

**Victorian Purchasing Guide
for
ACM10 Animal Care and Management Training Package
Version No 3**

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Victorian Purchasing Guide — Version History

Training Purchasing Guide Version	Date Approved VPG Approved	Training Package Version	Comments
Version 3	7 March 2013	ACM10 Animal Care and Management Training Package V3	<p>Addition of new Grooming and Workplace health and safety sectors. Addition of three new qualifications:</p> <ul style="list-style-type: none"> • ACM30612 Certificate III in Pet Grooming • ACM40612 Certificate IV in Pet Styling • ACM50512 Diploma of Veterinary Nursing (General Practice) <p>Revision of four qualifications:</p> <ul style="list-style-type: none"> • ACM40412 Certificate IV in Veterinary Nursing • ACM50212 Diploma of Veterinary Nursing (Surgical) • ACM50312 Diploma of Veterinary Nursing (Dental) • ACM50412 Diploma of Veterinary Nursing (Emergency and Critical Care) <p>Addition of 18 new units of competency: Addition of 11 imported units of competency: ISC Upgrades:</p> <ul style="list-style-type: none"> • Amended elective packaging rules in ACM30410 Certificate III in Companion Animal Services and ACM40310 Certificate IV in Companion Animal Services • Updated Pathways information in ACM20110 Certificate II in Animal Studies • Updated knowledge reference and OHS references in ACMINF301A • Updated range statement and OHS references in ACMCAS306A, ACMCAS307A, ACMCAS407A and ACMCAS408A • Clarified application of the unit and updated OHS references in ACMVET503A and ACMVET504A • Updated OHS references in: <ul style="list-style-type: none"> • ACMVET401A • ACMVET402A • ACMVET403A • ACMVET404A • ACMVET405A • ACMVET406A • ACMVET407A • ACMVET408A • ACMVET409A • ACMVET410A • ACMVET411A • ACMVET412A • ACMVET413A • ACMVET501A • ACMVET502A • ACMVET505A • ACMVET506A • ACMVET507A <p>Updated equivalent imported units of competency</p>
Version 2	15 June	ACM10	Version 2 of ACM10 reflects continuous improvement to the

	2012	Animal Care and Management Training Package V2	<p>Training Package and includes a new industry sector (Equine) which meets the job outcome requirements for equine dental service providers</p> <p>The key changes to the Training Package are:</p> <ul style="list-style-type: none"> • addition of 1 new qualification – ACM40512 Certificate IV in Equine Dentistry; and • addition of 10 new units of competency as well as 5 imported units of competency from the Business Services TP and the Racing TP.
Version 1	10 March 2011	ACM10 Animal Care and Management Training Package V1	<p>This Victorian Purchasing Guide reflects the changes made to (ACM10 Animal Care and Management Training Package 1).</p> <p>This Purchasing Guide is for the ACM10 Animal Care and Management Training Package which replaces the RUV04 Animal Care and Management Training Package and Victorian State curricula 21677VIC Certificate III in Farriery and incorporates 21955VIC Course in Microchip Implantation of Cats and Dogs</p> <p>New qualifications: ACM30110 Certificate III in Animal Studies ACM30510 Certificate III in Farriery.</p>

ACM10 Animal Care and Management Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
ACM10110	Certificate I in Animal Studies	200	230
ACM20110	Certificate II in Animal Studies	378	420
ACM30110	Certificate III in Animal Studies	448	490
ACM30210	Certificate III in Animal Technology	728	820
ACM30310	Certificate III in Captive Animals	670	720
ACM30410	Certificate III in Companion Animal Services	520	665
ACM30510	Certificate III in Farriery	1035	1035
ACM30612	Certificate III in Pet Grooming	600	680
ACM40110	Certificate IV in Animal Control and Regulation	630	805
ACM40210	Certificate IV in Captive Animals	890	1005
ACM40310	Certificate IV in Companion Animal Services	535	915
ACM40412	Certificate IV in Veterinary Nursing	1140	1270
ACM40512	Certificate IV in Equine Dentistry	1183	1235
ACM40612	Certificate IV in Pet Styling	875	945
ACM50110	Diploma of Animal Technology	1060	1200
ACM50212	Diploma of Veterinary Nursing (Surgical)	520	520
ACM50312	Diploma of Veterinary Nursing (Dental)	430	430
ACM50412	Diploma of Veterinary Nursing (Emergency and Critical Care)	500	500
ACM50512	Diploma of Veterinary Nursing (General Practice)	665	665

