ACM40412
Certificate IV in Veterinary Nursing
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 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 online learning
- Our trainers are industry professionals with experience in supporting online 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.
ACM40412

Certificate IV in Veterinary Nursing

This course is designed to provide the industry qualification for people who want to work as veterinary nurses. It will teach you how to effectively contribute to the health and well being of animals and build on your existing knowledge and skills.

If you would like to take your love of animals and passion for animal welfare into a professional, working capacity, this certificate will introduce you to the correct terminology, procedures and needs of the major animal groups.

You will gain an extended learning base and find greater confidence in your abilities with animals. Students of this course will gain the foundation skills to enter a structured workplace learning environment where they will deal with real animals and interact with veterinary professionals.

In effect, this course will set you on the pathway to become a veterinary nurse. It would also suit you if you are currently employed as veterinary nurse, as it will formalise your skills and knowledge with a nationally recognised training qualification.

The course provides a pathway from the Certificate II in Animal Studies and the Certificate III/IV in Companion Animal Services. You will learn how to comply with infection control policies and other procedures in animal work. You’ll also study how to perform clinic pathology, routine theatre procedures and undertake administration duties. You will gain the skills to provide specific animal care advice and contribute to workplace health and safety processes.

COURSE DETAILS

<table>
<thead>
<tr>
<th>Course number</th>
<th>E1015</th>
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<tbody>
<tr>
<td>Delivery mode</td>
<td>Online</td>
</tr>
<tr>
<td>Course duration</td>
<td>Maximum 24 months</td>
</tr>
<tr>
<td>Assessments</td>
<td>Short answer questions, case studies, exercises, research projects, logbook, attendance report, workplace portfolio, workplace assessments.</td>
</tr>
<tr>
<td>Qualification</td>
<td>Certificate IV</td>
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<tr>
<td>Nationally recognised</td>
<td>Yes</td>
</tr>
<tr>
<td>Awarded by</td>
<td>North Coast TAFE</td>
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</table>

CAREER OUTCOMES

> Veterinary nurse
> Animal hospital assistant
> Wildlife hospital nurse
What you need to know about this course

**What is veterinary nursing?**
Veterinary nurses are employed in veterinary practices and veterinary hospitals. A veterinary nurse is designated to assist a veterinarian and act under their direct instruction.

**How is the course delivered?**
This is an online course with a work placement. This means that you will complete your knowledge and basic skills development through online learning, as well as a working environment. This will allow you to master practical skills and gain invaluable workplace experience and contacts.

**What is online learning?**
OpenSpace is Open Colleges’ online campus. Through OpenSpace you will:
- access your learning materials and assessments
- undertake and upload assessments
- engage and interact with your trainer
- participate in student forums and find a ‘study buddy’
- access your assessment grades and feedback
- access student support services
- gain access to the Gale Library.

**What is work placement?**
Work placement is a structured learning program undertaken in a workplace. It involves doing 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 practise 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
Minimum of 480 hours.

Workplace
It is recommended that you should commence your work placement no earlier than Study Period 3. It is also recommended that you undertake your work placement on a part-time basis. This means attending the workplace a minimum of one day a week commencing at the end of Study Period 2.

The workplace will need to provide veterinary services to animals. The workplaces which would offer this experience are veterinary practices and veterinary hospitals.

Each facility will require specific equipment and resources, such as organisational policies and procedures concerning care and handling of animals including those which are sick or injured. You will also need access to animals commonly encountered, including both native and introduced species.

The workplace should also provide documents specific to animal welfare, including ethical use of animals for research, relevant state and territory legislation and wildlife regulations. A full list of requirements for the workplace is available in the Workplace Assessment Guide.

Supervisor
Your supervisor is required to be a qualified veterinary nursing professional who holds a minimum Certificate IV in Veterinary Nursing OR five years’ experience working as a veterinary nurse.

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. In addition, you 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.

Other requirements
To support students in securing work placement Open Colleges has partnerships with local industry in the form of assessment centres and work placement centres.

You may be required to travel to the assessment centre or work placement centre at your own cost. Attending an assessment centre or work placement centre will incur a fee, which is outlined in the Schedule of Administrative Fees (available to you on the website and OpenSpace).

Assessment centres and work placement centres are not available for all courses. If you feel that you may face difficulties obtaining a work placement on your own, you are advised to check with Open Colleges on the availability of assessment centres and work placement centres prior to commencing your course.

You will also need to take videos and photos in the workplace to submit as part of your portfolio.

How is the course assessed?
During the course, you will undertake:
- Short answer questions
- Case studies
- Exercises
- Research projects
- A logbook
- An attendance report
- A workplace portfolio.

What about Recognition of Prior Learning (RPL)?
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
Opening Opportunities

Kit for this course. The Student Handbook, available on the Open Colleges website, provides more information about our RPL process.

What is the duration of the course?
The maximum duration for the course is 24 months. To complete the course in this timeframe, we recommend that you study a minimum of 12 or 13 hours per week. This is a guide only — the time taken to complete your course will depend on your level of skill and knowledge.

