Studying the Certificate II in Animal Studies could be a great way to turn your love of animals into a fulfilling career.

**Why study this course?**

This course is designed to provide you with the skills and knowledge needed to work successfully in the animal care sector. It is an entry level course which will act as a solid foundation for your learning. It can also be studied as a pathway to vet nursing or working with captive animals.

**Course number**
D0107

**Qualification name**
ACM20110 Certificate II in Animal Studies

**Course duration**
Maximum 12 months

**Qualification Level**
Certificate II

**Delivery Method**
Online with Work Placement

**Recognition**
Nationally Recognised

**Assessments**
Interviews, Logbook, Multiple Choice Questions, Practical Assessments, Short-Answer Questions, Workplace Portfolio
About the Course

Potential career outcomes

- Animal Care Attendant
- Assistant Dog Groomer
- Cattery Attendant
- Kennel Hand
- Pet Shop Employee

What you’ll learn

During this course you’ll learn how to:

- Feed and water animals
- Complete animal care hygiene routine
- Give medication to animals
- Provide animal care advice to clients
- Provide client and customer support
- Undertake administration and clinic duties

Learning materials

Your learning materials are accessed through OpenSpace. These include:

- Student workbooks
- Readings and resources
- Weblinks to relevant articles
- Instructional videos
- News and discussion forums
- PowerPoint presentations and FAQs.

RTO partnership information
Course Trainers

Amy Hope

Amy has worked as a veterinary nurse and taught puppy schools in busy general practices in regional Victoria. Whilst completing her Certificate IV in Veterinary Nursing, she qualified with high distinctions receiving an award nomination for outstanding academic achievements. Discovering a passion for training, Amy gained her Certificate IV in Training and Assessment to take on a new career in the vocational education sector. Amy enjoys encouraging nurses to learn new skills, enjoy their work, and take pride in their profession. Amy is a compassionate nurse, spending time volunteering across Thailand and will continue to do more during her career.

Catherine Ford

Catherine has been a veterinary nurse for over 30 years and has been involved in many areas of the industry and worked with many different species. Her first position in the industry was working with the Animal Welfare League as an animal attendant, where she enrolled in a course called Animal Care, today known as Animal Studies, and Veterinary Nursing.

Catherine's career has included working at a variety of specialist hospitals, as well as Waratah Park, Abbott Animal Health and TAFE. She is also involved in the Greyhound Adoption Program.

Chris Hosking

Chris Hosking is the Program Manager for Animal Care. Since 2004 he has had experience working with native and exotic invertebrates, fish, frogs, reptiles' birds, and mammals. From 2008 to 2014 Chris coordinated the Australian Museum's Live Exhibits where he undertook animal management, staff training and developed content about the live displays for the Museum's programs. Chris remains a member of the Australian Museum's Animal Care and Ethics Committee and a member of the Australasian Society of Zoo Keeping. Chris has a Bachelor of Arts from Flinders University and Certificate IV in Captive Animals.
Dr Julia Etel

Julia graduated from the University of Sydney in 2002 and worked as a veterinarian on the south coast of NSW. In 2004 she completed a year long internship at the Animal Referral Hospital in Sydney. Here, she developed a passion for all things medical, emergency and soft tissue. She has lived in Coffs Harbour since 2005 practising as a small animal vet. In 2012 she become a part time trainer and assessor at TAFE and in 2014 began working with Open Colleges. Her most recent addition to the family is a RPSCA rescue kitten who is a fantastic personal assistant.

Dr Louisa Johnson

Dr Louisa Johnson graduated from the University of Melbourne Veterinary School in 2001 with first class Honours and the Payne Exhibition Prize for the highest marks in her final year. She has worked in various veterinary roles, including a canine blood bank, emergency clinic, rural and urban practice as well as overseas. Prior to becoming a vet, Louisa was employed as a veterinary nurse and now greatly enjoys being involved with Open Colleges, training and assessing veterinary nurses.