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of ACM10 Animal Care and Management Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
ACMACR401A	Comply with animal control procedures and regulation requirements	60
ACMACR402A	Assess and impound animals	60
ACMACR403A	Identify and respond to animal behaviour	60
ACMACR404A	Manage conflict situations within an animal control and regulation environment	30
ACMACR405A	Euthanase sick, injured or unwanted pound animals	20
ACMACR406A	Carry out pound procedures	30
ACMACR407A	Conduct community awareness programs	40
ACMACR408A	Coordinate seizure of animals	30
ACMACR409A	Prepare and present animal control and regulation case	80
ACMATE301A	Work within an animal technology facility	30
ACMATE302A	Carry out institution containment and exclusion procedures	40
ACMATE303A	Prepare for and monitor anaesthesia in animals	60
ACMATE304A	Conduct non-surgical procedures on animals	60
ACMATE305A	Conduct euthanasia of research animals	30
ACMATE501A	Manage compliance in animal technology	30
ACMATE502A	Manage and maintain health of research animals	80
ACMATE503A	Carry out post-mortem examination of a research animal	80
ACMATE504A	Administer anaesthesia and perform surgery on animals for scientific purposes	60
ACMATE505A	Carry out advanced breeding procedures	40
ACMATE506A	Assist to collect and transfer embryos of mice	80
ACMATE507A	Manage the parturition of transgenic mice or rats	40
ACMCAN301A	Work within a captive animal facility	60
ACMCAN302A	Prepare and present information to the public	40
ACMCAN303A	Support collection management	40
ACMCAN304A	Prepare and maintain animal housing	50
ACMCAN305A	Assist with capturing, restraining and moving animals	60
ACMCAN306A	Monitor animal reproduction	40
ACMCAN307A	Rehabilitate native wildlife	40

Unit Code	Unit Title	Nominal Hours
ACMCAN308A	Release native animals to natural environment	30
ACMCAN309A	Develop institutional husbandry guidelines	20
ACMCAN310A	Assist with exhibit design and renovation planning	50
ACMCAN311A	Care for young animals	40
ACMCAN401A	Implement collection management	50
ACMCAN402A	Manage enclosures and exhibits	60
ACMCAN403A	Develop animal diets	40
ACMCAN404A	Develop, monitor and review behavioural management strategies	40
ACMCAN405A	Design and evaluate interpretive and learning programs	50
ACMCAN406A	Assist in establishing and maintaining a plantation	100
ACMCAN501A	Contribute to enclosure and exhibit design or renovation projects	50
ACMCAN502A	Develop and monitor collection management	50
ACMCAS301A	Work effectively in the companion animal industry	30
ACMCAS302A	Provide advice on companion animal selection and general care	50
ACMCAS303A	Provide advice on selection and care of aquatic animals	40
ACMCAS304A	Capture, handle and transport companion animals	40
ACMCAS305A	Maintain aquascapes and aquatic animals	30
ACMCAS306A	Provide grooming services for companion animal comfort	80
ACMCAS307A	Provide companion animal hydrobathing services	40
ACMCAS401A	Manage compliance in the companion animal industry	70
ACMCAS402A	Manage and maintain aviaries and bird rooms	50
ACMCAS403A	Design, construct and maintain aquascapes	80
ACMCAS404A	Develop enrichment strategies for companion animals	50
ACMCAS405A	Purchase companion animal livestock	60
ACMCAS406A	Manage companion animal breeding	80
ACMCAS407A	Provide professional companion animal grooming services	150
ACMCAS408A	Manage the operation of a mobile hydro-bathing facility	30
ACMCAS409A	Provide training advice to companion animal owners	60
ACMCAS410A	Conduct companion animal training classes	100
ACMEQD401A	Work within an equine dental service provision framework	20
ACMEQD402A	Determine equine oral functional efficiency	50
ACMEQD403A	Identify potential health impacts of equine oral conditions	110
ACMEQD404A	Conduct equine oral inspection and assessment and plan equine dental treatment	60
ACMEQD405A	Perform routine dental correction and oral care using manual instruments	100
ACMEQU401A	Relate equine anatomical and physiological features to equine health care requirements	110
ACMEQU402A	Determine nutritional needs in provision of horse health care	60
ACMEQU403A	Relate musculoskeletal structure to horse movement	120

Unit Code	Unit Title	Nominal Hours
ACMEQU404A	Evaluate fit of saddlery and equipment	60
ACMEQU405A	Maintain and monitor horse health and welfare	80
ACMFAR301A	Handle horses safely in the provision of farriery services	20
ACMFAR302A	Work effectively as a farrier in the equine industries	20
ACMFAR303A	Perform routine day-to-day farriery activities	20
ACMFAR304A	Respond to emergencies and apply essential first aid in the equine industries	50
ACMFAR305A	Perform welding tasks using a forge	20
ACMFAR306A	Maintain, repair and manufacture hand tools used in farriery	60
ACMFAR307A	Make standard shoes for a range of horses	80
ACMFAR308A	Determine foot care and shoeing plans for horses	80
ACMFAR309A	Fit shoes for normal healthy horses	100
ACMFAR310A	Fit shoes to alleviate moderate faults and defects in horses	100
ACMFAR311A	Fit shoes to alleviate severe faults and defects in horses	100
ACMFAR312A	Accommodate special needs of particular horses through farriery techniques	100
ACMGAS101A	Investigate job opportunities in animal care and related industries	10
ACMGAS102A	Catch and handle a range of quiet animals	40
ACMGAS103A	Assist in the care of animals	40
ACMGAS201A	Work in the animal care industry	30
ACMGAS202A	Participate in workplace communications	20
ACMGAS203A	Complete animal care hygiene routines	30
ACMGAS204A	Feed and water animals	40
ACMGAS205A	Assist in the health care of animals	40
ACMGAS206A	Provide basic first aid for animals	30
ACMGAS207A	Provide reception services for an animal care facility	30
ACMGAS208A	Source information for animal care needs	40
ACMGAS209A	Provide information on companion animals, products and services	40
ACMGAS210A	Prepare for and conduct a tour or presentation	30
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGAS302A	Provide enrichment for animals	40
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMGAS304A	Carry out simple breeding procedures	40
ACMGAS305A	Rescue animals and apply basic first aid	30
ACMGAS306A	Assist with conditioning animals	40
ACMGRM301A	Perform dog grooms on different coat types	50
ACMGRM302A	Perform a cross breed clip	40
ACMGRM401A	Carry out breed standard styling on Gun dog, Working dog and Hound dog breed groups	40
ACMGRM402A	Carry out breed standard styling on Non-sporting and Toy dog breed	40

