



Central
Regional



Course **Pre-Enrolment Guide**

Training Area:
Animal Studies

Training Product:



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

ACM20121 Certificate II in Animal Care

Release number	2
Required number of units for course completion	12 Units of Competency (7 core and 5 elective)
Duration	1 Semester (2 Terms)
Location	Geraldton Campus
Delivery mode	Local Classroom

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

The information below can help you decide if the Certificate II in Animal Care is the right choice for you, or if you may need some extra support to get started.

This course may be a good fit for you if you:

- Enjoy working with animals and want a job in pet care, grooming, boarding, or shelters.
- Are okay with physical work like bending, squatting, kneeling, lifting, and standing or walking for long periods.
- Can work outdoors in different weather (hot, dusty, windy, or rainy).
- Are not affected by allergies to animal hair, fur, or outdoor environments.
- Are comfortable around animals, including handling them and cleaning up things like urine, faeces, and blood.
- Can follow instructions, use safe work practices, and complete tasks within realistic timeframes.

Information you need to know about the course

Before you begin this course, it's important to be aware of some specific requirements that may apply to your training and work placement. These are designed to reflect the realities of working in the animal care industry.

Physical requirements

- You may be required to work in confined or small spaces, such as kennels, enclosures or animal transport vehicles.
- Lifting and moving animals or equipment may require safe manual handling techniques.
- Tasks may involve repetitive movements and standing or walking for extended periods.

Emotional and mental demands

- You may be exposed to situations involving distressed, injured or unwell animals.
- Some content may include sensitive or upsetting topics such as animal neglect, trauma, euthanasia or emergency care.

Environmental conditions

- Animal care work often takes place in outdoor or semi-outdoor environments, which may be noisy, dirty, hot, cold, or smelly.
- You may work in areas with strong animal odours, hair/fur, and waste products including faeces, urine and blood.
- It's important to be aware of any allergies or sensitivities that may affect your ability to work safely in these environments.

Cultural considerations

- Some units or workplaces may involve working in teams that include people from diverse cultural backgrounds.
- Depending on the setting, you may need to interact professionally with members of the opposite gender or clients in close physical proximity.

General:

- Show professional behaviour — turning up on time, keeping things confidential, and using social media responsibly.
- Attend classes 2 days a week
- Be willing to commit to one day per week for out-of-class course study activities
- Demonstrate professional behaviour including punctuality and maintaining confidentiality
- Use computer programs including Microsoft applications, Outlook and TEAMS (online learning management system) to access training resources and upload documentation

Course Pathways

This course describes the skills and knowledge for entry level and support roles in the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, boarding/day care facilities, sanctuaries and veterinary clinics. The work activities are routine, performed under supervision and within clearly defined guidelines.

This course aims to help you develop skills and knowledge that may support entry into further study:

- ACM30122 Certificate III in Animal Care Services
- ACM40418 Certificate IV in Veterinary Nursing

Further details can be found on our website [here](#).

National Course Entry Requirements

There are no entry requirements for this course however the RTO entry requirements for this course are that all students need to have a reasonable level of physical fitness and ability. The unit requirements need this as well as the ability to work outside in dry, hot, dusty, windy and/ or rainy conditions.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, you will complete an LLN Robot quiz that is mapped to the qualification level. Ideally, you should achieve a Level 3 result. If you do not meet this level, there are still options available — your results simply help us understand what support or alternative pathways may suit you best. We may contact you to discuss learning support options, other entry options or recommend strategies to help you succeed in your studies.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

Resources, such as learner guides, videos, website links and assessments are available on-line via our Student Learning system called TEAMS. We recommend bringing with you to class an electronic device so you can access TEAMS as needed, however if you do not have an electronic device then you can use the laptops, computer room in N block or the computers in the library at your convenience. Some of the resources are quite large and emailing is not an option.

It is then the student's choice if you work on them on your laptop or tablet in the classroom, or if you would prefer to print them out so that you can highlight and add notes on paper. The library provides printing and binding services which are good value and are double sided.

Your learner guides act like your study material, workbooks and have activities and revision exercises within them. They provide extra links and reading, and are required to assist you in your written assessments. You may be asked to read them ahead of a practical exercise.

Resources and equipment you need to bring

- You are required to provide (at your own expense) the following list of resources/equipment:

Course clothing:

- To be worn when on excursions and during practical days at TAFE
- Sizing kits for your shirts and scrub tops will be available during interviews and orientation week for you to choose the correct size. It is important that you choose the size that is comfortable for you to work in and look professional.
- Students are then responsible for ordering, payment, and collection of shirts from Totally Work Wear
- We recommend that students wear long pants
- Closed in shoes such as runners to be worn.

Work boots

- These are required for large animal and horse work
- They do not need to be steel caps

Broad Brimmed hat or cap

- Required for when working outside for sun protection

A Clip Board

- Essential for taking notes and keeping documents organised during practical sessions and fieldwork. These will stay at CR TAFE for the duration of your course.

A4 document wallet

- Useful for storing important papers, handouts, and assignments securely throughout the course. These will stay at CR TAFE for the duration of your course.

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:

Lecturer contact details:

Name: Brenda Crudeli

Phone number: 9956 6118

Email: brenda.crudeli@crtafe.wa.edu.au

Building: N Block

Availability: *Monday - Thursday*

Name: Erin Amphlett

Phone number: 9956 2848

Email: erin.amphlett@crtafe.wa.edu.au

Building: N Block

Availability: *Monday - Thursday*

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am- 12:00 pm		N Block – N26	N Block – N26		
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 3:00 pm		N Block – N26	N Block – N26		

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Training and Assessment Strategy

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ACM20121 - Certificate II in Animal Care - R2.00

GER 2026 LC GAN

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
Term 1	ACMGEN201	Work in the animal care industry [ODC60]	5.00	3.00		5.00		13.00	3.00	Face To Face	Core	
	ACMGEN202	Complete animal care hygiene routines [ODC63]	10.00	6.00		5.00		21.00	6.00	Face To Face	Core	
	ACMSUS201	Participate in environmentally sustainable work practices [BBD61]	5.00	3.00		5.00		13.00	3.00	Face To Face	Core	
	ACMWHS201	Participate in workplace health and safety processes [BBD39]	10.00	6.00		5.00		21.00	6.00	Face To Face	Core	
	BSBCMM211	Apply communication skills [OCE92]	5.00	3.00		5.00		13.00	3.00	Face To Face	Core	
	ACMINF201	Handle companion animals safely and follow infection control guidelines [OAL31]	10.00	6.00		5.00		21.00	6.00	Face To Face	Elective	
Term 2	ACMGEN203	Feed and water animals [ODC59]	10.00	6.00		5.00		21.00	6.00	Face To Face	Core	
	ACMGEN204	Assist in health care of animals [ODC56]	10.00	6.00		5.00		21.00	6.00	Face To Face	Core	
	ACMEQU214	Prepare to work safely around horses [ODV57]	15.00	9.00		5.00		29.00	9.00	Face To Face	Elective	
	ACMGEN101	Explore job opportunities in animal care and related industries [ODC62]	5.00	3.00		5.00		13.00	3.00	Face To Face	Elective	
	ACMSPE322	Provide general care of rodents or rabbits [ODC27]	5.00	3.00		5.00		13.00	3.00	Face To Face	Elective	
	BSBOPS203	Deliver a service to customers [OCD34]	10.00	6.00		5.00		21.00	6.00	Face To Face	Elective	
		Total	100.00	60.00	0.00	60.00	0.00	220.00	60.00			

PRE-ENROLMENT INFORMATION | ACM20121 CERTIFICATE II IN ANIMAL CARE



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