ACM20110
Certificate II in Animal Studies
Opening Opportunities

At Open Colleges, we are passionate about helping people from all walks of life to achieve their aspirations and dreams. For more than 100 years, we have been opening opportunities for people across Australia. Today, Open Colleges is blazing a new trail in online and distance education – creating Australia’s leaders in next generation learning.

Why study with Open Colleges?

- Freedom – study where you want, when you want
- Our courses and learning materials have been designed specifically for open learning
- Our trainers are industry professionals with experience in supporting open learning students
- Our dedicated student support team is there to help you every step of the way
- Our virtual campus – OpenSpace – provides you with opportunities to interact with trainers and students
- Many of our courses are nationally recognised and meet professional licensing or registration requirements

North Coast TAFE and Open Colleges

In a first of its kind innovation, Open Colleges has now proudly partnered with one of the largest training providers in Australia, North Coast TAFE. Part of the TAFE NSW network, North Coast TAFE provides thousands of students with government accredited and nationally recognised training programs every year.

Open Colleges students can now gain TAFE qualifications delivered via our innovative virtual campus OpenSpace, giving you the benefit of accessing a secure, interactive learning environment which supports you in all elements of your study. Combine nationally recognised TAFE credentials with all the flexibility and accessibility of learning through Open Colleges and study anytime, anywhere in Australia.
ACM20110
Certificate II in Animal Studies

Why should you do this course?

Studying the Certificate II in Animal Studies ACM20110 could be a great way to turn your love of animals into a fulfilling career. Learn to care for and manage the daily needs of animals with support from industry-respected professionals.

This nationally recognised qualification can be studied as a pathway to vet nursing. Animal Carers are employed across several industries and the mix employing them is very favourable for employment growth prospects.

This course is designed to provide students with the skills and knowledge needed to work successfully in the animal care sector. This course is an entry level course which will act as a solid foundation for your learning.

COURSE DETAILS

<table>
<thead>
<tr>
<th>Course number</th>
<th>D0107</th>
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</thead>
<tbody>
<tr>
<td>Delivery mode</td>
<td>Online</td>
</tr>
<tr>
<td>Course duration</td>
<td>Max 12 months</td>
</tr>
<tr>
<td>Assessments</td>
<td>Short answer and multiple-choice questions, practical exercises including completion of a logbook, attendance report, interview questions and a workplace portfolio.</td>
</tr>
<tr>
<td>Qualification</td>
<td>Certificate II</td>
</tr>
<tr>
<td>Nationally recognised</td>
<td>Yes</td>
</tr>
<tr>
<td>Awarded by</td>
<td>North Coast TAFE</td>
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</table>

POTENTIAL CAREER OUTCOMES

- Animal care attendant
- Animal shelter attendant
- Kennel hand
- Cattery attendant
- Pet shop attendant
- Assistant dog groomer.
What you need to know about this course

What is Animal Care?
Animal Carers might care for animals under treatment and in temporary residence. The areas employing Animal Carers are varied. These might include veterinary facilities, animal hospitals, clinics, kennels, catteries, zoos, pet shops and grooming parlours.

This occupation may involve various tasks including holding animals to allow examination and treatment by Veterinarians; providing animal care advice to clients; and preparing, delivering, and reviewing animal care education programs.

Animal Carers may undertake administration and clinic duties such as giving medications to animals; feeding, watering and examining animals; and may also act as receptionist, accept payments and undertake administration work.

When you study online with Open Colleges there are no strict schedules and no assessment due dates. We allow you to start a course on any day of the year and you complete the course in your own time.

Open Colleges has a 3 tiered support system:

- Trainer Support – get an answer to your course question within 72 hours or much less
- Student Support – call us to get all the admin information you need, including course help and how to get started
- Learner Support – we can help you with essay planning, study tips and so much more

If you’ve got a question, we will answer it. By studying with Open Colleges, you’ll get the qualification you want in the most flexible way.

What is Online Learning?
With online learning you design your schedule. You create your own campus. There are no set hours per week and you complete your assessments when you are ready. You study whenever you want, wherever you want.

Online learning has changed: there are so many ways to reach your trainers and fellow students when you need them. We’ve even created a multi-tiered platform called OpenSpace, specially designed to link our people and resources to each other.

You can meet a “Study Buddy” in your area. You can access the Gale library for free. You can even download your course material and submit your assignments online. Can’t find the answer for a question from Study Period 3? Then jump online and ask the forum – somebody might be able to direct you.