Unit Code	Unit Title	Nominal Hours
	groups	
ACMGRM403A	Carry out breed standard styling on Terrier and Utility dog groups	40
ACMGRM404A	Provide creative styling for dogs	30
ACMGRM405A	Carry out styling on cats of different breed and coat type	50
ACMINF301A	Comply with infection control policies and procedures in animal work	60
ACMMIC401A	Implant microchip in cats and dogs	20
ACMSPE301A	Provide basic care of amphibians	40
ACMSPE302A	Provide basic care of birds	40
ACMSPE303A	Provide basic care of common native mammals	40
ACMSPE304A	Provide basic care of dogs	40
ACMSPE305A	Provide basic care of domestic cats	40
ACMSPE306A	Provide basic care of marine fish	40
ACMSPE307A	Provide basic care of freshwater fish	40
ACMSPE308A	Provide basic care of marine aquatic invertebrates	40
ACMSPE309A	Provide basic care of terrestrial and freshwater invertebrates	40
ACMSPE310A	Provide basic care of mammals	40
ACMSPE311A	Provide basic care of non-venomous reptiles	40
ACMSPE312A	Provide basic care of rodents and rabbits	40
ACMSUS201A	Participate in environmentally sustainable work practices	20
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
ACMVET201A	Carry out veterinary nursing reception duties	30
ACMVET202A	Carry out daily clinic routines	40
ACMVET203A	Assist with surgery preparation	40
ACMVET401A	Coordinate patient admission and discharge	40
ACMVET402A	Apply imaging routines	80
ACMVET403A	Perform clinical pathology procedures	70
ACMVET404A	Perform clinic office procedures	30
ACMVET405A	Carry out surgical nursing routines	80
ACMVET406A	Nurse animals	80
ACMVET407A	Carry out medical nursing routines	40
ACMVET408A	Coordinate and perform theatre routines	40
ACMVET409A	Provide specific animal care advice	120
ACMVET410A	Carry out veterinary dental nursing procedures	40
ACMVET411A	Prepare, deliver and review animal care education programs	50
ACMVET412A	Coordinate clinic promotional activities	50
ACMVET413A	Develop and implement specific clinic policies	40
ACMVET414A	Nurse foals	40
ACMVET415A	Provide intensive foal care and nursing	60
ACMVET501A	Manage nursing requirements for specialised surgical procedures	180

Unit Code	Unit Title	Nominal Hours
ACMVET502A	Carry out post operative nursing routines	60
ACMVET503A	Produce veterinary dental oral cavity radiographs	30
ACMVET504A	Provide veterinary dental nursing support for advanced veterinary dental surgery	120
ACMVET505A	Prepare for an emergency response	20
ACMVET506A	Perform emergency procedures to sustain life	100
ACMVET507A	Provide nursing support for critical care surgery	100
ACMVET508A	Support veterinary practice communication and professional development	60
ACMVET509A	Manage veterinary nursing procedures	150
ACMVET510A	Apply veterinary pathophysiology	180
ACMVET511A	Apply principles of animal behaviour	90
ACMWHS201A	Participate in workplace health and safety processes	40
ACMWHS301A	Contribute to workplace health and safety processes	50
ACMWHS401A	Maintain workplace health and safety processes	80
ACMWHS501A	Manage workplace health and safety processes	80

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **Code Title Training Package**, but are by no means mandatory.