Fiona Kelly

Fiona's career has taken many twists over the past 30 years. Working in hotel management, public relations, event production and finally education, Fiona decided to follow her passion for animals by gaining a Certificate IV in Companion Animal Services. Now owning a dog training, grooming and pet care business and working as an in-house trainer/behaviourist at a Sydney veterinary hospital, Fiona is able to combine her ‘human’ training qualifications and experience with her passion for animals. Fiona is a qualified and accredited Delta positive dog trainer and an active member of the Association of Pet Dog Trainers (APDT) of Australia.
Lauri Steel

After seven years of veterinary nursing, Lauri changed her focus to the vocational training sector. She decided to follow her passion for training and educating up and coming veterinary nurses and animal carers. Lauri holds a variety of qualifications including a Cert II and III in Animal Studies, Cert III and IV in Companion Animal Services, Cert IV and Dip (ECC) in Veterinary Nursing, Cert IV in TAE and Diplomas in Vocational Education and Training, Training Design and Development, Business Admin, Management and Business.

Meghann Beckley

Meghann is a surgical, anaesthesia and critical care veterinary nurse with 18 years' experience at various specialist hospitals across Sydney. Being a mature age, online tertiary student herself, she has always been passionate about adult education, and is very excited to have joined the education sector. Her in-depth experience within the veterinary industry enables her to create and maintain relationships with animal-based organisations across Australia. She enjoys challenging herself mentally and physically, and is currently studying a Bachelor of Science majoring in Genetics and Biotechnology.

Robyn Bardsley

Robyn has principally worked as a Veterinary Nurse and as a Receptionist for 23 years. She undertook the Veterinary Nursing Certificate with Tamworth TAFE while working at the South Tamworth Animal Hospital Referral practice. Robyn worked at the Coffs Harbour Veterinary Hospital, and the Koala Hospital, moving further to the mid-north coast to the Macksville Veterinary Clinic. Throughout her working life, Robyn has undertaken numerous correspondence courses related to various disciplines.

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Academic information
Module 1: Module 1: Introduction to the animal care industry

ACMGAS201A
Work in the animal care industry

- Plan and prepare to work safely
- Conduct work safely
- Participate in OHS consultative activities
- Follow emergency response procedures

ACMGAS202A
Participate in workplace communications

- Follow routine spoken messages
- Perform workplace duties following routine written notices
- Obtain and provide information in response to workplace requirements
- Complete relevant work-related documents
- Participate in workplace meetings and discussions

ACMOHS201A
Participate in occupational health and safety processes

- Plan and prepare to work safely
- Conduct work safely
- Participate in OHS consultative activities
- Follow emergency response procedures

ACMSUS201A
Participate in environmentally sustainable work practices

- Identify current resource use
- Comply with environmental regulations
- Seek opportunities to improve resource efficiency and reduce environmental hazards

Module 2: Module 2: Care for animals

ACMGAS204A
Feed and water animals

- Prepare for feeding
- Feed and water animals
Complete animal care hygiene routines

- Confirm workplace animal care routine schedules
- Check animals
- Maintain a clean workplace
- Complete hygiene practices for animals
- Complete post-hygiene care of animals

Provide basic care of dogs

- Identify commonly available dogs
- Identify and evaluate behavioural and housing needs
- Handle and restrain dogs
- Assist with health care needs
- Feed dogs
- Maintain records

Assist in health care of animals

- Assist in capture of animals
- Assist in assessment of animals
- Assist in treatment of animals

Module 3: Client and customer support

Provide basic first aid for animals

- Assess the situation
- Assist in assessment of animals

Provide reception services for an animal care facility

- Complete reception services
- Maintain office records
- Provide basic animal care assistance
- Maintain records

Provide information on companion animals, products and services

- Identify information requirements
ACMGAS208A
Source information for animal care needs

- Provide information
- Read and interpret product labels
- Gather information on products and services
- Profile nominated animal physiological features relevant to health and application of treatments
- Take an animal history

Assessment details

- Interviews
- Logbook
- Multiple Choice Questions
- Practical Assessments
- Short-Answer Questions
- Workplace Portfolio

Recognition of Prior Learning

We understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process.

