

Victorian Purchasing Guide
for
ACM Animal Care and Management
Training Package
Release 3.0

August 2020

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Victorian Purchasing Guide — Release History

Note: RTOs should refer to the [National Register](#) for the detail of changes made in each Release.

Training Package Version	Date VPG Approved	Comments
ACM Animal Care and Management Training Package Release No 3.0	26 August 2020	Nominal hours amendment to correct transcription error between ACM VPG V2 (April 4, 2019) and ACM VPG V3 (16 October 2019) for 19 ACMVET units and 3 ACMWHS units. No other changes have occurred.
ACM Animal Care and Management Training Package Release No 3.0	3 June 2020	Nominal hours for the unit ACMFAR305 <i>Perform welding tasks using a forge</i> have been updated to correct an error. No other changes have occurred.
ACM Animal Care and Management Training Package Release No 3.0	16 October 2019	This Victorian Purchasing Guide reflects the changes made to the ACM Animal Care and Management Training Package Release 3 which includes: Three (3) revised qualifications: <ul style="list-style-type: none"> • ACM30219 Certificate III in Animal Technology • ACM50119 Diploma of Animal Technology • ACM50219 Diploma of Veterinary Nursing Three (3) superseded qualifications moved to the RGR Racing and Breeding Training Package: <ul style="list-style-type: none"> • ACM30717 Certificate III in Horse Breeding • ACM40717 Certificate IV in Horse Breeding • ACM50317 Diploma of Horse Stud Management 27 units of competency: <ul style="list-style-type: none"> • 20 New • 7 revised 19 Horse Breeding units of competency moved to the RGR Racing and Breeding Training Package.
Animal Care and Management Training Package Release 2.0	4 April 2019	This Victorian Purchasing Guide reflects the changes made to the ACM Animal Care and Management Training Package Release 2 which includes: One new qualification: <ul style="list-style-type: none"> • ACM30918 Certificate III in Equine Hoof Care Two revised qualifications: <ul style="list-style-type: none"> • ACM41418 Certificate IV in Veterinary Nursing • ACM40818 Certificate IV in Farriery Units Of Competency:

Training Package Version	Date VPG Approved	Comments
		<ul style="list-style-type: none"> • 19 new units • 36 revised
Animal Care and Management Training Package Release 1.0	24 April 2018	<p>This Victorian Purchasing Guide reflects the changes made to the ACM Animal Care and Management Training Package Release 1 which includes:</p> <p>Five New Qualifications:</p> <ul style="list-style-type: none"> • Certificate II in Horse Care • Certificate III in Horse Breeding • Certificate III in Performance Horse • Diploma of Horse Stud Management • Diploma of Performance Horse Management <p>One Revised Qualification:</p> <ul style="list-style-type: none"> • Certificate IV Equine Dentistry <p>Units of Competency:</p> <ul style="list-style-type: none"> • 50 new units • 139 revised



ACM Animal Care and Management Training Package Release 3.0 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 maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

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 Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **ACM Animal Care and Management Training Package Release 3** is provided in the Training Package Companion Volume Implementation Guide, available [here](#).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **ACM Animal Care and Management Training Package Release 3** is conducted against the Training Package units of competency and complies with the assessment requirements.



QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
ACM10117	Certificate I in Animal Studies	220	230
ACM20117	Certificate II in Animal Studies	400	420
ACM20217	Certificate II in Horse Care	770	810
ACM30117	Certificate III in Animal Studies	465	490
ACM30219	Certificate III in Animal Technology	570	600
ACM30317	Certificate III in Captive Animals	685	720
ACM30417	Certificate III in Companion Animal Services	630	665
ACM30617	Certificate III in Pet Grooming	720	760
ACM30817	Certificate III in Performance Horse	855	898
ACM30918	Certificate III in Equine Hoof Care	965	1015
ACM40117	Certificate IV in Animal Control and Regulation	765	805
ACM40217	Certificate IV in Captive Animals	955	1005
ACM40317	Certificate IV in Companion Animal Services	870	915
ACM40517	Certificate IV in Equine Dentistry	1250	1315
ACM40617	Certificate IV in Pet Styling	880	925
ACM40418	Certificate IV in Veterinary Nursing	1270	1340
ACM40818	Certificate IV in Farriery	1180	1243
ACM50119	Diploma of Animal Technology	1065	1120
ACM50219	Diploma of Veterinary Nursing	710	745
ACM50417	Diploma of Performance Horse Management	1235	1300



UNITS OF COMPETENCY AND NOMINAL HOURS

The relationship between new units and any superseded or replaced units from the previous version of **ACM Animal Care and Management Training Package Release 3** is provided in the Training Package Companion Volume Implementation Guide, available [here](#).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to qualifications or Statements of Attainment **ACM Animal Care and Management Training Package Release 3** is conducted against the Training Package units of competency and complies with the assessment requirements.