Occupation / Work Function	Assistant Animal Care Worker	
Qualification Title	Certificate I in Animal Studies	
Qualification Code	ACM10110	
Description	Generally a prevocational qualification to provide an entry point into the industry.	
Unit Code	Unit Title	Hours
Core		
ACMGAS101A	Investigate job opportunities in animal care and related industries	10
ACMGAS102A	Catch and handle a range of quiet animals	40
ACMGAS103A	Assist in the care of animals	40
ACMGAS202A	Participate in workplace communications	20
ACMOHS201A	Participate in occupational health and safety processes	40
Electives		
ACMGAS205A	Assist in the health care of animals	40
ACMGAS204A	Feed and water animals	40
Total Hours		230

Occupation / Work Function	Animal Attendant	
Qualification Title	Certificate II in Animal Studies	
Qualification Code	ACM20110	
Description	Generally a prevocational qualification to provide an entry point into the animal care and management industry.	
Unit Code	Unit Title	Hours
Core		
ACMOHS201A	Participate in occupational health and safety processes	40
ACMGAS201A	Work in the animal care industry	30
ACMGAS202A	Participate in workplace communications	20
ACMGAS203A	Complete animal care hygiene routines	30
ACMGAS204A	Feed and water animals	40
ACMGAS205A	Assist in health care of animals	40
ACMSUS201A	Participate in environmentally sustainable work practices	20
Electives		
ACMVET202A	Carry out daily clinic routines	40
ACMGAS207A	Provide reception services for an animal care facility	30
ACMGAS209A	Provide information on companion animals, products and services	40
ACMSPE304A	Provide basic care of dogs	40
ACMSPE305A	Provide basic care of domestic cats	40
Total Hours		410

Occupation / Work Function	Animal Care Assistant	
Qualification Title	Certificate III in Animal Studies	
Qualification Code	ACM30110	
Description	Person operating at a junior or assistant level within an Animal Care facility.	
Unit Code	Unit Title	Hours
Core		
ACMGAS202A	Participate in workplace communications	20
ACMGAS203A	Complete animal care hygiene routines	30
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMINF301A	Comply with infection control policies and procedures in animal work	60
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMSUS201A	Participate in environmentally sustainable work practices	20
Electives		
ACMSPE304A	Provide basic care of dogs	40
ACMSPE305A	Provide basic care of domestic cats	40
ACMGAS207A	Provide reception services for an animal care facility	30
BSBFLM312B	Contribute to team effectiveness	40
HLTFA301B	Apply first aid	18
Total Hours		458

Occupation / Work Function	Animal Laboratory Assistant	
Qualification Title	Certificate III in Animal Technology	
Qualification Code	ACM30210	
Description	Person operating at a junior or assistant level within a laboratory environment.	
Unit Code	Unit Title	Hours
Core		
ACMATE301A	Work within an animal technology facility	30
ACMATE302A	Carry out institution containment and exclusion procedures	40
ACMATE303A	Prepare for and monitor anaesthesia in animals	60
ACMATE304A	Conduct non-surgical procedures on animals	60
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGAS302A	Provide enrichment for animals	40
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMGAS304A	Carry out simple breeding procedures	40
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMSPE312A	Provide basic care of rodents and rabbits	40
ACMSUS201A	Participate in environmentally sustainable work practices	20
MSL973004A	Perform aseptic techniques	40
Electives		
MSL973001A	Perform basic tests	60
MSL973002A	Prepare working solutions	50
MSL922001A	Record and present data	40
MSL933001A	Maintain the laboratory/field workplace fit for purpose	30
ACMVET203A	Assist with surgery preparation	40
ACMATE305A	Conduct euthanasia of research animals	30
Total Hours		780

Occupation / Work Function	Assistant Keeper, Wildlife Carer	
Qualification Title	Certificate III in Captive Animals	
Qualification Code	ACM30310	
Description	Person operating at a pre-trade level and undertaking captive animal functions within a zoo, wildlife, theme park environment or wildlife shelter.	
Unit Code	Unit Title	Hours
Core		
ACMCAN301A	Work within a captive animal facility	60
ACMCAN302A	Prepare and present information to the public	40
ACMCAN303A	Support collection management	40
ACMCAN304A	Prepare and maintain animal housing	50
ACMCAN305A	Assist with capturing, restraining and moving animals	60
ACMCAN306A	Monitor animal reproduction	40
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGAS302A	Provide enrichment for animals	40
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMSUS201A	Participate in environmentally sustainable work practices	20
Electives		
ACMCAN307A	Rehabilitate native wildlife	40
ACMCAN308A	Release native animals to natural environment	30
ACMCAN310A	Assist with exhibit design and renovation planning	50
ACMCAN311A	Care for young animals	40
ACMGAS306A	Assist with conditioning animals	40
Total Hours		710

Occupation / Work Function	Companion Animal Retail Assistant, Pet Grooming Assistant	
Qualification Title	Certificate III in Companion Animal Services	
Qualification Code	ACM30410	
Description	Appropriate for a person operating within a companion animal organisation working under supervision, but also expected to take some responsibility for some of their own work results, working either independently or as part of a team.	
Unit Code	Unit Title	Hours
Core		
ACMCAS301A	Work effectively in the companion animal industry	30
ACMGAS203A	Complete animal care hygiene routines	30
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMINF301A	Comply with infection control policies and procedures in animal care work	60
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMSUS201A	Participate in environmentally sustainable work practices	20
Electives — Group A		
ACMCAS302A	Provide advice on companion animal selection and general care	50
ACMGAS302A	Provide enrichment for animals	40
ACMSPE304A	Provide basic care of dogs	40
ACMSPE305A	Provide basic care of domestic cats	40
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMSPE302A	Provide basic care of birds	40
Electives — Group B		
BSBFLM309C	Support continuous improvement systems and processes	40
BSBFLM312B	Contribute to team effectiveness	40
BSBINM301A	Organise workplace information	30
Total Hours		620