What are the entry requirements for the 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 comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Furthermore, the course relies on the extensive use of written communication. You will also require a level of English proficiency to operate in a veterinary nursing environment while undertaking your 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 to have basic computing skills to undertake this course. This includes the ability to:

- use the computer, mouse and keyboard with proficiency in skills required to integrate software packages, save files and search the internet
- attach and use peripheral devices such as a scanner, digital camera, media storage (for example, a flash drive for design storage)
- save a compressed file (.zip)
- save a PDF file.

Minimum specifications for your computer are

- Microsoft Office 2007 or equivalent
- broadband internet connection
- 4GB of RAM – 8GB is recommended
- 10.5GB available hard disc space for installation; additional free space is required during installation
- DVD – ROM drive – compatible with duel layer DVDs
- 800 x 600 display (1280 x 1024 recommended) with 16-bit colour and 512 MB of V RAM
- access to an A3 and A2 printer or photocopier
- access to a high resolution colour printer and scanner.

Mac OS users

- Mac OS X v 10.6.8 or v 10.7
- Multicore Intel® processor with 64-bit support

Windows users

- Microsoft Windows 7
- Intel Pentium® 4 or AMD Athlon® 64 processor
- Open GL 2.0 – capable system
- Java Runtime Environment 1.6
- Quicktime 7.6.6 software required for HTML 5 media playback and multimedia features
- Adobe Flash Player 10 software required to export SWF files.
Audio-Visual Requirements
You may 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 smartphones include this technology.

Physical Requirements
You will need to be reasonably physically fit to undertake the work placement as the tasks and activities associated with it may involve handling animals and manual lifting.

What support services are 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 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.

Work Placement Support
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 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 ACM40412 Certificate IV in Veterinary Nursing awarded by North Coast TAFE (provider number: 90010).
What further studies could I pursue?
If you complete this qualification, you may also choose to undertake further study including diplomas in veterinary nursing in various areas of specialisation, such as emergency, dental or surgical. Students who complete this qualification may choose to undertake further study, for example:

› ACM50212 Diploma of Veterinary Nursing (Surgical)
› ACM50312 Diploma of Veterinary Nursing (Dental)
› ACM50412 Diploma of Veterinary Nursing (Emergency and Critical Care)
› ACM50512 Diploma of Veterinary Nursing (General Practice).

The ACM40412 Certificate IV in Veterinary Nursing is a requirement of the Accredited Veterinary Nurse Scheme which has been established by the Veterinary Nurses Council of Australia.

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

“I found my course absolutely wonderful and that I had lots of passion for animal care. The fact that there is a work placement is great as well, as you need that practical side to put your learning into motion. My animal care work placement made the whole experience of learning really good, very educational, and rewarding.”

Meranda Findlay, animal care student
**Modules and Units**

Once you are enrolled in this course, you will receive access to the first module, 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 modules for the course.

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<thead>
<tr>
<th>Module</th>
<th>Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>Module 1 Introduction to the veterinary workplace</td>
<td>ACMGAS202A</td>
<td>Participate in workplace communications</td>
</tr>
<tr>
<td></td>
<td>ACMWH3301A</td>
<td>Contribute to workplace health and safety processes</td>
</tr>
<tr>
<td></td>
<td>ACMVET404A</td>
<td>Perform clinic office procedures</td>
</tr>
<tr>
<td></td>
<td>ACMVET201A</td>
<td>Carry out veterinary nursing reception duties</td>
</tr>
<tr>
<td></td>
<td>ACMINF301A</td>
<td>Comply with infection control policies and procedures in animal work</td>
</tr>
<tr>
<td>Module 2 Animal advice and care</td>
<td>ACMGAS208A</td>
<td>Source information for animal care</td>
</tr>
<tr>
<td></td>
<td>ACMVET409A</td>
<td>Provide specific animal care advice</td>
</tr>
<tr>
<td></td>
<td>ACMGAS204A</td>
<td>Feed and water animals</td>
</tr>
<tr>
<td></td>
<td>ACMGAS205A</td>
<td>Assist in health care of animals</td>
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</table>

Students will need to have a suitable Host Organisation approved for work placement prior to progressing to Study Period 3.

| Module 3 Admit and prepare patients                  | ACMVET401A | Coordinate patient admission and discharge                               |
|                                                    | ACMVET202A | Carry out daily clinic routines                                         |
|                                                    | ACMVET203A | Assist with surgery preparation                                         |

| Module 4 Medical, surgical and dental nursing procedures | ACMVET406A | Nurse animals                                                           |
|                                                         | ACMVET407A | Carry out medical nursing routines                                       |
|                                                         | ACMVET405A | Carry out surgical nursing routines                                      |
|                                                         | ACMVET410A | Carry out veterinary dental nursing procedures                           |

| Module 5 Imaging, pathology and theatre procedures    | ACMVET402A | Apply imaging routines                                                  |
|                                                     | ACMVET403A | Perform clinic pathology procedures                                     |
|                                                     | ACMVET408A | Coordinate and perform theatre routines                                 |

| Module 6 Plan, provide and maintain animal health      | ACMGAS304A | Provide basic care of dogs                                              |
|                                                     | ACMGAS301A | Maintain and monitor animal health and wellbeing                        |
|                                                     | ACMGAS302A | Provide enrichment for animals                                           |
|                                                     | ACMGAS303A | Plan for and provide nutritional requirements for animals               |

For full course competency details visit [www.training.gov.au](http://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.
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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 650 682.

“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

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