



Australian Government

Department of Education, Employment and Workplace Relations

ACMCAN502A Develop and monitor collection management

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the process of developing and monitoring 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. 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	The unit is applicable to senior or more experienced keepers, such as a keeper in charge, who operates as a specialist in collection management whilst demonstrating competence in other specialist areas including animal husbandry, interpretive and learning programs, nutrition and conservation and research. 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. Assist with the development of the collection plan	1.1. Collection plan is prepared in accordance with institutional policies and procedures. 1.2. Liaison with internal and external personnel is conducted in respect to collection planning. 1.3. Recommendations of Taxon Advisory Groups (TAGs) are identified and considered when acquiring and disposing of animals. 1.4. Merits of each species included in the collection plan are evaluated. 1.5. Databases and other resources are accessed and utilised as required.
2. Contribute effectively to collection planning policy and practice	2.1. Assistance is provided with collection planning policy development as required. 2.2. Information or assistance is provided to regional and international studbooks and management plans as required. 2.3. Critical analysis and review of the collection plan are undertaken and recommendations are presented to management. 2.4. Reports are prepared and presented to management in accordance with institutional policies and procedures. 2.5. Section animal records are coordinated and maintained in accordance with institutional policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- access technical advice
- analyse information, prepare and write proposals and reports
- apply word processing, spreadsheet and database skills
- develop, interpret and review studbooks and husbandry manuals
- determine appropriate genetic pairings
- determine appropriate demographic management
- implement institutional policies and procedures
- interpret studbook data and run basic analysis
- operate appropriate species management databases
- record data using approved animal keeping information systems and/or software
- literacy skills to read and implement institutional policies and procedures, critically analyse material; and record accurately and legibly information collected
- communication skills/language to fulfil the job role as specified by the institution, including questioning techniques, active listening and consulting with management
- numeracy skills to complete mathematical calculations relating to species management
- interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds
- problem-solving skills to use available resources and develop a species management plan.

Required knowledge

- animal husbandry manual requirements
- animal identification to the sup-species level
- animal management software, such as Animal Record-Keeping System (ARKS), International Species Information System (ISI), Regional Animal Species Collection Plan (REGASP) and Single Population Analysis and Record 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 out breeding
- international agreements and conventions, including the World Zoo Conservation Strategy and the International Union for Conservation of Nature and Natural

REQUIRED SKILLS AND KNOWLEDGE

- 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 Australasian Regional Association of Zoological Parks (ARAZP)
 - small population biology
 - species stocking policies.

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:

- initiate and undertake analyses of species management and collection planning
- interpret and undertake analyses of studbooks
- write and interpret a strategic plan for a regional population of a species
- liaise extensively with internal and external personnel on behalf of the institution in respect to collection planning
- manage animal records and provide reports to management as required.

The skills and knowledge required to develop and monitor collection management 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 a captive animal workplace. Workplaces may include small or large captive animal facilities, traditional or open-range type facilities and mobile or theme park environments.

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 to cover a variety of circumstances and where possible,

EVIDENCE GUIDE	
	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 • simulation exercises that reproduce normal work conditions • 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.

Collection plans are:

- developed at regional or institutional level and need to consider:
 - species management plans
 - regional captive management plans
 - interpretive plans
 - available facilities
 - conservation issues
 - education programs
 - visitors' experiences of particular captive animal facilities.

Considerations when ***preparing*** a collection plan must take into account:

- institution's collection policy
- collection management policy
- master plan
- interpretive plan
- facilities (existing and proposed) within the institution
- principles of species management and disposition policy.

Internal and external personnel liaison may include:

- internal personnel:
 - conservation coordinators
 - curatorial unit staff
 - species coordinators
 - staff from across the institution
 - Taxon Advisory Group representatives (TAGs)
- external personnel:
 - government departments and bodies
 - other zoological institutions
 - representatives of ARAZPA and TAGs
 - species coordinators
 - studbook keepers
 - wildlife authorities.

RANGE STATEMENT	
Factors to consider when <i>evaluating</i> the merits of each species may include:	• conservation needs • display value • provenance and associated plans.
<i>Databases and other resources</i> that may be used include:	• animal management software: • ISIS • ARKS • SPARKS • plans: • ASMP • ASMP Regional Census and Plan • management plans • studbooks • husbandry manuals.
<i>Studbooks</i> may include:	• studbooks may include identifiers, such as: • sex • identities of both parents • birth and death dates • and may also include: • full transaction history • any information unique to the species, such as any data on the reproductive potential of living animals.

Unit Sector(s)

Unit sector	Captive animals
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		