, including:
  - performing at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- managed casualties, with the following:
  - anaphylaxis
  - asthma
  - non-life-threatening bleeding
  - choking
  - envenomation, using pressure immobilisation
  - fractures, dislocations, sprains and strains, using appropriate immobilisation techniques
  - minor wound cleaning and dressing
  - nosebleed
  - shock

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- responded to at least one simulated first aid incident contextualised to the candidate's workplace or community setting, where the candidate has no knowledge of the casualty's condition prior to starting treatment, including:
  - identifying the casualty's illness or injury through history, signs and symptoms
  - using personal protective equipment (PPE) as required
  - providing appropriate first aid treatment
  - conveying incident details to emergency services or advising casualty on any required post incident action
  - providing an accurate verbal and written report of the incident
  - reviewing the incident.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- guidelines and procedures including:
  - ARC guidelines relevant to the provision of first aid
  - first aid guidelines from Australian national peak clinical bodies
  - potential incident hazards and risk minimisation processes when providing first aid
  - infection control procedures, including use of standard precautions and resuscitation barrier devices
  - requirements for currency of skill and knowledge
  - first aid codes of practice
  - appropriate workplace or site procedures relevant to the provision of first aid
  - contents of first aid kits
- legal, workplace and community considerations including:
  - duty of care requirements
  - own skills and limitations
  - consent and how it relates to the conscious and unconscious casualty
  - privacy and confidentiality requirements
  - awareness of potential need for stress management techniques and available support for rescuers
- considerations when providing CPR, including:
  - upper airway and effect of positional change
  - appropriate duration and cessation of CPR
  - appropriate use of an AED
  - safety and maintenance procedures for an AED
  - chain of survival
  - how to access emergency services
- techniques for providing CPR to adults, children and infants including:
  - how to recognise that a casualty is unconscious and not breathing normally

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  - rate, ratio and depth of compressions and ventilations
  - correct hand positioning for compressions
  - basic anatomy, physiology and the differences between adults, children and infants relating to CPR
- signs, symptoms and management of the following conditions and injuries:
  - allergic reaction
  - anaphylaxis
  - asthma
  - non-life-threatening and life-threatening bleeding
  - burns
  - cardiac conditions, including chest pain
  - choking
  - diabetes
  - drowning
  - envenomation - all current treatments
  - eye injuries
  - fractures, dislocations, strains and sprains
  - head, neck and spinal injuries
  - hypothermia
  - hyperthermia
  - minor wounds
  - nose-bleed
  - poisoning
  - seizures
  - shock
  - sharps injuries
  - stroke.

Assessment Conditions

Each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Due to the nature of this type of training, it is acceptable for the performance evidence to be collected in a simulated environment.

Compression and ventilation skills must be demonstrated on resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures.

Assessment must ensure access to:

- adult and infant resuscitation manikins following ARC guidelines for the purpose of assessment of CPR procedures
- adrenaline auto-injector training device

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- AED training devices
- workplace first aid kit
- placebo bronchodilator and spacer device
- different types of wound dressings and bandages
- blankets and items to treat for shock
- personal protective equipment (PPE)
- workplace injury, trauma or illness record, or other applicable workplace or site incident report form.

Simulated assessment environments must simulate real-life situations where these skills and knowledge would be performed, with all the relevant equipment and resources of that workplace or community environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705

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LGAEHRR304B Operate council pound facilities

Modification History

LGAEHRR304B Release 2: Layout adjusted.

LGAEHRR304B Release 1: Primary release.

Unit Descriptor

This unit covers the general operation and maintenance of pound facilities.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of councils, as the third tier of government, in managing the application of a broad range of by-laws and regulations must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Ensure the security of pound premises	1.1 Animal enclosures are ***secured*** according to council regulations and animal care legislation. 1.2 Access to pound premises is restricted to authorised personnel.
2. Provide impounded animals with adequate care and attention	2.1 Food and water supplies are adequate and suit requirements of animal species. 2.2 Condition of impounded animals is assessed regularly and appropriate medicinal treatment or supplements are provided. 2.3 Specialist veterinary attention is sought where warranted by the apparent condition of the animal.
3. Maintain operational registers and records	3.1 ***Registers and records*** are stored, updated and transferred in accordance with council and individual register requirements. 3.2 Registration fees are collected in accordance with council requirements and procedures.
4. Undertake minor design of animal housing	4.1 Animal housing is designed in accordance with council planning policies and procedures.
5. Maintain pound structures, grounds and associated facilities	5.1 ***Minor repairs*** are carried out in an effective and timely manner on sheds and fences. 5.2 Grounds are maintained according to council requirements. 5.3 Pound is cleaned and waste is disposed of in accordance with occupational health and safety (OHS) and council requirements.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- minor maintenance of fences and sheds, in line with OHS and animal care standards
- record keeping

Required Knowledge

- council structure and services
- irrigation
- watering

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- drainage
- animal behaviour and handling techniques
- equipment
- food handling
- cleansing of holding areas
- yard operation
- veterinary and medicinal support

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated
Critical aspects of evidence to be considered	Animals are secured to prevent escape, in line with OHS and animal care legislation. Care provided to animals is appropriate to council regulations and animal care legislation. Registers and records are accurate and comprehensive, promoting identification of animals and assisting reporting. Housing design and maintenance are adequate for animal care needs and volume. Waste disposal is in accordance with OHS and council requirements.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or

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	supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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 in the Performance Criteria is detailed below.

Security may include:	• fences and gates of perimeter and pens • locks and catches • on-site presence of staff • provision of support to remote staff
Registers and records may include:	• daily bills and receipts • care and attention • brands • advertising for unclaimed animals • monthly reports • procedure sheets • applications for registration
Minor repairs may include:	• woodwork • metalwork • painting • fencing • roof repairs • drainage • signage

Unit Sector(s)

Regulatory Services

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LGAPLEM405C Provide assistance in carrying out building inspections

Modification History

LGAPLEM405C Release 2: Layout adjusted.

LGAPLEM405C Release 1: Primary release.

Unit Descriptor

This unit specifies the skills and knowledge required to carry out inspection of building works for compliance with building approval documentation, and to follow up inspections under the auspices of relevant authorities within council.

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

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold***

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Unit of Competency	***italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 **Prepare for building inspections**	1.1 Building ***documentation*** is reviewed to identify critical aspects of construction requiring ***inspection.***
	1.2 Team members and professionals in specialist areas are consulted as required for assistance in planning the building inspection.
	1.3 Inspection documentation is prepared to ensure that all required observations are conducted and recorded.
	1.4 Building inspection is requested, scheduled and confirmed according to council procedures.
	1.5 Equipment required for the building inspection is gathered and checked.
2 **Inspect building works during progress and on completion**	2.1 On-site works and structures are compared against approval documentation for compliance.
	2.2 Consultation with site personnel is undertaken so that technical communications are clear and comprehensive and remedial action is understood.
	2.3 Appropriate documentation is completed and forwarded to relevant departments in accordance with council requirements.
3 **Report and follow up building inspections**	3.1 Inspection reports are prepared according to council requirements and forwarded to ***relevant authority*** for consideration.
	3.2 Enforcement notices for non-compliance are issued in accordance with statutory requirements and council procedures.
	3.3 Inspection outcomes are accurately and promptly recorded on relevant council authority file.
	3.4 Work rectified in accordance with non-compliance notification is inspected on request.
	3.5 Final inspections are completed and, if appropriate, building certificates issued.

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Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- applying inspection techniques
- using inspection equipment
- reading and interpreting plans
- identifying non-compliance and defects
- undertaking field assessments of soil types
- performing bracing, fixing and other relevant calculations
- interpreting structural load-span tables
- verbal and written communication in a multicultural and diverse environment
- negotiation and conflict resolution
- preparing legal briefs
- writing reports
- analytical and interpretative information gathering

Required Knowledge

- Building Code of Australia and relevant Australian standards
- principles of neighbourhood design
- relevant sections of Local Government Act and regulations
- relevant environmental legislation and practices
- council building and development policies, practices and codes
- structural engineering principles
- fire engineering principles
- relevant building and planning application requirements
- building construction practices
- properties of building materials
- topographical classification

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of	The demonstrated ability to:

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evidence to be considered	• gather information and consult with relevant professionals and team members to prepare for building inspections • undertake inspections in order to maintain quality and compliance of on-site works and structures • provide timely and efficient reporting to inform parties
Context of assessment	Competency is demonstrated by performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the range statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.
Resource implications	Access to a workplace or simulated case study that provides the following resources: • relevant legislation • examples of council policies and codes • materials and information on building construction and properties of building materials • real or simulated sites

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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 in the Performance Criteria is detailed below.

Documentation may include:	• soil report • engineers' computations • specifications title • planning permit
Inspection may include:	• statutory • follow-up • final • random • council policy • change of use • stage • sewerage • drainage • plumbing • in response to complaint • illegal works • mechanical • ventilation • fire services • environmental controls • hoarding and site access restrictions
Relevant authorities may include:	• building surveyor • town planner • council • utilities and water authorities

Unit Sector(s)

Planning

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MEM05004C Perform routine oxy acetylene welding

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparing materials and performing routine oxy acetylene welding.

Application of the Unit

Application of the unit	This unit applies in a maintenance or manufacturing environment where the welding is not required to meet an Australian standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Where welding is required to meet Australian Standard 1554 General Purpose or equivalent codes, OHS regulations and/or licensing requirements, Unit MEM05022C (Perform advanced welding using oxy acetylene process) should be selected. **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Prerequisite units		

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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 weld requirements	1.1. Weld requirements are identified from job instructions. 1.2. Location of welds is identified in accordance with standard operating procedures and job specifications.
2. Prepare materials for welding	2.1. Materials are cleaned and prepared ready for welding.
3. Prepare equipment for welding	3.1. Welding equipment is set up correctly. 3.2. Settings and consumables are selected.
4. Perform routine welding using *oxy acetylene*	4.1. Safe welding practices are applied. 4.2. Materials are welded to job requirements. 4.3. Welds are cleaned in accordance with standard operating procedures.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- preparing materials
- setting up welding equipment
- welding with oxy acetylene fuel gas
- reading and interpreting routine information on written job instructions, specifications and standard operating procedures
- following oral instructions
- using measurement skills for joint preparation and routine oxy acetylene welding

Required knowledge

Look for evidence that confirms knowledge of:

- preparatory requirements
- materials and consumables properties and characteristics
- equipment and equipment settings
- fuel gas properties and applications
- post welding treatments
- weld characteristics
- any applicable industry standards, NOHSC guides, State/Territory regulatory codes of practice/standards
- safe work practices and procedures
- safe welding practices
- use and application of personal protective equipment for routine oxy acetylene welding

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

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EVIDENCE GUIDE	
Guidelines for the Training Package.	
Overview of assessment	A person who demonstrates competency in this unit must be able to prepare materials and carry out routine oxy acetylene welding.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing routine oxy acetylene welding or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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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.	
Materials	Mild and low carbon steel and cast iron
Prepared	Preheating, setting up jigs, fixtures, clamps, joint preparation
Equipment	Hoses, blowpipes, regulators
Consumables	Filler rods, fluxes
Oxy acetylene	The term 'oxy-acetylene' is used here to describe a range of fuel gases, including acetylene, LPG, hydrogen etc.
Cleaned	Fluxes

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Fabrication

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MEM05012C Perform routine manual metal arc welding

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).

Application of the Unit

Application of the unit	This unit applies in a maintenance or manufacturing environment where the welding is not required to meet an Australian standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Where welding is required to AS 1554 General Purpose or equivalent codes, occupational health and safety regulations and/or licensing requirements, Unit MEM05015D (Weld using manual metal arc welding process) should be selected. **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Prerequisite units		

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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 weld requirements	1.1. Weld requirements are identified from job instructions. 1.2. Location of welds is identified in accordance with standard operating procedures and job specifications.
2. Prepare materials for welding	2.1. Materials are cleaned and prepared ready for welding.
3. Prepare equipment for welding	3.1. Welding equipment is set up correctly. 3.2. Correct electrodes are selected to suit application and settings.
4. Perform routine welding using MMAW	4.1. Safe welding practices are applied. 4.2. Materials are welded to job requirements. 4.3. Welds are cleaned in accordance with standard operating procedures.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • preparing materials and electrodes • setting up welding equipment • welding with MMAW • reading and interpreting routine information on written job instructions, specifications and standard operating procedures • performing measurements for joint preparation and routine MMAW
Required knowledge
Look for evidence that confirms knowledge of: • material and equipment preparation • properties and characteristics of materials and consumables • weld characteristics • equipment set-up and settings • MMAW processes and properties • post-welding treatments • safe welding practices • use and application of personal protective equipment

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	A person who demonstrates competency in this unit must be able to prepare materials and carry out routine manual metal arc welding (MMAW).

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EVIDENCE GUIDE	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both. Where assessment occurs off the job, i.e. the candidate is not in productive work, then appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with performing routine manual metal arc welding or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

Range Statement

RANGE STATEMENT

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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.	
Materials	Low and mild carbon steel or similar
Prepared	Cleaning, setting up jigs, fixtures, clamps, joint preparation
Welding equipment	Welding leads, welding machines, electrode holder etc.
Cleaned	Slag and spatter, cleaning, using files and grinders

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	Fabrication

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MEM05050B Perform routine gas metal arc welding

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers preparing materials and routine gas metal arc welding (GMAW).

Application of the Unit

Application of the unit	This unit applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Where welding is required to meet Australian Standard 1554 General Purpose or equivalent codes, occupational health and safety regulations and/or licensing requirements, Unit MEM05017D (Weld using gas metal arc welding process) should be selected. **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Refer to Application of the Unit

Pre-Requisites

Prerequisite units		

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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 weld requirements	1.1. Weld requirements are identified from job instructions. 1.2. Locations of welds are identified in according to standard operating procedures and job specifications.
2. Prepare materials for welding	2.1. Materials are cleaned and prepared ready for welding.
3. Prepare equipment for welding	3.1. Welding equipment is set up correctly. 3.2. Settings and consumables are selected to suit application.
4. Perform routine welding using GMAW	4.1. Safe welding practices are applied. 4.2. Materials are welded to job requirements. 4.3. Welds are cleaned to standard operating procedures.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • preparing materials • setting up welding equipment • welding with GMAW • reading and interpreting routine information on written job instructions, specifications and standard operating procedures • following oral instruction • using measurement skills relating to joint preparation and routine GMAW
Required knowledge
Look for evidence that confirms knowledge of: • different current and voltage settings, gas flow rates wire diameters, wire feed speed and other variables to suit typical situations. • material and equipment preparation • properties and characteristics of materials and consumables • equipment and equipment settings • fuel gas properties and applications • post-welding treatments • weld characteristics • safe welding practices • use and application of personal protective equipment for routine GMAW

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	A person who demonstrates competency in this unit must

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EVIDENCE GUIDE	
	be able to perform routine gas metal arc welding (GMAW).
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with preparing the materials and carrying out routine gas metal arc welding or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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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.	
Materials	Mild and low carbon steel
Prepared	Preheating, setting up jigs, fixtures, clamps, joint preparation
Equipment	Hoses, welding leads, gas shrouds, gas regulators, liners, contact tips
Consumables	Filler wire, shielding gas
Cleaned	Slag and spatter

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Fabrication

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MEM18001C Use hand tools

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers using a range of hand tools for a variety of general engineering applications.

Application of the Unit

Application of the unit	Applications may include hand tools used for adjusting, dismantling, assembling and finishing of items or components, and the finishing, cutting, scraping of metallic and non-metallic material to size and shape. This includes simple tapping and threading and routine maintenance of hand tools. This unit should not be selected if the hand tool is dedicated to a single operation or machine and if only a machine specific/customised tool is used. When using hand held power tools or power tools used for hand held operations, refer to Unit MEM18002B (Use power tools/hand held operations). **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

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Pre-Requisites

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. Use hand tools	1.1. Hand tools are selected appropriate to the task requirements. 1.2. Hand tools are used to produce desired outcomes to job specifications which may include finish, tension, size or shape. 1.3. All safety requirements are adhered to before, during and after use. 1.4. Unsafe or faulty tools are identified and marked for repair according to designated procedures before, during and after use. 1.5. Routine maintenance of tools, including hand sharpening is undertaken according to standard

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ELEMENT	PERFORMANCE CRITERIA
	operational procedures, principles and techniques. 1.6. Hand tools are stored safely in appropriate location according to standard operational procedures and manufacturers' recommendations.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • reading and following information on standard operating procedures • following verbal instructions • selecting hand tools appropriate to the task • using hand tools safely • identifying hand tool defects and marking for repair • maintaining/sharpening hand tools using appropriate techniques • storing hand tools in accordance with manufacturers'/standard operating procedures
Required knowledge
Look for evidence that confirms knowledge of: • applications of different hand tools in a general engineering context • common faults and/or defects in hand tools • procedures for marking unsafe or faulty tools for repair • routine maintenance requirements for a range of hand tools • storage location and procedures for a range of hand tools • hazards and control measures associated with using hand tools • use and application of personal protective equipment • safe work practices and procedures

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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	A person who demonstrates competency in this unit must be able to use hand tools for a range of general engineering applications.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with using hand tools or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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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.	
Hand tools	Hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and types
Job specifications	Finish, tension, size or shape etc.
Routine maintenance	Cleaning, lubricating, tightening, simple tool repairs, hand sharpening and adjustments using engineering principles, tools, equipment and procedures

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

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Competency field

Competency field	Maintenance and diagnostics

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MEM18002B Use power tools/hand held operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.

Application of the Unit

Application of the unit	This unit applies to loosening and fastening items or components and shaping, finishing, cutting, grinding metallic and non-metallic materials and/or tool bits to size and shape. This unit should not be selected if the power tools used are dedicated to an operation or machine, e.g. nut-runner, air drill, power driver, etc. For using hand tools, see Unit MEM18001C (Use hand tools). **Band**: **A** **Unit Weight**: **2**

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

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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. Use power tools	1.1. Power tools are selected appropriate to the task requirements. 1.2. Power tools are used for a determined sequence of operations - which may include clamping, alignment and adjustment to produce desired outcomes - to job specifications which may include finish, size or shape. 1.3. All safety requirements are adhered to before, during and after use. 1.4. Unsafe or faulty tools are identified and marked for repair before, during and after use according to designated procedures. 1.5. Operational maintenance of tools, including hand sharpening, is undertaken according to standard

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ELEMENT	PERFORMANCE CRITERIA
	workplace procedures, principles and techniques. 1.6. Power tools are stored safely in appropriate location according to standard workshop procedures and manufacturers' recommendations.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Look for evidence that confirms skills in: • reading and following information on standard operating procedures • following verbal instructions • selecting power tools appropriate to the task • using power tools safely • using clamping/securing devices • identifying power tool defects • maintaining power tools using appropriate techniques • sharpening tools/tool bits within the scope of this unit • storing power tools according to manufacturers'/ standard operating procedures.
Required knowledge
Look for evidence that confirms knowledge of: • application of different power tools • clamping/securing methods • adjustments/alignments to a range of power tools • common faults and/or defects in power tools • procedures for marking unsafe or faulty power tools for repair • routine maintenance requirements of a range of power tools • tool sharpening techniques for a range of power tools • storage location and procedures of a range of power tools • hazards/control measures associated with power tools • use and application of personal protective equipment • safe work practices and procedures

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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	A person who demonstrates competency in this unit must be able to use power tools/hand held operations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate. This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with using power tools/hand held operations or other units requiring the exercise of the skills and knowledge covered by this unit.
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning should not require language, literacy and numeracy skills beyond those required in this unit. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

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EVIDENCE GUIDE	
Guidance information for assessment	

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.	
Power tools	Electric or pneumatic/hydraulic drills, grinders, jigsaws, nibblers, cutting saws, sanders, planers, routers, pedestal drills and pedestal grinders
Clamping	Multigrips, vices, jigs and fixtures, clamps etc.
Job specifications	Finish, size or shape etc.
Operational maintenance	Hand sharpening, cleaning, lubricating, tightening Simple tool repairs and adjustments using engineering principles, tools, equipment and procedures to statutory and regulatory requirements

Unit Sector(s)

Unit sector	

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Co-requisite units

Co-requisite units		

Competency field

Competency field	Maintenance and diagnostics

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MSL915002 Schedule laboratory work for a small team

Modification History

Release 1. Supersedes and is equivalent to MSL915002A Schedule laboratory work for a small team

Application

This unit of competency covers the ability to schedule laboratory work for a small team to meet operational requirements. It covers the ability to identify resource requirements and then document, monitor and adjust schedules in response to operational variations and in consultation with relevant personnel.

This unit of competency is applicable to technical officers and laboratory technicians who have responsibility for the work outputs of a small work team in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Determine work requirements and laboratory resources**	1.1	Determine and prioritise demand for laboratory services in work area for the planning period
		1.2	Access and verify information about orders/service requests, stocks and delivery

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		1.3	Determine the personnel, material and equipment required to deliver services
2	**Develop schedules in consultation with relevant personnel**	2.1	Prepare schedules which meet the demand for services and balance the best use of available resources with skill development opportunities
		2.2	Distribute work schedules to team or appropriate personnel and confirm contents with them
3	**Monitor schedules**	3.1	Monitor work flow and outputs against schedules and recognise any variations or potential disruptions
		3.2	Identify possible causes for the variations and discuss possible adjustments with senior personnel
4	**Adjust schedules in consultation with senior personnel**	4.1	Adjust schedules in response to operational variation
		4.2	Maintain or renegotiate outputs in accordance with work requirements
		4.3	Update documented schedules and distribute to appropriate personnel

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards and codes covering safety in laboratories, and quality and environmental management
- national work health and safety (WHS) standards and codes
- workplace documents and/or plans covering management of laboratory services, customer service, quality, environment, personnel, safety, equipment and maintenance

Laboratory work

The scope of laboratory work will vary with each workplace and includes one or more of:

- set-up, pre-use and calibration checks of equipment
- preparation and standardisation of solutions
- maintenance of laboratory facilities, equipment and stocks
- collection, preparation and storage/dispatch of samples
- testing and analysis of raw materials, products and specimens
- preparation of products (e.g. sterile media) and product batches
- trial and modification of methods

Scheduling for a small team

Scheduling for a small team includes:

- identification of resources to maintain work flow, such as:
  - monitoring and interpreting information about production, orders, stocks and deliveries
  - analysing and prioritising job tasks
  - determining appropriate human resource, material and equipment requirements
- monitoring of work outputs
- adjustment of work schedules as agreed with senior personnel to accommodate unexpected events, such as:
  - processing abnormal and urgent results
  - delays in arrival of samples
  - seasonal variations and bad weather
  - analysing and solving operational problems resulting in unacceptable test results
  - unexpected events, such as equipment failure and sudden personnel absences
- communication with senior personnel, such as:
  - determining and organising work priorities and schedules

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- analysing and solving problems affecting work schedules and shift handover
- adjusting work schedules as necessary
- appropriate communication with team members, such as:
  - explaining and distributing work schedules, priorities and sequences
  - maintaining required outputs
- documentation of outputs and resource usage, such as:
  - quality and quantity of outputs
  - supplies of stock materials
  - maintenance and servicing of equipment

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL915002A Schedule laboratory work for a small team

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for MSL915002 Schedule laboratory work for a small team

Modification History

Release 1. Supersedes and is equivalent to MSL915002A Schedule laboratory work for a small team

Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- analysing job tasks and identifying resource requirements
- planning and scheduling laboratory work for a small team to meet operational requirements without compromising safety, quality, accuracy and ethics
- recognising operational variations, potential disruptions and non-standard behaviour in samples and equipment
- monitoring and adjusting schedules and resources in consultation with relevant personnel and in accordance with procedures
- documenting and communicating schedule variations in accordance with procedures
- adhering to timelines whenever possible
- recognising and using the capabilities of team members

communicating effectively with team members.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace business goals, information systems, procedures and equipment in work area as a basis for decision making and actions
- basic planning strategies
- scientific and technical details underpinning the processes or techniques involved
- standard operating procedures (SOPs) for the processes or techniques involved
- laboratory and/or production schedules and typical times for the processes or techniques involved
- operational factors that may affect the type of tasks scheduled
- resource requirements of the work to be scheduled
- work health and safety (WHS) and environment requirements for the operations, equipment and materials involved
- quality requirements for the tasks scheduled
- WHS procedures, access and equity, relevant sections of industrial awards and workplace agreements.

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Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- Holistic assessment methods include:
  - review of documented work schedules prepared by the candidate which successfully meet a variety of operational requirements
  - feedback from managers, supervisors and customers about the effectiveness of services provided by the candidate's team
  - feedback from team members about the effectiveness of the candidate's communication and work scheduling skills
  - responses to scenarios that simulate disruption to workflows
  - questions to check required knowledge of relevant policies, procedures, scheduling principles and handling of contingencies; and scientific and technical details underpinning the processes or techniques.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - workplace procedures, information and data, such as production data and run schedules.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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MSL916001 Develop and maintain laboratory documentation

Modification History

Release 1. Supersedes and is equivalent to MSL916001A Develop and maintain laboratory documentation

Application

This unit of competency covers the ability to develop and maintain relevant documentation and systems in response to identified information requirements or changes in laboratory policy or external accreditation requirements. It includes the analysis of specialised technical requirements and the development and/or amendment of workplace documents, procedures and record keeping systems using established workplace procedures. Final responsibility for documentation and systems generally rests with professional scientific/medical/engineering staff who have the appropriate signatory status or legal delegation.

This unit of competency is applicable to technical officers and laboratory supervisors working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Recognise documentation**	1.1 Evaluate current documentation to identify instances where documentation is needed or deficient

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	needs/deficiencies	1.2	Analyse development opportunities and discuss with appropriate personnel to assess and confirm requirements
2	**Develop/revise documentation**	2.1	Specify documentation need and set/prioritise objectives
		2.2	Analyse existing documentation/records in accordance with specified requirements
		2.3	Develop/amend documentation as a draft in accordance with review requirements
		2.4	Issue documentation to appropriate personnel for review
		2.5	Edit documentation to ensure that the initial identified need/deficiency and review requirements are satisfied
		2.6	Recall superseded documentation and issue new documentation in accordance with document control procedures
3	**Implement and evaluate new laboratory documentation**	3.1	Brief personnel on new/revised documentation to ensure successful implementation of new procedures
		3.2	Monitor and evaluate implementation of new/revised documentation and amend documents or provide training, if required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of

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the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the competence of testing and calibration laboratories, laboratory safety, and quality and environmental management
- work health and safety (WHS) national standards and codes of practice
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- codes, guidelines, procedures and specific method collections for industry sectors such as:
  - Association of Analytical Communities International (AOAC International) Official Methods of Analysis
  - Australian code of good manufacturing practice for medicinal products (GMP), principles of good laboratory practice (GLP)
  - Australia New Zealand Food Standards (ANZFS) Code
  - Australian Dangerous Goods Code
  - gene technology regulations

Workplace documentation

Workplace documentation includes one or more of:

- instructions to comply with new legislation, standards, guidelines, codes and permits
- plans covering management of laboratory services, quality, environment, training and maintenance
- workplace procedures; standard operating procedures (SOPs) and operating manuals; instructions for equipment installation, commissioning, calibration and maintenance; and waste minimisation and disposal
- safety requirements for equipment, materials or products; risk evaluation, monitoring or control procedures; and incident and accident/injury reports
- test procedures, sampling procedures (sampling, preparation, labelling, storage, transport and disposal), methods for extraction or manufacture of a product, and procedures for evaluation of materials or products
- compliance/non-compliance reports, quality system and continued improvement processes
- cleaning, hygiene and personal hygiene requirements
- schematics/workflows/laboratory layouts
- stock records/inventory

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- training program contents

Record keeping systems

Record keeping systems include:

- online information systems, databases, record and filing systems

Personnel

Personnel include one or more of:

- supervisors and managers (laboratory, quality and customer service), and laboratory or production personnel
- members of the public, customers and suppliers
- external auditors, regulation and licensing/accreditation authorities, such as National Association of Testing Authorities (NATA), if within limits of responsibility and authority

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL916001A Develop and maintain laboratory documentation

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL916001 Develop and maintain laboratory documentation

Modification History

Release 1. Supersedes and is equivalent to MSL916001A Develop and maintain laboratory documentation

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- recognising problems in workplace documentation and systems
- analysing, developing and maintaining workplace documentation and systems in response to identified information requirements or changes in laboratory policy or external accreditation requirements
- developing and amending workplace documents and systems using established workplace procedures
- producing documentation that is accurate and meets specifications, free from editorial errors and omissions, and understood by others
- using internal and external information sources efficiently
- critically analysing information
- obtaining and incorporating relevant feedback on draft documentation
- communicating information and developments effectively
- completing the preparation and distribution of documentation in the given timeframe.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- the laboratory's business goals, key performance indicators (KPIs), organisational structure, delegations and responsibilities
- how work health and safety (WHS), environmental, registration/accreditation and other legislative requirements, regulations and codes govern laboratory documentation
- standard operating procedures (SOPs) relevant to the laboratory’s operations and scope of testing
- scientific, technical and workplace terminology; and technical developments in the sector (such as current methodologies, ranges and interpretations)
- workplace procedures for developing/amending and tracking documentation; records management and maintenance
- workplace communication protocols and reporting.

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Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL916004 Maintain registration and statutory or legal compliance in work or functional area
  - MSL936001 Maintain quality system and continuous improvement processes within work or functional area
  - MSL946001 Implement and monitor WHS and environmental management systems
- Holistic assessment methods include:
  - examination of workplace documentation amended and developed by the candidate
  - feedback from peers and supervisors that documentation developed by the candidate is accurate and user friendly and that workplace procedures were followed.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - information directories and databases
  - workplace documents and procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL916003 Supervise laboratory operations in work or functional area

Modification History

Release 1. Supersedes and is equivalent to MSL916003A Supervise laboratory operations in work/functional area

Application

This unit of competency covers planning, allocation of tasks, coordination, quality assurance, monitoring resource usage and recording and reporting of laboratory operations. This requires using significant judgement about work sequences, choosing appropriate technology and procedures to ensure that products and services meet customer expectations, and ensuring that operations are conducted safely and efficiently in keeping with the workplace business plan.

This unit of competency is applicable to senior technical officers and laboratory supervisors working in all industry sectors. Responsibility is undertaken for the day-to-day operation of the work or functional area under broad direction from more senior staff, such as scientists, medical staff and engineers.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Monitor and**	1.1 Ensure that personnel follow all relevant procedures,

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	direct work practices within functional area		regulations and standards
		1.2	Confirm that all technical work is performed in accordance with relevant standards, standard operating procedures (SOPs) and schedules
		1.3	Ensure that analytical results/data are checked, collated and distributed in accordance with workplace requirements
		1.4	Monitor testing and sampling procedures for quality control in accordance with workplace requirements
		1.5	Identify and resolve complex problems by using agreed problem-solving strategies and act to prevent their recurrence
2	**Manage personnel within work area**	2.1	Develop and coordinate rosters to balance job requirements, laboratory efficiency and skill development opportunities
		2.2	Empower work groups/teams in dealing with technical and workflow problems and suggesting improvements
		2.3	Provide coaching and mentoring to support personnel who have difficulties with meeting targets for performance and/or resource usage
		2.4	Establish and maintain effective communication with all personnel and clients to ensure smooth and efficient operations
3	**Establish resource requirements, operating plans and budget**	3.1	Collect and analyse available resource information in consultation with appropriate personnel
		3.2	Prepare operational plans which make the best use of available resources, taking into account client needs and workplace plans
		3.3	Identify and analyse possible variances due to external/internal factors and prepare contingency plans
		3.4	Collect and analyse information to develop/revise an operating budget for the work/functional area

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4	**Procure resources to achieve operational plans**	4.1	Analyse resource requirements and sources of supply in terms of suitability, cost, quality and availability
		4.2	Select and purchase new materials and equipment in accordance with workplace procedures
		4.3	Coordinate stocktaking of materials and equipment to ensure maintenance of stock at prescribed levels
		4.4	Ensure that personnel are competent to perform required tasks and organise training if required
		4.5	Arrange for the recruitment and induction of personnel as appropriate
5	**Monitor and optimise operational performance and resource usage**	5.1	Monitor the relationship between budget and actual performance to foresee problems
		5.2	Analyse variations in budget performance and either report or rectify abnormal/sub-optimal performance
		5.3	Negotiate with designated personnel and seek approval for variations to operational plans as required
		5.4	Assess utilisation of plant, equipment and consumables and compare with planned usage
		5.5	Rectify sub-optimal utilisation of plant, equipment and consumables
		5.6	Program and arrange for maintenance of plant and equipment in accordance with workplace maintenance schedules
		5.7	Maintain systems, procedures and records associated with resource usage in accordance with workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards and codes relevant to the laboratory's operations and scope of testing
- work health and safety (WHS) national standards and codes of practice
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements
- workplace documents and/or plans covering management of laboratory services, quality, environment, personnel, budgets and maintenance

Equipment and systems

Equipment and systems include, but are not limited to:

- computer equipment, information management systems and financial accounting systems

Problem solving

Problem solving includes:

- troubleshooting and fault-finding
- risk analysis, root cause analysis and/or aspect/impact analysis
- non-routine operational, technical, administrative and/or personnel-related problems

Supervisory responsibilities

Supervisory responsibilities within functional area include:

- work practices, personnel, operational plans and performance

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not

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be compromised at any time

- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL916003A Supervise laboratory operations in work/functional area

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL916003 Supervise laboratory operations in work or functional area

Modification History

Release 1. Supersedes and is equivalent to MSL916003A Supervise laboratory operations in work/functional area

Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- supervising day-to-day laboratory operations of a work/functional area
- ensuring that legislation, statutory and workplace requirements are met in work operations
- collecting and analysing information to develop/revise operating plans and budget
- achieving planned outcomes within agreed resource and budget parameters without compromising safety, quality and ethics
- coordinating stocktakes, selecting and purchasing materials and equipment
- programing and arranging for maintenance of plant and equipment
- making decisions within limits of responsibility and authority
- monitoring outputs, analysing processes and introducing ways to improve operations
- solving a range of non-routine problems
- motivating and mentoring personnel to improve performance.

Knowledge Evidence

- Must provide evidence that demonstrates knowledge of:
- laboratory services and/or products and customers in work/functional area
- legislation, codes, standards and registration criteria relevant to the work area or function
- business operational plans and key performance indicators (KPIs) for work/functional area
- principles of budgeting, operational planning and efficient resource use
- workplace industrial agreements and regulations dealing with hygiene, dress and behaviour of employees
- standard operating procedures (SOPs) and the technical details of sampling, testing, equipment and instrumentation within the work area
- problem-solving techniques and contingency planning
- auditing procedures in work/functional area
- team leadership, mentoring and coaching techniques

work health and safety (WHS) and environment requirements.

