VCE VET Animal Studies

Program Booklet

**Incorporating**

ACM20117 Certificate II in Animal Studies
(Release 1)

January 2020

This program was first implemented in July 2018

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 3.0 | Current | January 2020 | Updated imported electives |
| 2.0 | Superseded | January 2019 | Moved to a program booklet |
| 1.0 | Superseded | July 2018 | Original Program |

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Introduction

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable vocational education and training (VET) certificate. VCE VET programs:

* are fully recognised within the Units 1 to 4 structure of the Victorian Certificate of Education (VCE) and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies
* may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
* function within the National Training Framework.

Program development

This iteration of the VCE VET Animal Studies program was implemented in 2019. It must be used in conjunction with the ACM Animal Care and Management Training Package (Release 3.0) qualification ACM20117 Certificate II in Animal Studies (Release 1). This program replaces the VCE VET Animal Studies program published in January 2019 and all subsequent program summaries. This revision to the VCE VET Animal Studies program is a consequence of the revision to the ACM Animal Care and Management Training Package.

The VCE VET Animal Studies program provides students with the knowledge and skills to enhance their employment prospects in the animal care and management industry.

Program information

This program booklet must be read in conjunction with the *VCE VET Program Guide* and the nationally endorsed ACM Animal Care and Management Training Package.

Industry overview

Training package

The Animal Care and Management industry can be described as having five sectors: veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations and hunting and trapping.

The ACM Animal Care and Management training package qualifications allow for considerable flexibility in choice of units of competency so training and assessment can be suited to a wide range of organisations and job roles.

Anticipating future skills needs in the animal care and management industry is crucial to prepare for and meet the new demands due to increasing pet ownership and changes in technology in Australia. Industry specific priority skills that have been identified include: working safely around animals (infection control), specialist skills in alternative animal therapies including animal rehabilitation, physiotherapy and acupuncture, large animal rescue, horse education, customer service and management using digital technologies, and animal surveillance technologies.

Qualifications / packaging rules

ACM20117 Certificate II in Animal Studies (Release 1)

Students must achieve twelve units of competency to gain ACM20117 Certificate II in Animal Studies, including:

* eight core units of competency
* four elective units of competency, of which
* a minimum of two units must be selected from Group A
* the remaining electives may be drawn from Group A, B or the Imported Electives group
* additional electives may be chosen from the Introductory Electives group, however it should be noted that these electives will not contribute to the ACM20117 Certificate II in Animal Studies. They may contribute to a VCE VET Units 1.

This qualification provides an introductory overview of skills that can be applied in animal care and management. It includes skills in animal care, hygiene routines, nutrition, behavior, wellbeing, handling and health and safety of animals. Typical occupational outcomes at this level are: animal care attendant, animal shelter attendant, kennel attendant, pet shop attendant and assistant dog groomer. Animal care and management, especially animal welfare has relevance to a number of sectors, including agriculture, racing, sport and recreation, medical research, local government and conservation.

For further information, visit <[training.gov.au/Training/Details/ACM20117](https://training.gov.au/Training/Details/ACM20117)>.

VCE VET Program details

Aims

The VCE VET Animal Studies program aims to:

* provide participants with the knowledge, skills, and competency that will enhance their training and employment prospects in the animal care and management industry
* enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Program structure

The VCE VET Animal Studies program comprises one certificate II with VCE VET credit at Units 1 to 4 level. Certificates II are typically completed over two years.

The identified units of competency in the VCE VET Animal Studies program have been selected for recognition purposes and may vary from the qualification packaging rules.

VCE VET Credit

Students undertaking the VCE VET Animal Studies program are eligible for up to five VCE VET units on their VCE or VCAL statement of results:

* three VCE VET Units at Units 1 and 2 level
* a VCE VET Units 3 and 4 sequence.

VCE VET credit will accrue in the following order: Units 1, 2, 3, 4, and 1. These units of credit may be accumulated over more than one year.