Occupation / Work Function	Farriery Tradesperson	
Qualification Title	Certificate III in Farriery	
Qualification Code	ACM30510	
Description	This qualification provides a trade outcome in farriery. It relates to the work activities undertaken by a farrier who is engaged or employed to provide foot care services to horses with limited supervision in a defined range of varied contexts that may be complex and non-routine.	
Unit Code	Unit Title	Hours
Core		
ACMFAR301A	Handle horses safely in the provision of farriery services	20
ACMFAR302A	Work effectively as a farrier in the equine industries	20
ACMFAR303A	Perform routine day-to-day farriery activities	20
ACMFAR304A	Respond to emergencies and apply essential first aid in the equine industries	50
ACMFAR305A	Perform welding tasks using a forge	20
ACMFAR306A	Maintain, repair and manufacture hand tools used in farriery	60
ACMFAR307A	Make standard shoes for a range of horses	80
ACMFAR308A	Determine foot care and shoeing plans for horses	80
ACMFAR309A	Fit shoes for normal healthy horses	100
ACMFAR310A	Fit shoes to alleviate moderate faults and defects in horses	100
ACMFAR311A	Fit shoes to alleviate severe faults and defects in horses	100
ACMFAR312A	Accommodate special needs of particular horses through farriery techniques	100
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
MEM05004C	Perform routine oxy acetylene welding	20
MEM05012C	Perform routine manual metal arc welding	20
MEM05050B	Perform routine gas metal arc welding	20
MEM18001C	Use hand tools	20
MEM18002B	Use power tools / hand held operations	20
RTE3904A	Keep records for a primary production business	60
SIRXINV002A	Maintain and order stock	35
Total Hours		1035

Occupation / Work Function	Pet Grooming Assistant	
Qualification Title	Certificate III in Pet Grooming	
Qualification Code	ACM30612	
Description	Appropriate for those wishing to perform advanced grooms on various canine groups with an understanding of the standards set by individual breeds, operating within a pet grooming or companion animal organisation working under supervision, but also expected to take some responsibility for some of their own work results.	
Unit Code	Unit Title	Hours
Core		
ACMCAS301A	Work effectively in the companion animal industry	30
ACMCAS306A	Provide grooming services for companion animal comfort	80
ACMCAS307A	Provide companion animal hydro-bathing services	40
ACMGAS203A	Complete animal care hygiene routines	30
ACMGAS206A	Provide basic first aid for animals	30
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGRM 301A	Perform dog grooms on different coat types*	50
ACMGRM302A	Perform a cross breed clip*	40
ACMINF301A	Comply with infection control policies and procedures in animal care work	60
ACMWHS301A	Contribute to workplace health and safety processes	50
ACMSUS201A	Participate in environmentally sustainable work practices	20
Electives		
ACMGAS209A	Provide information on companion animals, products and services	40
ACMGAS306A	Assist with conditioning animals	40
ACMSPE304A	Provide basic care of dogs	40
ACMGAS207A	Provide reception services for an animal care facility	30
SITXCCS002A	Provide quality customer service	40
Total Hours		670

Occupation / Work Function	Council Ranger – Lost Animals	
Qualification Title	Certificate IV in Animal Control and Regulation	
Qualification Code	ACM40110	
Description	Person working for a local council or within an animal welfare centre or refuge.	
Unit Code	Unit Title	Hours
Core		
ACMACR401A	Comply with animal control and regulation requirements	60
ACMACR402A	Assess and impound animals	60
ACMACR403A	Identify and respond to animal behaviour	60
ACMACR404A	Manage conflict situations within an animal control and regulation environment	30
ACMACR406A	Carry out pound procedures	30
ACMACR409A	Prepare and present animal control and regulation case	80
ACMOHS401A	Maintain occupational health and safety processes	80
PSPREG404C	Investigate non-compliance	50
PSPREG405B	Act on non-compliance	30
Electives		
ACMACR408A	Coordinate seizure of animals	30
LGAEHRR304B	Operate council pound facilities	40
RTD2101A	Apply animal trapping techniques	40
RTD4402A	Define the pest problem in a local area	100
RTD4406A	Implement a pest management action plan	80
Total Hours		770

