



Australian Government

Department of Education, Employment and Workplace Relations

ACMACR401A Comply with animal control and regulation requirements

Revision Number: 1

ACMACR401A Comply with animal control and regulation requirements

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the process of working by oneself and with others within the animal control and regulation sector to identify and comply with legislative requirements and apply them to day-to-day work activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.
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Application of the Unit

Application of the unit	This unit is applicable to those working in animal control and regulation industry sectors where it is necessary to identify relevant legislative requirements and comply with associated standards and codes of practice, organisational policies and procedures, including occupational health and safety (OHS) and workplace communication channels. In addition to legal and ethical responsibilities, all units of competency in the ACM10 Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to exhibit appropriate care for animals so that stress and discomfort is minimised.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Obtain and utilise information about the animal control and regulation industry	1.1. Information about the organisation is accessed and applied within day-to-day activities. 1.2. Key internal and external stakeholders , their needs, expectations and roles are documented. 1.3. Sources of assistance are identified. 1.4. Work is carried out within organisational policies and procedures .
2. Access and comply with relevant animal control legislative requirements	2.1. Legislation common to workplace activities and/or the organisation are identified and accessed. 2.2. Relevant legislation is read and applied within day-to-day work activities. 2.3. Key principles contained in legislation and regulations are identified and documented. 2.4. Statutory powers provided under legislation and the boundaries of those powers are confirmed. 2.5. Legislation is enforced as required within day-to-day work activities. 2.6. Work is consistent with the boundaries and powers contained in animal control legislation.
3. Maintain records	3.1. Management systems are accessed and used. 3.2. Items are accurately entered into organisational management systems. 3.3. Accurate records are maintained. 3.4. Records are filed and stored correctly. 3.5. All work is completed in accordance with organisational policies and procedures and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- read, interpret and apply relevant legislation and regulations
- source, research and analyse information
- take notes
- understand and apply written materials, such as codes of practice, legislation and regulations
- use basic information technology
- use scanning techniques to locate main ideas and key principles of legislation
- literacy skills to read and follow organisational policies and procedures, including OHS, animal welfare, infection control and waste management; follow sequenced written instructions; record accurately and legibly information collected; and select and apply procedures to a range of defined tasks
- oral communication skills/language to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and consulting with or seeking advice from supervisor or others
- numeracy skills to estimate, calculate and record routine workplace measures
- interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities
- problem-solving skills to use available resources and prioritise daily tasks.

Required knowledge

- legislation, regulations, standards and codes of practice relevant to work undertaken in an animal control and regulation environment
- methods for recordkeeping, including an operational knowledge of organisational recordkeeping systems and programs
- organisational structure
- principles of animal welfare and ethics
- principles of organisational protocols, policies and procedures and codes of conduct
- standards, guidelines and approaches to environmental sustainability relevant to the animal care industry.

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

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence 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. Assessors should ensure that candidates can:

- obtain and use information about the industry
- source, read and interpret state or territory legislation relevant to work undertaken within animal control and regulation
- apply state or territory legislation within day-to-day work activities
- identify key principles and statutory powers contained in relevant legislation
- access and use management systems to keep and maintain accurate records
- use appropriate communication channels for internal and external stakeholders.

The skills and knowledge required to comply with animal control and regulation requirements must be transferable to a range of work environments and contexts and include the ability to deal with unplanned events.

Context of and specific resources for assessment

Assessment of this unit is to be practical in nature and will be most appropriately assessed in an animal control and regulation workplace or in a situation that reproduces normal work conditions.

There must be access to the appropriate equipment and/or resources to enable one to demonstrate competence.

Method of assessment

To ensure consistency in one's performance, competency should be demonstrated, to industry defined standards, on more than one occasion over a period of time in order

EVIDENCE GUIDE	
	to cover a variety of circumstances, cases and responsibilities and over a number of assessment activities. The assessment strategy must include practical skills assessment. Suggested strategies for this unit are: • written and/or oral assessment of candidate's required knowledge • observed, documented and first-hand testimonial evidence of candidate's application of practical tasks • case study analysis • third-party evidence • workplace documentation • portfolio. This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.
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, 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.

The ***animal control and regulation industry*** covers:

- a community service provided by local government which deals with:
 - consultation
 - education
 - provision of facilities
 - regulation
 - the sourcing of information for the responsible ownership of animals.

Internal and external stakeholders may include:

- key internal stakeholders within the organisation and elected members:
 - advisers
 - colleagues
 - junior officers
 - senior managers and executives
- key external stakeholders:
 - animal owners, non-animal owners and the general public
 - court administration (e.g. prosecutors, legal and court staff)
 - emergency services, such as fire and ambulance
 - investigators
 - local government law enforcement officers
 - other public sector organisations
 - private enterprise
 - state, federal and military police.

Sources of assistance may include:

- human resources representatives
- OHS representative
- outside agencies
- union representatives.

Policies and procedures may

- environmentally sustainable work practices:
 - environmentally friendly waste management

RANGE STATEMENT	
include:	• processes to support environment and resource efficiencies • organisational policies and procedures • quality system policies and procedures • standard operating procedures • OHS policies and procedures: • accident reports • responsibilities and duties • standard work practices.
Legislation may refer to:	• federal and state or territory legislation and regulations, standards and codes of practice • local laws for animal control and regulation services • other associated legislative constraints.
Key principles contained in legislation and regulations may include:	• avoiding conflicts of interest • compliance with the law • confidentiality and non-disclosure of official information • due care and diligence • honesty and integrity • obeying lawful and reasonable direction.
Records may include:	• those required by legislation and organisational policies and procedures including: • animal identification documentation • animal registrations • enforcement notices • licensing • penalty infringement notices • pound documentation • service requests.

Unit Sector(s)

Unit sector	Animal control and regulation
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		