Nominal hour duration

Nominal hours represent the supervised structured learning and assessment activities required to sufficiently address the content of each unit of competency.

Nominal hours are used to determine credit into the VCE or VCAL for VET units of competency.

Duplication

When a VCE VET program significantly duplicates other VCE studies or VET training in a student’s program, a reduced VCE VET unit entitlement may apply. Credit towards the VCAL may also be reduced due to duplication.

No significant duplication has been identified between the VCE VET Animal Studies program and other VCE studies.

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimises content overlap. Units of competency have guidelines on the different situations and delivery contexts, and a range of delivery sequences are possible.

The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The strong advice and assumption of industry bodies is that the quality of the qualification is compromised when foundation training is neglected.

The sequencing of units of competency is determined by the registered training organisation, teacher or trainer; however, it is anticipated that a number of the core units of competency will be undertaken in the first year of the program.

It should be noted that:

* a student needs to have commenced or completed ACMWHS201 Participate in workplace health and safety processes prior to engaging in Structured Workplace Learning (SWL) aligned to this program
* *ACMHBR203 Provide daily care of horses*, has a prerequisite *ACMEQU205 Apply knowledge of horse behaviour*
* *ACMVET201*, *ACMVET202* and *ACMVET203* units of competency have specific assessment conditions and new performance evidence.

VCE VET Animal Studies program structure

ACM20117 Certificate II in Animal Studies (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 to 4** |
| **Compulsory units:** |
| ACMGAS201 | Work in the animal care industry  | 30 |
| ACMGAS202 | Participate in workplace communications  | 20 |
| ACMGAS203 | Complete animal care hygiene routines  | 30 |
| ACMGAS204 | Feed and water animals | 40 |
| ACMGAS205 | Assist in the health care of animals  | 40 |
| ACMGAS206 | Provide basic first aid for animals  | 30 |
| ACMWHS201 | Participate in workplace health and safety processes  | 50 |
| ACMSUS201 | Participate in environmentally sustainable work practices | 20 |
| **Subtotal:** | **260** |
| **Elective units:** Select a minimum of **four** electives with a minimum of **100 hours**. |
| **Elective Group A:** |
| ACMGAS207† | Provide reception services for an animal care facility | 30 |
| ACMGAS208 | Source information for animal care needs | 40 |
| ACMGAS209 | Provide information on companion animals, products and services | 40 |
| ACMGAS210 | Prepare for and conduct a tour or presentation | 30 |
| ACMINF301# | Comply with infection control policies and procedures in animal care work | 60 |
| ACMVET201† | Assist with veterinary nursing reception duties | 40 |
| ACMVET202† | Carry out daily practice routines | 40 |
| ACMVET203† | Assist with surgery preparation | 40 |
| HLTAID003 | Provide first aid  | 18 |
| **Elective Group B:** |
| ACMSPE301 | Provide basic care of amphibians | 40 |
| ACMSPE302 | Provide basic care of birds | 40 |
| ACMSPE303 | Provide basic care of common native mammals | 40 |
| ACMSPE304 | Provide basic care of domestic dogs | 40 |
| ACMSPE305 | Provide basic care of domestic cats | 40 |
| ACMSPE306 | Provide basic care of marine fish | 40 |
| ACMSPE307 | Provide basic care of freshwater fish | 40 |
| ACMSPE308 | Provide basic care of marine invertebrates | 40 |
| ACMSPE309 | Provide basic care of terrestrial and freshwater invertebrates | 40 |
| ACMSPE310 | Provide basic care of mammals | 40 |
| ACMSPE311 | Provide basic care of non-venomous reptiles | 40 |
| ACMSPE312 | Provide basic care of rodents and rabbits | 40 |
| **Imported Electives group:** |
| ACMHBR203\* | Provide daily care for horses | 40 |
| ACMEQU205 | Apply knowledge of horse behaviour | 60 |
| MSL973016 | Perform aseptic techniques | 40 |
| MSL973019 | Perform microscopic examination | 40 |
| SIRRMER003 | Coordinate visual merchandising activities | 35 |
| AHCBIO302# | Identify and report unusual disease or plant pest signs | 50 |
| ACMCAS307 | Provide companion animal hydro-bathing services | 40 |
| ACMGAS302 | Provide enrichment for animals | 40 |
| **Minimum for Units 1 to 4:** | **360** |
| **Introductory Electives group:** May contribute to an additional VCE VET Unit 1. These electives should be considered in addition to the minimum requirements of the ACM20117 Certificate II in Animal Studies. |
| ACMGAS101 | Investigate job opportunities in animal care and related industries | 10 |
| ACMGAS102 | Catch and handle a range of quiet animals | 40 |
| ACMGAS103 | Assist in the care of animals | 40 |
| **Minimum for additional Unit 1:** | **90** |

