



# Course **Pre-Enrolment Guide**

Training Area:  
**Animal Studies**

Training Product:  
**ACM20121  
Certificate II in Animal Care  
(Remote Classroom)**



# **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

<b>Release number</b>	02	<b>Release Date</b>	18/02/2022
<b>Packaging Information</b>	<b>ACM20121 Certificate II in Animal Care</b>		
<b>Required number of units for course completion</b>	12 units of competency		
<b>Duration</b>	1 year (4 terms)		
<b>Location</b>	Northam		
<b>Delivery mode</b>	Remote Classroom (Online)		

### 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.

### Self-Study Requirements

A component of self-directed study is required to complete this course. Students should expect to complete 15-20 hours per week of course work outside of attending the on-campus contact hours.

### Information you need to know about the course

This qualification is a general pre-vocational qualification aimed as an entry point into the animal care and management industry. It is required that whilst undertaking this qualification the learner completes a period of work placement or work experience in an animal care environment and/or workplace.

As per the Qualification outline there is no mandated entry requirement. However, a pass in year 10 with demonstrated LLN skills would be the preferred option.

- Students will be required to have access to a computer and internet to participate in the course.
- Students must complete a Student Learning Needs Survey to enable the lecturer to obtain relevant background information about the student including any learning needs.

- A student Needs Summary will be completed for the individual student where specific needs are identified.
- The lecturer may require the student to undertake an LLN assessment using the LLN Robot
- 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.

**Note:** Although the Certificate II in Animal Care is the prerequisite for the course ACM40418 Certificate IV in Veterinary Nursing, the successful completion of the Certificate II in Animal Care does not guarantee you entry into the 2027 Veterinary Nursing course. The Certificate IV in Veterinary Nursing course is very competitive and there are limited spaces available. Entry into this course is based on merit and meeting each of the selection criteria. For example, a minimum entry age requirement of 18 years and previous work experience of the applicant.

If your goal is to enter the Certificate IV Veterinary Nursing, it is recommended that you strengthen your application by gaining as much work experience as possible. Work experience can be in a paid or voluntary capacity, in an animal care or related industry.

Entrance requirements for this course can be found on our website: [www.centralregionaltafe.wa.edu.au](http://www.centralregionaltafe.wa.edu.au)

## Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study. This qualification 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.

Careers can vary across different industry sectors and include:

- Animal care attendant
- Animal shelter attendant
- Kennel hand
- Cattery attendant
- Pet shop attendant
- Assistant dog groomer

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

## National Course Entry Requirements - Nil

## 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. 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

You will need the following learning resources for your course:

### Textbooks

Our physical and online library has a wide range of written and electronic resources useful to your course. You can find our online library on the Central Regional TAFE website [here](#).

### Online learning materials

Learning resources will be supplied in the online learning system Blackboard LEARN.

## Resources and equipment you need to bring

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

### Uniform:

You will be required to wear a uniform and name tag during all shifts worked in the workplace. Uniforms may differ from workplace to workplace, and the workplace may provide you with a uniform. If the workplace does not provide uniforms a Tafe uniform should be purchased. Course shirts will have the Central Regional Tafe Animal Studies Logo and your first name, so you can be easily identified as a student.

Course shirts are purchased at the commencement of your studies, so you have them ready for work placement.

Shirts are available to purchase from **CADD's Fashion**

184 Fitzgerald Street, Northam.

(08) 9622 2042

Website: [Cadds Fashions](#)

Shirts can be ordered by email or phone and will be posted to students who are not located in the Northam area.

### 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.

## Work Experience

Work experience is a valuable part of this course. Although there are no mandatory work placement hours, your lecturer has recommended a suitable amount of work experience to help you develop practical skills and complete some assessment tasks in a real-world setting. Your lecturer will help identify and organise a suitable workplace for you.

It is recommended that students participate in work experience on an ongoing basis (one day per week, 7.5 hours per day). However, block placements can be arranged with the lecturer if ongoing placements are not feasible due to students' other commitments.

Work experience should ***ideally commence by Week Five*** of the course.

Acceptable workplaces include:

- Pet shops, including PetO, Pet stock, Pet Barn, Pet Magic etc
- Veterinary hospitals (16 years and older)
- Wildlife Rehabilitation Centres
- Pet Rescue
- Animal Boarding Facilities
- Petting zoos
- If the student has a suitable workplace in mind not on this list, please discuss this with your lecturer.

Throughout the work placement, you will be supervised by the workplace supervisor. The lecturer will conduct the required sit visits and provide support and mentoring to both the student and host employer.

Students are required to use the Ready Skills application for record keeping of workplace training and learning activities. Training on how to use ready skills will be provided to both the student and host employer, by the lecturer prior to the commencement of work placement. Ready Skills use incurs a cost of \$50 per year of enrolment and is at the expense of the student outside of course and resource fees.