Occupation / Work Function	Experienced or Senior Animal Keeper	
Qualification Title	Certificate IV in Captive Animals	
Qualification Code	ACM40210	
Description	Person working as an experienced keeper in a zoo or animal park in a supervisory role responsible for assigning a range of tasks and coordinating a number of workers.	
Unit Code	Unit Title	Hours
Core		
ACMCAN301A	Work within a captive animal facility	60
ACMCAN302A	Prepare and present information to the public	40
ACMCAN303A	Support collection management	40
ACMCAN304A	Prepare and maintain animal housing	50
ACMCAN305A	Assist with capturing, restraining and moving animals	60
ACMCAN306A	Monitor animal reproduction	40
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGAS302A	Provide enrichment for animals	40
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMCAN402A	Manage enclosures and exhibits	60
ACMCAN404A	Develop, monitor and review behavioural management strategies	40
ACMOHS401A	Maintain occupational health and safety processes	80
TAADEL404B	Facilitate work-based learning	15
Electives — Group A		
ACMCAN403A	Develop animal diets	40
ACMCAN405A	Design and evaluate interpretive and learning programs	50
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
BSBRES401A	Analyse and present research information	40
Electives — Group B		
ACMCAN501A	Contribute to enclosure and exhibit design or renovation projects	50
ACMCAN502A	Develop and monitor collection management	50
TAADEL403B	Facilitate individual learning	15
Total Hours		920

Occupation / Work Function	Animal Behavioural Trainer, Pet Grooming Operator, Retail Shop Supervisor	
Qualification Title	Certificate IV in Companion Animal Services	
Qualification Code	ACM40310	
Description	Appropriate for a person who will generally have responsibility for supervising and assigning a range of work tasks in a companion retail store or grooming service, or working in animal welfare organisations, breeding services and animal training organisations.	
Unit Code	Unit Title	Hours
Core		
ACMCAS401A	Manage compliance in the companion animal industry	70
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMOHS401A	Maintain occupational health and safety processes	80
Electives — Group A		
ACMCAS404A	Develop enrichment strategies for companion animals	50
ACMCAS405A	Purchase companion animal livestock	60
ACMCAS406A	Manage companion animal breeding	80
ACMCAS409A	Provide training advice to companion animal owners	60
ACMCAS410A	Conduct companion animal training classes	100
ACMVET411A	Prepare, deliver and review animal care education programs	50
Electives — Group B		
BSBSMB407A	Manage a small team	40
BSBWOR402A	Promote team effectiveness	50
TAADEL403B	Facilitate individual learning	15
TAADEL404B	Facilitate work-based learning	15
Total Hours		720

Occupation / Work Function	Veterinary Nurse	
Qualification Title	Certificate IV in Veterinary Nursing	
Qualification Code	ACM40412	
Description	An industry qualification for persons operating as veterinary nurses within veterinary clinics.	
Unit Code	Unit Title	Hours
Core		
ACMGAS202A	Participate in workplace communications	20
ACMGAS204A	Feed and water animals	40
ACMGAS205A	Assist in health care of animals	40
ACMGAS208A	Source information for animal care needs	40
ACMINF301A	Comply with infection control policies and procedures in animal work	60
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMVET201A	Carry out veterinary nursing reception duties	30
ACMVET202A	Carry out daily clinic routines	40
ACMVET203A	Assist with surgery preparation	40
ACMVET401A	Coordinate patient admission and discharge	40
ACMVET402A	Apply imaging routines	80
ACMVET403A	Perform clinic pathology procedures	70
ACMVET404A	Perform clinic office procedures	30
ACMVET405A	Carry out surgical nursing routines	80
ACMVET406A	Nurse animals	80
ACMVET407A	Carry out medical nursing routines	40
ACMVET408A	Coordinate and perform theatre routines	40
ACMVET409A	Provide specific animal care advice	120
ACMVET410A	Carry out veterinary dental nursing procedures	40
Electives		
ACMGAS302A	Provide enrichment for animals	40
ACMVET412A	Coordinate clinic promotional activities	50
ACMVET413A	Develop and implement specific clinic policies	40
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
Total Hours		1150

Occupation / Work Function	Equine Veterinary Nurse	
Qualification Title	Certificate IV in Veterinary Nursing	
Qualification Code	ACM40412	
Description	An industry qualification for persons operating as veterinary nurses within equine veterinary clinics.	
Unit Code	Unit Title	Hours
Core		
ACMGAS202A	Participate in workplace communications	20
ACMGAS204A	Feed and water animals	40
ACMGAS205A	Assist in health care of animals	40
ACMGAS208A	Source information for animal care needs	40
ACMINF301A	Comply with infection control policies and procedures in animal work	60
ACMOHS301A	Contribute to occupational health and safety processes	50
ACMVET201A	Carry out veterinary nursing reception duties	30
ACMVET202A	Carry out daily clinic routines	40
ACMVET203A	Assist with surgery preparation	40
ACMVET401A	Coordinate patient admission and discharge	40
ACMVET402A	Apply imaging routines	80
ACMVET403A	Perform clinic pathology procedures	70
ACMVET404A	Perform clinic office procedures	30
ACMVET405A	Carry out surgical nursing routines	80
ACMVET406A	Nurse animals	80
ACMVET407A	Carry out medical nursing routines	40
ACMVET408A	Coordinate and perform theatre routines	40
ACMVET409A	Provide specific animal care advice	120
ACMVET410A	Carry out veterinary dental nursing procedures	40
Electives		
ACMEQU401A	Relate anatomical and physiological features to equine health care requirements	110
ACMEQU402A	Determine nutritional needs in provision of horse health care	60
ACMEQU405A	Monitor and maintain horse health and welfare	80
ACMVET414A	Nurse foals	40
Total Hours		1220