Notes

\* The prerequisite unit of competency for this unit is *ACMEQU205 Apply knowledge of horse behaviour*

† Specified work periods

# Training Package Skill Set *ACMSS00012 Preventative Biosecurity Skill Set* (2 units)

ATAR Contribution

The VCE VET Animal Studies program does not offer scored assessment. A student who achieves a Units 3 and 4 sequence may be eligible for an increment towards their ATAR.

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website:

* study rules: <[www.vtac.edu.au/results-offers/atar-explained/study-rules](http://www.vtac.edu.au/results-offers/atar-explained/study-rules.html)>
* study groupings: <[www.vtac.edu.au/results-offers/atar-explained/study-groupings](http://www.vtac.edu.au/results-offers/atar-explained/study-groupings.html)>.

Increments for VCE VET programs will be calculated using 10% of the lowest study score of the primary four.

Structured workplace learning

The VCAA has determined that Structured Workplace Learning (SWL) is an appropriate and valuable component of all VCE VET programs. SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VCE VET programs.

SWL complements the training undertaken at the school/RTO. It provides the context for:

* enhancement of skills development
* practical application of industry knowledge
* assessment of units of competency, as determined by the RTO
* increased employment opportunities.

The VCAA strongly recommends that students undertake a minimum of 80 hours of SWL for the VCE VET Animal Studies program. SWL should be spread across the duration of the training program.

Further details regarding SWL, the SWL Portal and the Department of Education and Training SWL Manual is available on online: [<www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx](http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx)>.

The SWL Manual outlines roles and responsibilities of the student, parent, employer and principal; procedures and guidelines for placing students in the workplace; and relevant policy and legislation. The manual also has a link to Ministerial Order 55 and the SWL Arrangement form.

SWL Recognition

Structured Workplace Learning (SWL) recognition involves the development and maintenance of the Workplace Learning Record (WLR) by the student. The work placement must be in an industry area aligned to the VET certificate drawn from the VCE VET Animal Studies program. The completion of the WLR is a requirement for recognition by the VCAA for VCE and VCAL credit.

The VCE VET Animal Studies program offers SWL recognition. Further details are available at: <[www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx](https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx)>.

Work health and safety

Schools/RTOs must ensure that Work Health and Safety (WHS) issues are fully addressed in the training program.

The principal is responsible for ensuring the school meets its responsibilities for students in SWL arrangements.

Where the student will be employed under an SWL arrangement, the principal must be satisfied that the student is undertaking training in the WHS unit of competency before the arrangement can be entered into.

Students must be informed of the significance of work-related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing and equipment.

Schools must also be satisfied, through their review of the acknowledgment provided by employers on the SWL Arrangement form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care towards students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgment or maturity to undertake any task that presents potential risk. This means that no student may be exposed at any time to dangerous plant machinery, equipment, substances, work environments or work practices.

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first aid, emergency and incident reporting arrangements.

The student should be given an orientation tour of the workplace and any excluded areas or activities should be pointed out. Students should be instructed to report without delay anything they feel may be unsafe. They should be encouraged to ask for help or further instruction if they are not sure of the correct way to carry out any task.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing the student’s activities. Supervisors must understand that a student may not fully grasp information or instructions the first time they are told. They should encourage students to ask for help if they have forgotten or if they experience difficulty in putting information into practice.