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.

Methods of Assessment:
During the course, you will undertake and complete;

- Short answer and multiple-choice questions
- Practical exercises
- A logbook
- An attendance report
- Interview questions
- A workplace portfolio.

Opening Opportunities
What is work placement?

Work placement is a structured learning program undertaken in a workplace. It involves undertaking set tasks and activities over time under the guidance of a workplace supervisor and Open Colleges’ Workplace Assessor.

To be assessed in the workplace you will complete a logbook of workplace tasks, complete a workplace portfolio and undergo interviews with your Workplace Assessor. You may also be visited by an Open Colleges’ Workplace Assessor in the workplace.

A work placement can be a highly stimulating and rewarding part of the course. It will enable you to participate in a real workplace and put into practice the new skills and knowledge that you are learning in the course.

The work placement also provides Open Colleges with an opportunity to assess the skills and knowledge you have developed through the course in the workplace. This is called workplace assessment.

Open Colleges provides you with a detailed Workplace Assessment Guide. This details the specific requirements of the workplace and workplace supervisor to meet the needs of the course.

You are required to identify a suitable organisation for your work placement. However, Open Colleges can provide advice and direction through our Work Placement Support Team.

Please note that you may need to undertake the work placement at more than one workplace in order to meet the requirements of the course, depending on the nature and scope of activities conducted at the workplace.

More information can be found in the Workplace Assessment Guide.

Specific work placement requirements:

- **Duration:** 80 hours (minimum).
- **Workplace:** The workplace will need to 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.

  The workplaces which would offer this could include: veterinary practices, boarding facilities, grooming parlours, pet stores, kennels and catteries, zoos and animal welfare facilities. Complete details of the requirements of the workplace are available in the Workplace Assessment Guide.

- **Supervisor:**
  
  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.

- **Immunisation:**
  
  Depending on the host organisation, students may be asked to provide proof of immunisation for certain diseases which may include Q fever, fever, tetanus, or rabies. Depending on the host organisation, students may be asked to sign a confidentiality agreement.

- **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.
Questions?
Contact our enrolment consultants on 1300 050 762 to discuss any questions you might have regarding the work placement requirements of the course.

What are the admission requirements for this course?

Education Requirements
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 Requirements
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 Language Requirements
This course requires you to read and comprehend learner workbooks, undertake a range of written assessments and engage in online discussion forums. Furthermore, the course relies on the use of written communication. You will also require a level of English proficiency to operate in an animal care environment while undertaking work placement.

As such, entry to the course requires English proficiency to Year 10 level, or equivalent (see Education Requirements for equivalency) or completion of an approved English language test (see website for details).

Computing Requirements
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
> access to a 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).

Audio-Visual Requirements
You will need access to a digital video recording device and/or a digital camera and associated software to save and upload video and image files to OpenSpace. Many mobile phones and smart phones include this technology.

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 involve handling animals and may involve manual lifting.

What Student Support is available?
During your studies with Open Colleges, you will have access to a comprehensive range of support services. These include:

Academic Support
Your experienced trainers are available in OpenSpace to answer any questions you may have regarding the learning materials or assessments. Your trainer 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 provides 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 and Assessor or the Student Support Team.

Peer Support
As a student of Open Colleges you can also access our 'Study Buddy’ system. This enables you to connect with other Open Colleges students studying your course that live near you. Students find this is a great way to keep motivated and build lasting friendships and networks.

More information?
The Student Handbook, available on the Open Colleges website, provides more detailed information on the support services available to students. We recommend that you read the Student Handbook prior to enrolling with us.

What will I obtain on completion of the course?
Upon successful completion of this course you will receive a nationally recognised qualification Certificate II in Animal Studies ACM20110 awarded by North Coast TAFE (Provider Number 90010).

What further studies could I pursue?
Students who complete this qualification may choose to undertake further study in animal care. This Certificate may act as a pathway to further study in areas such as vet nursing.

What funding support options exist?
This course is Austudy/Abstudy approved, but you will need to apply directly to Centrelink for information on eligibility.
Study Periods and Units

Once you are enrolled in this course, you will receive access to the first Study Period, which contains the first set of learning materials for the course. When you have successfully completed those units, you’ll be given access to the next Study Period units for the course.