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Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event. The assessment timeframe must allow for adequate assessment over a planning cycle.
- This unit of competency must be assessed in a laboratory environment that meets Australian standards for working laboratories or is accredited by the National Association of Testing Authorities (NATA) or the Royal College of Pathology.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL916002 Manage and develop teams
  - MSL916004 Maintain registration and statutory or legal compliance in work or functional area
  - MSL946001 Implement and monitor WHS and environmental management systems
- Holistic assessment methods include:
  - direct observation of the candidate's interactions with personnel
  - review of reports from the candidate’s subordinates, peers, managers and/or customers
  - review of reports, operational budgets and plans generated by the candidate
  - review of performance reports for the candidate's work area
  - review of documented examples of quality performance improvements achieved by the candidate and examples of significant problems solved
  - observation of simulations/role plays to assess situations which are critical but did not arise during the negotiated assessment period.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - laboratory equipped with appropriate services, equipment, instruments and consumables
  - relevant workplace policies, procedures, operational reports, financial reports and stock records
  - technical manuals, SOPs and quality manuals.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:

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- performing the competency being assessed as part of current employment OR
- having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL916005 Manage complex projects

Modification History

Release 1. Supersedes and is equivalent to MSL916005A Manage complex projects

Application

This unit of competency covers the ability to interpret complex technical briefs, determine project methodologies and resource requirements, establish project plans, manage projects to successful conclusions and evaluate project outcomes.

This unit of competency is applicable to senior technical officers and laboratory supervisors working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Interpret brief and design feasible project plan**	1.1	Interpret and confirm project objectives, deliverables, constraints and principal work activities
		1.2	Determine resource requirements, including personnel, equipment and materials, and access to operational systems
		1.3	Develop a detailed implementation plan for the project

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			outlining methodology, milestones and budget
		1.4	Identify roles, responsibilities and required capabilities of project team members
		1.5	Analyse project plan and principal work activities to ensure compliance with relevant standards
		1.6	Develop risk management strategies and risk management plans to ensure successful and timely outcomes
		1.7	Secure project approval
2	**Establish and implement approved project plan**	2.1	Secure team members and brief them about the project and allocate roles and responsibilities, balancing job roles and skills development opportunities
		2.2	Secure necessary equipment, materials and access to operational systems
		2.3	Establish communication and reporting mechanisms
		2.4	Implement agreed time-management strategies to ensure milestones are met
		2.5	Apply agreed quality requirements to measure performance and outcomes
3	**Manage project**	3.1	Monitor and report progress of activities in relation to the project plan
		3.2	Ensure income and expenditure is in line with the agreed project plan and budget
		3.3	Work with the team to analyse and diagnose problems and to determine corrective actions
		3.4	Make agreed variations to the plan to suit changing situations
		3.5	Maintain accurate records and communication with stakeholders and project team members

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4	**Finalise project**	4.1	Ensure project objectives are met and deliverables are provided on time and within budget
		4.2	Complete all reporting requirements
5	**Evaluate project methodology**	5.1	Assess the effectiveness of resource management in delivering project outcomes
		5.2	Evaluate the effectiveness of communication processes used throughout the project
		5.3	Recommend improvements for future projects

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the competence of testing and calibration laboratories, laboratory safety, and quality and environmental management
- national work health and safety (WHS) standards and codes of practice
- registration/licensing and/or National Association of Testing Authorities (NATA) accreditation requirements

Complex projects

Complex projects include one or more of:

- development or modification of products and services
- acquisition and commissioning of new equipment or

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laboratory facilities
- appraisal of supplies
- development of applications for customers
- validation of analytical methods and/or equipment
- quality improvement or corrective action teams
- restructuring of laboratory services
- reclassification of staff and staffing levels

Records

Records include, but are not limited to, one or more of:

- lists of potential costs, invoices and payment records
- project and/or workplace files and records
- reports to clients, personnel and senior management
- risk management plans and log books
- diaries, scheduling charts and other project management charts

Resources

Resources include:

- personnel
- budget
- equipment
- materials and facilities
- project planning software
-

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL916005A Manage complex projects

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Links

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Assessment Requirements for MSL916005 Manage complex projects

Modification History

Release 1. Supersedes and is equivalent to MSL916005A Manage complex projects

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- managing at least one (1) complex project
- analysing a complex technical brief
- preparing a detailed, feasible project implementation plan containing the methodology, principal work activities, resource requirements, quality and risk management strategies/plans, budget and timelines
- establishing a capable project team with clear roles and responsibilities
- selecting and establishing operational systems and resources required for the project
- consulting and communicating effectively to ensure project outcomes are achieved on time and within budget
- monitoring and reporting project progress against the plan and making agreed variations as necessary
- maintaining accurate records and documentation in accordance with workplace procedures
- evaluating project outcomes and processes to identify opportunities for improvements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- how the project fits in with the laboratory's business goals and key performance indicators (KPIs)
- principles of project planning and management
- techniques for monitoring timelines, expenditure and team performance
- techniques for achieving effective communication and cooperation
- techniques for troubleshooting, problem solving and conflict resolution
- techniques for evaluation and continuous improvements
- reporting requirements
- work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

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- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL916002 Manage and develop teams
  - MSL936001 Maintain quality system and continuous improvement processes within work or functional area
- Holistic assessment methods include:
  - review of project reports, budgets and plans generated by the candidate
  - review of feedback from managers and/or customers about the quality of project outcomes and processes
  - review of feedback from project team members about the effectiveness of project planning, teamwork, resource management and communication
  - review of documented examples of quality performance improvements achieved and examples of significant problems solved
  - observation of the candidate's interaction with project team
  - questioning/interview to assess required knowledge.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - project management processes and procedures typically used by the workplace
  - sample business plans, project plans, budgets, reports and project management charts (e.g. GANTT)
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL922001 Record and present data

Modification History

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

Application

This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

This unit of competency is applicable to production operators, field assistants and laboratory assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Data

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Record and check data**	1.1	Enter data into laboratory information system or record sheets as directed
		1.2	Check data to identify transcription errors or atypical entries
		1.3	Rectify errors in data using workplace procedures

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2	**Calculate simple scientific quantities**	2.1	Calculate simple scientific quantities using given formulae and data
		2.2	Ensure calculated quantities are consistent with estimations and expectations
		2.3	Report all calculated quantities with appropriate precision and units
3	**Present data**	3.1	Present data accurately in tables, charts and graphs using given formats and scales
		3.2	Recognise and report obvious features and trends in data
4	**Store and retrieve data**	4.1	File and store data in accordance with workplace procedures
		4.2	Maintain workplace confidentiality standards

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or enterprise requirements include the latest version of one or more of:

- relevant Australian and international standards, such as the international system of units (SI) and its application
- national measurement regulations and guidelines

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Data	Data includes: • worksheets, spreadsheets or databases linked to information management systems • results of observations, tests and measurements, or surveys • graphs, tables and control charts • semi quantitative observations expressed on a scale e.g. 1 to 4 or + to ++++
Work health and safety (WHS) and environmental management requirements	WHS and environmental management requirements include: • complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time • applying standard precautions relating to the potentially hazardous nature of samples • accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL922001 Record and present data

Modification History

Release 1. Supersedes and is equivalent to MSL922001A Record and present data

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accurately coding, checking, recording and storing data in the required format
- performing simple calculations involving scientific quantities, with or without a calculator or computer software. The following must be performed:
  - decimals, fractions, ratios, proportions and percentages
  - unit conversion, multiples and submultiples
  - use of significant figures, rounding off, estimation and approximation
  - substitution of data in formulae
  - conversions between SI units
  - performing at least five (5) of the following calculations:
  - perimeters
  - angles
  - areas (m^2) and volumes (mL, L, m^3) of regular shapes (e.g. packaging and moulds)
  - average mass, mass %, density, specific gravity, moisture, relative and absolute humidity
  - ratios, such as mass to mass, mass to volume and volume to volume percentages
  - industry specific ratios, such as g/cm^2 , kg/m^2
  - concentration (e.g. g/100mL, mg/L, mg/L)
  - dilution
  - statistical values, such as mean, median, mode and standard deviation
  - average count, colonies per swab surface and cell counts (live and dead/total)
  - process variables, such as pressure, velocity and flow rates
  - % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
  - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability
- preparing and interpreting straightforward tables, graphs and charts of data
- recognising obvious features and trends in data, including:
  - maximum and minimum values
  - spread of data

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  - increasing/decreasing data, rate of change
  - outliers, data beyond control limits or normal range
- presenting accurate results in the required format
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
  - that all measurements are estimates
  - repeated measurements belong to a sample of the measured parameter
  - repeatability, precision, accuracy and significant figures
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- procedures for maintaining and filing records, and security of data

work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment, and assessment evidence must be relevant to the particular workplace context. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in either case).
- This unit may be assessed with technical units, such as:
  - MSL973001 Perform basic tests
  - MSL973002 Prepare working solutions
  - MSL973007 Perform microscopic examination
- Holistic assessment methods include:

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  - review of data worksheets, calculations, graphs and tables prepared by the candidate
  - review of records transcribed, maintained or stored by the candidate
  - feedback from supervisors and peers
  - observation of the candidate as they record data and perform calculations
  - questions to assess understanding of relevant procedures and trends in data.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - data sets and records
  - computer and relevant software or laboratory information system
  - relevant workplace procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL924001 Process and interpret data

Modification History

Release 1. Supersedes and is equivalent to MSL924001A Process and interpret data

Application

This unit of competency covers the ability to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning.

This unit of competency is applicable to laboratory assistants, field/laboratory technicians and instrument operators in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Data

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Retrieve and check data**	1.1	Store and retrieve data using appropriate files and/or application software
		1.2	Verify the quality of data using workplace procedures
		1.3	Rectify errors in data using workplace procedures

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2	**Calculate scientific quantities**	2.1	Calculate statistical values for given data
		2.2	Calculate scientific quantities using given formulae and data and estimate uncertainties
		2.3	Ensure calculated quantities are consistent with estimations and expectations
		2.4	Report all calculated quantities using the appropriate units and correct number of significant figures
3	**Present data**	3.1	Present data in clearly labelled tables, charts and graphs
		3.2	Graph data using appropriate scales to span the range of data or display trends
		3.3	Report all data using the appropriate units and number of significant figures
4	**Interpret data**	4.1	Interpret significant features of tables, charts and graphs, including gradients, intercepts, maximum and minimum values, and limit lines
		4.2	Recognise and report trends in data
5	**Keep accurate records and maintain confidentiality**	5.1	Transcribe information accurately
		5.2	Verify the accuracy of records following workplace procedures
		5.3	File and store workplace records in accordance with workplace procedures
		5.4	File all reference documents logically and keep them up-to-date and secured
		5.5	Observe workplace confidentiality standards

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or enterprise requirements include the latest version of one or more of:

- Australian and international standards, guides and the National Association of Testing Authorities (NATA) Technical Notes that cover the application of international system of units (SI), accuracy of measurement methods and results, and quantifying uncertainty in measurement
- national measurement regulations and guidelines
- validated sampling and test procedures and spreadsheets developed in-house for assay and process calculations where applicable
- workplace procedures, manuals and/or plans covering quality assurance, customer service, material safety data sheets (MSDS), equipment, supplier catalogues and handbooks

Data

Data includes:

- worksheets, spreadsheets and/or databases linked to information management systems
- results of observations, tests and measurements, analyses, surveys and/or quality assurance and control assessments
-

Calculations

Calculations are performed with or without a calculator and using computer software, spreadsheets, databases and statistical packages

Records

Records include information associated with one or more of:

- purchase of equipment and materials, service records

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- safety procedures
- history of calibration and test results

Work health and safety (WHS) and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL924001A Process and interpret data

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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Assessment Requirements for MSL924001 Process and interpret data

Modification History

Release 1. Supersedes and is equivalent to MSL924001A Process and interpret data

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- retrieving coding, recording and checking data
- calculating scientific and statistical quantities with or without a calculator or computer software, including the following items:
  - converting units involving multiples and submultiples
  - scientific notation, significant figures, round off, estimate and approximate
  - transposing and evaluating formulae
  - fractions, decimals, proportions and percentages
  - mean
  - median
  - mode
  - standard deviation
- performing at least five (5) of the following calculations:
  - perimeters and angles
  - percentage and absolute uncertainties in measurements and test results
  - areas (m^2) and volumes (mL, L, m^3) of regular shapes, such as packaging
  - dose (mg), average mass, mass percentage, density, specific gravity, moisture, relative and absolute humidity, viscosity and permeability
  - ratios, such as mass to mass, mass to volume and volume to volume percentages
  - concentration, such as molarity, g/100mL, mg/L, mg/L, ppm, ppb, dilution mL/L
  - average count, colonies per swab surface and cell counts, such as live and dead/total
  - process variables, such as pressure, gauge pressure, velocity and flow rates
  - biological oxygen demand (BOD), chemical oxygen demand (COD) and total organic carbons (TOC)
  - food properties, such as % concentration (dry), friability, bitterness, brix, free amino nitrogen, diastatic power, calorific content and yeast viability, % content of moisture, ash, fat, protein, alcohol, sulphur dioxide and trace metals, such as calcium or zinc
  - mechanical properties, such as stress, strain, moduli and force
  - presenting accurate results in the required format (significant figures, uncertainty units)
- preparing and presenting data in the following formats:

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  - tables
  - graphs
  - line graphs
  - histograms
  - pie charts, bar charts and control charts
  - semi-quantitative observations expressed on a scale (e.g. 1 to 4 or + to ++++)
- recognising and interpreting significant points, anomalies and trends in data
- maintaining the confidentiality of data in accordance with workplace and regulatory requirements
- keeping accurate records that are up-to-date and secure.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
  - that all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters
  - repeatability, precision, accuracy and significant figures
  - sources of error, and uncertainty associated with measurement steps
  - traceability
- the international system of units (SI)
- scientific and technical terminology relevant to job role
- procedures for coding, entering, storing, retrieving and communicating data
- procedures for verifying data and rectifying mistakes
- procedures for maintaining and filing records, and maintaining security of data
- work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

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- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL924002 Use laboratory application software
  - technical units, such as:
  - relevant MSL973000 series units of competency
  - relevant MSL974000 series units of competency.
- Holistic assessment methods include:
  - review of data worksheets, calculations, computer files (such as spreadsheets, databases and statistical analysis), graphs, tables and/or charts prepared by the candidate
  - review of records transcribed, maintained or stored by the candidate
  - feedback from supervisors and peers
  - questions to assess understanding of calculations, relevant procedures and trends in data
  - observation of the candidate as they process data, file and store records.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - data sets and records
  - a calculator
  - spreadsheets, computer software, databases and statistical packages
  - computer and relevant software or laboratory information system
  - relevant workplace procedures.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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MSL933001 Maintain the laboratory/field workplace fit for purpose

Modification History

Release 1. Supersedes and is equivalent to MSL933001A Maintain the laboratory/field workplace fit for purpose

Application

This unit of competency covers the general cleaning of work surfaces, cleaning and storage of equipment and the monitoring of laboratory stocks under direct supervision.

This unit of competency is applicable to laboratory assistants and instrument operators working in all industry sectors.

This unit of competency forms a major part of the work of laboratory assistants. They work in accordance with work instructions and standard operating procedures (SOPs) which incorporate all relevant aspects of work health and safety (WHS) legislation and the codes, guidelines, regulations and Australian Standards applying to environmental hazards and dangerous goods.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Quality

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1	**Clean work preparation areas**	1.1	Clean preparation areas using appropriate cleaning agents and equipment according to workplace procedures
		1.2	Remove spillages, if they occur, using appropriate agents, personal protective equipment (PPE) and workplace procedures
		1.3	Collect and segregate wastes in accordance with workplace procedures, relevant codes and regulations
2	**Clean, maintain and store equipment**	2.1	Collect used equipment, inspect for faults and, where necessary, remove from service
		2.2	Use appropriate agents, apparatus and techniques to clean equipment
		2.3	Store clean equipment in the designated locations and manner
3	**Monitor stocks of materials and equipment**	3.1	Perform stock checks and maintain records of usage as directed
		3.2	Store labelled stocks for safe and efficient retrieval
		3.3	Inform appropriate personnel of impending stock shortages to maintain continuity of supply
4	**Maintain a safe work environment**	4.1	Use established safe work practices and PPE to ensure personal safety and that of other personnel
		4.2	Report potential hazards and/or maintenance issues in own work area to designated personnel
		4.3	Minimise the generation of waste and environmental impacts
		4.4	Dispose of waste in accordance with workplace procedures, relevant codes and regulations

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Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards, guidelines and codes covering WHS; laboratory design and construction; occupational protective equipment; labelling of workplace substances; storage, handling and transport of dangerous goods; environmental management; physical containment levels and facility types
- industry specific codes, regulations and guidelines, such as Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Codes of Practice, Australian Quarantine and Inspection Service (AQIS) Export Control (Orders) Regulations and Import Guidelines, gene technology regulations, National Health and Medical Research Council (NHMRC) Guidelines, and animal welfare

Typical equipment

Typical equipment includes, but is not limited to, one or more of:

- balances; glassware; plastic ware; glass, plastic and quartz cuvettes, pipettes, burettes and volumetric glassware
- blending, mixing and separating equipment, such as sieves and centrifuges
- autoclaves, dishwashers, refrigerators, freezers, ovens, hotplates, mantles, burners and muffle furnaces, microwave ovens, ultrasonic cleaners, incubators and water baths, and gas cylinders
- fume hoods, biohazard containers and biological safety cabinets
- microtomes and tissue processors, cell counters and staining machines
- colorimeters/spectrometers and polarimeters, light and fluorescence microscopes
- thermometers, thermohygrographs, hydrometers, conductivity meters and pH meters and ion-selective electrodes, noise meters,

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melting point apparatus, viscometers and instrument chart recorders
- steel ruler/tapes and spirit levels, shovels, scoops, plates, rods, cylinder moulds and buckets
- rifflers and splitters and mixers, compaction rammers and soil classification equipment, penetrometers, force measuring equipment and tensiometers, and hardness testing equipment
- animal cages
- vehicles

Typical materials

Typical materials include, but are not limited to, one or more of:

- consumable items, such as syringes, pipette tips and weigh boats
- PPE
- distilled water, reagents, chemicals, disinfectants, detergents, agar media and plates
- equipment spares, such as fuses, bulbs and batteries
- oils/lubricants, fuels, industrial gases and cryogenics, such as dry ice and liquid nitrogen
- paper and stationery
- reference samples and standards

Cleaning requirements

Cleaning requirements include one or more of:

- decontamination and/or disinfection
- hygiene monitoring
- minimising environmental impacts
- operation of automatic cleaning apparatus, such as pipette washers, ultrasonic cleaners and dishwashers
- sterilisation and disposal of wastes using boiling, high pressure air or steam, microwaves, chemicals, gas, filtration, ultraviolet radiation and autoclaving
- use of specialised techniques, such as chromic acid baths and soaking in hypochlorite

Preparation areas

Preparation areas include one or more of:

- benches
- fume cupboards
- sheds
- sinks
-

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Agents for cleaning

Agents for cleaning include one or more of:

- cleaning solutions
- decontaminants
- organic solvents

Spillages

Spillages include one or more of:

- chemicals
- radioactive materials
- biologically active materials

Waste

Waste includes, but is not limited to, one or more of:

- broken glass and sharps
- disposable PPE
- spent reagents, spent or excess samples and test pieces, solvents and batteries
- used containers, boxes, bags and palettes, plastic and metals
- microorganisms

Stock records

Stock records include one or more of:

- calibration and maintenance history
- data sheets
- handbooks, warranty documents, catalogues, manuals and material safety data sheets (MSDS)
- records of usage, loans and breakages

Maintenance issues

Maintenance issues include, but are not limited to, one or more of:

- hygiene issues, prevention of contamination, cleaning, recycling and waste disposal
- checking materials and equipment are fit for purpose, equipment malfunction, and checking serviceability before storage
- potential hazards, incidents and emergencies, spillages, leakages, breakages and contamination
- stock requirements and shortages, and storage constraints

Hazards

Hazards include, but are not limited to, one or more of:

- sharps, broken glassware and hand tools

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- aerosols from broken centrifuge tubes and pipetting
- microbiological organisms and agents associated with soil, air, water, blood and blood products, and human or animal tissue and fluids
- chemicals, such as acids, heavy metals, pesticides and hydrocarbons
- sources of ignition, flammable liquids and gases
- cryogenic agents, such as dry ice and liquid nitrogen
- electric shock
- fluids under pressure, such as steam and industrial gas cylinders
- crushing, entanglement and cuts associated with moving machinery or falling objects
- manual handling, working at heights and working in confined spaces
- occupational overuse syndrome, slips, trips and falls
- pedestrian and vehicular traffic
- solar radiation, dust and noise

Established safe work practices

Established safe work practices include, but are not limited to, one or more of:

- applying containment procedures through the use of appropriate equipment, such as biohazard containers, laminar flow cabinets, Class I, II and III biohazard cabinets, and Class PCII, PCIII, and PCIV physical containment facilities
- ensuring access to service shut-off points
- following established manual handling procedures for tasks involving manual handling
- handling and storage of all hazardous materials and equipment in accordance with labelling, MSDS and manufacturer instructions
- identifying and reporting operating problems or equipment malfunctions
- labelling of samples, reagents, aliquoted samples and hazardous materials
- recognising and observing hazard warnings and safety signs
- reporting to appropriate personnel of abnormal emissions, discharges and airborne contaminants, such as noise, light, solids, liquids, water/wastewater, gases, smoke, vapour, fumes, odours and particulates
- use of PPE, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gown, body suits, respirators and safety boots

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WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL933001A Maintain the laboratory/field workplace fit for purpose

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL933001 Maintain the laboratory/field workplace fit for purpose

Modification History

Release 1. Supersedes and is equivalent to MSL933001A Maintain the laboratory/field workplace fit for purpose

Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- following workplace procedures, relevant codes and guidelines when maintaining the laboratory/field workplace
- applying information contained in material safety data sheets (MSDS) for materials handled regularly during the performance of maintenance tasks
- working safely and minimising exposure of hazards to self, others and the laboratory
- safely cleaning work preparation areas and equipment using appropriate cleaning agents, equipment and techniques
- safely removing spillages and disposing of wastes
- safely storing equipment and materials using workplace procedures, relevant codes and guidelines
- monitoring and reporting stock levels and the condition of laboratory materials and equipment
- keeping accurate, up-to-date records

reporting potential hazards and maintenance issues using workplace procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- workplace procedures for the cleaning of work preparation areas, materials and equipment
- storage requirements for specific materials and equipment
- workplace procedures for minimisation and disposal of waste
- workplace procedures for monitoring of laboratory stocks
- work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

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- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL943002 Participate in laboratory or field workplace safety
- Holistic assessment methods include:
  - observation of the candidate's techniques for cleaning and/or removal of spillages and waste disposal
  - review of stock records completed by the candidate
  - feedback from supervisors and peers
  - questioning to assess required knowledge of regulations and procedures where direct observation is difficult (such as dealing with hazards) and choice of materials and equipment.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - work preparation areas, stocks, materials and equipment, cleaning, decontamination and/or disinfection agents and equipment
  - personal protective equipment (PPE)
  - stock order firms, labels and records/forms.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

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MSL973001 Perform basic tests

Modification History

Release 1. Supersedes and is equivalent to MSL973001A Perform basic tests

Application

This unit of competency covers the ability to prepare samples and perform tests and measurements using standard methods with access to readily available advice from supervisors.

This unit of competency is applicable to laboratory/field assistants working in all industry sectors. In general, they do not calibrate equipment and make only limited adjustments to the controls. They do not interpret or analyse results or troubleshoot equipment problems.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Interpret test requirements**	1.1 Review test request to identify samples to be tested, test method and equipment involved
		1.2 Identify hazards and workplace controls associated with the sample, preparation methods, reagents and/or equipment

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2	**Prepare sample**	2.1	Record sample description, compare with specification, record and report discrepancies
		2.2	Prepare sample in accordance with appropriate standard methods
3	**Check equipment before use**	3.1	Set up test equipment in accordance with test method
		3.2	Perform pre-use and safety checks in accordance with workplace procedures and manufacturer instructions
		3.3	Identify faulty or unsafe equipment and report to appropriate personnel
		3.4	Check calibration status of equipment and report any out-of-calibration items to appropriate personnel
4	**Perform tests on samples**	4.1	Identify, prepare and weigh or measure sample and standards to be tested
		4.2	Conduct tests in accordance with workplace procedures
		4.3	Record data in accordance with workplace procedures
		4.4	Perform calculations on data as required
		4.5	Identify and report out of specification or atypical results promptly to appropriate personnel
		4.6	Shut down equipment in accordance with operating procedures
5	**Maintain a safe work environment**	5.1	Use established safe work practices and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		5.2	Minimise the generation of wastes and environmental impacts
		5.3	Ensure safe disposal of laboratory and hazardous wastes
		5.4	Clean, care for and store equipment and reagents as

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required

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety and quality management
- national work health and safety (WHS) standards and codes of practice, and national measurement regulations and guidelines
- standard methods for basic tests
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS) and safety procedures; material, production and product specifications; production and laboratory schedules, workplace recording and reporting procedures; and waste minimisation and safe disposal procedures

Sample preparation

Sample preparation processes include one or more of:

- sub-sampling or splitting using procedures, such as riffling, coning and quartering, manual and mechanical splitters
- diluting samples
- physical treatments, such as ashing, dissolving, filtration, sieving, centrifugation and comminution
- moulding, casting or cutting specimens

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Typical basic tests carried out by laboratory/field assistants

Typical basic tests carried out by laboratory/field assistants include, but are not limited to, one or more of:

- visual/optical tests of appearance, such as colour, texture, identity, turbidity and refractive index (alcohol content and Baume/Brix)
- physical tests, such as:
  - density, specific gravity and compacted density
  - moisture content and water activity
  - particle size, particle shape and size distribution
- chemical tests, such as:
  - gravimetric, colorimetric, electrical conductivity (EC) and pH
  - specific ions using dipsticks and kits
  - nutrients (e.g. nitrates and orthophosphates) using kits
  - ashes, including sulphated ashes
- biological/environmental tests, such as:
  - pH, oxygen reduction potential (ORP), dissolved oxygen (DO) and EC
  - E coli using test kits, and surface hygiene/presence of microbes
- packaging tests, such as:
  - tearing resistance, bursting strength and impact resistance
  - permeability and/or leakage
- mechanical tests, such as:
  - Emerson class
  - concrete slump

Measurements

Measurements include, but are not limited to, one or more of:

- simple ground surveys
- meteorological parameters, such as wind direction/strength, rainfall, maximum/minimum temperature, humidity and solar radiation
- simple background radiation survey
- production/process parameters, such as temperature, flow and pressure
- gas levels in a confined space

WHS and environmental management

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through

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requirements	state/territory or federal legislation. These requirements must not be compromised at any time • applying standard precautions relating to the potentially hazardous nature of samples • accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL973001A Perform basic tests

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973001 Perform basic tests

Modification History

Release 1. Supersedes and is equivalent to MSL973001A Perform basic tests

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- accurately interpreting workplace procedures and standard methods
- preparing samples using at least three (3) different processes
- performing at least five (5) basic tests or measurements using standard methods and procedures
- checking test equipment before use
- completing all tests within the required timeline without sacrificing safety, accuracy or quality
- demonstrating close attention to the accuracy and precision of measurements and the data obtained
- calculating simple quantities using appropriate equations, units, uncertainties and precision
- recording and presenting results accurately and legibly
- maintaining the security, integrity and traceability of all samples, data/results and documentation
- following procedures for working safely and minimising environmental impacts.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- international system of units (SI)
- purpose of tests performed as part of job role and principles of the standard methods/specifications used
- function of key components of the test equipment, pre-use equipment and safety checks
- sources of uncertainty in measurement and methods for control
- workplace and/or legal traceability requirements
- interpretation and recording of test result, including simple calculations

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- procedures for recognising and reporting of unexpected or unusual results
- relevant hazards, work health safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL922001 Record and present data
- Holistic assessment methods include:
  - review of the quality of test data/results achieved by the candidate over time
  - inspection of records and workplace documentation completed by the candidate
  - observation of the candidate performing a range of basic tests
  - feedback from peers and supervisors
  - oral or written questioning to check required knowledge of basic test procedures.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
- a standard laboratory equipped with basic test equipment, common measuring instruments, materials, standard methods, workplace procedures, MSDS and equipment manuals.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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MSL973002 Prepare working solutions

Modification History

Release 1. Supersedes and is equivalent to MSL973002A Prepare working solutions

Application

This unit of competency covers the ability to prepare working solutions and to check that existing stocks of solutions are suitable for use. Working solutions include those required to perform laboratory tests. Personnel are required to calculate quantities and make dilutions.

This unit of competency is applicable to laboratory assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Make up working solutions**	1.1	Identify the relevant standard methods for solution preparation
		1.2	Assemble specified laboratory equipment
		1.3	Select and prepare materials and solvent of specified purity
		1.4	Measure appropriate quantities of reagents for solution

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			preparation and record data
		1.5	Prepare labels and log solution details in laboratory register
		1.6	Transfer solutions to appropriately labelled containers
2	**Check existing stock of solutions**	2.1	Monitor shelf life of working solutions and identify those that are unfit for use according to laboratory procedures
		2.2	Replace out-of-date or reject solutions according to laboratory procedures
3	**Maintain a safe work environment**	3.1	Use appropriate safety procedures and personal protective equipment (PPE) to ensure personal safety and that of other laboratory personnel
		3.2	Store reagents and clean/store glassware and equipment in accordance with workplace procedures
		3.3	Minimise generation of waste and environmental impacts
		3.4	Clean up spills using appropriate techniques
		3.5	Ensure the safe collection of laboratory and hazardous waste for subsequent disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of

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the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety, quality management and laboratory glassware
- national work health and safety (WHS) standards and codes of practice, national environmental protection measures, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation requirements and principles of good laboratory practice (GLP)
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS); safety procedures; material, production and product specifications;, production and laboratory schedules; workplace recording and reporting procedures; and waste minimisation and safe disposal procedures
- workplace procedures and standard methods for preparing working solutions

Working solutions

Working solutions include, but are not limited to, one or more of:

- solutions required for diagnostic/analytical and limit tests in food and chemical laboratories, such as sulphates, chlorides and heavy metals
- staining solutions for standard diagnostic/analytical procedures in biomedical/environmental laboratories, such as cell staining, fixation of cells and tissues, suspension of cells and titrimetric indicators
- solutions required for laboratory maintenance and disinfection, such as 70% ethanol and hypochlorite

Safety procedures

Safety procedures include, but are not limited to, one or more of:

- use of PPE, such as safety glasses, gloves and coveralls
- correctly labelling reagents and hazardous materials
- handling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations
- regular cleaning and/or decontamination of equipment
- prompt clean-up of spills in accordance workplace procedures

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WHS and environmental management requirements	WHS and environmental management requirements include: • complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time • applying standard precautions relating to the potentially hazardous nature of samples • accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL973002A Prepare working solutions

Links

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Assessment Requirements for MSL973002 Prepare working solutions

Modification History

Release 1. Supersedes and is equivalent to MSL973002A Prepare working solutions

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- safely preparing at least five (5) examples of correctly labelled working solutions, including calculation of the quantities involved and any dilutions required
- checking that existing stocks of working solutions and identifying those unfit for use, including:
  - noting turbidity to exclude absorption of moisture
  - noting deposits to exclude microbial contamination or chemical degradation
  - noting crystals to exclude evaporation
  - noting colour changes indicating a pH shift with solutions containing indicators
  - checking expiry dates on solution containers
- following workplace procedures for the safe use of hazardous chemicals, laboratory glassware and equipment
- accurately labelling and storing solutions in accordance with workplace procedures
- safely cleaning up spills and collecting/disposing of waste in accordance workplace procedures
- recording and presenting data accurately and legibly.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- concepts of metrology, including:
  - all measurements are estimates
  - measurements belong to a population of measurements of the measured parameters
  - precision, accuracy and significant figures
  - sources of error, uncertainty and repeatability
  - traceability
- international system of units (SI)
- concentration terms, such as % w/w, % w/v, % v/v, ppm (mg/L) and molarity
- basic theory of acids, bases, salts, buffers and neutralisation
- what affects solubility
- difference between aqueous and organic solutions

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- periodic table, symbols of the elements, atomic weights, and difference between elements and compounds
- chemical formulae
- workplace procedures for preparing solutions
- calculations required to prepare specified amounts of solutions of specified concentration
- use of material safety data sheets (MSDS) and workplace procedures for preparing, handling and disposing of solutions and cleaning up spillages
- relevant hazards, work health safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL922001 Record and present data
  - MSL943002 Participate in laboratory or field workplace safety
- Holistic assessment methods include:
  - inspection of working solutions prepared, labelled and stored by the candidate
  - review of solution records and workplace documentation completed by the candidate
  - feedback from peers and supervisors
  - observation of the candidate preparing working solutions
  - review of calculations for concentration and dilutions completed by the candidate
  - oral or written questioning about solution preparation steps, calculations, common hazards and safety procedures.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - a standard laboratory equipped with appropriate reagents and equipment, such as pH meters; balances; magnetic stirrers, water baths and hot plates; measuring cylinders, beakers, conical flasks, volumetric flasks, pipettes and burettes; filter papers and funnels; and fume cupboards
  - standard methods and workplace procedures

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    - containers and storage facilities.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience.
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973004 Perform aseptic techniques

Modification History

Release 1. Supersedes and is equivalent to MSL973004A Perform aseptic techniques

Application

This unit of competency covers the ability to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

This unit of competency is applicable to laboratory assistants and technicians working in the field or laboratory in the biomedical, biological, food processing and environmental industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Prepare for aseptic sampling or transfer**	1.1 Ensure that any sampling procedure conforms with the requirements of the sampling plan
		1.2 Use specified personal protective equipment (PPE)
		1.3 Prepare the work area for safe and effective sample transfer

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		1.4	Select equipment and materials specified by the procedure
		1.5	Organise equipment to minimise contamination during manipulations
		1.6	Label containers for clear identification
		1.7	Record details in relevant log or database
2	**Transfer materials aseptically**	2.1	Protect the integrity of the sample source by sterilising the sampling site and the mouth of transport or culture vessel
		2.2	Sterilise inoculating loops and/or pipette where used to prevent contamination
		2.3	Perform transfer while minimising opportunities for contamination and cross-infection
		2.4	After transfer, and before sealing the transport or culture vessel, flame the vessel mouth to maintain sterility
		2.5	Re-sterilise inoculating loops, minimising the generation of aerosols
		2.6	Perform quality control checks as required
		2.7	Label transport or culture vessels for clear identification
3	**Maintain work area and equipment to prevent cross-infection and contamination**	3.1	Place disposable and reusable items into relevant receptacles
		3.2	Clean and disinfect work area and equipment after use
		3.3	Transport disposable and reusable contaminated materials to relevant areas for disinfection, sterilisation and cleaning or disposal

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety, quality management and environmental management
- Australian standards covering the requirements for occupational personal protection; cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment; and maintenance of associated environments in health care facilities
- national work health and safety (WHS) standards and codes of practice, national environmental protection measures, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation requirements, principles of good laboratory practice (GLP), Australia New Zealand Food Standards (ANZFS) Code, Australian code of good manufacturing practice for medicinal products (GMP), Australian Dangerous Goods Code and labelling of workplace substances
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS); safety procedures; material, client and product specifications; production and laboratory schedules; workplace recording and reporting procedures; and waste minimisation and safe disposal procedures
- workplace procedures and standard methods for preparing culture media, and operation and maintenance manuals for automated media preparation equipment

PPE

PPE includes, but is not limited to, one or more of:

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- gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits and respirators
- biohazard containers and laminar flow cabinets

Sample pot and transfer media and the subculturing and/or passaging of culture

Sample pot and transfer media and the subculturing and/or passaging of culture to include, but are not limited to, one or more of:

- sterile broth
- media for isolation of colony
- tissue culture media
- media for continuous culture systems

Samples

Samples include, but are not limited to, one or more of:

- body fluids and liquids
- water and soil
- sterile pharmaceuticals
- yeasts and moulds
- milk and yoghurt
- swabs and smears
- propagation tissue
- plant material
- fermented foods and beverages

Sterilisation techniques

Sterilisation techniques include, but are not limited to, one or more of:

- flaming
- high temperature, high pressure steam, boiling and autoclaving
- steam and membrane filtration
- microwave, radiation, gas and/or chemical treatments

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples

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- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL973004A Perform aseptic techniques

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973004 Perform aseptic techniques

Modification History

Release 1. Supersedes and is equivalent to MSL973004A Perform aseptic techniques

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- safely performing aseptic techniques that maintain the integrity of both the sample source and the sample on at least three (3) occasions using different samples
- preventing cross-contamination of sample source and sample
- manipulating laboratory equipment and glassware to prevent contamination of culture medium during transfer
- cleaning and disinfecting work surfaces and equipment to prevent cross-contamination of work area, personnel and environment
- performing quality control checks, including streaking out of cultures to a single colony and lawn cultures
- labelling and storing culture media according to workplace procedures
- recognising and reporting non-compliance, anomalies or out-of-specification results
- accurately recording data, labelling samples and completing workplace documentation
- consistently using appropriate personal protective equipment (PPE) and workplace procedures for aseptic transfer
- following workplace procedures for the sorting, collecting, treating, recycling and/or disposing of waste.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- growth requirements of microorganisms (bacteria, fungi, protozoans, viruses and multi-cellular parasites) and tissue in terms of their laboratory culture
- relationship between sterile practices, hygiene procedures and the ability to obtain growth free of contamination
- importance of pure culture techniques and aseptic transfer to the successful microbiological investigation and correct interpretation of laboratory results
- cleaning and sanitising requirements of equipment and work area, and effects of physical and chemical agents on microbial growth and death
- disinfection and sterilisation procedures used in the collection, processing and safe disposal of samples and materials
- principles of infection control related to work health and safety (WHS), and sampling and transfer of materials in microbiological investigations

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- relevant hazards, such as accessing the sample from difficult or dangerous areas; injuries from sharps, burners, molten agar, dry ice and liquid nitrogen vapour; ultraviolet (UV) light sources; and exposure to hazardous substances and/or infectious agents
- relevant WHS and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL943002 Participate in laboratory or field workplace safety
  - MSL973003 Prepare culture media
- Holistic assessment methods include:
  - observation of the candidate aseptically transferring a range of samples
  - review of quality assurance results and examination of samples transferred by the candidate
  - written and/or oral questioning about aseptic transfer techniques, typical quality problems, common hazards and safe work practices.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - a standard laboratory
  - appropriate equipment, such as:
    - transfer equipment, such as inoculating loops, pipettes (quantitative and qualitative), flasks, tubes and spatulas
    - Bunsen burners and bench incinerators
    - anaerobic jars
    - incubators, water baths, refrigerators, freezers and dry ice and liquid nitrogen cylinders, if required
    - laminar flow units and biohazard cabinets
    - autoclave or pressure cooker
    - swabs

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    - a continuous culture system
  - appropriate materials, such as:
    - solid and/or liquid media
    - supplied media, such as media manufactured in the workplace or raw material supplies for media
    - disinfecting and sterilising agents and materials, such as methylated spirits, ethanol and ether
    - disposable equipment and clothing
    - tissue culture media
    - growth media in broths, plates, deeps or slopes
    - receptacles for safe disposal of wastes and for processing of reusable materials
    - bar coding material and labels
  - workplace schedules, procedures and standard methods, MSDS and documented safe work practices.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973007 Perform microscopic examination

Modification History

Release 1. Supersedes and is equivalent to MSL973007A Perform microscopic examination

Application

This unit of competency covers the ability to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.