Open Colleges has developed an RPL application kit for this course.

The Student Handbook, available in the Key Student Information section of our website, provides more information about our RPL process. Alternatively, you can contact an Enrolment Consultant to discuss your RPL options.

Course duration

The duration for the course is maximum 12 months. As a self-paced online course, the time it will take you to complete is flexible and dependent on ability and time available.

Qualification awarded

Upon successful completion of this course you will receive a nationally recognised ACM20110 Certificate II in Animal Studies from TAFE NSW North Region (Provider number: 90010).

Work Placement

What is a work placement?
A work placement is the part of your course where you learn and are assessed in a place of work related to your course which has been approved by Open Colleges.

At your work placement, you’ll get practical, hands-on training under the guidance of a supervisor.

**What are the benefits?**

- By undertaking a work placement you’ll get a chance to put the knowledge you’ve learned on your course into practice.
- You’ll also develop practical, on-the-job skills and could make contacts that could help you find a job once you graduate.
- Work placement is often the most rewarding part of a student's course. Working face-to-face with clients and colleagues in your chosen field makes a huge difference to your career confidence.

**How do I find a work placement?**

You’ll need to find a work placement yourself and ensure it’s approved by Open Colleges. When looking for a suitable work placement host organisation, have a think about the following:

- Are you already working or volunteering in the industry your course is related to? You could potentially do your work placement at your current place of work or have contacts that could recommend a suitable work place. Ask around!
- If you’re entering a new industry, do some research and start thinking about organisations you could approach. We have plenty of resources available to help with approaching and finding a suitable work placement organisation.

**What support will I get?**

It’s your responsibility to find a suitable work place to carry out your work placement, however, there is a Work Placement Team available to give you a hand if you find that you are struggling.

**Work placement hours**

This course contains a minimum of 80 hours of work placement.

**Host organisation**

The workplace will need provide a range of services to various animal species. These could include boarding (long or short term), grooming, sales of animals and animal products. The subject ‘Provide basic care of dogs’ will require you to have access to dogs in your workplace.

Examples of suitable workplace include veterinary practices, boarding facilities, grooming parlours, pet stores, kennels and catteries, zoos and animal welfare facilities.

Your work placement will need to be completed in Australia, and you will be responsible for the costs of any travel, accommodation, statutory checks or other requirements related to your work placement.

**Supervisor requirements**

Your supervisor must hold a minimum Certificate III in Companion Animal Studies, Captive Animals, Pet Grooming, Animal Technology or Animal Studies OR a minimum of two years working in the animal care sector, during which time they would have been undertaking care routines (for example grooming, capture and restraint, feeding and watering, etc) regularly on animals species commonly encountered in the industry.

**Recommendation**
Open Colleges recommends that you consider the work placement options in your local area prior to enrolling in this course.

**Requirements**

Depending on the Host Organisation, you may be asked to:

- Provide proof of immunisation for certain diseases which may include Q fever, tetanus, or rabies.
- Sign a confidentiality agreement.

More information can be found in the Workplace Assessment Guide (https://docs.google.com/file/d/0B9ZXxqNpbEHeSVc3UGZ0UDdQZUU/edit?pref=2&pli=1).

**Insurance**

Open Colleges provides insurance cover for the mandatory work placement you undertake as part of your course. This insurance coverage includes Public and Products Liability Insurance as well as Student Personal Accident Insurance.

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**Requirements**

**Education**

You will need to have completed year 10, or equivalent. Equivalency can be demonstrated by one of the following:

- A qualification at Certificate II level or higher OR
- 2 years of industry experience in a role that requires the use of written documentation and communication.

