



Australian Government

ACM40310 Certificate IV in Companion Animal Services

Revision Number: 3

ACM40310 Certificate IV in Companion Animal Services

Modification History

Release	TP Version	Comments
3	ACM10v3	Amended elective packaging rules
2	ACM10v2	Updated equivalent imported units
1	ACM10v1	Initial release

Description

This Qualification is the industry Qualification for persons operating within a companion animal organisation. It is highly recommended that whilst undertaking this Qualification, the learner should have access to a companion animal workplace through either paid employment or substantial periods of work placement or work experience blocks.

Pathways Information

Job roles

Job roles and titles 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.

Pathways into the Qualification

Pathways for candidates considering this Qualification include:

- direct entry
- after achieving ACM30110 Certificate III in Animal Studies
- after achieving ACM30310 Certificate III in Companion Animal Services
- vocational training and/or work experience across a range of work settings.

This Qualification is suited to Australian Apprenticeship pathways.

Pathways from the Qualification

After achieving this Qualification, candidates may undertake higher level study for further pathway advancement.

Licensing/Regulatory Information

There is no direct link between this Qualification and licensing, legislative and/or regulatory requirements. 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.

Employability Skills Summary

Employability Skill	Industry/enterprise requirements for this Qualification include:
Communication	<ul style="list-style-type: none"> • applying numeracy skills to workplace requirements • complete workplace documentation and records • communicate with all team members in a professional manner • demonstrate effective and appropriate documentation, communication and interpersonal skills when dealing with internal and external clients • develop work instructions, specifications and procedures • use a range of communication technologies to support work operations.
Teamwork	<ul style="list-style-type: none"> • work cooperatively with people of different ages, gender, race or religion • liaise with and provide support to other team members • demonstrate leadership skills • identify and manage performance required to meet internal and external customer needs in own work and teamwork • maintain organisational processes and provide problem solving support to others.
Problem solving	<ul style="list-style-type: none"> • investigate problem causes • identify, rectify or report potential and actual problems associated with work operations • identify factors which may affect the service to be provided • use material and operational knowledge to solve problems • use numeracy skills to solve problems • identify hazards and suggest control measures • monitor animal welfare and safety practices in the workplace.
Initiative and enterprise	<ul style="list-style-type: none"> • assist in the implementation of continuous improvement processes • gather and analyse feedback on products, procedures and services • determine and act on situations requiring further information or problem solving • provide leadership in the workplace.
Planning and organising	<ul style="list-style-type: none"> • access, interpret and apply technical information • analyse data and information to determine implications for work operations • participate in continuous improvement and planning processes • identify hazards and implement appropriate hazard control measures • demonstrate time management skills • source and prepare materials and resources and ensure

	<p>availability to support work operations</p> <ul style="list-style-type: none">• schedule and sequence work to maximise safety and productivity.
Self-management	<ul style="list-style-type: none">• interpret and apply relevant Acts and regulations• keep the work area clean and hygienic at all times• monitor own work and work of team and identify and act on any quality issues• manage own time to meet deadlines• implement and monitor workplace procedures and instructions.
Learning	<ul style="list-style-type: none">• assess work data and information to identify areas for improved performance• be supportive, assertive and use interpersonal skills to encourage workplace learning• identify own training needs and seek skill development if required• implement learning activities as appropriate to ensure achievement of specified work requirements• gather feedback on own work to assess effectiveness in meeting objectives and integrate information into own practice.
Technology	<ul style="list-style-type: none">• use computer software applications effectively• work with machines and workplace technology safely and according to workplace standards• help others use technology efficiently and safely• ensure readiness, operational efficiency and safety of workplace technology.

Packaging Rules

A total of **thirteen (13)** Units of Competency must be achieved as specified below.

- Complete **three (3)** CORE Units
- Complete **four (4)** ELECTIVE Units from Group A
- Complete **six (6)** ELECTIVE Units from Group A and/or B.

CORE: Complete the following three (3) Units

ACMCAS401A	Manage compliance in the companion animal industry
ACMGAS301A	Maintain and monitor animal health and wellbeing
ACMOHS401A	Maintain occupational health and safety processes

ELECTIVE

Group A: Complete four (4) Units from the following list

ACMCAN311A	Care for young animals
ACMCAS402A	Manage and maintain aviaries and bird rooms
ACMCAS403A	Design, construct and maintain aquascapes
ACMCAS404A	Develop enrichment strategies for companion animals
ACMCAS405A	Purchase companion animal livestock
ACMCAS406A	Manage companion animal breeding
ACMCAS407A	Provide professional companion animal grooming services
ACMCAS408A	Manage the operation of a mobile hydro-bathing facility
ACMCAS409A	Provide training advice to companion animal owners
ACMCAS410A	Conduct companion animal training classes
ACMGAS306A	Assist with conditioning animals
ACMSPE301A	Provide basic care of amphibians
ACMSPE302A	Provide basic care of birds
ACMSPE303A	Provide basic care of common native mammals

ACMCAN311A	Care for young animals
ACMSPE304A	Provide basic care of dogs
ACMSPE305A	Provide basic care of domestic cats
ACMSPE306A	Provide basic care of marine fish
ACMSPE307A	Provide basic care of freshwater fish
ACMSPE308A	Provide basic care of marine aquatic invertebrates
ACMSPE309A	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310A	Provide basic care of mammals
ACMSPE311A	Provide basic care of non-venomous reptiles
ACMSPE312A	Provide basic care of rodents and rabbits
ACMSUS301A	Implement and monitor environmentally sustainable work practices
ACMVET411A	Prepare, deliver and review animal care education programs

Group B: Complete six (6) Units from Group A, Group B or from any other nationally endorsed Training Package or accredited course. Units selected must be packaged at Certificate III, IV or Diploma and be relevant to work undertaken in the companion animal services sector. Suggested Units are:

BSBSMB403A	Market the small business
BSBSMB405B	Monitor and manage small business operations
BSBSMB407A	Manage a small team
BSBWOR402A	Promote team effectiveness
SIRXINV005A	Control inventory
SIRXMER004A	Manage merchandise and store presentation
TAEDEL402A	Plan, organise and facilitate learning in the workplace