The WorkSafe Victoria website makes available useful resources: [<www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)>.

Safety Advice

This program may involve potential hazards associated with working near or handling animals. It is the responsibility of the school and the RTO to ensure that duty of care is exercised in relation to the health and safety of all students during training.

The *User Guide: Safety in Equine Training* has been designed to assist assessors, trainers, registered training organisations (RTOs) and enterprises to deliver equine training. It aims to provide detailed information on safety and risk management when interacting (handling and/or riding) with horses. This guide can be accessed at: <[vetnet.gov.au/search/Pages/download.aspx?url=https://vetnet.gov.au/Public%20Documents/CV.1705.SafetyInEquineTrainingUserGuide.201711.pdf#search=equine%20safety](https://vetnet.gov.au/search/Pages/download.aspx?url=https://vetnet.gov.au/Public%20Documents/CV.1705.SafetyInEquineTrainingUserGuide.201711.pdf#search=equine%20safety)>.

Using animals for educational purposes may require approval from the Victorian Schools Animal Ethics Committee. To determine whether approval is required for your teaching activity, and for further information about teaching with animals, visit: <[www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/animals.aspx](https://www.education.vic.gov.au/school/teachers/teachingresources/practice/Pages/animals.aspx)>.

Additional information

For updates or information relating to this program refer to:

* the VCE VET Animal Studies program web page: <[www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/animalstudies.aspx](https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/animalstudies.aspx)>
* the *VCAA* *Bulletin*: <[www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx](https://www.vcaa.vic.edu.au/news-and-events/bulletins-and-updates/bulletin/Pages/index.aspx)>
* the Get VET web page for videos, success stories, flowcharts and posters designed to support teachers in engaging, informing and inspiring students and parents about VET Delivered to Secondary Students: <[www.vcaa.vic.edu.au/getvet](https://www.vcaa.vic.edu.au/getvet)>.

Pathways

The VCE VET Animal Studies program allows learners to move upwards and across AQF levels and industry sectors. The VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher level qualifications.

The Animal Care and Management Industry can be divided into five sectors: veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations, and hunting and trapping.

Animal care and management, especially animal welfare has relevance to a number of sectors, including agriculture, racing, sport and recreation, medical research, local government and conservation.



Diagram sourced from, the [*ACM Animal Care and Management Training Package Implementation Guide, Release 3.0 Part 1*](https://vetnet.gov.au/Pages/download.aspx?url=https://vetnet.gov.au/Public%20Documents/ACM.AnimalCareandManagementTrainingPackageImplementationGuide.V3.0_Part1.pdf), p. 26.

Appendix – Sample program

ACM20117 Certificate II in Animal Studies (Release 1)

|  |  |  |
| --- | --- | --- |
| Code | Unit Title | Nominal Hours |
| **Units 1 to 4** |
| **Year 1** |
| ACMGAS201 | Work in the animal care industry  | 30 |
| ACMGAS202 | Participate in workplace communications  | 20 |
| ACMGAS203 | Complete animal care hygiene routines  | 30 |
| ACMGAS204 | Feed and water animals | 40 |
| ACMVET201 | Assist with veterinary nursing reception duties | 40 |
| ACMWHS201 | Participate in workplace health and safety processes  | 50 |
| **Year 2** |
| ACMGAS205 | Assist in the health care of animals  | 40 |
| ACMGAS206 | Provide basic first aid for animals  | 30 |
| ACMGAS209 | Provide information on companion animals, products and services | 40 |
| ACMSPE304 | Provide basic care of domestic dogs | 40 |
| ACMSUS201 | Participate in environmentally sustainable work practices | 20 |
| ACMVET202 | Carry out daily practice routines | 40 |
| **Total Sample Program Hours:** | **420** |