List of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
ACMACR401	Comply with animal control and regulation requirements	60
ACMACR402	Assess and impound animals	60
ACMACR403	Identify and respond to animal behaviour	60
ACMACR404	Manage conflict situations within an animal control and regulation environment	30
ACMACR405	Assist with the euthanasia of sick, injured or unwanted pound animals	20
ACMACR406	Carry out pound procedures	30
ACMACR407	Conduct community awareness programs	40
ACMACR408	Coordinate seizure of animals	30
ACMACR409	Prepare and present animal control and regulation case	80
ACMAIM201	Contribute to safety at incidents involving large animals	20
ACMAIM202	Participate in an incident involving large animals	30
ACMAIM301	Use manual techniques to safely move large animals	30
ACMAIM302	Perform technical large animal rescue	50
ACMAIM303	Move large animals to new locations	40
ACMAIM304	Transport injured large animals	50



Unit Code	Unit Title	Nominal Hours
ACMAIM305	Carry out casualty and post-rescue management of animals	40
ACMAIM306	Lead a team responding to a large animal incident	60
ACMAIM401	Coordinate large animal movement and evacuation	60
ACMAIM402	Develop a large animal incident response plan for an organisation	60
ACMAIM403	Undertake complex operations at incidents involving large animals	80
ACMAIM404	Collaborate in planning sedation and anaesthesia of large animals in emergency field situations	80
ACMATE306	Follow containment and exclusion procedures in animal facilities	40
ACMATE307	Work within an animal technology facility	40
ACMATE401	Prepare for and monitor anaesthesia in animals	60
ACMATE402	Conduct euthanasia of research animals	30
ACMATE403	Conduct non-surgical procedures on animals	60
ACMATE404	Prepare for and assist with aseptic animal surgery	80
ACMATE501	Manage compliance in animal technology	30
ACMATE502	Manage and maintain the health of research animals	80
ACMATE504	Administer anaesthesia and perform surgery on animals for scientific purposes	60
ACMATE505	Carry out advanced breeding procedures	40
ACMATE506	Assist to collect and transfer embryos of mice	80
ACMATE508	Monitor and maintain containment and exclusion procedures in animal facilities	60
ACMATE509	Perform caesarean procedures on mice or rats	40
ACMATE510	Review and monitor research proposals for an Animal Ethics Committee	80
ACMATE511	Carry out post-mortem examination of a research animal	80



Unit Code	Unit Title	Nominal Hours
ACMCAN301	Work within a captive animal facility	60
ACMCAN302	Prepare and present information to the public	40
ACMCAN303	Support collection management	40
ACMCAN304	Prepare and maintain animal housing	50
ACMCAN305	Assist with capturing, restraining and moving animals	60
ACMCAN306	Monitor animal reproduction	40
ACMCAN307	Rehabilitate native wildlife	40
ACMCAN308	Release native animals to natural environment	30
ACMCAN309	Develop institutional husbandry guidelines	20
ACMCAN310	Assist with exhibit design and renovation planning	50
ACMCAN311	Care for young animals	40
ACMCAN401	Implement collection management	50
ACMCAN402	Manage enclosures and exhibits	60
ACMCAN403	Develop animal diets	40
ACMCAN404	Develop, monitor and review behavioural management strategies	40
ACMCAN405	Design and evaluate interpretive and learning programs	50
ACMCAN406	Assist in establishing and maintaining a plantation	100
ACMCAN501	Contribute to enclosure and exhibit design or renovation projects	50
ACMCAN502	Develop and monitor collection management	50
ACMCAS301	Work effectively in the companion animal industry	30
ACMCAS302	Provide advice on companion animal selection and general care	50