This unit of competency is applicable to laboratory or technical assistants in all industry sectors. The unit of competency covers limited interpretation and analysis of results. Troubleshooting of equipment and procedures is not required.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Interpret test requirements**	1.1 Review test request to identify samples to be tested, test method and equipment involved
		1.2 Identify hazards associated with the sample, preparation methods and equipment, and implement workplace control measures

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2	**Set up work area for preparation and examination of samples**	2.1	Collect equipment and arrange the workspace so that equipment can be used safely and efficiently
		2.2	Perform pre-use and safety checks to ensure equipment is fit for purpose and report faulty or unsafe equipment to appropriate personnel
3	**Prepare samples for examination**	3.1	Log and label samples according to workplace procedures to ensure traceability
		3.2	Check suitability of the original and prepared sample for the examination, and report unsuitable samples to appropriate personnel
		3.3	Prepare and store the sample for examination following workplace methods
4	**Set up and use a light microscope**	4.1	Set up the light path to optimise resolution
		4.2	Select the appropriate objectives and filter for the sample being examined
		4.3	Ensure that the lenses are clean
		4.4	Adjust settings and alignment of the light path to optimise performance
		4.5	Place sample correctly on the stage
5	**Observe, identify and report sample characteristics**	5.1	Recognise and identify significant sample characteristics
		5.2	Perform required calculations accurately
		5.3	Prepare and view control samples and check that results are consistent with expected values
		5.4	Identify and report out-of-specification or atypical results promptly to appropriate personnel
		5.5	Record and report data in accordance with workplace procedures

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6	**Maintain a safe work environment**	6.1	Ensure safety and minimise cross-contamination through the use of personal protective equipment (PPE)
		6.2	Handle all samples and equipment in accordance with workplace safety protocols
		6.3	Clean up spills using appropriate techniques to protect personnel, work area and environment
		6.4	Minimise generation of waste and environmental impacts
		6.5	Collect and dispose of all wastes safely
		6.6	Report hazards and incidents to designated personnel using workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety and quality management
- national work health and safety (WHS) standards and codes of practice, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation requirements, principles of good laboratory practice (GLP), and Australian code of good manufacturing practice for medicinal

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products (GMP)
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS) and safety procedures; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; and waste minimisation and safe disposal procedures
- workplace procedures for microscopic examination of samples

Preparation of samples

Preparation of samples includes, but is not limited to, one or more of:

- drying and cooling
- physical separation, centrifugation, filtration and chemical separation
- sub-sampling
- labelling
- aseptic transfer of specimen
- thin film or smear on a slide
- fixing of films to minimise cell damage and the production of artefacts
- staining of fixed material to illustrate required characteristics
- mounting of stained films, sections and whole mounts to ensure long-term preservation
- permanent labels for smears, films and sections for presentation, storage and retrieval
- selection of diluent to preserve or enhance visibility of the cells to be counted
- serial dilution to enable individual cells to be reliably counted
- filling a counting chamber in one continuous flow without bubbles or overflow
- selection, filling and cover slipping of a clean, dry counting chamber to ensure even distribution of cells during filling

Biological samples

Biological samples include, but are not limited to, one or more of:

- smears, impression smears, sections, squashes, films and whole mounts
- a monolayer of cells in smears and films
- fixed smears for demonstration of bacteria by the methylene blue and Gram staining techniques
- blood films stained by a Romanowsky technique to clearly show differentiation of granulocytes
- stained sections of animal tissues using regressive haematoxylin

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and eosin to differentiate cytoplasmic and nuclear detail
- differentially stained monocotyledon and dicotyledon stem sections to demonstrate the structure of vascular bundles (xylem, phloem and cambium)
- stained whole mounts of helminths
- whole mounts, such as liver flukes, planaria and samples of animal faeces to demonstrate ova, cysts and larvae
- pond water organisms
- onion root tip squash
- midstream sample of urine

Physical samples

Physical samples include, but are not limited to, one or more of:

- sand
- asbestos fibres
- coal samples
- construction materials for testing
- geological specimens

Sample characteristics

Sample characteristics are restricted to what can be viewed by bright light microscopy and include, but are not limited to, one or more of:

- shape and size of particles
- presence of contamination
- colour
- consistency and variability
- number of cells (e.g. cells in blood or other particulate samples, such as a yeast suspension or pollen grains)
- type of cells, percentage of atypical cells, presence/absence of cells, size of cells, viable and non-viable cells and trajectory
- presence of stained material, such as starch
- colour/staining and morphology
- motility

Workplace safety procedures

Workplace safety procedures include, but are not limited to, one or more of:

- ergonomic layout, correct illumination and organisation of workbench
- use of biohazard containers and laminar flow cabinet
- correctly labelling reagents and hazardous materials
- use of PPE, such as safety glasses, gloves and coveralls
- handling and storing hazardous materials and equipment in

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accordance with labels, MSDS and manufacturer instructions
- regularly cleaning and decontaminating equipment and work areas

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL973007A Perform microscopic examination

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973007 Perform microscopic examination

Modification History

Release 1. Supersedes and is equivalent to MSL973007A Perform microscopic examination

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- safely performing microscopic examination of at least three (3) different samples and correctly identifying and reporting the characteristics of each
- checking suitability of samples, such as labelling, spillage, spoilage due to incorrect storage and transport conditions, temperature control and suitability for the examination
- safely preparing routine biological and/or physical samples in accordance with workplace procedures or standard methods
- checking the quality of prepared samples, such as:
  - clean and scratch-free microscope slides to reduce artefacts
  - preparation according to specified procedure/method
  - homogeneous suspension of sample
  - films and smears that have been fixed rapidly
  - thin films with a monolayer of cells
  - appropriate whole mounts for intact organisms
  - correct sample identification during and after processing
- performing pre-use checks of equipment, such as calibration, routine cleaning and maintenance, and use by dates of reagents
- setting up a light microscope for optimal resolution
- accurately observing, identifying and reporting sample characteristics
- performing counts on samples and basic measurements using grids
- performing accurate calculations as required by the method, such as:
  - dilutions
  - percentage viability
  - number of cells in original sample after dilution
  - calculation of cells/ml in a number of squares of a counting chamber
- interpreting and recording test results reliably
- logging and tracking samples through all steps from sample receipt to completion of the examination and reporting
- minimising cross-contamination and contamination of the laboratory and environment
- using personal protective equipment (PPE) and safety procedures to maintain personal safety and that of others

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- handling/storing samples and equipment and collecting/disposing of waste in accordance with workplace procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- nature of samples, sample preparation methods, methods of examination and associated hazards
- parts and functions of a light microscope and steps taken to optimise the resolution of images
- importance and appropriate use of controls and certified reference materials
- workplace and/or legal traceability requirements
- relevant work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL922001 Record and present data
  - MSL933002 Contribute to the achievement of quality objectives
  - MSL943002 Participate in laboratory or field workplace safety
  - MSL953001 Receive and prepare samples for testing
- Holistic assessment methods include:
  - review of data records prepared by the candidate, such as counts, observations and results
  - feedback from supervisors and peers about adherence to workplace procedures and sample preparation/examination methods
  - observation of the candidate performing microscopic examinations
  - oral/written questions about workplace procedures covering safe preparation and examination of samples.

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- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
  - a standard laboratory equipped with appropriate equipment, including light microscopes and samples
  - workplace procedures, standard methods and materials
  - equipment, such as glass slides, counting chambers (e.g. haemocytometer), optical graticules and stage micrometers, and tissue culture flasks
  - a light microscope, such as:
    - bright field illumination microscope up to 1000 x magnification
    - stereomicroscopes and dissection microscopes
    - compound microscope
    - phase contrast microscope
    - inverted microscope.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL973008 Perform histological procedures

Modification History

Release 1. Supersedes and is equivalent to MSL973008A Perform histological procedures

Application

This unit of competency covers the ability to perform straightforward histological procedures involving processing and sectioning (by hand or rotary microtome) of plant and animal tissues in paraffin wax.

This unit of competency is applicable to laboratory assistants working in biomedical, biotechnology, environmental and education sectors. Personnel will work under direct supervision and have ready access to workplace procedures.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Assemble equipment and materials**	1.1 Confirm the number and type of sections required
		1.2 Collect equipment and arrange the workspace so that equipment can be used safely and efficiently
		1.3 Perform pre-use and safety checks to ensure equipment is fit for purpose

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		1.4	Report faulty or unsafe equipment to appropriate personnel
		1.5	Inspect processor reagents for deterioration and adequate volume, and report any items requiring replacement
2	**Process and embed plant and animal tissue**	2.1	Select program and reagents for processing
		2.2	Monitor processor regularly during processing sequence to ensure dehydration, clearing and infiltration are complete
		2.3	Check that temperature of wax is suitable for embedding process
		2.4	Check that volume of wax is sufficient for uninterrupted embedding of processor load
		2.5	Embed tissue in correct orientation
		2.6	Allow block to solidify evenly according to wax requirements
3	**Cut sections of plant and animal tissue**	3.1	Place and secure block and knife in microtome strictly in accordance with safety directions
		3.2	Label required number of microscope slides in accordance with workplace traceability requirements
		3.3	Cut ribbons of representative sections at the required thickness observing prescribed safety measures
		3.4	Float sections onto water bath to flatten tissues
		3.5	Pick up sections onto microscope slides ensuring identification on slides matches that on block
		3.6	Apply procedures to prevent cross-contamination between samples
		3.7	Cut freehand sections of plant tissue as required
		3.8	Inspect sections and reject items that do not meet specifications

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4	**Stain sections**	4.1	Select reagents specified in the method
		4.2	Stain sections according to the method
		4.3	Examine sections microscopically to ensure expected staining outcomes have been achieved
		4.4	Mount sections to ensure long-term preservation
		4.5	Attach permanent labels giving specimen details according to workplace traceability requirements
5	**Maintain a safe work environment**	5.1	Ensure personal safety and minimise cross-contamination through the use of personal protective equipment (PPE)
		5.2	Handle all specimens and equipment in accordance with workplace safety protocols/procedures
		5.3	Clean up spills using appropriate techniques to protect personnel, work area and environment
		5.4	Minimise generation of waste and environmental impacts
		5.5	Collect and dispose of all wastes safely
		5.6	Report hazards and incidents to designated personnel using workplace procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

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Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety and quality management
- national work health and safety (WHS) standards and codes of practice, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation requirements, principles of good laboratory practice (GLP), and Australian code of good manufacturing practice for medicinal products (GMP)
- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material, production and product specifications; production and laboratory schedules; stock records and inventory; workplace recording and reporting procedures; material safety data sheets (MSDS) and safety procedures; PPE requirements; indicators for use of biohazard and laminar flow cabinets; containment and clean-up of spillages; and waste minimisation and safe disposal procedures
- workplace procedures for processing, cutting and/or staining sections of plant and animal tissues in paraffin wax

Histological procedures

Histological procedures include, but are not limited to, one or more of:

- cutting paraffin sections of organs, such as kidney, liver, small intestine, stomach and tongue
- cutting paraffin sections of dicotyledon and monocotyledon stems
- staining tissue sections with haematoxylin and eosin (human and animal tissue) and safranine and fast green (plant tissue)

Workplace safety procedures

Workplace safety procedures include, but are not limited to, one or more of:

- use of biohazard containers and laminar flow cabinet
- correctly labelling reagents and hazardous materials
- use of PPE, such as gloves, safety glasses, goggles, faceguards, coveralls and gowns
- handling and storing hazardous materials and equipment in accordance with labels, MSDS, manufacturer instructions, and workplace procedures and regulations

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- regularly cleaning and decontaminating equipment and work areas

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL973008A Perform histological procedures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL973008 Perform histological procedures

Modification History

Release 1. Supersedes and is equivalent to MSL973008A Perform histological procedures

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- safely performing straightforward processing, sectioning (by hand or rotary microtome) and staining of at least three (3) different plant and animal tissue specimens in paraffin wax to clearly demonstrate the required tissue and/or cellular features
- consistently following workplace safety procedures and/or standard methods to process, embed, cut and stain animal and plant tissue
- performing pre-use equipment checks, including safety, serviceability, cleanliness and routine maintenance
- cutting sections at the specified thickness that are free of wrinkles, scores and folds
- staining sections of animal/human tissue and plant tissue using stains, such as regressive haematoxylin and eosin, and safranine and fast green
- cover slipping slides, ensuring that no air bubbles are formed to preserve the material for the life of the slide
- labelling slides clearly with case number, specimen and stain details
- managing tasks and organising work to ensure the timely completion of tasks
- using specimens, reagents and materials economically and disposing of wastes safely
- maintaining equipment and recording/reporting malfunctions appropriately
- minimising cross-contamination between specimens and contamination of the laboratory and environment
- maintaining traceability through all steps from receiving a specimen to completion of a procedure.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- nature of tissues, processing and sectioning methods used in job role
- functions of the components of a rotary microtome
- importance and appropriate use of certified reference materials
- relationship of the anatomy and morphology of tissue types and the macroscopic and microscopic appearance of stained sections
- correlation between poorly maintained processing reagents and resultant tissue blocks being difficult to cut or unsuitable for cutting

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- relationship between correct orientation of the tissue during embedding and ability to cut sections from surface required for subsequent microscopic examination
- workplace and/or legal traceability requirements
- workplace procedures for safe collection and environmentally responsible disposal of wastes
- workplace safety procedures and precautions relevant to:
  - handling microorganisms and agents associated with human or animal tissue and fluids
  - handling irritating, volatile, flammable and potentially carcinogenic chemicals and stains, such as formaldehyde, xylene, histoclear, ethanol and chloroform
  - tissue processing, embedding and microtomy
  - aerosols
  - sharps and broken glassware.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL973007 Perform microscopic examination
- Holistic assessment methods include:
  - inspection of sections and slides prepared by the candidate
  - review of quality control records for sections and slides prepared by the candidate
  - feedback from supervisors and peers about the candidate’s adherence to workplace/technical procedures
  - observation of the candidate performing tissue processing, embedding, cutting, pickup and mounting
  - oral/written questioning about workplace procedures covering safe processing and sectioning of plant and animal tissues and common quality issues.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:

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  - a standard laboratory equipped with appropriate equipment, reagents, specimens and systems, such as:
    - tissue processors
    - microtomes and microtome knives (non-disposable or disposable), and microtome knife sharpeners
    - a processing system for paraffin blocks
    - flotation baths and drying ovens
    - reagents, such as formaldehyde, ethanol, xylene, paraffin and stains
    - reference material for automated and manual quality control and quality assurance systems
    - fresh and fixed specimens
    - computer information systems, databases, record and filing systems, including specimen accessioning
  - workplace procedures and standard methods
  - associated safety equipment, such as extractor systems.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.
- Currency can be demonstrated through:
  - performing the competency being assessed as part of current employment OR
  - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL974007 Undertake environmental field-based monitoring

Modification History

Release 1. Supersedes and is equivalent to MSL974007A Undertake environmental field-based monitoring

Application

This unit of competency covers the ability to organise and undertake field monitoring programs that are primarily focused on the determination of physical and chemical parameters and/or observation and documentation of biological/ecological systems. It covers confirming the requirements of the monitoring activities, sampling, sample handling, physical and chemical monitoring, and simple field-based analysis, data collection and recording. It also covers field camp maintenance and field safety. This unit of competency covers gaining clearance for animal trapping, tagging, keeping or experimentation. This unit does not cover animal handling techniques for specific species of animals. All work would be performed under the guidance and supervision of a scientific officer.

This unit of competency is applicable to technical, field and environmental officers working in the construction materials, mining and environmental services industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	Confirm	1.1	Clarify the purpose, objectives and the defined site for

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	requirements for field monitoring activities		the field monitoring activities with supervising staff
		1.2	Review all emergency plans, risk assessments, and safety and environmental requirements associated with the field activities
		1.3	Review and discuss the detailed work program with supervising staff
		1.4	Clarify the need for permits and any access restrictions or local concerns at field site
		1.5	Clarify details of all samples to be collected and field parameters to be measured
		1.6	Confirm final data formats will suit stakeholders who receive or use the data
		1.7	Review existing in-house protocols and/or associated in-house requirements that relate to field sampling, monitoring and data quality procedures
2	Prepare for field monitoring activities	2.1	Develop checklists, based on work program, to facilitate correct preparation of field activities
		2.2	Identify and implement all actions required under workplace emergency plan, risk assessment, and environment, safety and data quality procedures
		2.3	Complete all administrative requirements and obtain appropriate approvals/permits
		2.4	Prepare and check all instruments, equipment, materials and supplies required to implement field program
		2.5	Confirm correct and safe use of equipment and details of field activities with supervisor
		2.6	Arrange and check correct operation, packaging and transportation of all supplies and equipment
		2.7	Arrange all additional pre- and post-monitoring activities
3	Perform field activities	3.1	Establish and maintain field camp in accordance with workplace procedures, as necessary

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		3.2 Perform field sampling, monitoring, data collection and recording in accordance with the agreed work program
		3.3 Label all samples and complete data sheets and field log book in accordance with workplace procedures
		3.4 Store samples/specimens in accordance with any special requirements for continued wellbeing, viability or integrity
		3.5 Perform all tests and operate all equipment according to workplace instructions
		3.6 Store and maintain equipment and, where appropriate, calibrate instruments during field activities
		3.7 Perform all activities safely with minimal impact on the environment
4	Close down field monitoring activities	4.1 Arrange and check final packaging and transportation of all samples, equipment and supplies back to home base
		4.2 Ensure that monitoring/camp site is left in accordance with workplace and environmental requirements
		4.3 Ensure all samples and data are stored safely
		4.4 Ensure dispatch of collected samples for subsequent analysis
		4.5 Test and, if required, decontaminate equipment before storage
		4.6 Report results, noting any anomalies with users, data analysers and/or supervisor

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian, national and international standards, guidelines and codes covering work health and safety (WHS); occupational protective equipment; labelling of workplace substances; storage, handling and transport of dangerous goods; and environmental management
- national WHS standards and codes of practice, and national environmental protection measures
- Government policy and regulations covering environmental management, sustainable development and impact assessment
- standard methods for sampling and conducting field monitoring and surveys, specific environmental standards and site-specific requirements
- industry specific codes, regulations and guidelines, such as animal welfare legislation and codes of practice, Australian Quarantine and Inspection Service (AQIS) Export Control (Orders) Regulations and Import Guidelines
- workplace documents, such as standard operating procedures (SOPs), data quality procedures, equipment manuals and warranties, supplier catalogue and handbooks, calibration and maintenance schedules, material safety data sheets (MSDS) and safety procedures, survey/laboratory schedules, workplace recording and reporting procedures, and waste minimisation and safe disposal procedures

Communication

Communication includes:

- face-to-face and telephone interactions, written documents and meetings

Purpose of field monitoring activities

Purpose of field monitoring activities include one or more of:

- single or multiple site sampling and monitoring, routine monitoring of physical/chemical parameters
- biological/ecological surveys
- requirement to comply with legislation, regulations or standards, industry sampling or monitoring protocols or codes of practice

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Workplace procedures for field activities

Workplace procedures for field activities include, but are not limited to:

- SOPs covering fieldwork, sampling and testing, and recording of data
- equipment operating manuals, calibration procedures, instrument fault-finding procedures, and general maintenance and repair procedures
- field camp procedures for cleaning, cooking, safety, security, hygiene, work management and set-up/take down
- requirements related to protection of the environment
- emergency, first aid and survival procedures, and incident/accident/injury report forms

Administrative requirements and appropriate approvals

Administrative requirements and appropriate approvals include one or more of:

- travel requisitions
- authority for use of vehicles and equipment
- insurance
- permits
- permits and clearances

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL974007A Undertake environmental field-based monitoring

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974007 Undertake environmental field-based monitoring

Modification History

Release 1. Supersedes and is equivalent to MSL974007A Undertake environmental field-based monitoring

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- organising and undertaking at least one (1) field monitoring program for determining physical and chemical parameters and/or observing and documenting biological and ecological systems
- reviewing a written work program to confirm its purpose, major field activities, resource requirements and the relevant aspects of emergency, safety and environmental field plans
- developing accurate and complete checklists covering instruments, equipment and associated supplies necessary for a defined field activity
- managing the logistics of field activities, such as purchasing; bookings; assembly; checking and transport of equipment and consumables; rosters; location, establishment and maintenance of site; communication systems; waste removal and site remediation
- preparing, checking, calibrating and safely using field instruments and equipment under laboratory and field conditions
- identifying and rectifying basic equipment/instrument faults
- collecting, preserving, labelling, storing and transporting samples and specimens to enable subsequent identification and ensure their wellbeing, viability and integrity
- performing field tests accurately and collecting/recording reliable field data
- gaining site access and permits and clearances for sample collecting
- communicating and negotiating effectively with staff and other relevant parties
- responding effectively to changed or unforseen circumstances
- following workplace safety procedures and hazard control measures for the protection of self and others.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- understanding of the purpose and objectives of field activities, such as information and analysis required, end users of information, and significance of outcomes for broader programs
- application of risk assessment to work programs and field activities
- technical capabilities and limitations of equipment and instruments used in field activities
- specific legislation and codes of practice related to sample collection

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- workplace procedures for the conduct of monitoring activities and recording of field data
- relevant hazards, work health and safety (WHS) and environment requirements, including field safety/survival principles
- common issues and problems with organising and conducting field activities, such as:
  - loss or failure of equipment
  - failure to bring critical equipment
  - communication failure/difficulties
  - unexpected restriction access to site
  - unforseen environmental impacts
  - contact with hazardous wastes.

Assessment Conditions

- Judgment of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL944001 Maintain laboratory/field workplace safety
  - MSL954001 Obtain representative samples in accordance with sampling plan
- Holistic assessment methods include:
  - review of workplace documentation completed by the candidate, such as a checklist of resources required to carry out a defined work program and pre-and post-monitoring requirements
  - review of field data and results obtained by the candidate
  - feedback from supervisors and peers
  - review of candidate’s responses to simulation exercises, such as accident and emergency situations, communication failure/difficulties and failure to bring critical equipment
  - observation of candidate preparing for and/or conducting fieldwork
  - oral and/or written questioning to assess required knowledge.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:

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    - equipment required for field activities, such as vehicles, navigation and communication equipment; survey equipment, sampling equipment, containers, field test kits and instruments, safety equipment and consumables
    - work program, workplace procedures, codes of practice and field protocols and manuals.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
    - relevant VET or other qualification/Statement of Attainment AND/OR
    - relevant workplace experience.
- Currency can be demonstrated through:
    - performing the competency being assessed as part of current employment OR
    - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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MSL974011 Prepare tissue and cell cultures

Modification History

Release 1. Supersedes and is equivalent to MSL974011A Prepare tissue and cell cultures

Application

This unit of competency covers the ability to prepare primary tissue cultures for applications, such as maintenance of animal cell lines and propagation of plants by tissue culture, and basic subculture procedures. Personnel are required to manipulate equipment and materials and samples to prevent contamination at all preparation stages. They will have ready access to workplace procedures and will work under direct supervision.

This unit of competency is applicable to technical assistants working in laboratories in the biomedical, environmental, biotechnology and education industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

MSL973004 Perform aseptic techniques

Competency Field

Testing

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Work safely according to the legal and**	1.1	Ensure work practices and personal actions conform to regulations, codes, guidelines and workplace quality assurance procedures

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	regulatory framework	1.2	Identify hazards and workplace controls associated with the sample, preparation methods, reagents and equipment
		1.3	Select, fit and use personal protective equipment (PPE)
		1.4	Address hazards and incidents as they arise
		1.5	Maintain a chain of custody, traceable to the worker, for all cells and tissues
2	**Prepare and test cell and tissue culture media**	2.1	Select and confirm media specifications and processes/methods
		2.2	Prepare culture media to suit the application
		2.3	Sterilise culture media and check for sterility
		2.4	Perform quality control checks to ensure that culture media is fit for purpose
		2.5	Store culture media in accordance with specifications
3	**Prepare tissue or cell cultures**	3.1	Select tissue/cell sample to optimise growth and prepare it for culture
		3.2	Add specified growth agents and/or nutrients
		3.3	Inoculate culture medium using aseptic techniques
4	**Monitor tissue or cell culture**	4.1	Incubate culture in specified conditions
		4.2	Monitor growth of culture and record appearance and characteristics
		4.3	Report presence or absence of contamination
		4.4	Subculture the culture to continue the cell line
		4.5	Dispose of biohazardous and other laboratory waste safely

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5	**Maintain records**	5.1	Maintain records of batches of media and test data
		5.2	Ensure records of tissue cultures are retrievable, legible and accurate
		5.3	Ensure records conform to information management, records, quality system and legal requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories, laboratory safety, quality management and environmental management
- Australian standards covering the requirements for cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, and maintenance of associated environments in health care facilities
- national work health and safety (WHS) standards and codes of practice, national environmental protection measures, and national measurement regulations and guidelines
- specific codes, guidelines and procedures, such as National Association of Testing Authorities (NATA) accreditation requirements, principles of good laboratory practice (GLP), Australia New Zealand Food Standards (ANZFS) Code, Australian code of good manufacturing practice for medicinal products (GMP), Australian Dangerous Goods Code, gene technology regulations, and Guide to physical containment levels and facility types

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- workplace documents, such as standard operating procedures (SOPs); quality and equipment manuals; calibration and maintenance schedules; material safety data sheets (MSDS) and safety procedures; material, client and product specifications; production and laboratory schedules; workplace recording and reporting procedures; and waste minimisation and safe disposal procedures
- workplace procedures and standard methods for preparing culture media, and operation and maintenance manuals for automated media preparation equipment

Applications of plant tissue/cell culture

Applications of plant tissue/cell culture include, but are not limited to, one or more of:

- mass propagation of commercial species
- production of disease-free plants by meristem tip culture
- conservation of rare plants
- haploid plant production by anther/pollen culture
- 'sports' produced by somaclonal variation
- development of resistant plants by directed cell selection
- protoplast fusion to produce novel plant hybrids

Applications of animal tissue/cell culture

Applications of animal tissue/cell culture include, but are not limited to, one or more of:

- establishment and maintenance of animal cell lines, such as liver, epidermal and fibroblastic
- maintenance of continuous cell lines
- preparation of cell cultures for commercial sale
- growth and enumeration of viruses
- extraction of DNA
- extraction of antigens for use in diagnostic tests
- research of cell structure and function, cancer and tumour biology
- immunofluorescent techniques
- testing of media efficacy
- production of monoclonal antibodies
- production of genetically modified cell cultures
- secondary metabolite production

Sterilisation and disposal of biohazardous wastes

Sterilisation and disposal of biohazardous wastes includes, but is not limited to, one or more of:

- steam and high pressure air or steam

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- boiling, microwaving and autoclaving
- filtration
- gas, chemical and radiation

Plant tissues and cells

Plant tissues and cells include, but are not limited to, one or more of:

- plant tissue, such as petioles, leaves, stems and petals
- meristem tissue
- special tissue, such as fern stolon, seed embryos and somatic embryoids
- tissue for callus development to initiate cell suspension cultures

Animal tissues and cells

Animal tissues and cells include, but are not limited to, one or more of:

- primary cells from animal tissue, such as heart, liver, kidney and epidermal
- secondary cells, such as epithelial, endothelial and fibroblast
- continuous cell lines, such as tumour lines, hybidomers and transformed lines (Epstein-Barr virus)

Preparing a primary culture

Preparing a primary culture includes, but is not limited to, one or more of:

- thawing of cryopreserved cells and monitoring of cell recovery
- enzymatic disaggregation from tissue
- mechanical disaggregation from tissue
- primary explant technique
- pre-treatment
- disinfestation of explants using hypochlorite and water

Suitable culture conditions

Suitable culture conditions include, but are not limited to, one or more of:

- specified temperature and light intensity
- appropriate atmosphere, such as carbon dioxide
- shaking of cell suspensions or roller bottles
- conditions for establishment, multiplication or planting out
- special conditions for protoplast culture

Subculture

Subculture includes, but is not limited to, one or more of:

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- treatment of callus to multiply or regenerate shoots
- treatment to encourage adventitious bud
- treatment to encourage rooting
- subculture of embryoids
- cell suspensions
- preparation of protoplasts

Safety procedures

Safety procedures include, but are not limited to, one or more of:

- ensuring access to service shut-off points
- recognising and observing hazard warnings and safety signs
- labelling of samples, reagents, aliquoted samples and hazardous materials
- handling and storage of hazardous materials and equipment in accordance with labelling, MSDS and manufacturer instructions
- identifying and reporting operating problems or equipment malfunctions
- cleaning and decontaminating equipment and work areas regularly
- using PPE, such as gloves, safety glasses, coveralls and gowns
- using containment facilities (PCII, PCIII and PCIV physical containment laboratories), containment equipment (biohazard containers, laminar flow cabinets, Class I, II and III biohazard cabinets) and containment procedures
- following established manual handling procedures
- reporting abnormal emissions, discharges and airborne contaminants, such as noise, light, solids, liquids, water/waste water, gases, smoke, vapour, fumes, odour and particulates, to appropriate personnel

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

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Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL974011A Prepare tissue and cell cultures

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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Assessment Requirements for MSL974011 Prepare tissue and cell cultures

Modification History

Release 1. Supersedes and is equivalent to MSL974011A Prepare tissue and cell cultures

Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- safely preparing at least three (3) different primary tissue cultures that are free of contamination using tissue culture and basic subculture procedures
- manipulating equipment and materials and samples to prevent contamination at all preparation stages
- preparing, diluting and sterilising reagents and culture media that are fit for purpose
- performing routine maintenance and checks on raw materials and consumables, including use-by-date, possible contamination and storage conditions
- growing cell lines and tissue to specifications without contaminating the original sample and the environment
- monitoring cell growth, checking growth rates and recognising problems, such as contamination of media by bacteria (e.g. Mycoplasma), fungi and other plant or animal tissue
- identifying expected cell types and recognising normal and abnormal cells using an inverted microscope
- accurately counting total and viable cells
- maintaining chain of custody and traceability to the worker, of all cell lines, tissues, logs of work completed and procedures/methods used
- working safely and satisfying all legal and regulatory requirements, including the use and care of biohazard cabinets.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- basic classes and classification of culturable material, such as organisms, plants, animals, bacteria, viruses, tissues, cells and prions
- structure and function of cells and organelles
- cell structure, physiology and processes, including simple and facilitated diffusion, plasmolysis, osmosis, tonicity, active transport, energy production, mitosis, motility, phagocytosis and pinocystosis
- concepts and principles of cell growth, including the need for nutrients, the role of growth regulators and the removal of wastes
- types and sources of contamination

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- importance of strict aseptic techniques and cleaning procedures
- quality control checks and quality assurance procedures
- workplace and/or legal traceability requirements
- hazards and risks in biological laboratories and relevant work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgment of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
  - MSL933001 Maintain the laboratory/field workplace fit for purpose
  - MSL973003 Prepare culture media
  - MSL973007 Perform microscopic examination
- Holistic assessment methods include:
  - examination of tissue and cell cultures prepared by the candidate
  - review of work records and results obtained by candidate
  - feedback from supervisors and peers on adherence to workplace/technical procedures
  - observation of the candidate preparing a range of tissue and cell cultures
  - oral and/or written questioning covering workplace procedures and technical aspects of preparing tissue and cell cultures,
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit including, but not limited to:
  - a laboratory equipped with appropriate equipment, samples, cell lines and reagents
  - tissue culture equipment and facilities, including:
    - growth cabinets
    - culture vessels, growth chambers, sterile containers, culture plates, flasks and bottles
    - autoclaves
    - positive filtration apparatus

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    - auto pipettes and pipette pumps
    - cell counting chambers and a haemocytometer
    - incubators, including specialised atmosphere carbon dioxide
    - binocular light inverted microscopes
    - centrifuges
  - workplace procedures and standard methods.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
  - relevant VET or other qualification/Statement of Attainment AND/OR
  - relevant workplace experience.