A lecturer visits (face to face or via online video conferencing) each learner in the workplace at least once during each stage of learning. The lecturer will discuss and review the learner's workplace activities and practices in relation to the units of competency and gathering workplace evidence for assessment. The lecturer will also consult with learners' supervisors on the student's skill development.

To achieve this qualification, the learner will need to complete work activities as detailed in the Assessments Requirements of the units of competency.

Students' safety and welfare is the joint responsibility of the workplace and Tafe, as part of this process there will be some shared paperwork (e.g. Public Liability Insurance requirements) that will need to be agreed upon by both course coordinator and the workplace prior to commencement. Note that some workplaces will have their own volunteer forms/induction processes that the student will need to abide by and as the host employer, they will also assume responsibility for their relevant induction requirements. However, there will be a common understanding made between the workplace, student and Tafe regarding roles and responsibilities of all parties.

An Industry Placement Manual is provided to students for work placement.

## Other Study Options

Central Regional Tafe aims to provide varied options for study to suit your needs. However, not all courses are available at all campuses in the same way. The following options are available for this course at the Northam Campus.

- Online (Remote Classroom) – Duration of course 6 months
- Face to face on campus

Please contact our Student Business Systems for information on the alternate delivery modes and/or study hours.

For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

## My Portal

There is a variety of information available to students on our website under [Current Students](#). 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: **Kelly Carlile**

Email: [AnimalStudies@crtafe.wa.edu.au](mailto:AnimalStudies@crtafe.wa.edu.au)

Building: E Block (Northam Campus)

Availability: Monday – Friday

Name: **Britney Weston**

Email: [AnimalStudies@crtafe.wa.edu.au](mailto:AnimalStudies@crtafe.wa.edu.au)

Building: E Block (Northam Campus)

Availability: Monday – Friday

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](mailto: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](http://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 and manage your participation.

Students are required to attend 1 day per week, on their allocated day

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 am-12:00 pm	Lecturers contact time				
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm-3:00 pm	Lecturers contact time				

## Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

### Overview of Training Hours

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

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	Group	Pre-Requisites National Code/s
Term 2 or 3 or 4	ACMGEN201	Work in the animal care industry [ODC60]	0.00	0.00	0.00	18.00	2.00	20.00	4.00	Flexible/Online	Core	Core Units	
	ACMGEN204	Assist in health care of animals [ODC56]	0.00		0.00	48.00	8.00	56.00	6.00	Flexible/Online	Core	Core Units	
	ACMSUS201	Participate in environmentally sustainable work practices [BBD61]	0.00	0.00	0.00	32.00	4.00	36.00	4.00	Flexible/Online	Core	Core Units	
	BSBCMM211	Apply communication skills [OCE92]	0.00	0.00	0.00	18.00	2.00	20.00	4.00	Flexible/Online	Core	Core Units	
	ACMGEN205	Source and provide information for animal care needs [ODC55]	0.00	0.00	0.00	18.00	2.00	20.00	4.00	Flexible/Online	Elective	Group A Elective Units	
	ACMGEN309	Provide basic animal first aid [ODC44]	0.00	0.00	0.00	16.00	2.00	18.00	4.00	Flexible/Online	Elective	Group A Elective Units	
Terms 1 or 2 or 3	ACMGEN202	Complete animal care hygiene routines [ODC63]	0.00	0.00	0.00	32.00	4.00	36.00	4.00	Flexible/Online	Core	Core Units	
	ACMGEN203	Feed and water animals [ODC59]	0.00	0.00	0.00	18.00	2.00	20.00	6.00	Flexible/Online	Core	Core Units	
	ACMWHS201	Participate in workplace health and safety processes [BBD39]	0.00	0.00	0.00	32.00	4.00	36.00	6.00	Flexible/Online	Core	Core Units	
	ACMBEH302	Provide enrichment for animals [ODC65]	0.00	0.00	0.00	32.00	4.00	36.00	6.00	Flexible/Online	Elective	Group A Elective Units	
	ACMGEN102	Approach and handle a range of calm animals [ODC61]	0.00	0.00	0.00	18.00	2.00	20.00	4.00	Flexible/Online	Elective	Imported Unit	
	ACMINF201	Handle companion animals safely and follow infection control guidelines [OAL31]	0.00	0.00	0.00	18.00	2.00	20.00	4.00	Flexible/Online	Elective	Group A Elective Units	
		<b>Total</b>	0.00	0.00	0.00	300.00	38.00	338.00	56.00				
<b>Cluster</b>	<b>Unit Of Competency</b>								<b>Core / Elective</b>				





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