Unit Code	Unit Title	Nominal Hours
ACMCAS303	Provide advice on selection and care of aquatic animals	40
ACMCAS304	Capture, handle and transport companion animals	40
ACMCAS305	Maintain aquascapes and aquatic animals	30
ACMCAS306	Provide grooming services for companion animal comfort	80
ACMCAS307	Provide companion animal hydro-bathing services	40
ACMCAS401	Manage compliance in the companion animal industry	70
ACMCAS402	Manage and maintain aviaries and bird rooms	50
ACMCAS403	Design, construct and maintain aquascapes	80
ACMCAS404	Develop enrichment strategies for companion animals	50
ACMCAS405	Purchase companion animal livestock	60
ACMCAS406	Manage companion animal breeding	80
ACMCAS407	Provide professional companion animal grooming services	150
ACMCAS408	Manage the operation of a mobile hydro-bathing facility	30
ACMCAS409	Provide training advice to companion animal owners	60
ACMCAS410	Conduct companion animal training classes	100
ACMEQD401	Work within an equine dental service provision framework	20
ACMEQD402	Determine equine oral function efficiency	50
ACMEQD403	Identify potential health impacts of equine oral conditions	110
ACMEQD404	Conduct equine oral inspection and assessment and plan equine dental treatment	60
ACMEQD405	Perform routine dental correction and oral care using manual instruments	100
ACMEQU101	Approach and catch horses	50



Unit Code	Unit Title	Nominal Hours
ACMEQU201	Work safely in industries with horses	40
ACMEQU202	Handle horses safely	100
ACMEQU203	Provide basic care of horses	50
ACMEQU204	Perform daily tasks in the horse industry	55
ACMEQU205	Apply knowledge of horse behaviour	60
ACMEQU206	Perform horse riding skills at walk, trot and canter	60
ACMEQU207	Develop riding skills for exercising horses	60
ACMEQU208	Manage personal health and fitness for working with horses	20
ACMEQU209	Provide non-riding exercise to horses	60
ACMEQU210	Lunge educated horses	50
ACMEQU211	Prepare horses for competition, presentation or sale	75
ACMEQU301	Introduce horses to lunge exercise	80
ACMEQU302	Apply knowledge of minimising impact of falling from a horse	50
ACMEQU303	Demonstrate riding techniques for avoiding falls and reducing the impact of falls	100
ACMEQU304	Apply horse identification techniques	20
ACMEQU401	Relate equine anatomical and physiological features to equine health care requirements	110
ACMEQU402	Determine nutritional needs in provision of horse health care	60
ACMEQU403	Relate musculoskeletal structure to horse movement	120
ACMEQU404	Evaluate fit of saddlery and associated equipment	60
ACMEQU405	Maintain and monitor horse health and welfare	80
ACMEQU406	Manage selection of horse for new or inexperienced handler, rider or driver	60



Unit Code	Unit Title	Nominal Hours
ACMEQU407	Educate horses in initial handling	100
ACMEQU408	Educate horses to be ridden	160
ACMEQU409	Educate horses to be driven	80
ACMEQU410	Educate pack horses	50
ACMFAR305	Perform welding tasks using a forge	20
ACMFAR307	Make standard shoes for a range of equines	80
ACMFAR313	Trim equine hooves	80
ACMFAR314	Perform routine welding techniques for farriery activities	60
ACMFAR315	Use and maintain hand and power tools for farriery or hoof care activities	20
ACMFAR316	Select and fit hoof boots to meet individual equine need	20
ACMFAR317	Replace equine shoes as an emergency measure	40
ACMFAR318	Repair and manufacture hand tools used in farriery	60
ACMFAR319	Handle equines safely during farriery or hoof care services	20
ACMFAR401	Apply knowledge of equine musculoskeletal system, biomechanics and pathology for effective hoof care	120
ACMFAR402	Fit shoes to alleviate moderate abnormalities and defects in equines	100
ACMFAR403	Fit shoes to alleviate severe abnormalities and defects in equines	100
ACMFAR404	Use farriery techniques to meet special needs of equines	100
ACMFAR405	Coordinate day-to-day equine service operations	20
ACMFAR406	Work effectively in the farriery industry	20
ACMFAR407	Respond to emergencies and apply first aid to equines	50
ACMFAR408	Determine hoof care and hoof protection plans for equines	80



Unit Code	Unit Title	Nominal Hours
ACMFAR409	Select and fit shoes for normal healthy equines	100
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
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 health care of animals	40
ACMGAS206	Provide basic first aid for animals	30
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
ACMGAS301	Maintain and monitor animal health and wellbeing	50
ACMGAS302	Provide enrichment for animals	40
ACMGAS303	Plan for and provide nutritional requirements for animals	60
ACMGAS304	Carry out simple breeding procedures	40
ACMGAS305	Rescue animals and apply basic first aid	30
ACMGAS306	Assist with conditioning animals	40
ACMGAS307	Identify animal anatomy and physiology for animal care work	100