Occupation / Work Function	Equine Dental Technician	
Qualification Title	Certificate IV in Equine Dentistry	
Qualification Code	ACM40512	
Description	This qualification relates to the work activities undertaken by an equine dental service provider who is engaged or employed to provide day-to-day dental care and treatment services that provide routine dental correction and oral care for horses.	
Unit Code	Unit Title	Hours
Core (12)		
ACMEQD401A	Work within an equine dental service provision framework	20
ACMEQD402A	Determine equine oral functional efficiency	50
ACMEQD403A	Identify potential health impacts of equine oral conditions	110
ACMEQD404A	Conduct equine oral inspection and assessment and plan equine dental treatment	60
ACMEQD405A	Perform routine dental correction and oral care using manual instruments	100
ACMEQU401A	Relate equine anatomical and physiological features to equine health care requirements	110
ACMEQU402A	Determine nutritional needs in provision of horse health care	60
ACMINF301A	Comply with infection control policies and procedures in animal work	60
ACMOHS401A	Maintain occupational health and safety processes	80
BSBSMB405A	Monitor and manage small business operations	45
RGRPSH201A	Handle horses	70
RGRPSH308A	Provide first aid and emergency care for horses	100
Electives (5)		
ACMEQU403A	Relate musculoskeletal structure to horse movement	120
ACMEQU404A	Evaluate fit of saddlery and equipment	60
BSBWOR301A	Organise personal work priorities	30
BSBSMB402A	Plan small business finances	50
RGRPSH304A	Identify factors that affect racehorse performance	100
Total Hours		1225

Occupation / Work Function	Pet Stylist	
Qualification Title	Certificate IV in Pet Styling	
Qualification Code	ACM40612	
Description	Appropriate for a person who will generally have responsibility for supervising and assigning a range of work tasks in pet styling services or managing a small pet styling business.	
Unit Code	Unit Title	Hours
Core		
ACMCAS306A	Provide grooming services for companion animal comfort	80
ACMCAS307A	Provide companion animal hydro-bathing services	40
ACMCAS401A	Manage compliance in the companion animal industry	70
ACMCAS407A	Provide professional companion animal grooming services	150
ACMGAS206A	Provide basic first aid for animals	30
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGRM301A	Perform dog grooms on different coat types	50
ACMGRM401A	Carry out breed standard styling on Gun, Working and Hound dog breeds	40
ACMGRM402A	Carry out breed standard styling on Non-sporting and Toy dog breeds	40
ACMGRM403A	Carry out breed standard styling on Terrier and Utility dog breeds	40
ACMWHS401A	Maintain workplace health and safety processes	80
Electives		
ACMCAS408A	Manage the operation of a mobile hydro-bathing facility	30
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
BSBSMB404A	Undertake small business planning	50
BSBSMB405B	Monitor and manage small business operations	45
BSBSMB407A	Manage a small team	40
SIRXINV005A	Control inventory	40
Total Hours		915

Occupation / Work Function	Animal Technician	
Qualification Title	Diploma of Animal Technology	
Qualification Code	ACM50110	
Description	An industry qualification for persons aiming to operate at a senior or managerial level and undertaking animal technology functions within a biomedical research or production environment.	
Unit Code	Unit Title	Hours
Core		
ACMATE301A	Work within an animal technology facility	30
ACMATE302A	Carry out institution containment and exclusion procedures	40
ACMATE303A	Prepare for and monitor anaesthesia in animals	60
ACMATE304A	Conduct non-surgical procedures on animals	60
ACMATE305A	Conduct euthanasia of research animals	30
ACMATE501A	Manage compliance in animal technology	30
ACMATE502A	Manage and maintain the health of research animals	80
ACMGAS301A	Maintain and monitor animal health and wellbeing	50
ACMGAS302A	Provide enrichment for animals	40
ACMGAS303A	Plan for and provide nutritional requirements for animals	60
ACMGAS304A	Carry out simple breeding procedures	40
ACMOHS501A	Manage occupational health and safety processes	80
ACMSPE312A	Provide basic care of rodents and rabbits	40
MSL973004A	Perform aseptic techniques	40
MSL924001A	Process and interpret data	70
Electives — Group A		
ACMATE503A	Carry out post-mortem examination of a research animal	80
ACMATE504A	Administer anaesthesia and perform surgery on animals for scientific purposes	60
ACMATE505A	Carry out advanced breeding procedures	40
ACMATE507A	Manage the parturition of transgenic mice or rats	40
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
Electives — Group B		
ACMSPE310A	Provide basic care of mammals	40
MSL915002A	Schedule laboratory work for a small team	50
MSL916001A	Develop and maintain laboratory documentation	30
Total Hours		1130