Currency can be demonstrated through:

- performing the competency being assessed as part of current employment OR
- having consulted with a laboratory about performing the competency being assessed within the last twelve months.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa

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PSPGEN025 Develop and implement work unit plans

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV404B Develop and implement work unit plans. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to develop and implement work unit plans at both the work unit and individual level to achieve results through planning. It includes participating in the planning activities of the work unit, and evaluating work plans.

This unit applies to those working in public sector roles but may be applied to anyone working in a similar organisational context.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision performing complex tasks in a range of familiar contexts.

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

Competency Field

General

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Participate in planning activities	1.1 Make contributions to planning that reflect knowledge of corporate goals and their relationship to work unit and individual plans. 1.2 Consider workplace requirements in contributions to work unit plans. 1.3 Complete planning activities within the defined timeframe and meet the organisation's requirements. 1.4 Seek and act upon feedback in relation to effectiveness of input to planning activities.
2. Prepare individual work plans	2.1 Ensure work plan objectives are consistent with and linked to organisational and work unit aims. 2.2 State objectives as measurable targets with clear performance indicators. 2.3 Explore innovative and cost effective options for achieving objectives and align to organisational aims. 2.4 Use individual work plans to promote the achievement of work unit objectives and to reflect personal and organisational accountability to all clients. 2.5 Collaborate with other workgroup members to integrate individual plans and build working relationships.
3. Implement and evaluate work plans	3.1 Identify work methods and practices to implement plans in consultation with others. 3.2 Monitor and balance workload and work flows. 3.3 Complete work in accordance with work plans and meet time and workplace requirements. 3.4 Monitor problems in implementing work plans and propose solutions within area of responsibility. 3.5 Revise work plans according to changes in work priorities and organisational needs.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

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Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV404B Develop and implement work unit plans.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPGEN025 Develop and implement work unit plans

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. In not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- planning own work to achieve goals
- engaging in collaborative planning with other workgroup members
- applying problem solving
- monitoring and evaluation of progress towards work unit goals
- negotiating goals and outcomes

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including WHS and environment, regulations, policies, procedures and guidelines relating to work planning in the public sector
- effective planning processes
- policies and procedures on sustainable practice
- corporate goals or aims
- organisational procedures
- importance of aligning work unit plans with organisational goals

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Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to identify and confirm possible non-compliance, and plan and initiate a subsequent investigation. It includes planning and activating evidence collection, identifying witnesses and persons of interest.

This unit applies to those working in a range of regulatory work environments involving gathering and managing physical or documentary evidence from a range of sources.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

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Elements and Performance Criteria

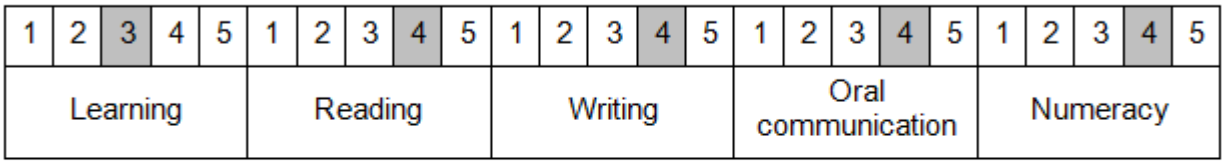
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Initiate preliminary investigation to confirm non-compliance	1.1 Assess information, confirm likely non-compliance and if matter under investigation falls within jurisdiction. 1.2 Prioritise importance and urgency of the matter for action. 1.3 Initiate documentation for investigation of alleged matter.
2. Plan investigation	2.1 Determine the objectives of the investigation and obtain necessary resources to conduct the investigation. 2.2 Identify and plan for risks associated with the investigation including sensitivities that might affect the organisation. 2.3 Select methods to achieve the investigation's objectives. 2.4 Identify timelines and prioritise tasks. 2.5 Confirm and initiate communication and case management requirements. 2.6 Record investigation planning. 2.7 Obtain approval to commence investigation.
3. Initiate investigation	3.1 Implement evidence recording process. 3.2 Identify, locate and contact possible witnesses to request information. 3.3 Identify and locate responsible parties and record their particulars. 3.4 Contact responsible parties for interview and inform them of the nature of the investigation as required by law. 3.5 Research evidence requirements to establish the type and standard of evidence and necessary resources according to the size of investigation and nature of the offence. 3.6 Select and initiate investigative techniques.

Foundation Skills

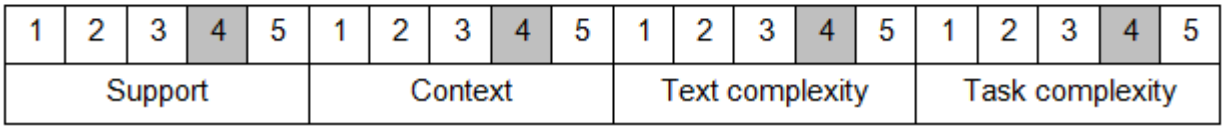
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV001 Plan and initiate an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- acting ethically
- applying legislation, regulations and codes of practice
- using process mapping
- undertaking research, analysis and problem solving in the context of investigating non compliance
- questioning and negotiating meaning
- responding to diversity
- using planning and time management in the context of investigations
- preparing written reports and recommendations requiring accuracy, formal language structures
- using information technology for data analysis, recording and reporting

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- investigation methodology and techniques
- rules and types of evidence
- storage and continuity of evidence
- applicable legislation
- aspects of criminal, civil or administrative law
- jurisdiction, powers and restrictions to investigate
- organisational policy and procedures
- cultural awareness

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- confidentiality and privacy issues
- reporting procedures which provide a written or electronic audit trail

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to conduct an investigation under commonwealth and/or jurisdictional law, in accordance with an established investigation plan. It includes gathering and managing evidence, identifying persons of interest, reviewing and reporting on progress and briefing/debriefing relevant personnel.

This unit applies to those working in a range of regulatory work environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe	Performance criteria describe the performance needed to demonstrate

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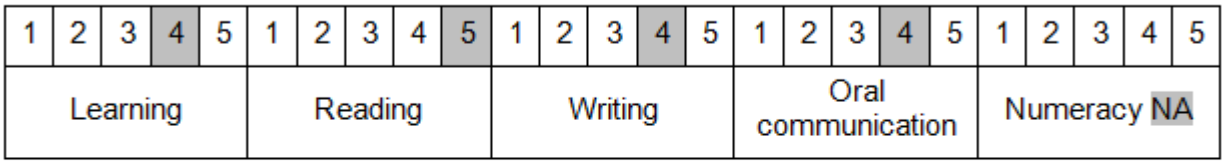
the essential outcomes	achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Locate and record information sources	1.1 Identify subjects and suspects involved in the matter under investigation and record details. 1.2 Obtain or verify authority to search, involving other organisations where necessary. 1.3 Collect and analyse information relevant to the investigation. 1.4 Identify and locate persons relevant to the investigation and eliminate persons who are not. 1.5 Access expert skills and knowledge when necessary to further assist staff in areas where they cannot, or are not authorised, to act. 1.6 Anticipate likely defences and include evidence to counter these.
2. Collect and manage information and exhibits	2.1 Collect, label, record and preserve identified and/or corroboratory evidence for later use in proceedings. 2.2 Identify, secure and manage evidence from incoming information. 2.3 Maintain continuity, security and integrity of exhibits. 2.4 Handle, record, store and dispose of exhibits.
3. Review and adjust investigation process	3.1 Monitor and review evidence collection to address gaps and inadequacies. 3.2 Conduct briefings and debriefings of all relevant personnel. 3.3 Conduct investigation with sufficient flexibility to allow for contingencies, modify process of investigation and implement solutions where practicable.

Foundation Skills

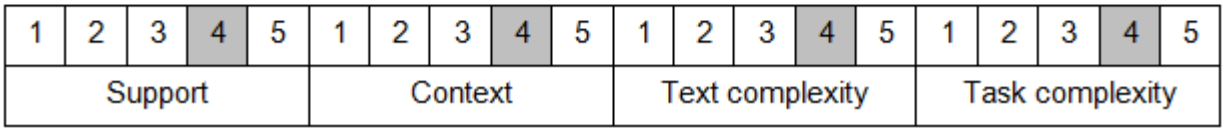
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV002 Conduct an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- organising and problem-solving
- liaising and negotiating
- communicating with people from diverse backgrounds
- making comparisons and exercising judgment about facts in written materials
- writing reports using formal structures and language
- collecting, labelling, recording and preserving identified and/or corroboratory evidence for later use in proceedings according to exhibit management principles, continuity of possession, legislation and standards

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- rules of evidence and legislation relevant to the jurisdiction
- legislation dealing with offence/s under investigation
- document management systems
- exhibit management principles
- organisational policies, guidelines and regulations
- equal employment opportunity, equity and diversity principles
- legal and ethical considerations in investigations which involve juveniles and indigenous people

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Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages.

Application

This unit describes the skills required to complete, review and report on the results of an investigation. It includes finalising the investigation, handling complaints and appeals, preparing an investigation report and using investigation outcomes.

This unit applies to those working in a range of regulatory work environments comprising gathering, managing and interpreting documentary evidence to determine appropriate responses including reporting and acting on investigation outcomes.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to WHS and environment in the context of investigations.

Those undertaking this unit would work independently using support from a range of established resources to perform complex tasks in a range of contexts, including some that are unfamiliar and/or unpredictable.

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

Competency Field

Investigation

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Elements and Performance Criteria

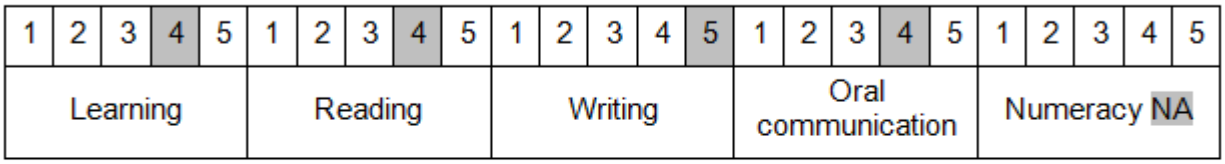
ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Address investigation outcomes	1.1 Complete documentation if no breach has occurred or no action is to be taken, including reasons and justification. 1.2 Prepare and submit a record of the investigation and consequent recommendations for action. 1.3 Respond to complaints, appeals and the potential role of the ombudsman. 1.4 Advise relevant personnel on the outcome of the investigation. 1.5 Make recommendation for referral to another organisation as required and document for the organisation's information.
2. Report findings	2.1 Prepare finalisation report in relation to the findings and submission of evidence, with recommendations for subsequent action if relevant. 2.2 Prepare report and refer to relevant personnel for further action.
3. Finalise investigation	3.1 Undertake self-assessment of the conduct of the investigation and provide verbal and written briefings. 3.2 Inform relevant external organisations of outcomes and document this action. 3.3 Update organisational systems regularly, contributing investigation results for the development of statistics, trends and precedents.

Foundation Skills

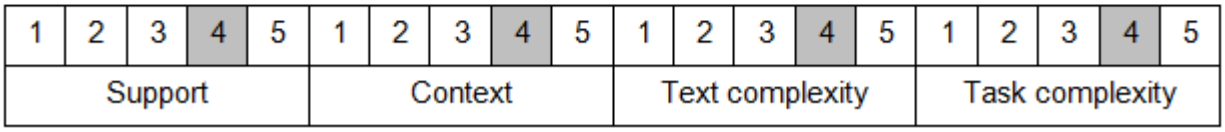
The foundation skills demands of this unit have been mapped for alignment with the Australian Core Skills Framework (ACSF). The following tables outline the performance levels indicated for successful attainment of the unit.

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ACSF levels indicative of performance:



Performance variables:



Further information on ACSF and the foundation skills underpinning this unit can be found in the Foundation Skills Guide on the GSA website.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPINV003 Finalise an investigation

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages.

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least two occasions.

- undertaking analysis and problem-solving
- engaging in exchanges of sometimes complex oral information
- varying style and language during briefings to suit audience
- writing summaries, briefing papers and reports requiring clarity, accuracy and formality of structure and language
- applying analytical techniques, logic and reasoning to identify and select avenues of inquiry and substantiate these choices

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- legislation relating to the offences under investigation
- investigation principles and the range of investigation techniques available
- organisational guidelines for reporting and information management
- ethical standards
- principles of equal employment opportunity, equity and diversity
- operational safety
- legislation related to anti-discrimination and disability
- different types of criminal activity and their elements
- available resources which may need to be deployed to support the investigation
- security issues and classifications
- legal and ethical considerations in investigations which involve juveniles and indigenous people

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- knowledge of case management systems and the range of contexts in which they can be applied
- court procedures and evidentiary in provision of briefs of evidence for use by the prosecution
- role and functions of other agencies who work with policing in the conduct of investigations
- methods and process for subject/suspect identification and profiling

Assessment Conditions

Valid assessment of this unit requires a workplace environment or one that closely resembles normal work practice and replicates the range of conditions likely to be encountered when initiating investigations.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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PSPREG008 Act on non-compliance

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPREG405B Act on non-compliance. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to issue advice, instructions, warnings, notices, fines and other actions in response to non-compliance situations. It includes attending situations where non-compliance is suspected or alleged, and taking action on non-compliance.

This unit applies to those working in public sector roles conducting regulatory activities.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in as part of a team under routine guidance, performing routine tasks in a range of mostly familiar contexts.

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

Competency Field

Regulatory

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Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.
1. Attend situations where non-compliance is suspected/alleged	1.1 Follow procedure. 1.2 Maintain personal conduct. 1.3 Protect the safety of self and others. 1.4 Make prompt requests for assistance. 1.5 Carry out activities and actions in accordance with rules of evidence.
2. Take action on non-compliance	2.1 Consider mitigating circumstances. 2.2 Select action on non-compliance to match the seriousness of the offence. 2.3 Inform clients of the action, justification for it and their rights of appeal. 2.4 Take action in accordance with legal requirements. 2.5 Carry out personal actions and/or conduct in accordance with protocols and protect the rights and responsibilities of clients.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPREG405B Act on non-compliance.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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Assessment Requirements for PSPREG008 Act on non-compliance

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. • Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- undertaking negotiation and conflict resolution
- applying risk management and self-preservation techniques
- using judgment and decision making
- exchanging often complex oral information in a form to suit diverse audiences
- writing requiring accuracy of expression and formality in structure and format

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation
- organisational parameters for decision-making
- range of appropriate actions possible for different offences
- negotiation in the context of achieving compliance
- awareness of social and cultural issues

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

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Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623

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RGRPSH203A Perform basic driving tasks

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to achieve basic driving skills using a well-educated horse with a docile temperament. It includes protecting the welfare of people and horses and providing post-exercise care of horses.

The term well-educated horse' refers to an animal that has undergone sufficient training to ensure that it behaves in a safe, tractable and manageable way when being handled, even by inexperienced personnel.

To undertake this unit the candidate will be able to apply safe horse handling skills and workplace OHS standards. It is recommended that RGRPSH201A Handle horses be delivered in conjunction with or before this unit of competency.

This unit of competency operates in workplace environments of racing stables, paddocks, yards, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports novice harness drivers to attain basic driving skills with a range of well-educated horses.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

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
Protect safety and welfare of people and horses.	1. Appropriate personal protective equipment is selected, worn, stored and maintained. 2. Safety instructions, including ***venue-specific requirements*** , are followed. 3. ***Potential hazards*** are identified and risks minimised .
Provide pre-exercise care of horse.	4. Horses are caught and secured following safe handling procedures. 5. Pre-exercise grooming is carried out.

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ELEMENT	PERFORMANCE CRITERIA
	6. Wear and suitability of ***designated gear*** are checked and fitted.
Apply basic driving skills.	7. Sulky is mounted and horse controlled ***in accordance with supervisor's instructions*** while aided by an assistant to release horse from tie-up rail. 8. ***Effective driving position*** is demonstrated and maintained. 9. ***Aids*** are used to control movement, speed and direction of a horse at walk and trot. 10. Sulky is dismounted and horse is controlled while aided by an assistant to secure horse at tie-up rail. 11. Goals to improve driving skills are discussed with supervisor.
Provide post-exercise care of horse.	12. Gear is removed and horse is warmed down as necessary. 13. Post-exercise grooming is carried out. 14. Horse is released following safe procedures. 15. Equipment is cleaned and checked for ***wear and breakage*** then stored in an appropriate manner.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying aids to control speed and direction of a horse at walk and trot
- applying safe handling and work practices when dealing with horses
- applying safe basic driving skills
- communicating with employer, supervisor, co-workers and public venue employees using assertive communication techniques to gather, interpret and relay information related to performing basic driving tasks
- completing duties in accordance with safe operating procedures and nominated time frame
- following instructions
- identifying and correctly using different items of driving apparel
- identifying and correctly using different items of gear and assessing their condition in terms of safe use and need for repair

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REQUIRED SKILLS AND KNOWLEDGE

- identifying gait at which horse is working
- identifying and following venue rules
- reading and interpreting workplace documentation, including relevant rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities.

Required knowledge

- aids to control the speed and direction of a horse
- basic industry terminology related to driving horses
- communication procedures within stable and wider racing industry
- common horse behaviour, social traits and vices
- purpose of using appropriate personal protective equipment
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- relevant rules of racing
- relevant road safety rules.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency 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 and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when practising basic driving tasks
- demonstration of control of a quiet harness horse in basic driving manoeuvres in a controlled area
- implementation of procedures and timely techniques to complete basic driving tasks safely, effectively and efficiently
- working with others to undertake and complete basic

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EVIDENCE GUIDE

	driving tasks that meet required outcomes. Evidence should be collected over a period of time using a range of well-educated harness horses of different ages and sexes in racing stable and track environments.
Context of and specific resources for assessment	Competency must be assessed in a racing workplace or simulated environment that provides access to the required resources. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements. Assessment of the practical components of this unit will be by observation of relevant skills. The following resources must be available: • a variety of well-educated harness horses • materials and equipment relevant to assessing candidate's ability to practise basic driving skills • safe handling and controlled driving areas, such as racing stables, and training or racetracks • work instructions and related documentation.
Method of assessment	Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are: • written and/or oral assessment of candidate's required knowledge • observed and firsthand testimonial evidence of candidate's application of practical tasks • simulation exercises. Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • RGRCMN201A Follow OHS procedures and observe environmental work practices • RGRPSH201A Handle horses.

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EVIDENCE GUIDE

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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to perform basic driving tasks. Workplaces include harness stables and racecourses, training tracks and public areas.

Safety and welfare may include:

- adhering to responsibilities under OHS legislation and workplace practices
- adhering to responsibilities under national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
- adhering to rules of training arena and public venues
- being aware of relevant road safety rules
- considering variables that influence behaviour of horses, such as:
  - fences and equipment
  - other persons or animals
  - vehicles
  - wind and noise
- contributing to development of risk control measures
- following safe operating procedures
- identifying and reporting hazards or unsafe work practices
- identifying emergency situations, for example:

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RANGE STATEMENT

	• gear breakage • horse fall • horse getting loose • understanding horse behaviour traits as they relate to practising driving tasks, for example: • senses • social behaviour • fight or flight response • understanding risks associated with handling horses, including: • bites • horse injury • personal injury • trampling • using approved gear for horses • using approved driving aids • wearing personal protective equipment, including approved Australian Standard helmet, clothing and footwear.
Venue-specific requirements may include:	• rules and regulations of training tracks • relevant rules of racing.
Potential hazards may include:	• distracting events or behaviours caused by people with no horse sense • distracting events or situations due to natural causes, such as wind • driver or horse falls • driver illness due to weather conditions or other reasons • driver injury due to getting clothing or body parts caught in gear • gear failure • hazards of: • driving alone • driving horses with bad habits • driving inexperienced horses • driving too close to other horses • horse's behaviour and possible reactions, such as: • horse's ability to learn and remember routines and locations, such as:

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RANGE STATEMENT

	• areas where previous incidents have occurred • home stables • track entry or exit points • horse's natural instinct to: • rear, bite or kick if it feels threatened, excited or in pain • run if frightened • want to stay with other horses • horse's lack of reasoning ability to rely on driver signals alone to discriminate between safe and unsafe stimuli • horse's response to loud or unusual noise or other stimuli, including machinery and other animals • horse injury.
Pre-exercise care may include:	• checking disposition of horse • grooming to instructions, for example: • brushing mane and tidying tail • checking legs for injury or swelling and removing mud or dirt • ensuring head, girth and saddle regions are free from mud and sweat • picking out hooves and checking shoes • moving safely and calmly around the horse • positioning horses in tie-up or in stable or yard for harnessing • removing bandages or poultices • selecting gear, checking for wear or damage and fitting as directed.
Designated gear may include:	• bits, for example: • snaffle • rubber • boots, for example: • scalping boot • shin or tendon • pastern boot and bell boot • breastplate • bridle • crupper, for example:

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RANGE STATEMENT

	• standard • rubber dock • harness • saddle • standard overcheck or head check • tail tie.
Basic driving skills will include:	• driving horses singly or in company • ensuring an assistant is available to untie horse from tie-up rail after driver gets into cart and to secure horse back to tie-up rail after work • fitting gear for comfort and safety • stopping and changing direction • understanding and correctly using aids • warming up horses as instructed.
In accordance with supervisor's instructions may include:	• getting into cart and taking control of horse before assistant releases horse from tie-up rail • moving off, stopping or turning as directed • warming up and cooling down horse • staying at nominated distance from other horses • staying at nominated speed • staying in nominated gait • maintaining control of horse when work is completed until assistant has secured horse and before dismounting.
Effective driving position may include:	• control of body posture • keeping even pressure on reins unless otherwise directed • placing feet in foot rests.
Aids may include:	• natural aids, including: • hands • voice • artificial aids that require experience and moderation when used, including: • bits • block blinds • burrs • dolly vardons.
Horse post-exercise care may include:	• ensuring animal welfare principles are followed

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RANGE STATEMENT

	• checking horse for injury and soreness • grooming horses • inspecting gear and equipment for wear and breakage • warming down horses following stable procedures.
Post-exercise grooming may include:	• brushing • cleaning hooves • hosing • rolling • scraping • sheath cleaning • towelling.
Signs of gear wear and breakage may include:	• gear slippage • frayed reins • perished rubber or plastic • rubbed hair or skin • rusted buckles and bits • worn bit joints • worn padding • worn stitching.

Unit Sector(s)

Unit Sector Harness racing code

Co-requisite units

Co-requisite units

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Functional Area

Functional Area Racing performance services

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RGRPSH302A Supervise handling of horses

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to direct, assist and oversee others to identify and safely catch, control and handle horses.

To undertake this unit the candidate will be able to apply safe horse handling skills and workplace OHS standards. It is recommended that RGRPSH201A Handle horses be delivered in conjunction with or before this unit of competency.

The competencies operate in work environments of racing stables, paddocks, yards, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports senior stablehands, leading hands, trainers and others authorised to oversee the safe handling of horses.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to the harness or thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

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
Direct, assist and oversee others to identify and safely catch, control and handle horses.	1. ***Instructions*** are given to others regarding catching, controlling and general handling of horses as required by stable. 2. ***Assistance*** is provided to others in identifying and handling horses. 3. ***Competence*** of other workers with regard to handling individual horses is determined. 4. Tasks are ***delegated*** according to current competence

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ELEMENT	PERFORMANCE CRITERIA
	and animal and staff welfare. 5. Use of ***different gear*** to control and handle horses is explained and demonstrated. 6. Opportunities are provided for ***practice and skill development*** for inexperienced staff.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying safe handling and work practices when dealing with horses
- assessing individual's capability to perform specific tasks
- catching, leading and handling horses
- coaching and mentoring
- communicating with employer, supervisor, co-workers and others using assertive communication techniques to gather and relay information related to horse handling activities
- completing duties in accordance with safe operating procedures and nominated time frame
- delegating tasks
- evaluating risks associated with catching and handling horses
- identifying and correctly using different items of handling gear
- identifying features of horses using industry standards
- identifying horse behaviour, social traits and vices
- incorporating safe operating procedures into all instructions
- giving, receiving and interpreting instructions
- leading and handling horses in enclosed spaces
- providing opportunities for staff to practise skills development
- reading and interpreting workplace documentation, including relevant rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities and adapting instructions, and practice and skills development opportunities to suit these varying needs
- supporting others in handling horses in the appropriate manner.

Required knowledge

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REQUIRED SKILLS AND KNOWLEDGE

- industry terminology related to handling horses
- communication procedures within stable and wider racing industry
- common horse behaviour, social traits and vices
- effective working relationships, including teamwork
- handling techniques for horses
- industry terminology related to handling horses and wider racing industry
- purpose of using appropriate personal protective equipment
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- range and purpose of gear
- relevant rules of racing
- relevant road safety rules
- safe work practices when giving instructions
- staff management.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency 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 and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when supervising the handling of horses
- implementation of procedures and timely techniques for the safe, effective and efficient handling of horses
- working with others to undertake and complete horse handling procedures that meet required outcomes.

Evidence should be collected over a period of time using a range of racehorses of different ages and sexes, and at different stages of preparation in racing stable and track environments.

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EVIDENCE GUIDE

Context of and specific resources for assessment	Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements. Assessment of the practical components of this unit will be by observation of relevant skills. The following resources must be available: • a variety of harness or thoroughbred horses • materials and equipment relevant to assessing candidate's ability to supervise handling of horses • safe handling areas, such as racing stables and racetracks • work instructions and related documentation.
Method of assessment	Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and firsthand testimonial evidence of candidate's application of practical tasks • simulation exercises conducted in a State Principal Racing Authority approved simulated environment. Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons. This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • RGRCMN201A Follow OHS procedures and observe environmental work practices.
Guidance information for	Assessment methods should reflect workplace demands

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EVIDENCE GUIDE

assessment	(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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to supervise the handling of horses. Workplaces include harness and thoroughbred racing stables and racecourses, training tracks and public areas.

Instructions to others may cover:	• approved gear
	• individual horse behaviour
	• relevant rules of racing
	• road safety, including:
	  • crossing roads
	  • using reflective strips on rugs and vests
	  • using underpasses or overpasses
	• safe horse handling and leading procedures.

Assistance in identifying or handling horses may be provided to:	• farriers • float drivers • other stable employees • swab attendants • stewards • trainers • veterinarians or therapists.
Competence of other workers may be determined by:	• observing successful completion of graduated tasks • questioning.
Factors to consider when tasks are	• adhering to responsibilities under OHS legislation and workplace practices

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RANGE STATEMENT

delegated may include:	• adhering to responsibilities under national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare and transport of horses
	• adhering to rules of training tracks and public venues
	• approved gear for horses
	• assessing competence of individual workers
	• considering variables that influence behaviour of horses, such as:
	  • fences and equipment
	  • other persons or animals
	  • vehicles
	  • wind and noise
	• identifying potential hazards and applying risk control measures
	• individual horse behaviour
	• relevant road safety rules
	• wearing approved personal protective equipment, including approved Australian Standard helmet, vest, clothing and footwear.

Different gear may include:	• general horse gear:
	  • bandages
	  • blinkers
	  • floating boots
	  • nosebands
	  • pacifiers
	  • shadow rolls
	  • tongue ties
	  • winkers
	• harness-specific gear:
	  • bits
	  • bridles
	  • deafeners
	  • driving boots
	  • hopples
	  • hopple shorteners
	  • jog vehicles
	  • lugging poles

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RANGE STATEMENT

	• pull up blinds • reins • removable deafeners • saddles • shoes • sulkies • thoroughbred-specific gear: • bits • breastplates • bridles • girths • reins • rings • saddles • shoes • stirrup irons and leathers • surcingles • working boots.
Different gear may be used to:	• address behavioural problems • address conformation or anatomical faults • correct action.
Practice and skill development opportunities may include:	• graduating difficulty of tasks • mentoring • staff initially working with less difficult horses, for example: • horses returning from spelling • lead ponies • training courses.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

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Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services

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RGRPSH304A Identify factors that affect racehorse performance

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to work safely using independent judgement to recognise signs of fitness in horses, identify abnormalities, recognise problems and communicate options to improve horse performance.

To undertake this unit the candidate will be able to apply safe horse handling skills and workplace OHS standards. It is recommended that RGRPSH201A Handle horses be delivered in conjunction with or before this unit of competency.

This unit of competency operates in work environments of racing stables, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports trackwork riders, senior stablehands, horse trainers, harness drivers, apprentice jockeys and others to identify the factors that affect racehorse performance.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to the harness or thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

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
Understand factors that affect horse movement.	1. Features of racehorse ***conformation*** are identified. 2. ***Gaits*** of racehorses are identified and described. 3. Lameness and other abnormalities are identified and reported. 4. Reasons for use of ***corrective gear*** are identified and options to improve horse performance evaluated.

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ELEMENT	PERFORMANCE CRITERIA
Recognise signs of fitness in racehorses.	5. Factors that influence speed and strength are explained. 6. Behavioural and physical indicators of fitness are identified. 7. Signs and symptoms of distress in working horses are recognised and reported. 8. Horses' post-exercise recovery is observed and reported.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying safe work practices when handling, and driving or riding horses
- checking signs and symptoms of distress when handling or working horses
- communicating with employer, supervisor, co-workers and others using assertive communication techniques to gather, interpret and relay information related to identifying factors that affect racehorse performance
- completing duties in accordance with safe operating procedures and nominated time frame
- following instructions
- identifying behavioural or physical indicators of horse fitness
- identifying signs and symptoms of distress in working horses
- identifying different items of corrective gear
- identifying and describing normal and abnormal gaits
- observing and reporting horses' post-exercise recovery
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- recognising factors that influence speed and strength in racehorses
- reporting problems promptly
- taking action in a safe manner should horses suffer distress when being exercised.

Required knowledge

- communication procedures within stable and wider racing industry
- common horse behaviour, social traits and vices
- corrective gear
- features of racehorse conformation
- gaits of a horse

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REQUIRED SKILLS AND KNOWLEDGE

- horse fitness indicators
- lameness in horses
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- relevant rules of racing
- signs and symptoms of distress in working horses.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency 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 and include evidence of the following: • knowledge of the requirements, procedures and instructions that are to apply when identifying factors that affect racehorse performance • implementation of procedures and timely techniques to safely, effectively and efficiently complete identification of factors that affect racehorse performance • working with others to undertake and complete tasks related to the identification of factors that affect racehorse performance that meet required outcomes. Evidence should be collected over a period of time using a range of well-educated thoroughbred horses of different ages and sexes in racing stable and track environments.
Context of and specific resources for assessment	Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards

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EVIDENCE GUIDE

	requirements. Assessment of the practical components of this unit will be by observation of relevant skills. The following resources must be available: • a variety of harness or thoroughbred horses • materials and equipment relevant to assessing candidate's ability to identify factors that affect racehorse performance • safe handling and driving or riding areas, such as racing stables, and training and racetracks • work instructions and related documentation.
Method of assessment	Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and firsthand testimonial evidence of candidate's application of practical tasks • simulation exercises conducted in a State Principal Racing Authority approved simulated environment. Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons. This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • RGRCMN201A Follow OHS procedures and observe environmental work practices.
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).

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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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to identify factors that affect racehorse performance. Workplaces include harness and thoroughbred stables and racecourses, training tracks and public areas.

Features of racehorse ***conformation*** may include:	• balance and proportion • body type • front leg features that may impact on performance • hind leg features that may impact on performance • shoulder and pastern angle.

Gaits of racehorse may include:	• abnormal gait:
	  • brushing
	  • cross firing
	  • forging
	  • getting down on bumpers
	  • over reaching
	  • plaiting
	  • speedy cutting
	  • stumbling
	  • winging
	• footfalls at each gait
	• normal gait:
	  • walking or trotting on loose rein towards, past or away from observer
	  • cantering and galloping action.

Lameness and other abnormalities will include:	• bone chips • bone spavin • bowed tendon • heat or swelling in limbs • muscle strain or sprain • navicular disease

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RANGE STATEMENT

	• pelvic, back and neck injuries • sesamoiditis • shin soreness • splints • stifle joint lameness • suspensory ligament injury • tendonitis.

Corrective gear may include:	• approved gear, including:
	  • bits
	  • blinkers
	  • boots
	  • head checks
	  • hopples
	  • lugging poles
	  • nosebands
	  • rings
	  • shadow rolls
	  • shoeing techniques
	  • tongue ties
	  • winkers.

Factors that influence speed and strength may include:	• basic structure and function of muscle
	• body type, for example:
	  • fast twitch or slow twitch muscle fibre proportions
	  • sprinter
	  • stayer
	• climatic conditions
	• hydration status
	• individual horse's action
	• overheating
	• track conditions and surface
	• training programs
	• turns or jumping from barriers
	• warm up and cool down.

Behavioural and physical indicators of fitness will include:	• behavioural:
	  • alert manner
	  • good appetite
	  • keen to work
	• physical:

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RANGE STATEMENT

- bright eye
- good exercise recovery
- less or clearer sweat
- muscle development
- rib and hindquarters well-defined
- shoulders and hindquarters more bulky (sprinters)
- shiny coat
- sound action:
  - noise of uneven footfall (lameness)
  - vision of sound action
  - feel of sound action.

Signs and symptoms of distress in working horses may include:

- circulatory distress:
  - bleeding
  - prolonged increased heart rate
- metabolic distress:
  - colic
  - exertional rhabdomyolosis (tying up)
  - thumps
- musculo-skeletal distress:
  - heat in limbs
  - lameness
  - reluctance to bear weight on all legs
  - swelling
  - wounds
- nervous distress:
  - colic
  - dehydration
  - diarrhoea
  - kicking
  - muscle cramps
  - overheating
  - shivering
  - twitching
  - exertional rhabdomyolosis (tying up)
- respiratory distress:
  - bleeding (lung)
  - chronic coughing

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RANGE STATEMENT

	• dry coat • prolonged blowing of nostrils and heaving of flanks post-exercise • slow recovery time post-exercise • roaring • signs of unfit horses may include: • blowing up • dull coat • inappetence • listlessness • overly fat or thin • poor exercise recovery • swollen joints.
Horses' post-exercise recovery may include:	• indicators of health and fitness return to normal range: • breathing pattern • horse's interest in eating and drinking • temperature of legs • ease of movement of horse around stable or yard • indicators of poor recovery: • inappetence • colic • heat, swelling or blood on legs • reluctance to move or bear weight • timing of checks post-exercise according to trainer instructions.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

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Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services

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RGRPSH308A Provide first aid and emergency care for horses

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to measure and record vital signs of horses; identify and report signs of common illnesses and injuries; provide emergency care and follow first aid policies and procedures; make pre and post-race health and fitness assessments of horses; apply treatments under supervision; and follow the rules of racing related to the administration of prohibited substances.

To undertake this unit the candidate will be able to apply safe horse handling skills and workplace OHS standards. It is recommended that RGRPSH201A Handle horses be delivered before or in conjunction with this unit of competency.