Unit Code	Unit Title	Nominal Hours
ACMGAS308	Communicate effectively with clients and team members	30
ACMGRM301	Perform dog grooms on different coat types	50
ACMGRM302	Perform a cross breed clip	40
ACMGRM404	Provide creative styling for dogs	30
ACMGRM405	Carry out styling on cats of different breeds and coat types	50
ACMGRM406	Carry out breed standard styling on breed groups	100
ACMHBR201	Check and treat horses	40
ACMHBR203	Provide daily care for horses	40
ACMHBR301	Transport horses	45
ACMHBR302	Carry out basic hoof care procedures	50
ACMHBR306	Provide information on horses	40
ACMHBR308	Maintain horses in a healthy state	60
ACMHBR310	Prevent and treat equine injury and disease	50
ACMHBR501	Manage horse nutrition	50
ACMHBR504	Manage horse pastures	100
ACMINF101	Take responsibility for the health and welfare of animals in own care	40
ACMINF201	Handle companion animals following infection control guidelines	60
ACMINF301	Comply with infection control policies and procedures in animal care work	60
ACMINF302	Follow equine biosecurity and infection control procedures	60
ACMINF303	Implement infection control in the handling and care of native wildlife	60
ACMINF304	Promote environmental health and safety for community animals in remote communities	60



Unit Code	Unit Title	Nominal Hours
ACMINF401	Oversee site biosecurity and infection controls working with animals	80
ACMINF501	Develop organisational infection control guidelines for animal care workplaces	100
ACMINF502	Manage equine biosecurity and infection control	120
ACMMIC401	Implant microchip in cats and dogs	20
ACMPHR201	Ride performance horses for exercise in an arena	100
ACMPHR301	Care for performance horses	40
ACMPHR302	Maintain health and welfare of performance horses	30
ACMPHR303	Participate in horse events and activities	40
ACMPHR304	Ride and lead performance horses	50
ACMPHR401	Interpret equine behaviour	60
ACMPHR402	Manage horses to meet performance horse sport requirements	90
ACMPHR403	Evaluate equine training methodologies	50
ACMPHR404	Manage international opportunities for performance horses	30
ACMPHR405	Implement and monitor equine health and welfare strategies	80
ACMPHR406	Manage the presentation of young horses	80
ACMPHR407	Implement an equine facility maintenance improvement and management program	80
ACMPHR408	Educate and train performance horses	60
ACMPHR409	Analyse performance horse pedigrees	60
ACMPHR501	Manage legal aspects of horse enterprises	80
ACMPHR502	Manage horse health using selected therapies	50
ACMPHR503	Evaluate performance horse conformation	50



Unit Code	Unit Title	Nominal Hours
ACMPHR504	Manage equine nutrition	60
ACMPHR505	Manage fitness in performance horses	50
ACMSPE301	Provide basic care of amphibians	40
ACMSPE302	Provide basic care of birds	40
ACMSPE303	Provide basic care of 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
ACMSUS201	Participate in environmentally sustainable work practices	20
ACMSUS401	Implement and monitor environmentally sustainable work practices	40
ACMVET201	Assist with veterinary nursing reception duties	40
ACMVET202	Carry out daily practice routines	40
ACMVET203	Assist with surgery preparation	40
ACMVET401	Coordinate veterinary reception duties	70
ACMVET402	Apply imaging routines	90



Unit Code	Unit Title	Nominal Hours
ACMVET403	Perform clinical pathology procedures	70
ACMVET404	Perform practice office procedures	40
ACMVET405	Coordinate and perform surgical nursing routines	120
ACMVET406	Nurse animals	80
ACMVET407	Carry out medical nursing routines	70
ACMVET408	Provide nutritional advice and support for animals	90
ACMVET409	Provide specific animal care advice	90
ACMVET410	Carry out veterinary dental nursing procedures	40
ACMVET411	Prepare, deliver and review animal care education programs	50
ACMVET412	Coordinate practice promotional activities	50
ACMVET413	Prepare for anaesthesia and monitor animal anaesthesia and analgesia	80
ACMVET414	Nurse foals	40
ACMVET415	Provide intensive foal care and nursing	60
ACMVET416	Assist with the preparation of veterinary drugs and poisons	60
ACMVET501	Manage nursing requirements for specialised surgical procedures	180
ACMVET502	Carry out post-operative nursing routines	60
ACMVET503	Produce veterinary dental oral cavity images	30
ACMVET504	Provide veterinary dental nursing support for advanced veterinary dental surgery	120
ACMVET505	Prepare for veterinary emergency response	20
ACMVET506	Perform emergency procedures to sustain life	100
ACMVET507	Provide nursing support for critical care surgery	100