**Minimum age**

You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.

**English**

This course involves reading learner guides and undertaking a range of written assessments and engaging in online forums and discussions. Furthermore, the delivery mode relies on the extensive use of written communication. As such, entry to the course requires the successful completion of English to Year 10 level.

If you haven't successfully completed English at Year 10 level, you can demonstrate equivalency through one of the following:

- Successful completion of a Nationally Recognised Training qualification at Certificate II level or higher; or
- 2 years relevant industry experience in a role that requires the use of written documentation and communication

Open Colleges recognises that not all people are able to read, write and perform calculations to the same standard. See the Language, Literacy and Numeracy Considerations section for more information on tools, resources and support services provided to by Open Colleges.
Computing

You will need access to a computer and the internet and have basic computing skills. Minimum specifications for your computer are:

- Microsoft Office 2007 or equivalent
- Broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
- Adobe Reader X or equivalent
- Printer and scanner.

Specific requirements for Windows users:

- Microsoft Windows XP or higher (Windows 7 or higher is recommended)
- 1 gigahertz (GHz) or faster processor (2GHz or faster recommended)
- Adobe Flash Player 10 or higher

Specific requirements for Mac OS users:

- Mac OS X v 10.5 or higher (Mac OS X v 10.6 or higher is recommended
- 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)

Digital equipment

You will need access to:

- A digital video recording device and/or a digital camera and associated software to save and upload video, image and audio files to OpenSpace. Many mobile phones and smart phones include this technology.
- Software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as a free download from the internet.

Physical requirements

Students will need to be reasonably physically fit to undertake the work placement as the tasks and activities associated with the work placement may involve manual lifting and other physical activities.

Language, Literacy and Numeracy

Our free online assessment tool can help give you an idea of the language, literacy and numeracy skills needed to study a VET course. This tool can also help you determine your learning level and help you plan your future studies. You can access the Language, Literacy and Numeracy tool here (http://www.opencolleges.edu.au/online-learning-assessment).

Studying online with Open Colleges
Flexibility - study at your own pace

When you study online with Open Colleges you’re in control.

You can choose to complete your course quickly or keep to a steady pace, and with no deadlines or schedules to stick to, fitting your learning around your everyday commitments is easy.

Everything you need to study is online so you can study wherever you like – but that doesn't mean you're on your own.

OpenSpace is our purpose-built online learning platform. It's where you'll go to access your learning materials, contact your expert trainers and assessors, upload your assessments and find all the support and motivation you need to keep going from the OC community.

Your online community

What is OpenSpace?

Open Colleges offers you a custom-designed online-learning platform called OpenSpace.

Your learning platform is the heart of your study experience. This is where you'll navigate through your course materials, contact your trainers and assessors, and connect with other online students.

What can I do in OpenSpace?

OpenSpace provides you with a secure, interactive learning environment that allows you to access a wealth of learning resources. In OpenSpace you can:

- Access all your course materials, including videos and other digital resources
- Complete the learning activities related to your course
- Get the latest news about Open Colleges and your course
- Access the Student Lounge - a hub for student information and resources, including how-to videos, forms, relevant policies and procedures, communication tools and study tips
- Get to know your fellow students by posting in the course forums, and find a ‘Study Buddy’
- Connect with your Trainer and Assessor and Course Coordinator
- Access extensive online libraries for research
- Upload your assessments, view feedback, and access your grades

It’s just like a real campus – but it’s available anywhere and anytime.

How to get support

Academic support

Your experienced trainers are available in OpenSpace to answer any questions you may have regarding the learning materials or assessments.

Your program manager can also provide you with advice and support regarding the overall course.

Student support

The student support team is your one-stop service centre for all student administrative issues – including enrolment, change of contact details, OpenSpace support, assessment results and certification.

You can access the student support team in OpenSpace or by email or phone.