<table>
<thead>
<tr>
<th>Order</th>
<th>Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study Period 1</strong></td>
<td>ACMGAS201A</td>
<td>Work in the animal care industry</td>
</tr>
<tr>
<td>Introduction to the animal care industry</td>
<td>ACMGAS202A</td>
<td>Participate in workplace communications</td>
</tr>
<tr>
<td></td>
<td>ACMOHS201A</td>
<td>Participate in occupational health and safety processes</td>
</tr>
<tr>
<td></td>
<td>ACMSSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td><strong>Study Period 2</strong></td>
<td>ACMGAS204A</td>
<td>Feed and water animals</td>
</tr>
<tr>
<td>Care for animals</td>
<td>ACMGAS203A</td>
<td>Complete animal care hygiene routines</td>
</tr>
<tr>
<td></td>
<td>ACMSP304A</td>
<td>Provide basic care of dogs</td>
</tr>
<tr>
<td></td>
<td>ACMGAS205A</td>
<td>Assist in health care of animals</td>
</tr>
<tr>
<td><strong>Study Period 3</strong></td>
<td>ACMGAS206A</td>
<td>Provide basic first aid for animals</td>
</tr>
<tr>
<td>Client and customer support</td>
<td>ACMGAS207A</td>
<td>Provide reception services for an animal care facility</td>
</tr>
<tr>
<td></td>
<td>ACMGAS209A</td>
<td>Provide information on companion animals, products and services</td>
</tr>
<tr>
<td></td>
<td>ACMGAS208A</td>
<td>Source information for animal care needs</td>
</tr>
</tbody>
</table>

For full course competency details visit www.training.gov.au

Note: Courses offered by Open Colleges on behalf of North Coast TAFE may include Units of Competency that are graded by TAFE NSW. Students studying through Open Colleges are not subject to TAFE NSW grading criteria, receiving an ungraded outcome for Units of Competency and Qualifications successfully completed.
Opening Opportunities
Studying with Open Colleges

Open Colleges provides you with the freedom to study where and when you want. We understand that our students are constantly juggling multiple priorities, so our unique learning approach has been specifically designed to enable you to fit education and training around your lifestyle.

After you enrol with Open Colleges you will be provided with access to OpenSpace – our cutting edge virtual campus. Here are some of the key features and benefits of OpenSpace:

Access
Access your learning materials, assessments, videos and additional online resources wherever you have an internet connection. You can also download your study guides, workbooks and assessments so that you can study wherever and whenever it suits you.

Connections
Connect with your trainers, assessors and other students. You can participate in the lively student forums, link up with a ‘study buddy’ or engage with your trainer. OpenSpace is also where you will submit your assessments and receive your grades.

Knowledge
OpenSpace is your link to Gale – our extensive online library. Through Gale you will have access to millions of academic, magazine and newspaper articles from around the world.

Support
Access the student support team using the online enquiry feature. OpenSpace also provides a detailed searchable database of Frequently Asked Questions, so that we can provide you with 24/7 responses to many of the common queries. You can also contact the student support team by phone on 1300 650 011.

“I would like to thank you for allowing me to study with you. This experience has opened my eyes to what I want to do for the rest of my life...I can’t wait to receive my certificate! I have had nothing but good experiences with you.”

Letiesha Laidlaw, Open Colleges Student
How to Enrol

Enrolling with Open Colleges is easy:

- **Enrol online today.** Just visit our website, select your course and click ‘Enrol Today’

  OR

- **Enrol by phone.** Just call one of our friendly enrolment consultants on 1300 853 033

**Need more information?**
We appreciate that choosing the right course is important. If you would like to discuss your career or course options, please do not hesitate to call our enrolment consultants on 1300 853 033 or email enquiry@opencolleges.edu.au with your questions.
Our Colleges

Open College of Accounting and Finance
Open College of Aged Care
Open College of Animal and Pet Care
Open College of Art and Design
Open College of Beauty
Open College of Business, Management and Marketing
Open College of Child Care
Open College of Community Services
Open College of Counselling and Coaching
Open College of Fitness
Open College of Health Care
Open College of Information Technology
Open College of Natural Therapies
Open College of Photography
Open College of Teaching and Training
Open College of Technical Trades and Languages
Open College of Tourism and Hospitality
Australian College of Journalism

Our Partners

College of Fashion Design
ICM Training
National Safety Council of Australia
North Coast TAFE

Opening Opportunities

For more information call 1300 853 033
or go to www.opencolleges.edu.au