



Australian Government

Department of Education, Employment and Workplace Relations

RUV1101A Prepare for animal care work

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit of competency covers the process of preparing to work in the animal care industry. It requires the ability to observe safe work practices, communicate with others and contribute to a productive work environment. Preparing to work with animals requires knowledge of communication procedures, systems and technology and industry expectations of conduct, presentation and work performance.

In addition to legal and ethical responsibilities, all units of competency in the Animal Care and Management Training Package have the requirement for animals to be handled gently and calmly. The individual is required to develop an empathetic understanding of animals in their care, so that stress and discomfort can be minimised.

The work functions within this unit require the demonstration of knowledge by recall in a narrow range of areas. One would be expected to perform a sequence of routine tasks under clear direction, demonstrate basic practice skills, and receive and pass on messages or information. All tasks would be conducted under strict and direct supervision.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Observe safe work practices	1.1 Personal protective clothing and equipment is used according to best practice standards when completing work tasks. 1.2 The safety of machines, tools and equipment is checked before use. 1.3 Correct manual handling techniques are used. 1.4 Hazards are reported to supervisors. 1.5 Supervisors are immediately informed verbally when there is an emergency. 1.6 Machines, tools and equipment are operated to manufacturers' specifications and in accordance with supervisors' instructions. 1.7 Safety procedures involved in the handling of hazardous substances are followed as required. 1.8 Safety procedures to protect the health and safety of people in the workplace are followed.
2 Communicate with others	2.1 Instructions and notices are interpreted and observed. 2.2 Simple messages from clients are taken and passed on to supervisors. 2.3 Communication is conducted in a courteous manner.
3 Contribute to a productive work environment	3.1 Work practices contribute positively to quality, productivity and conditions, and promote cooperation and good relationships in the work environment. 3.2 Industry expectations of conduct and presentation are determined and observed. 3.3 Information on working in the industry including employment terms and conditions is collected.

- 3.4 Work practices are consistent with workplace standards relating to anti-discrimination and workplace harassment.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What are the critical aspects of evidence required for this unit of competency as a whole?

The critical requirements that are valuable for this unit of competency as a whole are listed below.

Assessment must confirm one's ability to:

communicate with supervisors and others in the workplace

follow instructions

contribute to a productive work environment

observe safe work practices

use personal protective clothing and equipment correctly and safely.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit of competency are listed below and include:

hazards in the industry

communication procedures, systems and technology relevant to the industry

industry expectations of conduct, presentation and work performance, including quality and productivity

appropriate behaviour relating to anti-discrimination and sexual harassment

industry employment terms and conditions and career pathways.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include:

ability to observe safe work practices

ability to communicate with others

ability to use personal protective clothing and equipment correctly

ability to use equipment and machinery correctly and safely

literacy skills to read and follow organisational policies and procedures including OHS; follow sequenced written instructions; and record information accurately and legibly

interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities

oral communication skills / language competence required to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification and seeking advice from supervisor

numeracy skills to complete basic arithmetic calculations and measure volumes

problem-solving skills to use available resources and prioritise daily tasks.

What are the specific resource implications for this unit of competency?

For valid assessment, one **must** have opportunities to participate in a range of exercises, case studies and other real and simulated practical and knowledge assessments that demonstrate the skills and knowledge to participate in **preparing for animal care work**. One **must** also have access to the resources listed below that include:

personal protective clothing and equipment
supervisors
workplace hazards
relevant instructions and notices.

What considerations should there be for consistency in performance?

To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities and, where possible, over a number of assessment activities.

The skills and knowledge required to **prepare for animal care work** must be **transferable** to a range of work environments and contexts and include the ability to deal with unplanned events. For example, this could include work within different workplaces and industry sectors and with different groups of co-workers.

What considerations should there be for context of assessment?

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

There must be access in either situation to the appropriate equipment and / or resources to enable one to demonstrate competency.

What processes should be applied to this unit of competency?

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this unit of competency. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (1) be applied? | By discussing information about the job, tasks and problems with supervisors. |
| 2. How can information be collected, analysed and organised (1) ? | By locating, applying and clarifying when required workplace and supervisors' instructions. |
| 3. How are activities planned and organised (1) ? | By discussing work tasks with supervisors in order to complete them efficiently, in a logical sequence and in a timely manner. |
| 4. How can teamwork (1) be applied? | By participating with others in undertaking work tasks. |
| 5. How can the use of mathematical ideas and techniques (0) be applied? | Not applicable. |
| 6. How can problem-solving skills (1) be applied? | By referring to supervisors for guidance. |
| 7. How can the use of technology (1) be applied? | By using technology to communicate with others. |

Are there other units of competency that could be assessed with this one?

This unit of competency **could** be assessed on its own or in combination with other competencies relevant to the job function.

Range Statement

Range of Variables

The Range of Variables explains the range of contexts within which the performance and knowledge requirements of this unit may be assessed. The scope of variables chosen in training and assessment may depend on the work contexts

Which **personal protective clothing or equipment** may be required?

Personal protective clothing and equipment may include safety harnesses, eye and ear protection and protection from chemicals including gloves, respirators and headgear.

Which **hazards** may be relevant?

Hazards may include those relating to manual handling, vehicles, equipment and machinery operation and maintenance and mechanical malfunctions. They may also relate to exposure to moving parts, noise, chemicals, gases, dust, plants and animals, solar radiation, electricity, damaged or broken structures, damaged or worn equipment, items blocking exits, poor surfaces, spillages and breakages.

What is included in **manual handling**?

Moving, lifting, shovelling, loading materials, pulling, pushing, up-ending materials, hand tool use and handling plants and animals.

What types of **instructions and notices** may be relevant?

Verbal and written directions, notes, messages, rosters, labels, symbols, signs, tables, simple graphs, personnel information, safety material, documentation with client details, organisation-specific data and industry network details.

Which forms of **communication** may be relevant?

Face to face, telephone, written or electronic means.

What **conduct and presentation** may be relevant?

Conduct may include safe behaviour when completing work tasks, punctuality, courtesy, cooperating with others and following directions. Presentation may include personal and workplace hygiene and wearing personal protective clothing.

What **information** about the industry may be relevant?

Information may include the different sectors of the industry, the services available in each sector, the relationship between sectors and other industries, industry work conditions,

legislation that affects the industry, industrial relations issues, major organisations and career opportunities within the industry, appropriate industry work ethic and quality assurance issues.

Which **employment terms and conditions** may be included?

Workplace agreements, relevant union conditions and awards, employment contracts and workplace etiquette and requirements.

Unit Sector(s)

Not applicable.