This unit of competency operates in workplace environments of racing stables, paddocks, yards, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports stablehands, foremen, trainers and others authorised to provide first aid and emergency care for horses.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to the harness or thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while

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also maintaining the integrity of the unit.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

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
Recognise and report signs of ill health or injury in horses.	1. Temperature, pulse and respiration are ***measured and recorded*** . 2. Hydration levels and capillary refill are observed and

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ELEMENT	PERFORMANCE CRITERIA
	reported .
	3. Signs of ***common illnesses*** in horses are identified and reported.
	4. Signs of ***shock*** in horses are identified and reported.
	5. Signs of ***common injuries*** in horses are identified and reported.
Assess illnesses or injuries in horses.	6. Incident site is ***inspected and assessed*** prior to helping horses.
	7. ***First aid policy and procedures*** with respect to obligations to owners, state regulations, stable policy and duty of care are followed.
	8. ***Referral*** procedures for injury treatment and emergency care are followed.
	9. Horses are calmed and ***restrained*** and ***risks*** are identified.
	10. Threat to life of illness or injury is considered and plan of action is determined.
Apply basic first aid to horses.	11. Restraints are used to prevent further injury or to apply first aid to horses.
	12. ***Wounds are cleaned*** and protected from further contamination or injury.
	13. Swelling is controlled .
	14. Bandages are applied for management of bleeding, swelling, wounds and possible fractures.
	15. Horses are ***nursed*** to reduce impact of shock, distress and pain.
	16. Horse behaviour and vital signs are monitored and observations recorded.
Respond to hoof and leg illnesses and injuries.	17. Feet and legs are inspected for signs of injury, soreness or foreign bodies .
	18. Common injuries and ailments to hooves, feet and legs are identified.
	19. Poultice is applied .
	20. ***Condition and fit*** of horse shoes are assessed.
Assess health and fitness of horses.	21. ***Pre and post-race assessment*** of horse for injuries, distress, health and fitness is implemented.
	22. ***Pharmaceutical or therapeutic treatments*** are applied under trainer or veterinary instructions and supervision.
	23. ***Rules*** relating to ***prohibited substances*** and alternative treatments are known and applied.

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- applying safe handling and work practices when dealing with horses
- applying basic first aid to horses
- applying quarantine control measures for isolation of sick horses and prevention of transference of disease by horses, other animals and humans
- assessing vital signs of horses
- assessing and responding to injuries in horses
- calming and restraining horses
- communicating with employer, supervisor, co-workers and others using assertive communication techniques to gather and relay information related to providing horses with first aid and emergency care
- evaluating risks associated with catching, handling and restraining horses
- following instructions of supervisor
- identifying behaviour of individual horses
- identifying and correctly using different treatments under supervision
- identifying common illnesses and injuries in horses
- incorporating safe operating procedures into all instructions
- providing assistance to others in the workplace
- reporting horse irregularities to stable nominated person
- reading and interpreting workplace documentation, including relevant rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- supporting others in handling and providing treatment to horses in the appropriate manner
- using numeracy skills to measure vital signs
- written communication skills to complete workplace documentation and reports.

Required knowledge

- basic industry terminology related to handling and treating horses
- communication procedures within stable and wider racing industry
- common horse behaviour, social traits and vices
- common illnesses and injuries in horses
- disease control and reporting requirements

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REQUIRED SKILLS AND KNOWLEDGE

- effective working relationships, including teamwork
- handling techniques for horses
- horse first aid
- methods of restraining horses
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- relevant rules of racing
- signs of shock in horses
- signs of lameness in horses
- types of treatments.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency 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 and include evidence of the following: • knowledge of the requirements, procedures and instructions that are to apply when providing first aid and emergency care for horses • implementation of procedures and timely techniques for the safe, effective and efficient provision of first aid and emergency care for horses • working with others to undertake and complete first aid and emergency care procedures that meet required outcomes. • Evidence should be collected over a period of time using a range of racehorses of different ages and sexes, and at different stages of preparation in racing stable and track environments.
Context of and specific resources for assessment	Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal

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EVIDENCE GUIDE

	Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements. Assessment of the practical components of this unit will be by observation of relevant skills. The following resources must be available: • a variety of harness or thoroughbred horses • materials and equipment relevant to assessing candidate's ability to provide first aid and emergency care for horses • safe handling areas, such as racing stables, and training and racetracks • work instructions and related documentation.
Method of assessment	Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and firsthand testimonial evidence of candidate's application of practical tasks • simulation exercises conducted in a State Principal Racing Authority approved simulated environment. Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: RGRCMN201A Follow OHS procedures and observe environmental work practices.
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).

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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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to provide first aid and emergency care for horses. Workplaces include harness and thoroughbred racing stables and racecourses, training tracks and public areas.

Measuring and recording may include:

- measuring rectal temperature with mercury and digital thermometers
- writing diary entries for temperature in degrees centigrade
- measuring heart rate over 30 seconds, then calculating in beats per minute
- writing diary entries for heart rate in beats per minute
- measuring respiration in breaths per minute
- writing diary entries for respiration in breaths per minute.

Hydration level reporting methods may include:

- verbal and diary entry of observation of neck skin pinch rebound time measured in seconds
- verbal and diary entry of observation of capillary refill time measured in seconds.

Common illnesses may include:

- circulatory disorders
- eye, nose and mouth disorders, including:
  - bleeding
  - conjunctivitis
  - ulcers
- digestive disorders, including:
  - colic
  - diarrhoea or scouring
- metabolic disorders:
  - exertional rhabdomyolosis (tying up)
  - thumps
- musculo-skeletal disorders:

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RANGE STATEMENT

- back soreness
- knocked down hip
- shin soreness

- respiratory disorders, including:
  - exercise induced pulmonary haemorrhage (EIPH)
  - respiratory infections
  - travel sickness
- skin disorders, including:
  - girth galls
  - rain scald
  - ringworm
  - whither sores.

Causes for shock may include:

- colic
- extensive wounds
- fractured limbs
- loss of blood
- snakebite
- traumatic accidents, for example hit by car.

Common injuries may include:

- bruises
- falls
- girth galls
- joint injuries
- over-reaching
- scalping
- speedy cutting
- sprained ligaments or tendons
- strained muscles
- tack rubs
- wounds.

Incident site may be inspected and assessed to identify:

- potential hazards for illness or injury of horses or people, including:
  - building or facility damage
  - crush or impact hazards
  - electrocution hazards
  - slip, trip or fall hazards
  - toxic substances
- rescue equipment required, including:
  - restraints

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RANGE STATEMENT

	• ropes • winches • rescue specialist assistance requirements: • emergency services • veterinary assistance • animal health specialist services.
First aid policy and procedures may include:	• administration of treatments • communication procedures when horses are treated • disease prevention and control • emergency care • emergency phone numbers, for example veterinarian and fire department • permissible treatments • procedure for recording treatments • procedure for recording and reporting vital signs • routine health checks • replenishing supplies of first aid kits • system of referral for injury treatment • staff access to first aid treatments and materials.
Reasons referral to a specialist may be necessary include:	• horse may: • be insured • have to be treated with race day or non-race day prohibited substances • have to be withdrawn from competition • require prescription medication • require stitching or specialist injury management or treatment • illness may be: • contagious condition • notifiable disease • passed on to humans • illness or injury may be: • life threatening or have consequences to ongoing career of horse • result of neglect or non-compliance with duty of care.

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RANGE STATEMENT

Horses may be restrained using:	• bit and head collar or bridle • crush • leg lift • skin pinch • twitch.
Risks associated with handling horses may include:	• bites • horse injury • kicks • personal injury • trampling.

Controlling risks associated with handling horses may include:	• adhering to responsibilities under OHS legislation and workplace practices
	• adhering to responsibilities under national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
	• considering variables that influence behaviour of horses, such as :
	  • fences and equipment
	  • other persons or animals
	  • vehicles
	  • wind and noise
	• contributing to development of risk control measures
	• following safe operating procedures
	• identifying and reporting unsafe work practices
	• identifying emergency situations, for example:
	  • gear breakage
	  • horse getting loose
	• understanding individual horse behaviour
	• wearing personal protective equipment.

Basic first aid may include:	applying bandages for: controlling bleeding and swelling drawing out foreign bodies or pus splinting wound protection • cleaning wounds • controlling bleeding • managing shock

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RANGE STATEMENT

	• nursing sick, in pain or anxious horses • observing behaviour signs and symptoms of illness and injury • preventing where possible further injury or spread of disease • providing clean, warm or cool shelter out of inclement weather • quarantining sick horses • removing where possible cause of illness or injury • restraining an injured or cast horse to prevent further injury • taking and monitoring vital signs • treating swelling and inflammation.

First aid equipment may include:	• antiseptic creams, lotions or sprays
	• bandages and wound dressings
	• infection control items
	• inflammation and swelling control items, including:
	  • cold hosing
	  • icepacks
	  • pressure bandaging
	• poultices
	• scissors
	• wound cleaning solutions.

Wounds are cleaned with consideration to:	• options for treatment when animal is in pain or reluctant to stand still • possible requirement for stitching of wound • potential for infection • presence of foreign bodies or internal damage.

Swelling can be controlled by:	• cold water therapy:
	  • hosing
	  • whirlpool boots
	  • walking in cold water
	• ice therapy:
	  • ice boots
	  • icepacks using available sources, such as frozen peas or ice blocks
	• pressure bandaging.

Nursing may include:	• adjusting rugs to ensure adequate warmth

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RANGE STATEMENT

	• keeping horse quiet and calm • monitoring vital signs and behaviour regularly • sponging or hosing to lower temperature.
Signs of injury, soreness or foreign bodies in horse's feet may include:	• distorted shape or angle of limbs • favouring a leg • heat • irregular movement in some or all gaits • reluctance to allow leg or foot to be handled • reluctance to move • resting a foot • swelling • visible object in foot.
Types of injuries and ailments to hooves, feet and legs may include:	• capped hocks • corns • laminitis • loose shoe • navicular disease • sand cracks • seedy toe • shin soreness • sole bruise and abscess • thrush.

Application of poultice may include:	• selecting drawing agent, including:
	  • commercial preparations
	  • herbal or other treatments
	  • heat treatment
	• applying protective covering, such as:
	  • paper, plastic or other layers
	  • adhesive bandages and bandage cover
	  • poultice boots
	  • sole protectors.

Condition and fit of horse shoes would include:	• shoes display even wear • shoe seated along hoof wall avoiding pressure on bars and sole • shoes firmly fitted to hoof, and nails tight enough to ensure shoe fit is stable • shoe removed if considered likely to cause further damage by: • identifying and describing function of shoeing tools required to remove a loose

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RANGE STATEMENT

	shoe
	• lifting and holding front and back legs in safe and appropriate position to remove shoe
	• removing shoe using personal protective equipment, appropriate tools and techniques by:
	  • loosening and removing nail clenches
	  • removing shoe with minimal damage to hoof wall
	  • shoes shaped to fit hoof.

Pre and post-race assessment must include:	• pre-race assessment:
	  • assessing vital signs
	  • checking horse for illnesses and injuries
	  • checking feed and water intake
	  • checking manure quantity and quality
	  • checking shoe wear and fit
	  • observing behaviour
	• post-race assessment:
	  • black eyes
	  • epistaxis
	  • horse's recovery rate
	  • heat stress
	  • hydration
	  • limb injuries or heat or swelling
	  • muscle soreness
	  • shifting or sprung plates.

Pharmaceutical or therapeutic treatments may include:	• pharmaceutical:
	  • antibiotics and other anti-infective agents
	  • antiparasitics
	  • prescribed medications
	  • inhalants
	  • injectibles
	  • oral medications and pastes
	  • poultices
	  • topical medications
	  • vaccines
	• therapeutic :
	  • acupuncture

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RANGE STATEMENT

- chiropractic
- electromagnetic
- exercise
- hydrotherapy
- ice and heat
- laser
- massage
- rest
- ultrasound.

Rules include:

- Australian and local rules of racing of the state or territory regulatory racing body.

Prohibited substances include:

- substances listed below as well as other items defined by racing regulatory authority from time to time, including:
  - acidifying agents
  - alkalising agents
  - analgesics
  - antihistamines
  - anti-inflammatory agents
  - bronchodilators
  - buffering agents
  - diuretics
  - general and local anaesthetics
  - hormones
  - muscle relaxants
  - narcotics
  - respiratory stimulants
  - sedatives
  - tranquillisers
  - vasodilators
  - vitamins administered by injection.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

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Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services

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RGRPSH401A Relate anatomical and physiological features to the care and treatment of horses

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to identify basic anatomy and physiology of horses, relate anatomy and body systems to the performance of racehorses, and follow illness and injury management plans for racehorses.

This unit also requires the practical care and management of harness or thoroughbred racehorses and application of OHS standards in the workplace.

This unit of competency operates in workplace environments of racing stables, paddocks, yards, racecourses and public areas.

Licensing, legislative, regulatory or certification requirements may apply to this unit, check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports trainers and others authorised to relate anatomical and physiological features to the care and treatment of horses.

Competencies attained in this unit apply to the harness and thoroughbred codes of the industry. Consequently when performance criteria are applied they will relate to the harness or thoroughbred code and statements of attainment will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

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
Identify basic anatomy and physiology of horses.	1. Key features and functions of ***skeletal system*** and ***muscular system*** are identified. 2. Key features and functions of ***respiratory system*** are identified. 3. Key features and functions of ***circulatory system*** are identified. 4. Key features and functions of ***digestive system*** are identified.

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ELEMENT	PERFORMANCE CRITERIA
	5. Key features and functions of ***reproductive system*** are identified.
Relate anatomy and body systems to performance of racehorses.	6. ***Common illnesses and injuries*** of skeletal and muscular system of racehorses are identified. 7. Common illnesses and injuries of respiratory system of racehorses are identified. 8. Common illnesses and injuries of circulatory system of racehorses are described. 9. Common illnesses and injuries of digestive system of racehorses are described.
Follow illness and injury management plans.	10. ***Healing processes*** following illness or injury are recognised. 11. Impact of ***medications*** on body systems is understood. 12. Impact of ***therapies*** is understood. 13. Care and treatment of injured or sick horse are provided according to ***directions*** and animal welfare principles.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- adhering to responsibilities under OHS legislation and workplace practices
- adhering to responsibilities under national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
- administering or supervising administration of prescribed medication
- applying safe handling and work practices when caring for and treating horses
- assessing and responding to illnesses or injuries in horses
- caring for and treating horses
- communicating with stable staff, horse health specialists and others using assertive communication techniques to gather and relay information related to relating anatomical and physiological features of horses to their care and treatment
- evaluating risks associated with catching and handling horses
- giving and receiving instructions
- identifying and correctly using different therapies or medications
- identifying features and functions of body systems
- identifying common illnesses and injuries

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REQUIRED SKILLS AND KNOWLEDGE

- reading and interpreting workplace documentation, including relevant rules of racing and material safety data sheets
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- using or supervising use of technology related to therapy.

Required knowledge

- communication procedures within stable and wider racing industry
- common horse behaviour, social traits and vices
- common illnesses and injuries in horses
- handling and restraining techniques for horses
- impact of medications or therapies
- industry terminology related to caring for and treating racehorses
- key features and functions of horses' body systems
- prohibited substances
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- relevant rules of racing
- signs and symptoms of illnesses and injuries
- types of medications and therapies.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency 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 and include evidence of the following:

- knowledge of key features and functions of the skeletal, muscular, respiratory, circulatory, digestive and reproductive systems of horses
- knowledge of common illnesses and injuries of the skeletal, muscular and respiratory systems of horses
- implementation of procedures and timely techniques

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EVIDENCE GUIDE

	to relate anatomical and physiological features to the care and treatment of horses that meet required outcomes • working with others to undertake and complete care and treatment tasks that meet required outcomes. Evidence should be collected over a period of time using a range of racehorses of different ages and sexes, and at different stages of preparation in racing stable and track environments.
Context of and specific resources for assessment	Competency must be assessed in a racing workplace that provides access to the required resources or simulated environment approved by the relevant State Principal Racing Authority. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements. Assessment of the practical components of this unit will be by observation of relevant skills. The following resources must be available: • a variety of harness or thoroughbred horses • materials and equipment relevant to assessing candidate's ability to relate anatomical and physiological features to the care and treatment of horses • safe handling areas, such as racing stables, yards, and training and racetracks • work instructions and related documentation.
Method of assessment	Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package. The suggested strategies for the assessment of this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and firsthand testimonial evidence of candidate's application of practical tasks • simulation exercises conducted in a State Principal Racing Authority approved simulated environment. Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by

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EVIDENCE GUIDE

	supervisors or other appropriate persons. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • RGRPSH408A Manage horse health and welfare.
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 in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to relate anatomical and physiological features to the care and treatment of horses. Workplaces include harness and thoroughbred stables and racecourses, training tracks and public areas.

Components of ***skeletal*** and ***muscular systems*** will include:	• bones • joints • ligaments • muscles • tendons.
Components of ***respiratory system*** will include:	• alveolus • diaphragm • larynx • lungs • nostrils • pharynx • trachea.
Components of ***circulatory***	• arteries

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RANGE STATEMENT

system will include:	• blood cells • heart • lungs • veins.
Components of ***digestive system*** will include:	• caecum • diaphragm • intestines • kidneys • mouth • oesophagus • pharynx • stomach.
Components of ***reproductive system*** will include:	• endocrine glands • male and female genital organs • oestrous cycle • pregnancy and foaling.

Common illnesses and injuries may include:	• skeletal and muscular systems, including:
	  • bone chips
	  • bone spavin
	  • bowed tendon
	  • navicular disease
	  • sesamoiditis
	  • shin soreness
	  • splints
	  • stifle joint lameness
	  • suspensory ligament injury
	  • tendonitis
	• respiratory system, including:
	  • air passage inflammation
	  • equine influenza
	  • heaves
	  • pneumonia
	  • roaring
	  • strangles
	• circulatory system, including:
	  • cardiac abnormalities
	  • epistaxis
	  • myocardial disease
	• digestive system, including:

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RANGE STATEMENT

- botulism
- colic
- colitis x
- dysphagia
- enteritis
- hepatitis.

Healing processes may include:

- blood vessels
- cartilage and bone
- connective tissue
- muscle tissue
- nerves
- skin and mucosal membrane.

Medications may include:

- anabolic steroids
- antibiotics
- anti-inflammatories
- bronchodilators
- hormones
- injections:
  - intra-articular
  - intramuscular
  - intravenous
  - subcutaneous
- muscle relaxants
- poultices
- sedatives
- vasodilators
- vitamins.

Therapies may include:

- acupuncture
- bandaging
- chiropractic
- counter irritation
- electromagnetic
- exercise, for example walking or swimming
- hydrotherapy
- ice and heat
- immobilisation
- laser
- magnetic
- massage

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RANGE STATEMENT

	• pharmaceutical • rest • ultrasound.
Directions related to care and treatment of racehorses will include:	• adhering to rules of racing in administration of treatments • adhering to medication material safety data sheet directions • administering prescribed treatments • advice from veterinary surgeons, farriers or other horse health specialists.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services

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SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to receive and store retail stock. It requires the ability to check stock quality and quantity against order requirements; store or present stock correctly; and maintain cleanliness of stock-handling areas.

This unit applies to all retail sectors and business sizes from large format stores to small independents. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller retail businesses, senior personnel also undertake this function.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain stock handling and storage	1.1.Maintain cleanliness of stock handling and storage areas. 1.2.Ensure correct environmental conditions for storage of

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areas.	perishable and other stock to prevent loss or damage as required. 1.3. Remove and dispose of waste to minimise safety risks and environmental impacts. 1.4. Report hazards and potential hazards to relevant personnel to minimise safety risks.
2. Accept stock delivery.	2.1. Check incoming stock quantities against order documentation. 2.2. Inspect incoming stock quality, and accurately report quality issues or damage to relevant personnel. 2.3. Record stock delivery, and report discrepancies with orders as required. 2.4. Unpack and handle stock according to manufacturer instructions and safe manual handing techniques to avoid personal health risk and stock damage. 2.5. Store or display stock promptly in designated location.
3. Replenish stock levels.	3.1. Rotate, replenish and present stock according to organisational requirements for stock levels. 3.2. Record stock waste or shrinkage according to organisational procedures. 3.3. Maintain optimal stock levels on retail shop floor.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret:
	  • plain English documents that outline organisational policies and procedures for stock control
	  • basic order and delivery documentation and stock labels.

Numeracy skills to:	• calculate stock levels.
Planning and organising skills to:	• complete stock control activities in a logical and time efficient sequence.
Technology skills to:	• use stock control technology to aid stock control processes.

Unit Mapping Information

No equivalent unit.

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV001 Receive and handle retail stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures:
  - receive and process incoming stock
  - store retail stock
  - maintain retail stock levels
  - maintain stock delivery records
- follow organisational stock control policies and procedures to process stock in each of the following situations:
  - stock quality is poor
  - stock quantity errors
  - incorrect stock is delivered
- maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in the elements and performance criteria of this unit:

- principles of stock control procedures:
  - rotation and replenishment
  - product life cycle
- organisational stock control policies and procedures for:
  - receiving stock from suppliers
  - recording incoming stock
  - recording and reporting stock discrepancies and quality issues
  - recording stock waste and shrinkage
  - stock quality standards
  - unpacking, storage and display of stock
  - damaged or missing stock

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- key features of retail products that relate to handling and storage:
  - handling techniques to minimise damage
  - general care
  - optimum storage conditions
  - features of damaged or spoiled stock
  - correct disposal methods
- safe manual handing techniques for moving and storing retail stock
- relevant legislation and standards relevant to receiving and storing retail stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- manufacturer instructions for stock handling and storage
- organisational policies and procedures for stock handling and control
- retail stock display areas
- range of retail stock
- stock control documentation
  - delivery dockets
  - orders
  - reporting documentation
- stock receiving bay or area
- stock storage areas
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRINV002 Control stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to process stock orders, maintain stock levels, minimise stock losses, manage stocktakes and maintain all documents that relate to the administration of any type of stock.

This unit applies to individuals responsible for stock control. They work within organisational systems and procedures, but make decisions about stock administration and may have responsibility for others.

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

Pre-requisite Unit

Nil

Competency Field

Inventory

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Monitor stock receipt and dispatch.	1.1. Implement organisational policies and procedures for receipt, dispatch and secure storage of stock. 1.2. Allocate tasks and monitor staff to ensure organisational procedures are followed, and documentation is completed

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	correctly. 1.3. Confirm that stock quantity and quality inspections on receipt meet organisational standards. 1.4. Act on variations to quantity and quality of delivered stock. 1.5. Supervise safe stock handling and storage.
2. Maintain stock records.	2.1. Monitor stock and maintain stock at required levels. 2.2. Maintain, monitor and adjust stock reorder cycles as required. 2.3. Provide clear information to team members about individual stock recording responsibilities. 2.4. Maintain stock storage and movement records. 2.5. Record and report stock discrepancies. 2.6. Monitor stock performance and identify and report fast and slow-selling items.
3. Process and follow up orders.	3.1. Process and raise stock orders according to organisational procedures. 3.2. Monitor delivery of stock to ensure agreed deadlines and inventory requirements are met. 3.3. Liaise with suppliers to ensure continuity of supply. 3.4. Resolve routine supply problems or refer to appropriate personnel for action. 3.5. Distribute stock within the organisation according to required allocations. 3.6. Handle routine supply problems or refer to management as required by store policy.
4. Minimise stock losses.	4.1. Regularly check storage of stock and ensure its protection. 4.2. Identify, record and report stock losses. 4.3. Identify avoidable losses and establish reasons for them. 4.4. Recommend solutions and implement procedures to prevent future losses.
5. Coordinate stocktake or cyclical count.	5.1. Explain procedures for stocktake and cyclical counts to team members. 5.2. Allocate stocktaking tasks to individual team members ensuring effective use of staff resources to complete task. 5.3. Provide team members with clear directions for performance of each task. 5.4. Produce accurate reports for management on stocktake data, including discrepancies.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret supplier purchasing agreements, purchase orders, records of incoming stock and organisational policies and procedures for stock control.

Numeracy skills to:	• calculate:
	  • supplier costs and complex order costs
	  • complex details of stock on hand and stock losses and produce complex numerically-based reports
	• reconcile incoming stock and invoices against purchase orders.

Technology skills to:	• use business technology for inventory management.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRINV002 Control stock

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- maintain and order stock across one stock cycle according to organisational procedures using all of the following stock processes:
  - receipt
  - dispatch
  - ordering
  - stock level monitoring
  - records maintenance
- produce three different stock control reports
- organise and coordinate one stocktake or cyclical count
- provide clear and correct information to team members involved in stock control processes.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - receipt and dispatch of goods, including inspection for quantity and quality
  - stock ordering and reordering
  - stock replenishment
  - stock rotation
  - reporting of stock discrepancies, damage and loss
  - safe transport, handling and storage of goods
  - stock control
  - stocktaking and cyclical counts
  - pricing, labelling and packaging
  - stock security
- key aspects of legislation and codes of practice relevant to stock control:
  - Australian Consumer Law
  - Work Health and Safety (WHS)

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  - manual handling
  - licensing for mechanical movement of stock
- principles of stock control:
  - rotation and replenishment
  - product life cycle
- impact of business planning and sales forecasts on stock control
- types of stock control systems used in the sector
- reasons for stock loss and damage and methods to control these and protect stock.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation and codes of practice relevant to stock control as listed in Knowledge Evidence
- a computerised stock control system
- stock for use in stock control activities
- organisational policies and procedures for stock control
- team members; these can be:
  - individuals in an industry workplace, or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRRMER001 Produce visual merchandise displays

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to display retail merchandise. It requires the ability to prepare, produce and maintain merchandise displays in accordance with visual merchandising requirements.

This unit applies to all businesses that sell retail merchandise. It applies to frontline personnel who have limited autonomy and work under close supervision and guidance of others in frontline operational roles. However; in smaller businesses, senior personnel might also undertake this function.

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

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare to produce visual merchandise display.	1.1. Review visual merchandising display guidelines, and seek clarification as required. 1.2. Obtain merchandise, materials and equipment required for

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	the display. 1.3. Prepare product labels and price tickets from in-house documents and according to organisational requirements. 1.4. Unpack merchandise according to manufacturer instructions.
2. Display merchandise.	2.1. Produce display following visual merchandising display guidelines. 2.2. Ensure merchandise is displayed according to manufacturer instructors where specific requirements for display and storage exist. 2.3. Display merchandise labels and price tickets according to organisational requirements. 2.4. Handle and move stock and equipment according to safe manual handling guidelines to prevent injury to self. 2.5. Promptly return excess stock to storage area, and store according to organisational requirements. 2.6. Check and ensure area around the display remains clear of debris.
3. Maintain display.	3.1. Review displays against visual merchandising display guidelines, and refine as required. 3.2. Maintain clear and correct product and pricing information for merchandise. 3.3. Identify damaged or out of date stock, and remove from display as required. 3.4. Rotate and replenish merchandise to maintain optimum stock levels. 3.5. Monitor the display regularly to maintain appearance and cleanliness of display and display area.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Reading skills to:	• interpret plain English documents that outline organisational policies and procedures related to display of merchandise.
Numeracy skills to:	• estimate dimensions of display areas and appropriate size of displays from display documentation.
Planning and organising skills to:	• prepare for display and complete display activities in a logical and time-efficient sequence.
Technology skills to:	• prepare product labels and price tickets.

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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRMER001 Produce visual merchandise displays

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines and organisational procedures to prepare and produce three merchandise displays, from the following list, of varying sizes and complexities:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- maintain each of the above displays and display area, adequate stock level and appearance of display.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- basic principles of visual merchandising as they relate to producing retail visual merchandise displays
- visual merchandise display guidelines and how they are used in creating a retail displays
- organisational procedures for:
  - correct manual handling techniques for protection of self and merchandise
  - correct storage of merchandise and equipment
  - damaged or out of date stock
  - maintenance of display areas
  - merchandise rotation and replenishment
  - product labelling and pricing
  - unpacking merchandise.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

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- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- a range of retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- organisational visual merchandise display guidelines
- organisational procedures for:
  - manual handling techniques for protection of self and merchandise
  - storage of merchandise and equipment
  - damaged or out of date stock
  - maintenance of display areas
  - merchandise rotation and replenishment
  - product labelling and pricing
  - unpacking merchandise
- assessment activities that allow the individual to:
  - work within commercial speed, timing and productivity
  - manage tasks and contingencies in the context of the job role.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate store visual merchandising activities and ensure adherence to organisational standards, policies and procedures for the display of merchandise.

It applies to individuals working in frontline roles in a diverse range of retail industry sectors and business contexts that display retail products for sale. They operate with independence and under limited supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Merchandising

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Coordinate visual merchandise requirements.	1.1. Access and interpret organisational visual merchandising guidelines, and policies and procedures. 1.2. Communicate visual merchandising standards and display

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	requirements to team members. 1.3. Plan appropriate timing for producing and dismantling visual merchandise displays. 1.4. Communicate roles and responsibilities for visual merchandising to team members. 1.5. Plan and coordinate promotional and special event displays as directed by management.
2. Supervise visual merchandise activities.	2.1. Supervise construction and maintenance of displays to achieve balance and visual impact. 2.2. Ensure display information accurately depicts product or service being promoted. 2.3. Ensure displays are completed with minimum disruption to customer service and traffic flow. 2.4. Ensure displays meet organisational standards and visual merchandise guidelines. 2.5. Regularly monitor replenishment of merchandise and rotation of stock and take action to ensure optimal stock levels as required.
3. Review impact of visual merchandise activities.	3.1. Evaluate promotions or special event displays and determine impact on sales results. 3.2. Report on visual merchandising activities to relevant personnel and make suggestions for improvements as required.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Problem solving skills to:	• overcome difficulties relevant to the display of merchandise.

Unit Mapping Information

No equivalent unit.

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Assessment Requirements for SIRRMER003 Coordinate visual merchandising activities

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow merchandising display guidelines, and organisational policies and procedures to coordinate visual merchandise activities for two of the following:
  - an existing merchandise range
  - a new merchandise range
  - a seasonal merchandise range
  - a promotional event
  - discounted merchandise
- for each of the above visual merchandising activities:
  - communicate requirements with team members
  - monitor visual merchandising displays and standards
- report on the effectiveness of the above merchandising activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - merchandise labelling and pricing
  - required stock levels
  - merchandise rotation and replenishment
- organisational visual merchandise standards and guidelines and their application to visual merchandising activities
- key aspects of relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
  - Australian Consumer Law
  - Work Health and Safety (WHS)
- objectives and use of visual merchandise displays
- interpretation of scaled versions of store design, layout and fixture placements
- techniques for creating effective visual merchandise displays:
  - types of displays and their impact

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    - display location
    - display lighting
    - display signage
- fundamental elements and principles of visual design and their use in the display and merchandise of products
- commercial impact of incorrect pricing both favourable and unfavourable:
    - customer complaints
    - profitability
- safe work practices for displaying merchandise with particular emphasis on:
    - safe use of equipment
    - safe manual handling techniques for bending, lifting and shifting heavy items
- product knowledge relevant to visual merchandise activities:
    - price
    - features
    - benefits.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- retail merchandise
- display areas
- retail display equipment and props
- product labels and price tickets
- ticketing and pricing equipment
- relevant documentation:
    - organisational visual merchandise display guidelines
    - organisational policies and procedures for:
        - merchandise labelling and pricing
        - required stock levels
        - merchandise rotation and replenishment
    - relevant industry codes of practice, legislation and statutory requirements for coordinating merchandise presentation:
        - Australian Consumer Law
        - Work Health and Safety (WHS)
- team members; these can be:
    - individuals in an industry workplace, or

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- individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to balance and reconcile a register or terminal in a retail environment, clear registers, count money, calculate non cash transactions, and reconcile and record takings.

It applies to individuals working in frontline operational roles in a diverse range retail industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Retail Financials

Unit Sector

Retail

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Balance and secure takings.	1.1. Perform register or terminal balance at designated times. 1.2. Separate cash float from takings prior to balancing and secure takings.

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	1.3. Supply change to register or terminal and accurately record. 1.4. Obtain and interpret register or terminal reading or print-out. 1.5. Secure cash and non cash documents according to organisational procedures.
2. Reconcile takings.	2.1. Count cash accurately. 2.2. Calculate non cash documents accurately. 2.3. Determine balance between register or terminal reading and sum of cash and non cash transactions. 2.4. Investigate or report discrepancies between register or terminal reading and sum of cash and non cash transactions to relevant personnel. 2.5. Record takings and file records according to organisational procedures.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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Assessment Requirements for SIRRRTF001 Balance and secure point-of-sale terminal

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- consistently apply organisational policies and procedures to:
  - balance a register or terminal on three occasions with complete accuracy
  - reconcile three different sets of takings comprising both cash and non-cash with complete accuracy
  - identify and resolve three different types of balancing discrepancies
  - process three different types of takings according to organisational policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role and importance of the balancing process
- techniques for identifying and resolving discrepancies
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - balancing
  - clearance of terminal and transference of tender
  - recording takings
  - consumables required by system
  - security
- cash handling procedures:
  - counting cash
  - handling cash floats
  - change required, denominations of change and tendering change
  - security
- organisational policies and procedures for non-cash transactions:
  - credit cards
  - EFTPOS

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  - vouchers
- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
  - cash handling
  - cash float
  - operation of point-of-sale equipment
  - register or terminal balance
  - security of cash and non cash transactions.

Assessment Conditions

Skills must be demonstrated in a retail environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures related to point-of-sale
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d

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SIRXCCS509 Manage business customers

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	This is a revised unit, based on and equivalent to SIRXCCS005A Manage business customers.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manage contracts, reinforce trading terms, and negotiate deals with business customers.

The unit covers ways to negotiate and finalise legally binding contractual agreements with a range of business customers, according to company policy and legislative requirements, to meet business targets and strategic outcomes.

Application of the Unit

This unit applies to senior sales personnel who negotiate contractual arrangements with customers to meet business outcomes and strategic goals.

Licensing/Regulatory Information

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

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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.
1. Negotiate deals.	1.1.Establish special deals, according to ***business policy and procedures***. 1.2.Negotiate and complete deals, according to business policy and procedures. 1.3.Determine supporting ***promotional and merchandising activities***. 1.4.Negotiate optimal ***sales and distribution arrangements*** with customer prior to completion of deals according to standard organisational policies and procedures. 1.5.Approve special deals falling outside company policy and procedures according to business guidelines. 1.6.Negotiate and confirm ***supply arrangements*** for goods of services under special deals prior to completion of deals in line with standard organisational policies and procedures. 1.7.Ensure deals conform to business performance and marketing objectives. 1.8.Ensure deals are legally valid and binding.
2. Manage trading terms.	2.1.Negotiate and confirm trading terms for product and services in line with standard organisational policies and procedures. 2.2.Establish procedures and policies to approve new or amended trading terms. 2.3.Communicate trading terms to internal and external personnel according to legislative and business procedures. 2.4.Confirm procedures and policies for processing breaches of trading terms and communicate to ***relevant staff***. 2.5.Establish processes for reviewing trading terms. 2.6.Establish policy and procedures for managing trading terms to achieve business and customer service objectives.
3. Manage business contracts.	3.1.***Negotiate*** and confirm contractual obligations and terms with ***business customers*** in line with standard organisational policies and procedures. 3.2.Seek ***expert advice*** regarding the framing of contracts as

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ELEMENT	PERFORMANCE CRITERIA
	required and in line with standard organisational policies and procedures.
	3.3. Apply established terms and conditions of ***contractual arrangements*** with business account customers.
	3.4. Complete requirements for amendment or variation to existing contract with a business according to business procedures and legal requirements.
	3.5. Monitor performance of contract against agreed business objectives and standards.
	3.6. Investigate and resolve contract variations according to contractual and business outcomes.
	3.7. Resolve disputes over contracts to obtain business and customer outcomes.
	3.8. Regularly complete contract reviews with customers, stakeholders and contract holders.
	3.9. Conclude business contracts according to organisational and legal requirements.