Occupation / Work Function	Veterinary Surgical Nurse	
Qualification Title	Diploma of Veterinary Nursing (Surgical)	
Qualification Code	ACM50212	
Description	Provide specialised nursing support for registered specialist veterinarian performing specialised surgical procedures with veterinary clinics or hospitals.	
Unit Code	Unit Title	Hours
Core		
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
ACMVET501A	Manage nursing requirements for specialised surgical procedures	180
ACMVET502A	Carry out post-operative nursing routines	60
ACMVET508A	Support veterinary practice communication and professional development	60
ACMWHS501A	Manage workplace health and safety processes	80
BSBCUS501C	Manage quality customer service	40
BSBWOR502B	Ensure team effectiveness	60
Total Hours		520

Occupation / Work Function	Veterinary Dental Nurse	
Qualification Title	Diploma of Veterinary Nursing (Dental)	
Qualification Code	ACM50312	
Description	Provide specialised and advanced veterinary dental nursing support within a veterinary clinic or hospital that performs advanced veterinary dentistry.	
Unit Code	Unit Title	Hours
Core		
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
ACMVET503A	Produce veterinary dental oral radiographs	30
ACMVET504A	Provide veterinary dental nursing support for advanced veterinary dental surgery	120
ACMVET508A	Support veterinary practice communication and professional development	60
ACMWHS501A	Manage workplace health and safety processes	80
BSBCUS501C	Manage quality customer service	40
BSBWOR502B	Ensure team effectiveness	60
Total Hours		430

Occupation / Work Function	Veterinary Emergency and Critical Care Nurse	
Qualification Title	Diploma of Veterinary Nursing (Emergency and Critical Care)	
Qualification Code	ACM50412	
Description	Provide support for an extensive range of emergency and critical care procedures within a veterinary hospital or emergency veterinary clinic.	
Unit Code	Unit Title	Hours
Core		
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
ACMVET505A	Prepare for emergency response	20
ACMVET506A	Perform emergency procedures to sustain life	100
ACMVET507A	Provide nursing support for critical care surgery	100
ACMVET508A	Support veterinary practice communication and professional development	60
ACMWHS501A	Manage workplace health and safety processes	80
BSBCUS501C	Manage quality customer service	40
BSBWOR502B	Ensure team effectiveness	60
Total Hours		500

Occupation / Work Function	Senior Veterinary Nurse – General Practice	
Qualification Title	Diploma of Veterinary Nursing (General Practice)	
Qualification Code	ACM50512	
Description	Provide support for an extensive range general practice procedures within a veterinary clinic.	
Unit Code	Unit Title	Hours
Core		
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
ACMVET509A	Manage veterinary nursing procedures	150
ACMVET510A	Apply veterinary pathophysiology	180
ACMVET511A	Apply principles of animal behaviour	90
ACMWHS501A	Manage workplace health and safety processes	80
BSBCUS501C	Manage quality customer service	40
BSBWOR502B	Ensure team effectiveness	60
TAEDEL402A	Plan, organise and facilitate learning in the workplace	25
ACMSUS301A	Implement and monitor environmentally sustainable work practices	40
Total Hours		665

CONTACTS AND LINKS

Industry Skills Council (ISC)		
AgriFood Skills	This ISC is responsible for developing this ACM10 Animal Care & Management Training Package and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 3, 10-12 Brisbane Ave, Barton, ACT 2600 Mail: PO Box 5450 Kingston ACT 2604 Phone: 02 6163 7200 Email: reception@agrifoodskills.net.au Web: www.agrifoodskills.site-ym.com/
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	training.gov.au
Australian Government		
The Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	www.deewr.gov.au
State Government		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: www.skills.vic.gov.au Approved Training Schemes: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides
Curriculum Maintenance Manager (CMM)		
Primary Industries Curriculum Maintenance Manager	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Skills Victoria.	Kate Bryce Address: NMIT Fairfield Campus Yarra Bend Rd, Fairfield, VIC 3078 Phone: 03 9269 1391 Email: kateb-rd@nmit.vic.edu.au Web: www.nmit.edu.au/
State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	www.vrqa.vic.gov.au Phone: 03 9637 2806

National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.	www.asqa.gov.au Info line: 1300 701 801
Industry Regulatory Body		
Bureau of Animal Welfare	The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.	Address: Phone: 03 9227 4200 Fax: 03 9217 4416 Email: animal.welfare@dpi.vic.gov.au Web: www.dpi.vic.gov.au/animalwelfare
WorkSafe		
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units can be added to an RTO's scope of registration.	www.worksafe.vic.gov.au Info line: 1800 136 089
Other contacts		
Royal Society for the Protection of Cruelty against Animals —RSPCA	03 9224 2222	www.rspcavic.org
Cat Protection Society	03 9434 7155	www.catprotection.com.au
Department of Primary Industries	136 186	www.dpi.vic.gov.au
National Health and Medical Research Council		www.nhmrc.gov.au

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.