Learning support

The learning support team is a dedicated team of specialists that provide you with a comprehensive induction to studying with Open Colleges as well as specific support if you encounter learning difficulties during your studies.
Learning support resources, such as writing guides, are available in OpenSpace. You can access the learning support team via your trainer or the student support team.

Peer support

As a student of Open Colleges you will join a community of over 65,000 people who are also studying online. Through OpenSpace you can connect and collaborate with others to share study tips and advice.

Our students find this is a great way to keep motivated and build lasting friendships and networks.

Work Placement Support

If your course contains work placement, the work placement support team can provide you with support, advice and resources if you encounter difficulties in securing a workplace for your work placement.

You can access the work placement support team via your trainer and assessor or the student support team.

Payment Options

You have two options for paying your course fees.

**Paying in full:** Pay your course fees upfront when you enrol in an eligible Open Colleges course and you can save 20% on your course fee.

**Payment plan:** Pay a small deposit and pay off the rest of your fees through a weekly or fortnightly payment plan.

**24, 36 or 48 months interest-free payment plan:** Open Colleges has partnered with Australian financial company zipMoney to offer you a flexible payment plan option designed to suit your life (not available for every course. Terms and conditions apply. Please click [here](http://www.opencolleges.edu.au/zipmoney-info) for more information). The plan lets you start studying with no deposit and no interest repayments for the first 24, 36 or 48 months. Plus, you get the choice of weekly, fortnightly or monthly repayments.

An Enrolment Consultant can help you decide which option is best for you.

About Open Colleges

**Our history and heritage**

Open Colleges has been delivering quality education for over 100 years. During this time, we have honed our unique learning model to become Australia’s leader in online learning.

We’ve achieved this by continuously evolving our approach to meet the needs of our learners by offering flexible, accessible, affordable and supportive courses.

So far, we’ve helped over 700,000 people gain the skills to launch, change or take the next step in their careers.

All of us at Open Colleges put the student at the centre of everything we do, whether that’s helping you find the right course, designing a new course, making improvements to our online campus or giving the support you need to reach your goals.

**Commitment to quality**
In June 2012, Open Colleges established a unique partnership with North Coast TAFE, an Institute of TAFE NSW, to collaborate on the development and delivery of Nationally Recognised Training online.

We have also established strong partnerships with leading industry bodies, such as Early Childhood Australia and The Institute of Certified Bookkeepers.

December 2013 saw Open Colleges Australia (the holding company of Open Colleges Pty Ltd) become part of Apollo Education Group, Inc.

Being part of Apollo gives Open Colleges access to the expertise, experience and educational resources of the University of Phoenix (USA), Institute of Professional Development (USA), BPP University (UK) and other institutions in the Apollo global network.

Our ongoing partnerships and place within the Apollo family ensure we continue to deliver a student experience that's best in class.

**With Open Colleges you can:**

- Study TAFE and other nationally recognised qualifications
- Choose from over 100 online courses
- Fit study around your family or work commitments
- Enrol 365 days of the year
- Find a payment option that works for you
- Get academic and student support – online or over the phone
- Join a community of thousands of like-minded students

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**Get in touch**

**Still got a question?**

Call an Enrolment Consultant on 1300 856 871 for more details about this course and the enrolment process.

It's our priority to ensure you enrol in the perfect course so an Enrolment Consultant will be in touch shortly to discuss your specific goals and what you want to achieve through studying online. They'll clearly explain the course options that would suit you best and why they would work for you and talk you through how online learning with Open Colleges works.

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**Enrol Now**

Enrol Online via EduPay - the Trusted and Secure enrolment gateway preferred by thousands of students

Fortnightly and monthly payment plans are also available when you pay online.

Click Enrol Now (https://www.edupay.com.au/register/D0107) and choose a payment plan or call an Enrolment Consultant on 1300 856 871 for more details. Prices shown are for the online study option only. A surcharge applies for the print study option (if applicable to this course).