Unit Code	Unit Title	Nominal Hours
ACMVET508	Support veterinary practice communication and professional development	70
ACMVET509	Manage veterinary nursing procedures	150
ACMVET510	Apply veterinary nursing pathophysiology	180
ACMVET511	Apply principles of animal behaviour	100
ACMVET512	Develop and implement specific practice policies	50
ACMWHS201	Participate in workplace health and safety processes	40
ACMWHS301	Contribute to workplace health and safety processes	50
ACMWHS401	Maintain workplace health and safety processes	80
ACMWHS501	Manage workplace health and safety processes	80



CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
CMM Service Name	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills. They can assist with questions on payable and nominal hours.	Anne Wiltshire Melbourne Polytechnic Epping Campus Dalton Road, Epping VIC 3076 (03) 9269 1063 Email here
Service Skills Organisation (SSO)		
Skills Impact	This SSO is responsible for developing this Animal Care and Management Training Package , companion volumes and support material and can be contacted for further information.	Skills Impact 559A Queensbury Street, North Melbourne VIC 3051 (03) 9321 3526 The SSO website can be found here
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	National Register website can be found here .
Australian Government		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	The Commonwealth Department of Employment, Skills and Small and Family Business website can be found here
State Government		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 The Victorian Department of Education and Training website can be found here
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 ASQA's website can be found here
Victorian State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the	(03) 9637 2806 VRQA's website can be found here



	regulation of apprenticeships and traineeships in Victoria.	
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Industry Regulatory Bodies		
Agriculture Victoria	Agriculture Victoria is part of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR), and covers agriculture, pets and fisheries industries. Regulates primary production and animal welfare. Can provide advice on licensing, legislative or regulatory requirements, which may affect the delivery of training or the issuance of qualifications in this Training Package.	Agriculture Victoria website can be found here Animal Welfare contacts: (03) 9217 4200 Email here
Australian and New Zealand Laboratory Animal Association (ANZLAA)	ANZLAA covers the full spectrum of professional expertise relating to the care and welfare of animals used in research in Australia and New Zealand. This includes the provision of daily animal care, technical skill, veterinary support, ethics, regulatory management, training and the supply of equipment and services.	ANZLAA website can be found here
Australian Veterinary Association (AVA)	Professional association representing veterinarians	Australian Horse Industry Council website can be found here
Australian Horse Industry Council	Peak association representing the interests of all persons and the health and welfare of all horses in the Australian horse industry.	Australian Horse Industry Council website can be found here
Cat Protection Society of Victoria	Cat rescue, veterinary services and welfare.	(03) 8457 6500 - Shelter (03) 8457 6501 - Veterinary Clinic The Cat Protection Society Victoria website can be found here
National Health and Medical Research Council	NHMRC funding supports research across the full spectrum of health and medical research, from basic science through to clinical, public health and health services research.	National Health and Medical Research Council website can be found here
Royal Society for the Protection of Cruelty against Animals - RSPCA (Vic)	The Royal Society for the Prevention of Cruelty to Animals (Victoria) is a non-government, community based charity that works to prevent cruelty to animals by actively promoting their care and protection.	Royal Society for the Protection of Cruelty against Animals - RSPCA (Vic) website can be found here
National Centre for Replacement, Refinement & Reduction of Animals in Research	UK's national organisation which leads the discovery and application of new technologies and approaches to replace, reduce and refine the use of animals for scientific purposes	National Centre for Replacement, Refinement & Reduction of Animals in Research website can be found here



Industry Regulatory Bodies		
Office of the Gene Technology Regulator	Provides administrative support to the Gene Technology Regulator in the performance of the functions under the Gene Technology Act 2000.	Office of the Gene Technology Regulator website can be found here
Veterinary Nurses Council of Australia (VNCA)	Professional association representing veterinary nurses	VNCA website can be found here
WorkSafe Victoria	WorkSafe needs to provide written verification before High Risk Work Units are added to an RTO's scope of registration.	24 hour emergency line: 13 23 60 (03) 9641 1555 WorkSafe Victoria's website can be found here



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.
Maximum Payable Hours	The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.
Minimum Payable Hours	A calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.
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.
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.