Required Skills and Knowledge

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

Required skills

- communication and interpersonal skills to:
  - build relationships with business customers
  - consult and negotiate
  - make presentations
  - resolve disputes
- literacy and numeracy skills to:
  - develop and amend contracts, according to business procedures and legal requirements develop guidelines for approving and implementing special deals
  - document plans and decisions
  - establish, confirm and review trading terms
  - read and interpret information
  - undertake financial and budget planning
- planning and organising skills to:
  - establish procedures and policies
  - complete contract reviews
  - conclude business contracts

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    - monitor contract performance
- project and contract management skills
- technical skills to design promotional and merchandising activities

Required knowledge

- business policy and procedures in relation to:
    - approval processes
    - dealing with internal and external groups and teams
    - negotiating contracts and trading terms
    - quality assurance and control
    - selling and supplying products and services
    - using and maintaining standard business technology
- competitor activities
- configuration of management systems
- elements that make a successful business partnership or relationship
- features and advantages of a contractual relationship
- information sources on product and supply arrangements for customers
- internal and external management systems
- work health and safety (WHS) aspects of job
- principles and techniques in negotiation
- public and private sector purchasing and procurement guidelines and rules
- relevant commercial law and legislation, including:
    - law of contract
    - Australian consumer law relating to the retail industry

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- actively negotiates and finalises legally binding contractual agreements with a range of business customers according to company policy
- identifies and understands business targets and strategic goals
- manages business contacts and trading terms to achieve agreed business targets and strategic outcomes
- demonstrates a high level of ethical and personal integrity in conduct of negotiations and management of contractual

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relationships.

Context of and specific resources for assessment	Assessment must ensure access to:
	• a retail work environment
	• relevant documentation, such as:
	  • business policy and procedures
	  • information on the internal and external operating environment
	• a range of business customers with different requirements.

Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of performance in the workplace • third-party reports from a supervisor • customer feedback • review of portfolio of evidence • written or verbal questioning to assess knowledge and understanding.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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 individual, accessibility of the item, and local industry and regional contexts) may also be included.

Business policy and procedures in relation to:	• approval processes • interaction with clients and customers • negotiating contracts and trading terms • quality assurance and control • sale and supply of products and services.
Promotional and merchandising activities may vary to accommodate variations in:	• competition • demographics • economics • legal factors • natural factors • political influences • social and cultural factors

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	• technology.
Sales and distribution arrangements may include:	• delivery of products • leasing agreements and consultancies • maintenance and support agreements • provision of services • research and development.
Supply arrangements may relate to:	• cost • coverage and content • quality • quantity • time schedules.
Relevant staff may include:	• employees • internal or external contacts • relevant managers • supervisors.
Negotiation issues may include:	• contract variations, including ability to vary or modify targets, processes and clauses • innovations • modification and amendment rights • scope.
Business customers may include:	• commercial enterprises • community and not-for-profit organisations • governments • internal business units and divisions • public agencies or organisations.
Expert advice may be sought from a range of professionals, including:	• accountants and auditors • industry association advisory services • in-house or external lawyers • senior in-house staff.

Contractual arrangements may include:	• common-use arrangements or standing offers
	• consequences
	• contracts, including:
	  • contracts as detailed under Australian consumer law
	  • external contracts
	• in-house service level agreements
	• letters of appointment or intent
	• memorandums of understanding or memorandums of agreement
	• non-compliance
	• petty cash
	• purchase order
	• trade partners

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- verbal and written orders.

Unit Sector(s)

Cross-Sector

Competency Field

Client and Customer Service

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SIRXSLS002 Follow point-of-sale procedures

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to follow point-of-sale work systems, process transactions and complete sales.

It applies to individuals working in frontline operational roles in a diverse range of industry sectors and business contexts. They operate with some independence under general supervision and guidance from others, and within established organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Sales

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Follow point of sale work systems.	1.1. Open and close point-of-sale terminal at designated times and according to organisational procedures. 1.2. Clear point-of-sale terminal and transfer cash. 1.3. Handle cash according to organisational policies and

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	procedures. 1.4. Maintain supplies of change at agreed levels in point-of-sale terminal to agreed levels. 1.5. Maintain adequate supplies of consumables.
2. Process point-of-sale transactions.	2.1. Identify transaction type and required procedure to be followed. 2.2. Correctly interpret sale price information. 2.3. Make accurate calculations for pricing and collection of payment. 2.4. Enter accurate sale information into point-of-sale equipment. 2.5. Confirm price to customer and check customer payment against sale value. 2.6. Provide correct change for cash payments. 2.7. Identify transaction errors, follow procedures for resolution and complete accurate records.
3. Complete sales.	3.1. Generate and complete documentation associated with the sale. 3.2. Confirm and process any purchase follow up activities. 3.3. Acknowledge and thank customer in line with organisational policy.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	• interpret numerical information from various sources and calculate accurately with or without the use of a calculator. • measure or estimate quantities to calculate costs. • calculate percentage discounts.

Unit Mapping Information

No equivalent unit.

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Assessment Requirements for SIRXSLS002 Follow point-of-sale procedures

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow procedures for set up, maintenance and close of point-of-sale area/terminal on three different occasions
- perform three point-of-sale transactions for each of the following:
  - cash sales
  - non-cash sales
- perform three point-of-sale transactions for each of the following:
  - refunds
  - exchanges
- make six accurate financial calculations relating to product pricing that individually or cumulatively involve:
  - multiple products
  - products of varying prices
  - products with percentage discounts
- follow procedures to complete four sales that require post purchase activity.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
  - exchanges
  - refunds
  - lay-by
- basic key aspects of legislation that impact point-of-sale activities:
  - Australian Consumer Law
- features of products sold by the organisation
- functions and procedures for operating point-of-sale equipment:
  - opening and closing
  - clearance of terminal and transference of tender

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    - recording takings
    - consumables required by system
    - security
- cash handling procedures:
    - counting cash
    - handling cash floats
    - change required, denominations of change and tendering change
    - security
- procedures for non-cash transactions:
    - credit cards
    - EFTPOS
    - vouchers
- types of purchase follow up activities and associated organisational policies and procedures:
    - placing of orders
    - delivery
    - issuing of invoices
    - issuing of receipts
    - wrapping and packing.

Assessment Conditions

Skills must be demonstrated in a service industries environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies and procedures for point-of-sale activities
- current plain English regulatory documents distributed by government regulators outlining key aspects of legislation that impact point-of-sale activities as listed in the Knowledge Evidence
- point-of-sale equipment and consumables
- financial transaction documentation for non-cash sales
- cash
- assessment activities that allow the individual to work with commercial speed, timing and productivity.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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SISOEQO202A Demonstrate basic horse riding skills

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to participate in horse riding activities. This unit focuses on the demonstration of basic horse riding skills through the participation in supervised horse riding activities in controlled conditions

Application of the Unit

This unit applies to those working as assistant horse riding leaders in a controlled environment, such as a riding school, arena or on a suitable trail. This unit may also apply to those working as yard staff in charge of horse care or those working for private companies who offer riding activities, tours and trail rides.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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

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ELEMENT	PERFORMANCE CRITERIA
	with the Evidence Guide.
1. Plan a horse riding activity.	1.1. Identify possible ***hazards*** and ***risks*** associated with the horse riding activity. 1.2. Access ***relevant sources*** to interpret ***weather and environmental information*** and ascertain possible impact on the ride. 1.3. Select a suitable arena in ***controlled conditions*** that comply with ***relevant legislation*** and ***organisational policies and procedures***.
2. Select and prepare tack, horse and personal equipment.	2.1. Select ***tack*** and ***personal equipment*** after consideration of ***contextual issues***, and check that it is in good working condition. 2.2. Assess horse for safety and suitability for the activity 2.3. Catch and lead horse tether, and tack up in a safe and appropriate manner. 2.4. Demonstrate quick release knot. 2.5. Fit and correctly adjust tack and personal equipment, suitable for the rider and horse.
3. Mount, ride and dismount the horse.	3.1. Adjust tack and personal equipment as necessary to fit the rider comfortably. 3.2. ***Mount*** horse in a safe and balanced manner. 3.3. Ride horse through ***gaits*** in a balanced and calm manner. 3.4. Use recognised ***aids*** appropriate to the training of the horse. 3.5. Ride horse in a group and alone, through a variety of ***required movements*** in a confident fashion. 3.6. Control the horse at all times and approach hazards appropriately and creatively to reduce their impact. 3.7. Dismount and lead the horse safely.
4. Cool down and release horse.	4.1. Cool the horse down as necessary. 4.2. Remove equipment, check for wear or breakage, and store in an appropriate manner. 4.3. Release horse according to ***safety requirements***.
5. Evaluate ride.	5.1. Evaluate ***relevant aspects*** of the ride. 5.2. Identify improvements for future rides.

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Required Skills and Knowledge

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

Required skills

- communication skills to interact with supervisor, other riders and the horse, to maintain a positive and safe riding environment
- listening skills to follow instructions and directions from the supervisor
- horse handling and care skills to look after the horse
- horse riding techniques to control horse in a safe and effective manner under controlled conditions
- first aid and emergency response skills appropriate to the location to enable initial response to emergencies and personal health care.

Required knowledge

- relevant legislation and organisational policies and procedures to enable the safe conduct of all activities
- selection, use and set up of horse riding tack and equipment, such as bridles and saddles, to enable safe riding
- social behaviour, psychology and vices of horses to recognise and treat individual temperaments and behaviours
- gaits of horses, such as walking, trotting and cantering in all directions
- horse handling techniques and movements for basic horse riding, such as turns and halts
- safe zones for riding in a group to enable safe participation in horse riding activity
- basic weather and environmental information to ascertain possible conditions and their affect on the ride
- emergency procedures appropriate to the level and location to ensure risk minimisation to self and group.
- safe ascent and descent and negotiation of obstacles on a trail or within a horse-riding activity

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	**Evidence of the following is essential**: • applies relevant process to select and fit appropriate tack and personal equipment so that it is safe and

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	comfortable • takes measures to develop control of the horse through the use of horse psychology, consistent positive body language and movement to communicate with the horse giving it appropriate instructions • follows written and verbal instructions from the instructor to accurately apply knowledge and demonstrate required movements, techniques and control over the horse • modifies technique according to group and individual riding, and applies safe horse handling techniques to avoid hazards where possible • maintains safe zones in group riding • evaluates and reflects on own riding to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure participation in horse riding sessions that are of a sufficient duration to allow the participant to demonstrate competency and consistency of performance. Assessment must also ensure access to: • resources, such as information on horse riding equipment, possible horse behaviour and basic riding techniques • a suitable location, such as a suitable track for a trail ride or a commercial riding school, • quiet and reasonably tractable horses in a recreational or training program • equipment such as halters, ropes, saddles, bridles, helmets, suitable clothing and boots • a qualified instructor.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of equipment selection and preparation, to ensure proper fit and usage • oral or written questioning to assess knowledge of safety aspects and horse handling techniques • observation of safe participation and demonstration of correct technique while maintaining control of the horse at all times • third-party reports from a supervisor detailing performance.

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Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- RTE2130A Ride and care for horses and equipment.

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.

Hazards may include:

- temperature extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards.

Risks may include:

- hypothermia
- heat exhaustion
- injuries
- exhaustion
- lost party or party member
- equipment failure.

Relevant sources may include:

- Bureau of Meteorology
- media
- local knowledge

Weather and environmental information may include:

- satellite images
- daily and weekly forecasts
- maximum and minimum temperatures
- weather warnings
- event warnings
  - river levels
  - synoptic charts
- high and low tide predictions.

Controlled conditions may include:

- under supervision
- minimal environmental hazards and obstacles
- good weather conditions
- quiet and reasonably tractable horses

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- reasonable level terrain.

Relevant legislation may include:

- occupational health and safety
- permits and permission for access
- environmental regulations.

Organisational policies and procedures may include:

- occupational health and safety
- use and maintenance of equipment
- communication protocols
- emergency procedures
- code of ethics.

Tack may include:

- halters
- ropes
- towels
- brushes
- hoof picks
- saddles
- saddle cloths
- bridles
- stirrups
- martingales
- cruppers
- breastplates
- sponges
- paddock or other rugs

Personal equipment may include:

- clothing
- boots
- helmet.

Contextual issues may include:

- weather extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards

Mount may include:

- from the ground
- using a mounting block.

Gaits may include:

- walk
- trot
- canter.

Aids may include:

- legs
- weight
- hands
- voice.

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Required movements may include:	• turns • halts • circles • reverses • serpentines • figures of eight • riding towards and away from the group. • riding up and down hills • riding through creeks and rivers • negotiation of obstacles such as trees, rocks or cliffs
Safety requirements may include:	• catching • leading • saddling • bridling • tethering • mounting • keeping distance from other horses • dismounting • unsaddling • unbridling • cooling down horse • rugging • releasing horse to paddock or stall.
Relevant aspects may include:	• objectives • planning process • activity site • weather • equipment selection • clothing selection • food selection • instructional content • instructional technique • assessment technique • group feedback • directing techniques • rescue techniques employed.

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Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities

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SISOEQO304A Apply first aid for horses

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply first aid for horses in sport and recreational programs. It focuses on the management of health, fitness and well being of horses and the assessment and application of first aid where necessary prior to veterinary attention.

Application of the Unit

This unit applies to those working in a horse establishment. This may include those working for private horse riding companies or group leaders in school outdoor education programs.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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

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ELEMENT	PERFORMANCE CRITERIA
	with the Evidence Guide.
1. Assess health problems and injuries in horses.	1.1. Identify common ***health problems and injuries*** affecting horses. 1.2. Carry out appropriate ***pre and post activity assessment*** of injuries or health problems and determine the immediate and ongoing course of action according to ***organisational policies and procedures***. 1.3. Calm and restrain horses prior to first aid assessment according to ***relevant legislation*** and organisational policies and procedures. 1.4. Access and select ***first aid equipment*** according to required uses and organisational policies and procedures. 1.5. Apply ***first aid*** to horses according to relevant legislation and organisational policies and procedures 1.6. Refer ***treatment*** and emergency care of horses as appropriate according to organisational policies and procedures.
2. Assist veterinarian.	2.1. Use accepted safe practices for restraint and handling of the horse according to relevant legislation and organisational policies and procedures 2.2. Provide ***assistance*** to veterinarian during examination as directed and in a manner which avoids complications to existing injury, or injury to self or veterinarian 2.3. Carry out treatment and management practices as prescribed by the veterinarian following examination according to organisational policies and procedures 2.4. Monitor treatment and report problems to veterinarian as appropriate
3. Care for a convalescing horse.	3.1. Administer intramuscular injections according to instruction as part of the ongoing course of treatment according to relevant legislation and industry regulations 3.2. Remove and reapply bandages as instructed without causing discomfort to the horse 3.3. Carry out therapeutic exercise with horse if required according to organisational policies and procedures 3.4. Provide horse with feed which will aid health and

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ELEMENT	PERFORMANCE CRITERIA
	digestion in the process of recovery
	3.5. Document progress and problems according to organisational policies and procedures.

Required Skills and Knowledge

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

Required skills

- communication skills to:
  - liaise with veterinarians and managers
  - follow instructions and directions to carry out treatment
- problem-solving skills to:
  - assess health problems and injuries
  - decide on the most appropriate course of action and monitor first aid outcomes
- planning and organisation skills to identify and access required first aid equipment
- literacy skills to monitor and document treatment progress and problems
- safe horse handling and restraint techniques to ensure treatment is carried out safely

Required knowledge

- relevant legislation and organisational policies and procedures to enable the safe and effective treatment of horses
- anatomy or physiology of horses to enable the identification of health issues and the safe and appropriate treatment of injuries and health problems
- first aid equipment and its correct use
- vital signs of injury or ill health to ensure problems are identified and treated promptly
- examination techniques to enable problems and injuries to be identified accurately
- appropriate first aid procedures and principles relating to accidents and injuries
- restraint and handling techniques to calm and reassure injured or sick horses.

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.

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Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- works within own area of responsibility to control and restrain horses to ensure the safety of self and others
- implements and monitors first aid practices and procedures to care for horses and refers to veterinarian as appropriate
- utilises knowledge of anatomy and physiology of horses to recognise vital signs of horse health or injury
- applies effective contingency management techniques to make adjustments in response to changing conditions, such as changing health conditions of the horse.

Context of and specific resources for assessment

Assessment must ensure application of first aid procedures for horses appropriate to injury assessment using required first aid equipment on multiple occasions to demonstrate competency and consistency of performance.

Assessment must also ensure access to:

- a private or commercial establishment and horses with injury or health problems
- horse first aid equipment and facilities
- organisational policies and procedures
- veterinarians.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of assessment and treatment of horses health problems or injuries including first aid equipment selection, preparation and use
- oral or written questioning to assess knowledge of anatomy and physiology of horses to recognise vital signs of horse health
- observation of safe handling and restraint techniques of horse during assessment and treatment
- third-party reports from a supervisor detailing performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

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- RTE3402A Implement animal health control programs.

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.

Health problems and injuries may include:

- cuts
- breaks
- colds
- punctures
- colic
- abrasions
- tying up
- bleeders
- acidosis
- distress
- hoof pricks
- stone bruises
- allergic reactions
- cast horses
- quarter cracks
- bowed tendons
- abnormal temperature
- insect bites
- animal bites
- diarrhoea
- dehydration
- founder
- oedema
- pneumonia
- skin infections.

Pre and post activity assessment may include:

- weight
- in season
- respiration rate
- temperature
- sweating

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- capillary refill
- lameness
- cramping
- heart or pulse rates.

Organisational policies and procedures may include:

- reporting illness or injury
- use and maintenance of first aid equipment
- communication protocols
- emergency procedures
- referral procedures
- restraint and handling of horses
- occupational health and safety.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations

First aid equipment may include:

- bandages
- poultices
- scissors
- antiseptic creams or lotions or sprays
- twitch
- thermometer
- water and ice
- cotton wool
- anti inflammatory drugs
- painkillers
- syringes.

First aid may include:

- application of support and box bandages
- treatment of swelling and inflammation
- administration of intramuscular injection.

Treatment may include:

- cleansing
- isolation
- immobilisation
- administration of medication
- poultice
- support bandage
- hosing.

Assistance may include:

- restraint
- use of halter and rope,
- nose twitch.

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Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities

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SISOEQO305A Ride horses in tracked areas

Modification History

Not Applicable

Unit Descriptor

This unit covers the knowledge and skill required to participate in horse riding activities of up to a day's duration in a controlled environment along tracked areas with reasonable level terrain with no steep ascents, descents or gullies and containing some predictable terrain hazards.

Application of the Unit

This unit applies to those working as assistant horse riding guides under supervision, in controlled tracked areas. This unit may also apply to those working as horse riding support staff for private outdoor adventure companies and or school based outdoor education programs, such as holiday programs and camps.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

SISOEQO202A Demonstrate basic horseriding skills

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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

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ELEMENT	PERFORMANCE CRITERIA
	statement. Assessment of performance is to be consistent with the Evidence Guide.
1. Plan for the riding activity.	1.1. Identify possible ***hazards*** and ***risks*** associated with the ride according to ***organisational policies and procedures***.
	1.2. Access and confirm intended route and become familiar with ***route environment*** for the intended ride according to organisational policies and procedures.
	1.3. Prepare and pack ***navigation equipment*** and other safety resources according to organisational policies and procedures.
	1.4. Access ***relevant sources*** to interpret ***weather and environmental information*** and ascertain possible impact on the ride.
2. Select and prepare horse and equipment.	2.1. Assess and select horse for safety and suitability for the ride according to organisational policies and procedures.
	2.2. Select suitable ***riding equipment*** after consideration of ***contextual issues***, and check that it is in good working condition according to organisational policies and procedures.
	2.3. Plan and pack ***personal equipment*** and food and water resources for the duration of the ride.
	2.4. Catch and lead horse tether, and tack up in a safe and appropriate manner.
	2.5. Fit and correctly adjust tack and personal equipment, suitable for the rider and horse.
3. Demonstrate horse riding skills in a trail ride situation.	3.1. Mount and dismount in a safe manner in an open trail ride environment without assistance according to organisational policies and procedures.
	3.2. Adopt appropriate posture for horse riding and handle the horse in a safe and effective manner.
	3.3. Establish and maintain an appropriate ***rhythm*** and pace.
	3.4. Negotiate ***obstacles*** safely according to organisational policies and procedures.
	3.5. Negotiate ascending and descending inclines safely.
	3.6. Demonstrate appropriate navigation skills to follow planned route.
	3.7. Apply minimum impact procedures according to ***relevant legislation*** and organisational policies and

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ELEMENT	PERFORMANCE CRITERIA
	procedures.
4. Evaluate the ride.	4.1. Evaluate ***relevant aspects*** of the ride. 4.2. Identify improvements for future rides. 4.3. Review own performance and identify potential improvements.

Required Skills and Knowledge

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

Required skills

- communication skills to interact with group leader and other participants to maintain a positive and safe environment while on the ride
- planning and organisation skills to plan relevant food, water, clothing and riding equipment for the ride
- literacy skills to read and interpret route maps and analyse weather and environmental information
- self-management skills to:
  - recognise and act within boundaries of role and responsibilities
  - review and evaluate the ride in relation to personal performance
- first aid and emergency response skills appropriate to the location or degree of remoteness of the track used for riding to enable initial response to emergencies and personal health care.

Required knowledge

- relevant legislation and organisational policies and procedures to enable the safe participation in riding activities
- selection, use and set up of horse riding tack and equipment, such as bridles and saddles, to enable safe riding
- social behaviour, psychology and vices of horses to recognise and treat individual temperaments and behaviours
- gaits of horses, such as walking, trotting and cantering in all directions
- horse handling techniques and movements for basic horse riding, such as turns, halts and reverses, mounting and dismounting and ascending and descending techniques
- weather and environmental information to ascertain possible conditions and their effect on the ride
- emergency and first aid procedures appropriate to the level and location to ensure risk minimisation to self and group.
- minimum impact code and minimal impact practices applicable to horse riding to

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ensure protection of the environment
- fluid and nutritional requirements for up to a day's duration to enable safe participation
- clothing requirements for day rides, such as wet weather gear to maintain warmth and sun protection to minimise sunburn and heat stroke
- basic horse first aid techniques to manage injuries sustained by horses during the ride

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	Evidence of the following is essential: • plans for the ride within own area of responsibility by accessing appropriate information impacting on the ride • identifies, accesses and uses appropriate equipment and resources for the ride within departure time frames • utilises knowledge of horse behaviour and horse riding and handling techniques to control and handle horses to ensure the safety of self and others and develops a trusting relationship with horses • applies effective contingency management techniques to make adjustments in response to changing conditions, such as negotiating hazards and changing weather conditions • evaluates and reflects on own riding to identify strengths, weaknesses and areas that need improvement.
Context of and specific resources for assessment	Assessment must ensure participation in a horse riding activity that is up to a day's duration to demonstrate competency and consistency of performance. Assessment must also ensure access to: • resources, such as information on horse riding equipment, possible horse behaviour and riding techniques and weather and environmental information • a suitable location for the ride with controlled

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conditions
- suitable horses
- equipment such as halters, ropes, saddles, bridles, helmets, suitable clothing and boots
- organisational policies and procedures.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of equipment selection and preparation, to ensure proper fit and usage
- oral or written questioning to assess knowledge of safety aspects and horse handling techniques
- observation of safe participation and demonstration of correct technique while maintaining control of the horse at all times
- third-party reports from a supervisor detailing performance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

Hazards may include:

- temperature extremes
- slippery or unstable terrain
- dangerous animals and insects
- stinging trees and nettles
- dense vegetation
- group management hazards.

Risks may include:

- hypothermia
- heat exhaustion
- injuries
- exhaustion
- lost party or party member
- equipment and course failure.

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Organisational policies and procedures may include:	• occupational health and safety • use and maintenance of equipment • communication protocols • emergency procedures • duty of care • code of ethics • industry standards for maximum workload for horses • codes of practice.
Route environment may include:	• bushland • arid areas • alpine areas • rainforest • beaches • tracks and roads.
Navigation equipment may include:	• compass • map.
Relevant sources may include:	• Bureau of Meteorology • media • land managers or agencies • local knowledge.
Weather and environmental information may include:	• satellite images • daily and weekly forecasts • maximum and minimum temperatures • weather warnings • event warnings • river levels • synoptic charts • high and low tide predictions.
Riding equipment may include:	• halters • ropes • towels • brushes • hoof picks • saddles • saddle cloths • bridles • stirrups • martingales • cruppers • breastplates

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- markers.

Contextual issues may include:

- weather conditions, including times
- season
- transport
- location
- trip distance and duration
- group objectives
- group size.

Personal equipment may include:

- clothing
- boots
- helmet.

Mount may include:

- from the ground
- using a mounting block.

Rhythm may include:

- few stops and starts
- changes of pace
- maintaining steady group pace.

Obstacles may include:

- rivers
- low boughs on trees
- logs
- rocks
- exposed areas.

Relevant legislation may include:

- occupational health and safety
- permits or permission for access
- environmental regulations.

Relevant aspects may include:

- objectives
- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed.

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Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities

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SISOEQO409A Train and condition horses

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to plan and implement conditioning and training programs for recreational and performance horses. This unit focuses on training and conditioning horses and monitoring their health and well being to optimise performance in their given role.

Application of the Unit

This unit applies to those working as horse riding guides or instructors who are also responsible for the care and wellbeing of horses. This may include those working for private horse riding companies or group leaders in school outdoor education programs. It also applies to those intending to pursue a career as an equestrian coach at a regional or State or Territory level who are responsible for observing the performance of horses to determine the required level of training to enhance performance.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold

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ELEMENT	PERFORMANCE CRITERIA
unit of competency.	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.
1. Prepare individual conditioning and training programs.	1.1. Identify and assess the ***needs and requirements*** of the horse according to the ***role*** the horse will perform 1.2. Identify and assess ***level of fitness*** of the horse according to ***organisational policies and procedures***. 1.3. Identify ***conformation faults*** and ***injuries*** of individual horses in consultation with veterinarians as appropriate. 1.4. Consult with ***stakeholders*** to identify and confirm goals of the program according to organisational policies and procedures. 1.5. Design and document ***conditioning and training programs*** to optimise the performance of individual horses in consultation with veterinarians. 1.6. Identify and confirm availability of equipment and resources for the program according to organisational policies and procedures.
2. Implement conditioning and training programs.	2.1. Implement ***training and conditioning methods*** appropriate to individual horse health and fitness levels. 2.2. Monitor ***health and welfare*** of horse according to ***relevant legislation*** and organisational policies and procedures. 2.3. Provide ongoing feedback on progress of horse to stakeholders according to organisational policies and procedures. 2.4. Recognise signs and symptoms of injury and implement appropriate ***intervention strategies*** according to organisational policies and procedures. 2.5. Monitor feeding and training regimes to confirm they are appropriate to the individual needs and expected performance requirements of the horse. 2.6. Implement appropriate ***modifications*** to the program in response to all ***variable factors*** that are monitored. 2.7. Supervise transportation practices to ensure that horses are transported safely where required according to relevant legislation and organisational policies and procedures.

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ELEMENT	PERFORMANCE CRITERIA
	2.8. Present horses in an industry accepted condition according to industry regulations.
3. Assess training and conditioning program.	3.1. Seek and acknowledge feedback from relevant stakeholders involved in the program. 3.2. Evaluate all relevant ***components*** of the program according to identified goals and record outcomes. 3.3. Identify potential areas of improvement of future training and conditioning programs.

Required Skills and Knowledge

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

Required skills

- communication skills to:
  - consult with stakeholders and veterinarians to plan a training and conditioning program that meets the needs and performance requirements of horses
  - convey information about the progress of the horse to stakeholders
- problem-solving skills to:
  - assess needs and potential of a range of horses
  - design a suitable training and conditioning program to match the horse's performance requirements and stakeholder expectations
  - monitor and assess different variables which impact upon the performance of horses
  - modify these in response to monitoring outcomes
- planning and organising skills to:
  - implement and monitor the training and conditioning program
  - source resources and equipment to support implementation of the program
- language and literacy skills to produce and document a plan for the implementation of a training and conditioning program
- first aid skills to enable initial response to injury or illness of the horse.

Required knowledge

- relevant legislation and organisational policies and procedures to ensure health and welfare of horses
- principles of conditioning horses for different performance requirements to enable the development of appropriate programs
- techniques for training and conditioning courses to enable effective design of programs

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- principles of nutrition of horses during conditioning and training to enhance program outcomes
- fitness indicators of individual horses at various stages of a work, training or competition program to enable the design and implementation of appropriate training and conditioning methods
- behaviour patterns and characteristics of horses including individual differences in temperament and behaviour
- anatomy and physiology of horses to enable understanding of the impact of training and conditioning on various body systems
- spelling requirements for horses to promote health and welfare of horse
- conformation faults and their implications for recreation and performance horses to enable identification of training and conditioning methods appropriate to those faults
- recording requirements for the training, feeding and veterinary care of individual horses
- routine and first aid treatments for care of horses, including treatment of common injuries such as muscle and limb soreness.

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	Evidence of the following is essential: • utilises knowledge of anatomy and physiology and behaviour of horses to assess individual horses capabilities and needs • plans and implements conditioning and training programs to optimise the performance requirements of horses according to their role and environment and relevant regulations • monitors progress of conditioning and training programs and applies effective contingency management techniques to ensure horse's health and welfare and adjusts for individual horses according to differing capabilities and or performance expectations or requirements • encourages and responds to stakeholder feedback and evaluates and reflects on own performance to identify strengths, weaknesses and areas that need improvement.

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Context of and specific resources for assessment	Assessment must ensure planning, implementation and evaluation of training and conditioning programs of sufficient duration and breadth to demonstrate competency and consistency of performance. Assessment must also ensure access to: • a horse riding establishment • horses of varying physical conditions operating in a variety of roles and at various stages of training • appropriate equipment and resources to implement the training and conditioning program • safety equipment and first aid kit • veterinarians • organisational policies and procedures.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of assessment of horse's needs and application of planning processes to develop an appropriate training and conditioning plan • oral and or written questioning to assess knowledge of anatomy and physiology of horses and the effects of training and conditioning • third-party reports from a supervisor detailing performance. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • SISOEQO408A Determine nutritional requirements for horses.

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.

Needs and requirements may include:	• stages of work or training • performance and performance potential • nutrition

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- housing
- care requirements.

Roles may include:

- performance sports
- recreational
- trail riding.

Organisational policies and procedures may include:

- risk management procedures
- assessment procedures
- referral procedures
- time and budget constraints
- use and maintenance of equipment
- communication protocols
- first aid procedures
- industry rules and regulations
- code of ethics.

Level of fitness may include:

- capability of horse
- condition of horse
- current nutritional regime

Conformation faults may include:

- head and neck set
- chest
- shoulder
- forearm
- withers
- back
- tail
- hindquarters or hips
- front and hind legs.

Injuries may include:

- soreness
- lameness
- lacerations
- abrasions.

Stakeholders may include:

- owners
- employers
- managers.

Conditioning and training programs may include:

- goals
- musculoskeletal conditioning
- muscular balancing
- feeding and watering regimes
- transportation.

Training and conditioning methods may include:

- stimulus response reinforcement.
- extended sessions to build fitness
- work over challenging country to increase

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	surefootedness
Health and welfare may include:	• nutritional and water regimes • restraint • transportation • monitoring of hoof wear or shoeing maintenance.
Relevant legislation may include:	• occupational health and safety • permits or permission for access • environmental regulations.
Intervention strategies may include:	• euthanasia • referral to veterinarian.
Modifications may include:	• adjustment to feeding regime • adjustment to training program.
Variable factors may include:	• level of fitness and well being of horse • work load • nutrition • recurring injury • horse's needs.
Components may include:	• appropriateness of training and conditioning program • availability of resources • enhanced performance.

Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities

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SISOEQO418 Apply anatomy and physiology to equine performance

Modification History

The release details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
1	New unit.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to apply an understanding of the basic anatomical systems of horses and their conformation to their soundness and implications for performance.

Application of the Unit

This unit applies to those working in a horse establishment or organisation. It may include those working in private horse riding companies and outdoor education programs. It will equip them to understand the impacts of conformation on horse soundness and will assist to make appropriate choices when they acquire horses for their program.

The unit covers a fundamental knowledge of horse anatomy and physiology to assist those responsible for horses in sport and recreational environments to identify equine soundness and performance issues.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

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.
1. Determine the impacts of conformation on horse soundness and performance.	1.1. Identify the equine requirements for specific equine programs. 1.2. Identify functions of the ***internal systems*** of a horse. 1.3. Identify the common points of a horse to enable clear description of any performance-related problems. 1.4. Explain the connection between conformation and performance of a horse. 1.5. Use ***techniques*** to determine ***conformation faults*** that result in ***unsoundness*** and impact on the performance of a horse.
2. Assess horse for suitability for use in different programs	2.1. Assess the health of individual horses in relation to anatomical systems 2.2. Assess the suitability of individual horses for different uses in relation to their conformation 2.3. Report findings to relevant parties.

Required Skills and Knowledge

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

Required skills

- communication skills to:
  - report information on the conformation, anatomy and physiology and soundness of individual horses
- literacy to collect and analyse information gathered about individual horses
- problem-solving skills to:
  - assess the health of individual horses in relation to anatomical systems
  - assess the suitability of individual horses for different uses in relation to their conformation
  - apply knowledge of the impacts of conformation on horse performance to assist in solving problems related to individual animals

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- horse handling, testing and restraint techniques which ensure that the assessment of horses is carried out safely.

Required knowledge

- anatomy and physiology of horses to enable the identification of health issues and the appropriate analysis of problems, including:
  - respiratory system
    - alveolus
    - diaphragm
    - larynx
    - lungs
    - nostril
    - pharynx
    - trachea
  - skeletal system:
    - bones
    - cartilage
    - joints
    - ligaments
    - muscles
    - tendons
  - circulatory system:
    - arteries
    - blood cells
    - heart
    - lungs
    - veins
    - capillaries
  - digestive system
    - caecum
    - diaphragm
    - intestines
    - kidneys
    - mouth
    - oesophagus
    - pharynx
    - stomach
    - teeth
  - reproductive system:
    - endocrine glands

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    - male and female genital organs
    - oestrous cycle
    - pregnancy and foaling
  - nervous system:
    - brain
    - sensory and motor nerves
    - spinal cord
- conformation faults and the implications of this information on horse health, movement and soundness, to enable appropriate understanding of individual horse potential
- examination techniques to enable the accurate assessment of horse health, soundness and movement
- points of a horse to enable clear descriptions of problems
- work health and safety/occupational health and safety legislation relating to:
  - manual handling systems
  - adequate training for the actions to be carried out to enable safe and effective handling of horses
- organisational policies and procedures for safe and effective handling of horses.

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	Evidence of the ability to: • apply knowledge of internal systems of a horse to determine soundness of a horse • use techniques to analyse and report on conformation faults and physiological capacities of a variety of horses and link these to their suitability for use in different equine programs
Context of and specific resources for assessment	Assessment must ensure access to: • a private or commercial establishment with a variety of tack to meet the needs of different horses, and arenas or yards for riding and safe handling of horses. • multiple horses with a variety of conformation faults.
Method of assessment	A range of assessment methods should be used to assess skills and knowledge. The following examples are appropriate for this unit:

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- oral and written questioning to identify conformation faults in a variety of horses and to describe how these relate to the soundness and performance of each horse
- case studies requiring the analysis of performance problems of particular horses and the links to conformation faults
- oral or written questioning to determine knowledge of the major internal systems of horses and their relationship to horse health and performance
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the individual.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

Internal systems must include:

- respiratory system.
- skeletal system
- circulatory system
- digestive system
- reproductive system
- nervous system

Techniques may include:

- flexion test
- trotting up the horse
- lunging
- using a plumb line to check straightness of limbs
- measuring the cannon bone, heart girth
- checking teeth alignment.

Conformation faults may include:

- base wide
- base narrow
- calf knee
- club foot
- cow hocks
- ewe neck
- offset cannons

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	• overshot and undershot mouth • roach back • sickle hocks • sway back • upright pastern • upright shoulder.
Unsoundness may include:	• chronic lameness • deformities • weaknesses • poor structures.

Unit Sector(s)

Outdoor Recreation.

Competency Field

Equestrian Activities.

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SISOEQO515A Manage stable maintenance

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manage horse riding stables. It focuses on managing the maintenance of gear, tack, plant, equipment and property through the development and implementation of a maintenance plan.

Application of the Unit

This unit applies to current or aspiring individuals operating as Operations or Program Managers working at commercial or private horse riding establishments whose responsibilities include management of stable property and equipment.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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

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ELEMENT	PERFORMANCE CRITERIA
	with the Evidence Guide.
1. Develop a maintenance plan.	1.1. Develop a ***maintenance plan*** for stable ***equipment and plant*** in consultation with ***appropriate personnel*** according to ***organisational policies and procedures***. 1.2. Develop and document procedures for safety checks of ***gear and tack*** according to organisational policies and procedures. 1.3. Develop ***record keeping systems*** for maintenance work completed and equipment replaced according to organisational policies and procedures.
2. Implement and monitor maintenance plan.	2.1. Inform individuals in the organisation who are responsible for performing regular or ***scheduled maintenance*** duties, according to the maintenance plan. 2.2. Convey information in relation to work schedules to all affected staff and service users, according to organisational policies and procedures. 2.3. Monitor implementation of maintenance plan and work schedules and make adjustments as required. 2.4. Schedule maintenance work to minimise disruption to the operation of the organisation. 2.5. Seek feedback on the maintenance plan from appropriate personnel and modify to reflect feedback obtained as appropriate. 2.6. Monitor on-site maintenance contracts and contractors according to relevant legislation and organisational policies and procedures.
3. Manage security of property and animals.	3.1. Develop stable ***security procedures*** according to relevant legislation and organisational policies and procedures. 3.2. Monitor security of premises, staff and horses. 3.3. Undertake staff training in security procedures.
4. Establish and maintain a safe working environment.	4.1. Develop and document stable policies and procedures, to establish and maintain a safe working environment according to ***relevant legislation***. 4.2. Convey stable safety information to appropriate staff. 4.3. Establish and maintain policies and procedures to facilitate identification and prevention of hazards. 4.4. Establish procedures for the reporting of potential hazards.

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ELEMENT	PERFORMANCE CRITERIA
	4.5. Establish and implement policies and procedures to deal with ***emergencies***.
	4.6. Implement and monitor organisational procedures to control risks and assess and monitor work group application.
	4.7. Identify ***inadequacies*** in existing risk control measures and make recommendations to address these to designated personnel.

Required Skills and Knowledge

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

Required skills

- communication skills to:
  - liaise with appropriate personnel to develop and implement a maintenance plan
  - convey information about maintenance work to affected staff,
  - convey instructions about work, safety and security requirements to maintenance staff
  - seek feedback from appropriate staff regarding the implementation of the maintenance plan
  - monitor external contractors
- planning and organising skills to:
  - develop and implement a maintenance plan and work schedules according to organisational requirements
  - minimise the impact of maintenance on organisational operations
  - organise staff to carry out equipment and plant maintenance according to organisational timeframes
- problem-solving skills to:
  - prioritise work to be undertaken
  - resolve issues arising from maintenance operations and schedules
- literacy skills to:
  - develop and document maintenance plans
  - document procedures and information relating to the completion of maintenance work.

Required knowledge

- relevant legislation and organisational policies and procedures to enable the safe management of stable maintenance operations and the reporting of unsafe facilities

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or equipment
- environmental standards and requirements to enable maintenance and equipment and material disposal to be carried out responsibly
- safety standards of equipment and the range of maintenance techniques relevant to the stable equipment and plant being maintained
- schedule of stable operations to enable maintenance to be carried out with minimum disruption
- criteria for assessing the safety of gear and tack and other stable equipment and indicators for replacement
- appropriate record keeping systems to enable maintenance to be monitored.

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	Evidence of the following is essential: • works within organisational systems to develop and implement maintenance plans to ensure that the condition and performance of stable equipment and facilities are maintained at a safe and optimal level to provide an effective service to users • communicates appropriately with staff and monitors the work of maintenance personnel and contractors to ensure quality outcomes applying OHS and safety considerations and minimal disruption of work schedules to stable users • seeks feedback on the maintenance plan and modifies as appropriate • applies effective contingency management techniques to deal with a range of maintenance scheduling issues that may affect the responses of service or stable users • works within organisational systems to develop, implement and document security plans and procedures which meet identified priorities and ensure stable security.
Context of and specific resources for assessment	Assessment must ensure documentation and implementation of maintenance and security plans and procedures which meet identified priorities to demonstrate competency and consistency of

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performance.

Assessment must also ensure access to:

- a private or commercial horse riding establishment with appropriate plant and equipment
- resources and equipment to implement maintenance plan
- horses in a recreational or training program, housed in an appropriate private or commercial environment
- appropriate staff to undertake maintenance duties
- maintenance history of equipment and facility.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of implementation and monitoring of maintenance plan
- oral or written questioning to assess knowledge of relevant legislation in relation to the safe management of stable maintenance operations
- third-party reports from a supervisor detailing work performance
- portfolio of records and reports documenting development and review of maintenance plan and outcomes.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SISXRSK502A Manage organisational risk.

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.

Maintenance plan may include:

- identification of gear and or plant and equipment
- frequency of inspection and repairs
- delegation of responsibility for the maintenance of gear and or plant and

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	equipment • maintenance to be undertaken in house or organised externally with specialists • allocation of tasks and delegations of responsibility • record keeping • review timeframes • replacement strategy • work schedules • staff responsibilities and authorities.
Equipment and plant may include:	• tractors • trailers • gates and fences • stables • yards • swimming facilities • walking machines • laser machines • treadmills • chaff cutters.
Appropriate personnel may include:	• employers • managers.
Organisational policies and procedures may include:	• occupational health and safety • risk management plan • security • equipment use and maintenance • resourcing and expenditure • outsourcing • reporting and record keeping • consultation • communication protocols.
Gear and tack may include:	• leads • bridles • hobbles • reins • straps • saddlery • blinkers • pacifiers • bits.
Record keeping systems may	• computer records

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include:	• form books • index file.
Scheduled maintenance may include:	• days • times • frequency of checks • staff allocation.
Security procedures may include:	• access to approved persons • access to horses • safe storage of dangerous goods and medications • adequate alarms and warning system.
Relevant legislation may include:	• occupational health and safety • permits and permissions for access • environmental requirements.
Hazards may include:	• stable routines or procedures • buildings • plant and equipment • gear • movement of horses.
Emergencies may include:	• fire • injury to horses • injury to people • outbreak of disease.
Inadequacies may include:	• lack of resources • insufficient planning • unscheduled changes in work procedures.

Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities

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SISOEQO516A Manage the education of horses

Modification History

Not Applicable

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to manage the education of horses so they can adapt to a range of program environments and handling situations. It focuses on planning, monitoring and designing education programs for individual horses to suit riding program needs and client safety.

Application of the Unit

This unit applies to those working as horse riding guides or instructors who are also responsible for the training and wellbeing of horses. This may include those working for private horse riding companies or group leaders in school outdoor education programs.

Licensing/Regulatory Information

No licensing, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

SISOEQO409A Train and condition horses

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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

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ELEMENT	PERFORMANCE CRITERIA
	with the Evidence Guide.
1. Assess the education needs of horses.	1.1. Assess individual education needs of horses in consultation with ***appropriate personnel***. 1.2. Source and evaluate suitable education programs as required. 1.3. Assess horse's behaviour according to safety requirements of the organisation and riding program.
2. Monitor and modify the education of horses.	2.1. Design, document and implement ***education programs*** for horses. 2.2. Train horses to behave according to requirements of the organisation, relevant legislation and organisational policies and procedures. 2.3. Identify and use ***appropriate gear*** and techniques to modify behaviour of horses according to organisational policies and procedures. 2.4. Supervise and monitor horse's progress in consultation with appropriate personnel. 2.5. Evaluate and record progress of the horse at various stages of the education phase. 2.6. Make adjustments to the training program as required.
3. Evaluate the education program.	3.1. Evaluate ***relevant aspects*** of education program. 3.2. Identify potential areas of improvement for future horse education programs. 3.3. Review own performance and identify potential improvements.

Required Skills and Knowledge

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

Required skills

- communication skills to consult with relevant personnel in relation to horse's training needs and progress
- problem-solving skills to:
  - design training programs to meet organisational program needs
  - modify programs in response to feedback
- planning and organising skills to design, implement and monitor appropriate education programs within operational timelines

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- language and literacy skills to document and adjust a training program and record progress.
- riding at an advanced level of communication with the horse in a chosen discipline

Required knowledge

- relevant legislation and organisational policies and procedures to enable the safe, effective and humane training of horses
- usual behaviour, vices and undesirable traits of horses, and the identification of appropriate behaviour modification and corrective practices and procedures to enable effective and humane training of horses
- housing, welfare and care requirements of horses in work and training to enable training programs to produce successful outcomes
- routine and first aid treatments for care of horses to enable appropriate responses during training
- recording requirements for the education, feeding and veterinary care of individual horses to ensure quality training
- horse training and education principles to enable effective training outcomes

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	Evidence of the following is essential: • applies knowledge of horse handling and behaviour to train horses using appropriate techniques • monitors horse's progress and performance to ensure horse's health and welfare, makes appropriate adjustments to the training program and provides feedback to appropriate personnel • applies effective contingency management techniques to ensure horse's health and welfare at all times.
Context of and specific resources for assessment	Assessment must ensure assessment of training needs of multiple horses to design and monitor education programs of sufficient duration and breadth to demonstrate competency and consistency of performance. Assessment must also ensure access to: • a horse riding establishment • horses of varying physical conditions operating in a variety of roles and at various stages of training

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	• appropriate equipment and resources to implement the education program
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • observation of assessment of horse's education needs and application of planning processes to develop an appropriate education program • oral and or written questioning to assess knowledge of behaviour of horses and the effects of training • portfolio of training plans and progress records for horses • third-party reports from a supervisor detailing performance. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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.

Organisational policies and procedures may include:	• occupational health and safety • training timeframes • time and budget constraints • industry rules and regulations • code of ethics.
Relevant legislation may include:	• occupational health and safety • animal welfare.
Appropriate personnel may include:	• employers • owners • supervisors • guides and instructors.
Education programs may include:	• behaviour modification • developing trust and confidence.
Appropriate gear may include:	• blinkers • hobbles

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- bits
- saddles
- reins
- harness
- halters
- sulky
- bridles
- rings
- tongue ties
- nose band
- shadow rolls
- breastplates
- harness.

Relevant aspects may include:

- objectives
- planning process
- activity site
- weather
- equipment selection
- clothing selection
- food selection
- instructional content
- instructional technique
- assessment technique
- group feedback
- directing techniques
- rescue techniques employed

Unit Sector(s)

Outdoor Recreation

Competency Field

Equestrian activities

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SISXEMR002 Coordinate emergency responses

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate a response to an emergency situation. The unit focuses on assessing emergency situations, implementing an emergency action plan, and coordinating a prompt and effective response.

This unit applies to individuals designated as safety officers during a specific indoor or outdoor activity at locations such as camp sites, training areas and other outdoor sites; or the warden in a sport, fitness or recreation, such as a community leisure centre, aquatic centre or indoor activities centre.

These individuals undertake work according to relevant legislation and organisational policies and procedures.

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

Pre-requisite Unit

Nil

Competency Field

Emergency Response

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Coordinate response to emergency reports or signals.	1.1 Identify and respond to emergency reports or signals. 1.2 Attend, where appropriate, emergency situations and respond accordingly. 1.3 Assess emergency situations and report details to designated personnel. 1.4 Coordinate emergency response actions.
2. Assess the emergency.	2.1 Conduct an assessment of the situation according to organisational policies and procedures. 2.2 Establish an emergency action plan based on assessment of current situation and potential for escalation. 2.3 Prioritise actions promptly.
3. Coordinate the response.	3.1 Implement organisational emergency procedures and policies. 3.2 Supervise equipment selection suitable to the type of emergency. 3.3 Confirm and coordinate the safe use of emergency equipment. 3.4 Supervise selection and use of rescue techniques. 3.5 Improvise, where necessary, equipment and technique. 3.6 Arrange and confirm the safety of staff and participants.
4. Liaise with relevant authorities.	4.1 Liaise with members of emergency team and monitor the emergency. 4.2 Refer situations beyond the capability of the emergency team to the appropriate authorities for assistance. 4.3 Provide information and assistance to authorities. 4.4 Control and coordinate, if necessary, emergency evacuation.
5. Finalise operational procedures.	5.1 Complete and maintain an operational log. 5.2 Debrief emergency team members. 5.3 Evaluate operation of emergency procedures and recommend any changes. 5.4 Advise emergency team members to refer media inquiries to the nominated spokesperson.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

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Reading skills to:	• interpret emergency documentation, reports and signals.
Writing skills to:	• complete accurate and detailed emergency documentation.
Planning and organising skills to:	• coordinate resources and equipment necessary to respond effectively to emergency situations.
Self-management skills to:	• review and reflect on own work performance in coordinating emergency responses.

Unit Mapping Information

SISXEMR402A Coordinate emergency responses

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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Assessment Requirements for SISXEMR002 Coordinate emergency responses

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify and assess at least five of the following emergency situations and coordinate the appropriate response:
  - fire
  - hazardous release
  - bomb threat
  - medical
  - accidents
  - panic and other emotional responses
  - equipment failure
  - lost party member
  - changing environmental conditions
  - activity specific
- two of the above situations must include an assessment that identifies possible escalation and an appropriate response actioned for each.
- confirm and supervise the selection and safe use of emergency equipment for each situation.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable application of legal requirements according to own work role and level of responsibility:
  - duty of care
  - work health and safety/occupational health and safety
  - environment protection
  - hazardous substances
  - public health and safety
- organisational emergency policies and procedures related to coordinating emergency responses:

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    - communication lines
    - debrief procedures
    - duty of care
    - emergency procedures
    - environment protection
    - exit and assembly points
    - hazardous substances and dangerous goods
    - industry codes of practice
    - reporting incidents
    - work health and safety/occupational health and safety
- appropriate responses to emergency situations, as specified in the Performance Evidence
- location and safe use of rescue and emergency equipment and resources:
    - hoses
    - ladders
    - rescue equipment
    - monitors
    - foam equipment and extinguishers
    - blankets
    - spill kits
    - personal protective clothing and equipment
    - salvage gear
    - first aid and evacuation equipment
- the potential for emergency escalation:
    - spread of fire
    - threat to adjoining areas
    - dangers of explosion
    - loss of communications
    - involvement of additional persons
    - deterioration in environmental conditions
- rescue techniques
- emergency response agencies within the activity area and direct communication channels to enable information about an emergency to be communicated quickly and directly
- factors that impact on emergency situations to enable appropriate contingency planning
- behaviour and characteristics of typical emergencies to enable the development of an action plan to quickly and effectively bring the situation under control.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation environment where the individual is exposed to simulated emergencies requiring response. This can be a workplace or simulated environment.

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Assessment must ensure access to:

- current industry procedures for reporting and managing emergency situations
- legislation relevant to emergencies:
  - work health and safety/occupational health and safety
  - duty of care
  - environment protection
  - hazardous substances and dangerous goods
  - public health and safety
  - industry codes of practice
- equipment and resources to ensure adequate response to emergencies relevant to work role and workplace
- a variety of clients and/or participants requiring an emergency response, clients and participants can be:
  - clients and participants in a sport, fitness or recreation industry workplace who are assisted by the individual during the assessment process or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- coordinate participant movement during emergency situations
- respond to a range of emergencies in a sport, fitness or recreation environment, within the required, but realistic, timeframe.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b

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SITEEVT001 Source and use information on the events industry

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to access and interpret current and emerging information on the events industry to enhance the quality of event coordination. This includes industry structure, technology, laws and ethical issues specifically relevant to event coordination.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to individuals working at different levels in event management companies, in event venues, or in organisations that organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Source and interpret relevant	1.1.Identify sources of information on the structure,

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industry information.	products and services of the events industry. 1.2. Access specific information of relevance to the events industry to assist operational duties. 1.3. Use knowledge of the events industry, and its products and services to enhance quality of work performance.
2. Source and use compliance information.	2.1. Obtain information on laws and regulations specifically relevant to events, and work compliantly. 2.2. Source information on industry quality assurance schemes and use to benefit own organisation. 2.3. Conduct day-to-day event activities according to ethical industry practices.
3. Source and use information on events technology.	3.1. Source information on current and emerging technologies that impact on operational duties. 3.2. Use information on technology to suggest new and improved workplace practices. 3.3. Use current and emerging technology in day-to-day work activities.
4. Update personal and organisational knowledge of the events industry.	4.1. Identify and use a range of opportunities to update knowledge of the events industry. 4.2. Monitor current issues and trends for the industry. 4.3. Share updated information with colleagues.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• read the content of plain English information about laws and quality assurance processes • research and sort events industry information relevant to own work.
Writing skills to:	• write and summarise notes, and record information in basic documents, information sheets and files.

Oral communication skills to:	• use open and closed questioning to interact effectively and obtain information from:
	  • experienced industry personnel
	  • colleagues
	  • suppliers

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- industry bodies.

Learning skills to:
- continuously update, review and maintain own knowledge of the events industry.

Technology skills to:
- use a computer and keyboard
- use online information systems to search for information.

Unit Mapping Information

SITXEVT301 Access information on event industry operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITEEVT001 Source and use information on the events industry

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- source and document current and emerging industry information on the events industry using at least three information sources listed in the knowledge evidence
- identify ways to integrate current events industry information into daily work activities to enhance the quality of work performance.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- sources of information on the events industry:
  - discussions with experienced industry personnel
  - industry accreditation operators
  - industry associations and organisations
  - industry journals, reference books and seminars
  - internet
  - libraries and media
  - networking with colleagues and suppliers
  - plain English documents, issued by government regulators, that describe laws relevant to the events industry
  - training courses
  - unions
- event types and staging elements
- event products and services
- structure of the events industry:
  - key characteristics
  - main functions
  - features and services of businesses within the local and regional industry
  - business relationships
- information of relevance to the events industry:
  - economic and social significance of the events industry:

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    - community role in events
    - effect on local amenities and facilities
    - employment
    - role of and impacts on local communities
  - general nature of allied and cross-over industries:
    - tourism
    - hospitality
    - entertainment
    - culture
    - sport
  - career opportunities within the industry
  - current issues and trends for the industry
  - roles and general responsibilities for different jobs in the industry
- basic aspects of the stages of event management, from concept development through to execution
- basic aspects of Australian events industry quality assurance processes:
  - industry accreditation schemes
  - International Organization for Standardization (ISO) 20121 Event Sustainability Management Systems
  - codes of conduct or ethics
  - occupational licensing
  - reasons for participation
  - roles and responsibilities of individual staff members in quality assurance
- basic aspects of managing environmental and social sustainability when operating events
- roles and responsibilities for environmental and social sustainability in:
  - event organisations
  - event management companies
  - event venues and sites
- basic aspects of state, territory, commonwealth and local government laws specifically relevant to the events industry, and actions that must be adhered to by organisations staging events:
  - environmental protection requirements for minimal impact operations, protection of natural and cultural integrity, and waste management
  - local community protection:
    - ownership
    - requirements for management
    - access
    - maintaining lifestyle of neighbouring residents
  - consumer protection for refunds, terms and conditions of quotations, and cancellation fees
- basic aspects of equal employment opportunity (EEO) law:

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  - rights of employees
  - responsibilities of employers to make merit-based employment decisions
- current and emerging technology used by event organisations:
  - e-business
  - social media
- ethical practices for:
  - confidentiality of customer information
  - declaration of commissions, fees and other charges
  - gifts and services provided free of charge
  - tips
  - overbooking
  - product recommendations
  - professional behaviour when participating in site inspections and industry events.

Assessment Conditions

Skills must be demonstrated in an operational events business or activity. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- communication technology and information programs used to source industry information
- information on current events industry practice, products and services from:
  - accredited operators
  - associations and organisations
  - journals
  - seminars
  - colleagues
  - media
  - personal observations and experience
  - reference books
  - training courses
  - unions
  - the internet
- information on codes of conduct, membership and benefits distributed by:
  - industry associations
  - accreditation operators
  - unions
- plain English documents issued by government regulators that describe laws specifically relevant to the events industry.

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Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITEEVT003 Coordinate on-site event registrations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to prepare for and process on-site attendee registrations at events. It requires the ability to collect and collate all registration materials in advance of the event, set up the registration area, and check attendee registration details before admission.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event operations personnel who operate with some level of independence and under limited supervision. They may work in event management companies, in event venues, or in organisations that organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

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1. Prepare on-site registration materials.	1.1. Prepare and check all registration materials and equipment prior to event. 1.2. Source and prepare appropriate resources to address on-site contingencies. 1.3. Minimise use of printed materials and maximise use of electronic documents to reduce waste. 1.4. Check and reconfirm arrangements for venue or site access and registration set-up.
2. Set up registration area.	2.1. Establish contact with venue or site personnel to facilitate effective communication during event. 2.2. Complete site inspection to establish familiarity with event venue or site. 2.3. Locate and check registration set-up against prearranged agreements. 2.4. Identify registration area safety and access issues and resolve with venue or site personnel. 2.5. Check efficiency and working order of registration equipment and resolve or report deficiencies.
3. Process on-site registrations.	3.1. Welcome attendees and provide information on venue and event features. 3.2. Check attendee registration details and provide event documentation and admission according to organisational procedures and event deadlines. 3.3. Identify, record and resolve registration discrepancies according to individual responsibility and organisational procedures. 3.4. Process on-site event payments. 3.5. Finalise registration records and pack or store registration resources.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret documents detailing name, payment status and booking details for attendees; complex registration reports; event programs; and costs.
Writing skills to:	• record accurate customer and event operational details, customer notes and receipts.
Oral communication	• liaise with venue or site personnel on registration set-up

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skills to:	• interact with attendees in a polite, professional and friendly manner • respond to attendees with diverse and special needs and expectations.
Numeracy skills to:	• interpret payment details for registrations and calculate any under or over payments • calculate costs for on-site event payments.
Teamwork skills to:	• work with venue or site personnel for smooth service delivery to attendees.
Planning and organising skills to:	• coordinate set-up of registration area for operational efficiency.
Self-management skills to:	• manage own speed, timing and productivity for processing on-site registrations.
Technology skills to:	• use calculators, computers, software programs, printers and other business technology for processing event registrations.

Unit Mapping Information

SITXEVT303 Coordinate on-site event registrations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITEEVT003 Coordinate on-site event registrations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- coordinate on-site registrations for at least two different types of events as listed in the knowledge evidence, including undertaking each of the following:
  - prepare registration materials and equipment
  - set up registration area
  - process on-site attendee registrations
  - take payments
  - check registration details
  - provide event documentation
  - communicate event information to all attendees
  - resolve registration discrepancies
- complete on-site registrations within commercial time constraints and customer deadlines.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of events for which on-site registrations take place:
  - business and corporate
  - community
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - marketing
  - meetings and conventions
  - sports
- on-site registration processes for diverse event types
- safety considerations for on-site registration areas:

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    - adequate space for gathering or moving large numbers of people
    - adequate sun and weather protection
    - emergency exits
    - profile of registration area for arriving attendees
    - safe positioning
    - safety of electrical cables in registration area
- access issues for on-site registration areas, especially those associated with gathering or moving large numbers of people
- different types of operations systems, and software programs used to process on-site event registrations
- attendee information required to provide on-site event documentation and admission
- different formats for, inclusions, and uses of:
    - event registration reports
    - registration materials required to process on-site event registrations
    - financial administration documents for attendee payments
    - event attendance documents
- for specific organisation and event:
    - agreements with venue or site for registration set-up
    - features of event program, schedules, inclusions and specific costs
    - procedures for processing on-site registrations.

Assessment Conditions

Skills must be demonstrated in an operational events business or activity where event registrations are coordinated. This can be:

- an industry workplace
- a simulated event set up for the purpose of skills assessment.

Assessment must ensure access to:

- venues or sites where events are operated with a designated on-site registration area
- industry current technology and software for processing on-site event registrations
- industry current templates for:
    - attendee lists
    - financial administration of on-site event payments
    - registration reports
- event registration documentation:
    - attendance lists per session, site, venue or table
    - event programs
    - event schedules
    - inclusions and costs

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  - name lists
  - payment status
  - special requests
  - venue or site agreements
- organisational procedures for processing on-site registrations
- registration equipment and materials:
  - attendee kits
  - cash float
  - computer
  - display stands
  - event program and running sheet
  - lanyards
  - name badge or identification documents
  - promotional display materials
  - receipts
  - service vouchers
  - signage
  - site maps
  - stationery
  - tickets
- venue or site personnel with whom the individual can interact
- industry-realistic ratios of registration staff to attendees; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITEEVT010 Manage on-site event operations

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage on-site operational activities for the staging of events. It requires the ability to finalise operational plans, oversee event set-up, execution and break-down, and evaluate the operational success of events.

This unit is relevant to events that are diverse in nature and are coordinated in many industry contexts, including the tourism, hospitality, sport, cultural and community sectors.

It applies to event coordinators and managers as well as venue duty, front of house and operations managers who operate independently, and are responsible for operational decisions. They may work in event management companies, in event venues, or in organisations that organise their own events.

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

Pre-requisite Unit

Nil

Competency Field

Events

Unit Sector

Events

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1. Finalise event preparations.	1.1. Check final arrangements for event and address any discrepancies or outstanding matters. 1.2. Analyse event requirements and develop plans and procedures for event staging. 1.3. Prepare and collate operational documentation to facilitate effective on-site management, and distribute to relevant personnel. 1.4. Develop and provide event briefings to relevant personnel in advance of event. 1.5. Minimise use of printed materials and maximise electronic transmission of documents to reduce waste.
2. Oversee event set-up.	2.1. Establish on-site contact with contractors and reconfirm all requirements. 2.2. Assess all aspects of event set-up against prearranged service agreements and check for safety and ease of attendee access. 2.3. Identify deficiencies and discrepancies and take prompt action to resolve. 2.4. Conduct final briefing on event operational details, including communication and control mechanisms.
3. Monitor event operation.	3.1. Monitor event operation through observation and communication with relevant personnel to ensure effective delivery of services. 3.2. Identify and quickly evaluate operational problems as they arise and take prompt action to resolve. 3.3. Monitor compliance with environmental and social sustainability procedures to ensure minimal impacts. 3.4. Liaise with client throughout event to ensure satisfaction with service delivery and make necessary adjustments.
4. Oversee event break-down.	4.1. Ensure event break-down is completed according to agreements. 4.2. Check and sign invoices according to contractor agreements. 4.3. Debrief relevant personnel to improve future event service delivery.
5. Evaluate operational success of event.	5.1. Obtain feedback from customers and seek input from personnel and contractors on event operations. 5.2. Reflect on and evaluate operational problems. 5.3. Provide recommendations for improvements to future event management practices.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret complex event planning documentation.
Writing skills to:	• write complex and detailed, yet easily accessible, event operational documents.
Oral communication skills to:	• provide precise instructions to event team members and contractors throughout the operation of the event • negotiate solutions and provide clear instructions when problems arise.
Numeracy skills to:	• interpret event budgets and event service agreement costings to determine correct on-site supply of contracted services • work quickly and accurately with budget figures to calculate effect on event profitability when resolving on-site problems.
Problem-solving skills to:	• negotiate solutions with clients, and internal and external personnel under pressure where time constraints play a key factor.
Teamwork skills to:	• lead a team of event staging personnel and external contractors to effectively deliver events • consult with team members and take account of suggested solutions to on-site staging problems.
Self-management skills to:	• take responsibility for the finalisation of event plans and on-site coordination of the delivery of the event.
Technology skills to:	• use calculators, computers, software programs and printers for processing event documentation • use two-way communication equipment for on-site management.

Unit Mapping Information

SITXEVT505 Manage on-site event operations

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITEEVT010 Manage on-site event operations

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- manage on-site event operations for at least one event type listed in the knowledge evidence with multiple operational components, overseeing event:
  - set-up
  - operation
  - break-down
- develop comprehensive plans, procedures and operational documentation for staging at above event
- conduct event briefings prior to and following the above event
- liaise and consult with contractors and other relevant personnel during event finalisation, operation and break-down to ensure service agreements are met and potential risks are mitigated
- manage on-site event operations in live time where commercially realistic time pressures and constraints play a key factor.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- types of events:
  - business and corporate
  - entertainment and leisure
  - exhibitions, expositions and fairs
  - festivals
  - fundraising
  - government and civic
  - marketing
  - meetings and conventions
  - sports
- characteristics of different types of events; their purpose, format and running order
- personnel and others involved in the operation of an event:

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    - clients
    - contractors
    - event operations team
    - exhibitors
    - merchandisers
    - organising committee
    - sponsors
    - suppliers
    - venue coordinators or duty managers
    - volunteers
- roles, responsibilities, hierarchy of controls, and reporting for event staging of:
    - corporate clients
    - internal event team members, venue personnel and external contractors
    - on-site event manager
- features and functions of two-way communication equipment used to facilitate communication between event personnel
- techniques for managing stress and time during operation of events
- types of event contractors:
    - caterers
    - display suppliers
    - entertainers
    - food and beverage personnel
    - florists
    - equipment hire companies
    - registration and ticket sales specialist companies
    - security personnel
    - speakers and facilitators
    - suppliers of technical equipment and services
    - venue coordinators or duty managers
- key features and functions of event staging products and services:
    - catering
    - displays, stands and signage
    - exhibitor services
    - security
    - talent
    - technical equipment and services:
        - audiovisual
        - lighting
        - rigging
        - sets

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    - sound
    - special effects
    - stage design
  - venue or site:
    - furniture
    - layouts
    - registration areas and equipment
    - styling
- styles used in venue room set-up and their different purposes:
  - banquet
  - classroom
  - cabaret
  - theatre
  - u shape
- formats for, inclusions, and uses of:
  - operational plans and procedures used to manage on-site event logistics:
    - event documentation issued to operational personnel and contractors
    - briefing papers
    - running sheets for delivery of event
    - registration reports
    - layout plan for venue or site
  - event service agreements
- key environmental and social impacts of event delivery and minimal impact procedures to reduce them:
  - reducing impacts on the lifestyle of neighbouring residents
  - maintaining natural and cultural integrity
  - recycling and disposing of waste, especially hazardous substances
  - safety for crowds and the movement of large numbers of attendees
  - use of energy, water and other resources during event set up, operation and break down
- control measures to mitigate risk for:
  - attendees
  - contract staff
  - personnel
  - volunteers
- components of event break-down:
  - correctly removing infrastructure and facilities to ensure site is left in good condition
  - debriefing participants, exhibitors and contractors
  - directing event team member participation
  - liaising with venue and site personnel

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- overseeing recycling and environmentally sound disposal of waste
- packing and removing items.

Assessment Conditions

Skills must be demonstrated in an operational events context where the management of on-site event operations is required. This can be:

- a live event
- a simulated industry event set up for the purpose of skills assessment.

Assessment must ensure access to:

- dedicated event budgets
- venues and sites where events are operated
- computers, software programs and printers currently used by the events industry to prepare event documentation
- two-way communication equipment for on-site management
- industry current operational documents used to facilitate effective on-site management:
  - briefing papers
  - contact numbers for contractors and/or emergency services
  - copies of agreements with contractors and/or clients
  - event program and scheduled time for activities
  - event orders
  - incident reports
  - itemised lists of resources, suppliers and costs
  - layout plan for venue or site
  - plans and procedures
  - registration reports
  - risk assessments
  - running sheet for delivery of event
  - service vouchers
  - signage
  - sign-in and sign-out sheets
  - site maps
  - staffing rosters
- client's internal event team members, venue personnel and external contractors with whom the individual can interact; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

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Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and:

- have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXCCS006 Provide service to customers

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to communicate effectively with and provide quality service to both internal and external customers. It requires the ability to establish rapport with customers, determine and address customer needs and expectations, and respond to complaints.

The unit applies to those frontline service personnel who deal directly with customers on a daily basis and who operate with some level of independence and under limited supervision.

This includes individuals working in a range of tourism, travel, hospitality and events contexts.

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

Pre-requisite Unit

Nil

Competency Field

Client and Customer Service

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Communicate with internal	1.1.Communicate with customers in a professional manner

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and external customers.	within designated response times using appropriate verbal and non-verbal communication. 1.2. Observe and respond to non-verbal communication of customers. 1.3. Use active listening and questioning to facilitate effective two-way communication. 1.4. Select a ***medium of communication*** appropriate for the customer and ***situation***.
2. Follow defined organisational standards when delivering service.	2.1. Practise high standards of personal presentation and hygiene according to organisational requirements. 2.2. Follow organisational customer service policies and procedures. 2.3. Adhere to professional standards expected of service industry personnel.
3. Provide service to customers.	3.1. Establish rapport with customer to promote goodwill and trust during service delivery. 3.2. Identify customer needs and expectations, including customers with special needs. 3.3. Promptly meet all reasonable customer needs and requests. 3.4. Identify and anticipate operational problems and take action to minimise the effect on customer satisfaction. 3.5. Recognise and act upon opportunities to deliver additional levels of service beyond customer's immediate request.
4. Respond to customer complaints.	4.1. Proactively recognise customer dissatisfaction and take swift action to avoid escalation to a complaint. 4.2. Respond to customer complaints in a professional manner. 4.3. Identify solutions in consultation with customer. 4.4. Resolve complaints according to own level of responsibility and organisational policy. 4.5. Escalate complex service issues to higher level staff for action.
5. Provide internal feedback on customer service practices.	5.1. Provide ongoing internal feedback on service practices, policies and procedures, and suggest improvements. 5.2. Identify individual and recurring complaints and provide internal feedback to avoid future occurrence.

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Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret messages, notes, letters, online communications, and policies and procedures.
Writing skills to:	• record clear and concise messages, notes, emails, faxes and letters.
Self-management skills to:	• deal with customer enquiries in a logical sequence while accommodating other work commitments.
Technology skills to:	• use electronic communication media.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Medium of communication must include consideration of:	• assistive technology • email or other electronic communication • face-to-face communication • fax • written messages for restaurant bookings or phone messages • standard forms and pro formas • telephone • use of interpreters • two-way communication systems.
Situation must involve consideration of the following factors:	• access of the sender and receiver to necessary equipment and technology • degree of formality required • required format • technical and operational features to fulfil the need • technical skills required to use the medium • urgency and timeframes.

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Unit Mapping Information

SITXCCS303 Provide service to customers

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXCCS006 Provide service to customers

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify customer requirements and provide quality customer service to three different internal and three different external customers to meet requirements
- provide service to above customers in line with organisational customer service standards and within designated organisational response times
- demonstrate procedures to respond to and resolve three different customer complaints according to organisational policies and procedures
- demonstrate effective communication with the above internal and external customers, including any with special needs
- seek formal and informal feedback from customers on above service.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- principles of quality customer service and positive communication
- appropriate non-verbal communication for customer service:
  - body language
  - culturally specific communication customs and practices
  - dress and accessories
  - gestures and mannerisms
  - use of space
  - voice tonality and volume
- methods for enhancing service delivery in response to staff and customer feedback
- specific industry sector:
  - professional service standards expected of service industry personnel
  - attitudes and attributes expected by the service industries to work with customers
  - standards of personal presentation and hygiene
  - different customer service and communication expectations, especially those with special service needs
- particular organisation:

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    - types of customers
        - external
        - internal
        - new
        - regular or repeat
        - visitors
    - designated response times for acknowledging customers and their enquiry
    - personal presentation and hygiene standards
- customer service policies and procedures, in particular those for:
    - acknowledging and greeting customers
    - complaint and dispute management
    - empowerment of different levels of personnel to resolve complaints, disputes, service issues and customer compensation
    - loyalty programs
    - presentation standards for customer environment, customer service personnel, and documents and promotional materials
    - pricing guarantees
    - product quality
    - refunds and cancellation fees
    - response times
    - service guarantees
    - training staff for customer service and complaint handling
- awareness of special needs, customs and practices of various social and cultural groups of customers in regards to:
    - modes of greeting, farewelling and conversation
    - body language and body gestures
    - formality of language
    - clothing
- methods of collecting feedback:
    - formal:
        - surveys
        - interviews
        - structured questioning
    - informal:
        - observation
        - casual discussion
- essential features, conventions and usage of different types of communication techniques and equipment.

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Assessment Conditions

Skills must be demonstrated in an operational business environment where customers are served. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- organisational policies, procedures and templates relating to:
  - customer service standards
  - designated response times
  - presentation standards
  - procedures for dealing with customer complaints
  - customer surveys and feedback collection
  - recording and reporting customer feedback
- internal and external customers with different cultural backgrounds and special service needs with whom the individual can interact; these can be:
  - customers in an industry workplace during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXCCS007 Enhance customer service experiences

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to provide professional and personalised customer service experiences. It requires the ability to determine and meet customer preferences, develop customer relationships, respond to difficult service situations, and take responsibility for resolving complaints.

The unit applies to those who deal directly with customers on a daily basis and who operate independently or with limited guidance from others. It includes senior frontline sales personnel, supervisors and managers who use discretion and judgement to provide quality customer service experiences.

This includes individuals working in a range of tourism, travel, hospitality and events contexts.

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

Pre-requisite Unit

Nil

Competency Field

Client and Customer Service

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the	Performance criteria describe the performance needed to

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essential outcomes.	demonstrate achievement of the element.
1. Provide a quality service experience.	1.1. Determine and confirm customer preferences, needs and expectations. 1.2. Advise customers about appropriate products and services to meet their needs. 1.3. Anticipate customer preferences, needs and expectations throughout the service experience. 1.4. Promptly provide products and services with professional and personalised service to meet individual preferences. 1.5. Offer extras and add-ons and provide tailored and additional products and services. 1.6. Check actioning of special requests before customer delivery. 1.7. Liaise with team members and suppliers to ensure efficient service delivery. 1.8. Share customer information with team members to ensure quality service.
2. Proactively respond to difficult service situations.	2.1. Identify problems with products and services and take immediate action to address before provision to customer. 2.2. Anticipate delays in product and service provision and regularly update customer on expected outcomes. 2.3. Advise customers of alternative products and services. 2.4. Proactively compensate for service difficulty in line with own level of responsibility and organisational policy. 2.5. Provide ongoing internal feedback on service issues and suggest improvements.
3. Resolve customer complaints.	3.1. Use questioning techniques to establish and agree on nature, possible cause, and details of the complaint. 3.2. Assess impact on customer. 3.3. Take responsibility for resolving complaints in a professional manner and using communication techniques to assist in their management. 3.4. Determine options to resolve complaints and promptly analyse and decide on optimal solutions, taking ***organisational constraints*** into account. 3.5. Act swiftly to resolve complaints and prevent escalation, in consultation with customer and to customer satisfaction. 3.6. Turn complaints into opportunities to demonstrate high quality customer service. 3.7. Provide internal feedback on customer complaints and feedback and required follow-up in order to avoid future occurrence. 3.8. Review and evaluate complaints and solutions to enhance

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	response to future issues.
4. Develop customer relationships.	4.1. Promote repeat business by offering promotional services according to individual empowerment and organisational policy. 4.2. Maintain customer profiles to enhance service delivery. 4.3. Provide personalised service to customers in a professional manner that builds repeat business. 4.4. Provide tailored products and services based on customer profile.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret organisational policies and procedures.
Writing skills to:	• record entries in customer service records.
Oral communication skills to:	• use probe questioning to determine customer needs, preferences and problems; clarify ambiguities; and adequately understand customer complaints.
Numeracy skills to:	• calculate the cost of products and services, estimate profitability, and consider the cost of customer compensation.
Problem-solving skills to:	• determine adequate and appropriate compensation for service or product difficulty.
Technology skills to:	• use computers and databases that manage customer profiles and promotional activities.

Range of Conditions

Specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Organisational constraints must involve consideration of:	• costs and budgets • feasibility of providing the solution

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- own authority to resolve the complaint
- policy and procedures
- profitability of the sale
- ultimate responsibility within the organisation.

Unit Mapping Information

SITXCCS401 Enhance the customer service experience

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXCCS007 Enhance customer service experiences

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- identify customer requirements and provide professional and personalised customer service experiences to two different internal and two different external customers to meet requirements
- demonstrate procedures to respond to and resolve three different customer complaints according to organisational policies and procedures
- demonstrate effective communication with the above internal and external customers, including any with special needs
- seek formal and informal feedback from customers on quality of above service
- provide above service to above customers in line with organisational customer service standards and within designated organisational response times.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- principles and benefits of enhanced customer service experiences and positive communication
- techniques to anticipate customer preferences, needs and expectations throughout the service experience
- conflict resolution techniques
- methods for enhancing service delivery in response to staff and customer feedback
- various extras and add-ons to enhance the customer experience:
  - additional destinations
  - additional tours or cruises
  - cocktails and liqueurs to enhance the dining experience
  - coordination services at events and conferences
  - entrance to events, festivals and entertainment scheduled during customer stay at destination
  - entrance to major attractions at destination
  - extra food items
  - flight fuel emissions offset fee

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    - local guiding services
    - optional meals and dining experiences
    - prepayment of baggage charges
    - prepayment of in-flight meals
    - pre-travel seat selection
    - private car transfers in lieu of regular transportation options
    - special offers or packages
    - specialised styling for events
    - storage for luggage after check-out
    - travel insurance
    - upgraded accommodation and flights
    - wine or boutique beers to match meals ordered
- specific industry sector:
    - professional service standards and protocols for service industry personnel
    - attitudes and attributes expected by the service industries to work with customers
    - different customer service needs and expectations
    - types of customer loyalty programs
    - essential features and use of the customer databases
- particular organisation:
    - designated response times for providing service and resolving complaints
    - customer service policies and procedures
    - complaint handling policies and procedures
    - promotional services offered
- procedures for responding to the following common customer complaints:
    - incorrect pricing or quotes
    - delays or errors in providing products or services
    - misunderstanding of customer requests
    - escalated complaints or disputes
    - other team members or suppliers not providing special requests
    - misunderstandings or communication barriers
    - unmet expectations of, or problems or faults with, a service or product
- methods of compensating dissatisfied customers:
    - negotiating with suppliers on customer behalf to gain reduced rates or extra services
    - providing some or all services:
        - free of charge
        - at reduced rate
    - providing:
        - discount vouchers to attend at a future time
        - inexpensive add-on products
        - small gifts

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    - special attention during the service period
    - special customer service delivery on next attendance
- factors to consider when determining compensation of dissatisfied customers:
    - financial constraints of the organisation
    - profitability of the sale
- awareness of special needs, customs and practices of various social and cultural groups of customers in regards to:
    - modes of greeting, farewelling and conversation
    - body language and body gestures
    - formality of language
    - clothing
- methods of collecting feedback:
    - formal:
    - surveys
    - interviews
    - structured questioning
    - informal:
        - observation
        - casual discussion
- essential features, conventions and usage of different types of communication techniques and equipment.

Assessment Conditions

Skills must be demonstrated in an operational business environment where customers are served. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- computers and databases that manage customer profiles and promotional activities
- organisational policies, procedures and templates relating to:
    - customer service standards
    - designated response times
    - presentation standards
    - procedures for dealing with customer complaints
    - customer surveys and feedback collection
    - recording and reporting customer feedback
- internal and external customers with different cultural backgrounds and special service needs with whom the individual can interact; these can be:

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- customers in an industry workplace during the assessment process; or
- individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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SITXHRM004 Recruit, select and induct staff

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate the recruitment, selection and induction of new staff members within the framework of existing human resource policies and procedures. It requires the ability to identify recruitment needs, develop selection criteria, process and evaluate applications, select people according to their attitude, aptitude and fit to the position and coordinate induction programs.

The unit applies to senior personnel who operate independently or with limited guidance from others, including dedicated specialist staff or operational or senior managers.

It applies to all tourism, travel, hospitality and event sectors.

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

Pre-requisite Unit

Nil

Competency Field

Human Resource Management

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Identify recruitment	1.1.Identify recruitment needs based on monitoring of service and

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needs.	efficiency levels in the organisation. 1.2. Consult colleagues about staffing needs and job descriptions. 1.3. Obtain approval for recruitment according to organisational recruitment policies. 1.4. Use job descriptions to develop clear and concise selection criteria. 1.5. Ensure criteria incorporate customer service attitude and experience to ensure a fit to the position.
2. Administer recruitment.	2.1. Choose and organise selection processes taking into account job skill requirements. 2.2. Create and disseminate advertisements for positions. 2.3. Process applications according to organisational policy. 2.4. Review applications against selection criteria and choose applicants to progress to interview. 2.5. Inform unsuccessful applicants of decisions and provide other recruitment information in appropriate media within reasonable timeframes. 2.6. Establish any special needs and make necessary arrangements for those progressing. 2.7. Document and file recruitment records and decisions according to organisational policy.
3. Select staff.	3.1. Use selection criteria as the basis for selection, ensuring merit-based selection and adherence to equal employment opportunity principles and law. 3.2. Participate in selection processes. 3.3. Evaluate applicants for customer service attitude and experience to ensure a fit to the position. 3.4. Select people according to their attitude, aptitude and fit to the existing organisational culture. 3.5. Communicate selection recommendations to appropriate colleagues. 3.6. Make employment offers according to organisational procedures. 3.7. Advise new employees about employment details according to organisational policy. 3.8. Create and maintain accurate, clear and complete records of the selection process.
4. Plan and organise induction programs.	4.1. Plan content and format of induction programs to reflect organisational objectives and policies. 4.2. Include all appropriate information in induction programs according to organisational policy. 4.3. Liaise with operational colleagues to ensure induction programs are implemented in a manner that minimises operational

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disruption.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION

Reading skills to:	• evaluate job applications against selection criteria
	• interpret and follow:
	  • organisational policies and procedures
	  • equal employment opportunity (EEO) and other employment related legislation.

Writing skills to:	• construct complex and varied documentation for recruitment advertisements, selection criteria and induction program content.
Oral communication skills to:	• conduct interviews and adapt interview techniques to meet the needs of social and cultural groups.
Numeracy skills to:	• calculate advertising costs and salary levels.
Problem-solving skills to:	• identify deficiencies in applications and resolve by re-advertising or choosing different recruitment methods.
Teamwork skills to:	• consult team members about staffing needs and select new staff members that will complement existing workers.
Planning and organising skills to:	• evaluate staffing requirements and plan for recruitment of appropriate numbers.

Unit Mapping Information

SITXHRM501 Recruit, select and induct staff

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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Assessment Requirements for SITXHRM004 Recruit, select and induct staff

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- administer the recruitment, selection and induction process for each of the following recruitment needs at least once:
  - casual, contract or temporary
  - full time or part-time permanent
  - volunteer
- develop selection criteria for each of the above recruitment needs
- conduct fair and equitable selection interviews for each of the above recruitment situations
- evaluate at least one applicant in each of the above selection processes to select individuals that meet a specific organisational need.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- specific industry sector:
  - recruitment and selection practices
  - formats for and inclusions of selection criteria and job advertisements
  - effective advertising media
  - features of an effective recruitment advertisement
  - roles of recruitment agencies
  - relationships of job descriptions to selection criteria and ways to develop clear and concise selection criteria
  - methods of linking interview questions to selection criteria
  - key elements of applicable awards
  - nature and role of induction programs and typical content
- specific organisation:
  - roles and responsibilities of different personnel in the recruitment and induction process
  - required make-up of interview panels
  - procedures for employment checks

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    - full content of recruitment and human resource policies and in particular:
        - approval processes for advertised salaries and recruitment of new personnel
        - nature and content of job advertisements and communications with applicants
        - participants in interview panels
        - required skills profile of potential employees for particular jobs
        - role of different personnel in the recruitment and induction process
        - timing and nature of induction programs
        - use of different media in the recruitment process
        - use of government-subsidised traineeships and apprenticeships
- key elements of equal employment opportunity (EEO) employment laws and how they must be implemented in recruitment and selection processes
- records required of recruitment and selection process:
    - administrative documents
    - interview schedules
    - interviewer details
    - selection panel comments, score sheets and recommendations
    - records of interview
- selection process:
    - checks:
        - police
        - reference
        - working with children
        - qualifications
    - evaluation of portfolios
    - exchange of written information
    - interviews:
        - by human resource specialists, department managers or selection committees
        - face-to-face
        - teleconference
        - telephone
        - videoconference
    - presentation to a selection committee
    - skills tests
- special arrangements required in the organisation of selection procedures:
    - access:
        - parking
        - security clearance
    - using:
        - assistive technology
        - electronic presentation media

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    - interpreters
    - special interview techniques for those with disabilities
    - teleconference
    - videoconference
    - visual information and diagrams instead of written material
- information for inclusion in induction programs:
  - conditions of employment
  - contact details for various departments or colleagues
  - current organisational focus or initiatives
  - employee:
    - benefits
    - responsibilities
    - rights
  - enterprise:
    - culture
    - goals
    - objectives
    - responsibilities
    - vision
  - key organisational policies and procedures
  - industrial arrangements for the organisation
  - orientation of:
    - departmental locations and equipment
    - staff amenities
    - off-site operations
    - whole of business premises
  - organisational charts
  - payroll information:
    - awards and applicable pay rates
    - superannuation
    - wage payments
  - policies and procedures specific to the job role
  - work health and safety information.

Assessment Conditions

Skills must be demonstrated in a tourism, travel, hospitality or events business operation or activity for which new staff members are recruited and selected. This can be:

- an industry workplace
- a simulated industry environment.

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Assessment must ensure access to:

- operational information about the organisation or activity subject to recruitment
- organisational specifications that are industry current:
  - recruitment and induction documentation
  - job descriptions, linked selection criteria and interview questions
  - key human resource policies
- multiple applicants with whom the individual can interact; these can be:
  - those in an industry workplace who are assisted by the individual during the assessment process; or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694

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TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Organise instruction and demonstration	1.1 Gather information about learner characteristics and learning needs 1.2 Confirm a safe learning environment 1.3 Gather and check instruction, demonstration objectives, and seek assistance if required 1.4 Access and review relevant learning resources and learning

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ELEMENT	PERFORMANCE CRITERIA
	materials for suitability and relevance, and seek assistance to interpret the contextual application 1.5 Organise access to necessary equipment or physical resources required for instruction and demonstration 1.6 Notify learners of details regarding the implementation of the learning program and/or delivery plan
2. Conduct instruction and demonstration	2.1 Use interpersonal skills with learners to establish a safe and comfortable learning environment 2.2 Follow the learning program and/or delivery plan to cover all learning objectives 2.3 Brief learners on any workplace health and safety (WHS) procedures and requirements prior to, and during, training 2.4 Use delivery techniques to structure, pace and enhance learning 2.5 Apply coaching techniques to assist learning 2.6 Use communication skills to provide information, instruct learners and demonstrate relevant work skills 2.7 Provide opportunities for practice during instruction and through work activities 2.8 Provide and discuss feedback on learner performance to support learning
3. Check training performance	3.1 Use measures to ensure learners are acquiring, and can use, new technical and generic skills and knowledge 3.2 Monitor learner progress and outcomes in consultation with the learner 3.3 Review relationship between the trainer/coach and the learner, and adjust to suit learner needs
4. Review personal training performance	4.1 Reflect upon personal performance in providing instruction and demonstration, and document strategies for improvement 4.2 Maintain, store and secure learner records, according to organisational and legal requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

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Skill	Performance Criteria	Description
Learning	4.1	• Reflects on practice to improve
Reading	1.1, 1.3, 1.4, 2.2	• Sources and interprets processes and procedures, learning resources and information relevant to providing a work instruction and delivery
Writing	1.4, 1.6, 2.3, 2.6, 2.8, 3.2, 4.1, 4.2	• Accurately maintains learner records and documentation appropriate to the learning context and audience
Oral Communication	1.1, 1.6, 2.3, 2.4, 2.6	• Uses appropriate communication strategies to engage, build rapport, provide instruction, monitor progress and provide feedback to individuals or groups
Interact with others	1.2, 1.3, 2.1, 2.5, 2.8, 3.2	• Recognises the importance of consultation and negotiation while collaborating to confirm strategy and achieve required outcomes • Asks questions in order to clarify understanding, and to provide and seek feedback • Builds rapport to establish effective working relationships and to achieve effective outcomes
Get the work done	1.1-1.6, 2.1-2.8, 3.1-3.3, 4.1, 4.2	• Organises and completes work according to defined requirements, taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes • Identifies and responds to potential risks, problems and opportunities for improvement and considers options for different approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDEL301 Provide work skill instruction	TAEDEL301A Provide work skill instruction	Updated to meet Standards for Training Packages	Equivalent unit

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL301 Provide work skill instruction

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing:
  - different learning objectives
  - a range of delivery techniques and effective communication skills appropriate to the audience.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- learner characteristics and needs
- the content and requirements of the relevant learning program, and/or the delivery plan
- the sources and availability of relevant learning resources and learning materials
- the content of relevant learning resources and learning materials
- training techniques that enhance learning, and when to use them
- introductory knowledge of learning principles and learning styles
- key workplace health and safety (WHS) issues in the learning environment, including:
  - roles and responsibilities of key personnel
  - responsibilities of learners
  - relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures
  - risk controls for the specific learning environment.

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Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment and include access to any necessary workplace documents.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Application

This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.

It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

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

Unit Sector

Delivery and facilitation

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish effective work environment for learning	1.1 Establish, and agree upon, the objectives and scope of the work-based learning 1.2 Analyse work practices and routines to determine their effectiveness in meeting established learning objectives

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ELEMENT	PERFORMANCE CRITERIA
	1.3 Identify, and address any workplace health and safety (WHS) implications of using work as the basis for learning
2. Develop a work-based learning pathway	2.1 Address contractual requirements and responsibilities for learning at work 2.2 Arrange for the integration and monitoring of external learning activities with the work-based learning pathway 2.3 Obtain agreement from relevant personnel to implement the work-based learning pathway
3. Establish the learning-facilitation relationship	3.1 Identify the context for learning and the individual's learning style 3.2 Select an appropriate technique or process to facilitate learning, and explain the basis of the technique to the learner 3.3 Develop, document and discuss an individualised learning plan with the learner 3.4 Access, read and interpret documentation outlining the WHS responsibilities of the various parties in the learning environment 3.5 Monitor supervisory arrangements appropriate to learner's levels of knowledge, skill and experience to provide support and encouragement and ensure learner's health and safety
4. Implement the work-based learning pathway	4.1 Explain the objectives of work-based learning, and the processes involved, to the learner 4.2 Sequence the introduction of workplace tasks, activities and processes to reflect the agreed work-based learning pathway 4.3 Encourage learner to take responsibility for learning and to self-reflect 4.4 Develop techniques that facilitate the learner's transfer of skills and knowledge
5. Maintain and develop the learning-facilitation relationship	5.1 Prepare for each session 5.2 Structure learning activities to support and reinforce new learning, build on strengths, and identify areas for further development 5.3 Observe learner cues, and change approaches where necessary, in order to maintain momentum 5.4 Practise ethical behaviour at all times 5.5 Monitor the effectiveness of the learning/facilitation relationship through regular meetings between the parties

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ELEMENT	PERFORMANCE CRITERIA
6. Close and evaluate the learning-facilitation relationship	6.1 Carry out the closure smoothly, using appropriate interpersonal and communication skills 6.2 Seek feedback from the learner on the outcomes achieved, and the value of the relationship 6.3 Evaluate effectiveness of the work-based pathway against the objectives, processes and techniques used 6.4 Recommend improvements to work-based practice in light of the review process

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 3.1, 3.4, 3.5, 6.3	• Accesses and interprets compliance information, contractual information, WHS information, and documents relevant to learning in the workplace, in the context of consultation and continuous improvement, to apply relevance to requirements
Writing	1.1, 2.3, 3.3, 4.1, 6.3	• Develops and maintains documentation relevant to workplace learning, including learning plans and evaluations, in accordance with organisational and workplace requirements
Oral Communication	2.2, 3.3, 4.2, 5.5, 6.1	• Uses oral communication techniques to identify needs, build rapport, agree on learning plans, facilitate effective learning and monitor practice • Selects appropriate vocabulary adjusting language, tone and pace to maintain effective interactions, and to build and maintain engagement with individuals or groups
Navigate the world of work	1.3, 2.1, 5.4	• Follows organisational protocols, policies and procedures in the management of records • Recognises and responds to contractual and ethical requirements associated with own role
Interact with others	1.1, 2.3, 3.5, 4.3, 6.2	• Asks questions to clarify understanding, and seeks feedback and further information • Cooperates and collaborates with others as part of

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		routine activities to achieve team results, and to confirm outcomes meet requirements
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.5, 4.1-4.4, 5.1-5.3, 5.5, 6.1-6.3	• Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes • Uses systematic, analytical processes in complex, routine and non-routine situations, gathering information, and identifying and evaluating options based on organisational needs • Identifies and responds to problems and opportunities for improvement, considering options for different approaches • Uses information and communications technology (ICT) based tools to design work processes and to complete work tasks

Unit Mapping Information

Code and title current version	**Code and title previous version**	**Comments**	**Equivalence status**
TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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Assessment Requirements for TAEDEL402 Plan, organise and facilitate learning in the workplace

Modification History

Release	Comments
Release 2	This was first released with *TAE Training and Education Training Package Release 2.1*. Minor update to Assessment Conditions.
Release 1	This version first released with *TAE Training and Education Training Package Release 2.0.*

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- preparing and facilitating work-based learning
- providing a minimum of two examples of developing work-based learning pathways, that include:
  - identifying needs for learning
  - analysing work practices, work environment and work activities
  - organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes
- conducting a learning facilitation relationship:
  - with at least two individuals
  - demonstrating communication skills and flexibility
  - demonstrating one or more of the processes, or techniques, identified.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- systems, processes and practices within the organisation where work-based learning is taking place
- systems for identifying skill needs within the workplace
- different learning styles, and how to encourage learning for those who learn in different ways

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- workplace health and safety (WHS) relating to the work role, including:
  - hazards relating to the industry and specific workplace
  - reporting requirements for hazards and incidents
  - specific procedures for work tasks
  - safe use and maintenance of relevant equipment
  - emergency procedures
  - sources of WHS information.
  -

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to any documentation relating to workplace procedures required by the candidate.

Assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3

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TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to shift loads safely using manual handling methods. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.

It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

D – Load Handling

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Assess risks associated with	1.1 Products, goods or materials to be relocated are identified and assessed to determine appropriate relocation method

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relocating load	1.2	Storage locations are determined and potential routes to be followed are identified
	1.3	Effect of load relocation on original load base is predicted
	1.4	Points of balance are estimated
	1.5	Required clearances are compared to available space and adjustments are made to moving loads to reflect required clearance
	1.6	Effects of moving contents, which may be loose, liquid, dangerous or hazardous, are considered
	1.7	Risks in potential routes are considered
	1.8	Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods
	1.9	Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
	1.10	Team lifting processes are considered when moving loads
	1.11	Appropriate personal protective equipment is determined
	1.12	Size to weight ratio of items to be manually handled are identified
2 Plan load relocation	2.1	Relocation of the load is planned, consistent with the code of practice for manual handling and in accordance with the risk assessment
	2.2	Process for relocating load is proposed including predicting and planning for potential difficulties
	2.3	Proposed process is checked for compliance with code of practice and workplace procedures
3 Relocate load	3.1	Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and WHS/OHS requirements
	3.2	Applications appropriate for team relocation of load are identified
	3.3	Team lifting tasks are coordinated
	3.4	Planned process and route are followed

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3.5 Relocated materials are set down without damage to goods, personnel or equipment and are checked for stability

3.6 Relocation is checked to see it meets work requirements and variance/s are reported

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLID1001A Shift materials safely using manual handling methods.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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Assessment Requirements for TLID1001 Shift materials safely using manual handling methods

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling materials and goods
- applying relevant legislation and workplace procedures
- communicating effectively with others when manually lifting and handling materials and goods
- implementing contingency plans when manually lifting and handling, materials and goods
- interpreting and following operational instructions and prioritising work
- interpreting manual handling risks
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in loads and materials in accordance with standard operating procedures
- reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of materials and goods
- selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards
- using correct manual handling practices
- working collaboratively with others when manually lifting and handling materials and goods
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

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Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- relevant WHS/OHS procedures and guidelines concerning the manual lifting and movement of loads
- risks when manually lifting and handling materials and goods, and related precautions to control the risk, including:
- controlled actions on a movement during lifting
- distance over which load is to be shifted
- frequency of shifting operations
- load on the spine during lifting
- postures and positions during lifting
- rotation and side movement of the spine during lifting
- time allowed for shifting the load
- type, weight and position of the load
- work layout
- site layout and obstacles
- workplace procedures and policies for manual handling.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

As a minimum, assessment must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice

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and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851

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ACM Animal Care and Management Training Package

Modification History

Version	Release Date	Comments
1.0	TBA	Initial release Includes 24 qualifications, 195 units of competency and assessment requirements and 6 Skill Sets.

Credit Arrangements

Qualification	Credit Arrangements
ACM10116 Certificate I in Animal Studies	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM10216 Certificate I in Horse Care	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM20116 Certificate II in Animal Studies	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM20216 Certificate II in Horse Care	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30116 Certificate III in Animal Studies	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30216 Certificate III in Animal Technology	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30316 Certificate III in Captive Animals	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30416 Certificate III in Companion Animal Services	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30516 Certificate III in Farriery	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM30616 Certificate III in Pet	At the time of endorsement of this Training

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Grooming	Package no national credit arrangements exist.
ACM30716 Certificate III in Horse Breeding	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40116 Certificate IV in Animal Control and Regulation	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40216 Certificate IV in Captive Animals	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40316 Certificate IV in Companion Animal Services	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40416 Certificate IV in Veterinary Nursing	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40516 Certificate IV in Equine Dentistry	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40616 Certificate IV in Pet Styling	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM40716 Certificate IV in Horse Breeding	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50116 Diploma of Animal Technology	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50216 Diploma of Veterinary Nursing (Surgical)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50316 Diploma of Veterinary Nursing (Dental)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50416 Diploma of Veterinary Nursing (Emergency and Critical Care)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50516 Diploma of Veterinary Nursing (General Practice)	At the time of endorsement of this Training Package no national credit arrangements exist.
ACM50616 Diploma of Horse Stud Management	At the time of endorsement of this Training Package no national credit arrangements exist.

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Links

Companion Volumes, including Implementation Guides, are available at VETNet: - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103

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ACMSS00007 Microchip Implantation for Dogs and Cats Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to understand, interpret and apply microchip implantation procedures on cats and dogs whilst exhibiting appropriate care for animals so that stress and discomfort is minimised.

Pathways Information

These units provide credit towards ACM30117 Certificate III in Animal Studies, ACM30317 Certificate III in Captive Animals, ACM30417 Certificate III in Companion Animal Services and ACM40417 Certificate IV in Veterinary Nursing

Licensing/Regulatory Information

Regulatory requirements apply to this skill set but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- ACMGAS301 Maintain and monitor animal health and wellbeing
- ACMMIC401 Implant microchip in cats and dogs
- ACMWHS201 Participate in workplace health and safety processes

Target Group

This skill set is for Individuals who are registered as a state or territory 'approved microchip implanter for cats and dogs'.

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Suggested words for Statement of Attainment

These competencies from the ACM Animal Care and Management Training Package meet the state and territory regulatory requirements for recognition as an approved microchip implanter for cats and dogs.

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ACMSS00008 Native Amphibian Rehabilitation Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to rescue and rehabilitate native wildlife and amphibian animals by providing management to minimise animal stress and injuries and basic first aid.

Pathways Information

These units provide credit towards the ACM30317 Certificate III in Captive Animals.

Licensing/Regulatory Information

Regulatory requirements apply to this skill set but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- ACMCAN305 Assist with capturing, restraining and moving animals
- ACMCAN307 Rehabilitate native wildlife
- ACMCAN308 Release native animals to natural environment
- ACMCAN311 Care for young animals
- ACMGAS305 Rescue animals and apply basic first aid
- ACMSPE301 Provide basic care for amphibians
- ACMWHS201 Participate in workplace health and safety processes

Target Group

This skill set is for individuals who are working as native wildlife carers in the animal care and management industry.

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Suggested words for Statement of Attainment

These competencies meet the requirements to gain a Rehabilitation Permit for wildlife carers.

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ACMSS00009 Native Bird Rehabilitation Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to rescue and rehabilitate native wildlife and birds by providing management to minimise animal stress and injuries and basic first aid.

Pathways Information

These units provide credit towards the ACM30317 Certificate III in Captive Animals.

Licensing/Regulatory Information

Regulatory requirements apply to this skill set but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- ACMCAN305 Assist with capturing, restraining and moving animals
- ACMCAN307 Rehabilitate native wildlife
- ACMCAN308 Release native animals to natural environment
- ACMCAN311 Care for young animals
- ACMGAS305 Rescue animals and apply basic first aid
- ACMSPE302 Provide basic care for birds
- ACMWHS201 Participate in workplace health and safety processes

Target Group

This skill set is for individuals who are working as native wildlife carers in the animal care and management industry.

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Suggested words for Statement of Attainment

These competencies meet the requirements to gain a Rehabilitation Permit for wildlife carers.

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ACMSS00010 Native Mammal Rehabilitation Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to rescue and rehabilitate native wildlife and common native mammals by providing management to minimise animal stress and injuries and basic first aid.

Pathways Information

These units provide credit towards the ACM30317 Certificate III in Captive Animals.

Licensing/Regulatory Information

Regulatory requirements apply to this skill set but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- ACMCAN305 Assist with capturing, restraining and moving animals
- ACMCAN307 Rehabilitate native wildlife
- ACMCAN308 Release native animals to natural environment
- ACMCAN311 Care for young animals
- ACMGAS305 Rescue animals and apply basic first aid
- ACMSPE303 Provide basic care of native mammals
- ACMWHS201 Participate in workplace health and safety processes

Target Group

This skill set is for individuals who are working as native wildlife carers in the animal care and management industry.

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Suggested words for Statement of Attainment

These competencies meet the requirements to gain a Rehabilitation Permit for wildlife carers.

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ACMSS00011 Native Reptile Rehabilitation Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge to rescue and rehabilitate native wildlife and common native reptiles and provide management to minimise animal stress and injuries and basic first aid.

Pathways Information

These units provide credit towards the ACM30317 Certificate III in Captive Animals.

Licensing/Regulatory Information

Regulatory requirements apply to this skill set but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

Skill Set Requirements

- ACMCAN305 Assist with capturing, restraining and moving animals
- ACMCAN307 Rehabilitate native wildlife
- ACMCAN308 Release native animals to natural environment
- ACMCAN311 Care for young animals
- ACMGAS305 Rescue animals and apply basic first aid
- ACMSPE311 Provide basic care of non-venomous reptiles
- ACMWHS201 Participate in workplace health and safety processes

Target Group

This skill set is for individuals who are working as native wildlife carers in the animal care and management industry.

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Suggested words for Statement of Attainment

These competencies meet the requirements to gain a Rehabilitation Permit for wildlife carers.

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ACMSS00012 Preventative Biosecurity Skill Set

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals with the skills and knowledge required to recognise unusual disease or plant pest signs and comply with infection control policies and procedures in animal care workplaces and relevant field locations.

Pathways Information

These units provide credit towards ACM30117 Certificate III in Animal Studies, ACM30317 Certificate III in Captive Animals, ACM30417 Certificate III in Companion Animal Services and ACM40417 Certificate IV in Veterinary Nursing.

Licensing/Regulatory Information

No occupational licensing, legislative or certification requirements are known to apply to this skill set at the time of publication.

Skill Set Requirements

- ACMINF301 Comply with infection control policies and procedures in animal work
- AHCBIO302 Identify and report unusual disease or plant pest signs

Target Group

This skill set is for individuals who are working across a broad spectrum of enterprises or sectors, where animal care is provided, and compliance with preventative biosecurity procedures is essential.

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Suggested words for Statement of Attainment

These competencies meet industry requirements related to compliance with infection control procedures.

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ACMSS00013 Incorporate safety when instructing beginners in horse handling

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set is designed to prepare individuals to incorporate safe work practices when training and assessing novices and inexperienced learners in horse handling activities. It includes understanding work health and safety legislative requirements and matching learners to suitably assessed horses for the relevant activity. Application can include preparing resources and training and assessment strategies to induction briefings and preparing the selection of horses for learners.

Pathways Information

These units of competency provide credit toward:

ACM20217 Certificate II in Horse Care.

These units also build on skills and knowledge attained in *ACM20217 Certificate II in Horse Care* and other Animal Care and Management qualifications that include these units. One unit provides recognition towards qualifications and Skill Sets in the *TAE Training and Education Training Package*.

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEQU201 Work safely in the horse industry
- ACMEQU202 Handle horses safely
- ACMEQU205 Apply knowledge of horse behaviour
- TAEDEL301 Provide work skill instruction
- ACMEQU406 Manage selection of horse for new or inexperienced handler, rider or driver

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Target Group

This skill set is for teachers, trainers, instructors or coaches working with inexperienced or novice learners interacting with horses across a range of equine sectors.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* prepare trainers, assessors or instructors to address work health and safety requirements and basic horse handling skills required for instructing beginner learners to interact with horses.

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ACMSS00014 Beginners horse handling safety

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

Description

This skill set aims to prepare inexperienced or novice learners for interacting with horses and safely undertaking horse handling activities. It covers knowledge of horse behaviour and safe work practices and horse handling across a range of equine sectors.

Pathways Information

These units of competency provide credit toward *ACM20217 Certificate II in Horse Care.*

Licensing/Regulatory Information

No occupational licensing or regulatory requirements apply to this skill set at the time of publication.

Skill Set Requirements

- ACMEQU201 Work safely in industries with horses
- ACMEQU202 Handle horses safely
- ACMEQU205 Apply knowledge of horse behaviour

Target Group

This skill set is for inexperienced or novice learners to prepare for interacting with horses across a range of equine sectors.

Suggested words for Statement of Attainment

These competencies from the *ACM Animal Care and Management Training Package* prepare beginners for interacting safely with horses.

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