

Course **Pre-Enrolment Guide**

Training Area:

Animal Care

Training Product:

ACM30122

**Certificate III in Animal Care
Services**

ACM30122 Certificate III in Animal Care

Release number	1
Required number of units for course completion	17 Units of Competency (7 core and 10 elective)
Course Duration	3.5 Terms (35 weeks)
Location/s	Geraldton Campus
Delivery mode	• Face to Face - Requires you to attend classes on campus and may include activities such as demonstrations, practice and feedback, discussions and group activities. In some courses there may be a requirement to undertake some of the training and/or assessment in a workplace. • Self-Paced on Site - You will be given some training materials to work through in your own time and will also have to attend some sessions on campus.

Course Description

This qualification describes the skills and knowledge required to work in a broad range of roles in animal care facilities and services, including boarding/day care, breeding, shelters/holding centres, pet grooming, pet sitting and other animal businesses.

Individuals in these roles perform a range of animal care tasks under broad direction which involve discretion and judgement in handling animals, selecting and operating tools and equipment, coordinating resources and problem solving. They are required to take responsibility for their own work including, carrying out assigned tasks, compliance with animal welfare, organising processes, solving problems and working to schedules.

The qualification allows for specialisation in:

- Animal Care
- Pet Grooming
- Customer Service.

This qualification is suitable to be undertaken as an apprenticeship or traineeship pathway.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Course Considerations

Physical capability:

This qualification involves hands-on work in animal care settings and requires a reasonable level of physical fitness. As a student, you will need to be able to:

- Perform tasks such as bending, squatting, kneeling, lifting, and standing or walking for extended periods.
- Safely handle and work with a variety of animal species, including being comfortable around animals and exposure to saliva, urine, faeces, and blood.
- Follow instructions, apply safe work practices, and complete tasks within realistic timeframes.
- Work in a range of environments, including confined or small spaces such as kennels, enclosures, or animal transport vehicles.
- Use safe manual handling techniques when lifting or moving animals and equipment.
- Carry out tasks that may involve repetitive movements and prolonged periods on your feet.

Emotional and mental requirements:

Working in animal care can be emotionally challenging at times. As a student, you should be prepared for:

- Exposure to animals that may be distressed, injured, unwell, or in pain.
- Learning about sensitive or confronting topics, including animal neglect, trauma, euthanasia, and emergency care.
- Participating in discussions about mental health and wellbeing in the workplace, including strategies to manage stress and maintain resilience.

Environmental requirements:

Animal care work often takes place in outdoor or semi-outdoor environments and may involve exposure to challenging conditions. As a student, you should be prepared for:

- Working in environments that may be noisy, dirty, hot, cold, or have strong odours.
- Exposure to animal hair/fur and waste products, including faeces, urine, and blood.
- Participating in tasks in a variety of settings, such as kennels, shelters, clinics, or outdoor facilities.

It is important to consider any allergies, sensitivities, or health conditions that may affect your ability to work safely and comfortably in these environments.

Cultural and Social aspects:

During this course, you may work and learn in a variety of environments with people from diverse cultural and social backgrounds. As a student, you should be prepared to:

- Work respectfully and effectively as part of a team that includes people with different cultural perspectives and experiences.
- Communicate professionally with clients, supervisors, and peers.
- Interact appropriately with a range of people, which may include working in close proximity to others and engaging with individuals of all genders.

Demonstrating respectful, inclusive, and professional behaviour is an important part of working in the animal care industry.

General:

- Attend scheduled classes two days per week.
- Be prepared to commit approximately one additional day per week to independent study and course-related activities outside of class time.
- Demonstrate professional behaviour at all times, including punctuality, respectful communication, and maintaining confidentiality in the workplace and learning environment.
- Use social media responsibly and in a professional manner.
- Follow instructions carefully, work safely, and complete practical and theory tasks within required timeframes.
- Use basic computer programs and digital technology, including Microsoft Office applications, Outlook, and Microsoft Teams, to access learning materials, participate in online learning activities, and upload assessments and documentation.

Course fees

For information about fees, refer to the Course Website.

[Courses | Central Regional Tafe](#)

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 required to work in a broad range of roles in animal care facilities and services, including boarding/day care, breeding, shelters/holding centres, pet grooming, pet sitting and other animal businesses.

Individuals in these roles perform a range of animal care tasks under broad direction which involve discretion and judgement in handling animals, selecting and operating tools and equipment, coordinating resources and problem solving. They are required to take responsibility for their own work including, carrying out assigned tasks, compliance with animal welfare, organising processes, solving problems and working to schedules.

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

National/State Course Entry Requirements

There are no entry requirements for this qualification.

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.

Language, Literacy, Numeracy and Digital (LLND) Requirements

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 courses may be better suited to you at this time.

For this course, the method of LLND review will be

These may include but are not limited to:

- an interview with a CRTAFE staff member
- LLND quiz

Learning resources and equipment you need to bring

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

Course Clothing

- Students are required to wear the approved course shirt during practical classes at TAFE and on excursions.
- It is important to select a shirt size that is comfortable, practical for working in, and presents a professional appearance.
- Students are responsible for ordering, paying for, and collecting their shirts from Totally Workwear.
- Long pants are recommended for all practical activities.

Footwear

- Closed-in footwear, such as runners or work shoes, must be worn at all times for safety reasons.
- Work boots are required for large animal and horse handling activities.
- Steel cap boots are not required; however, sturdy enclosed boots suitable for outdoor and animal work must be worn.

Sun Protection

- A broad-brimmed hat or cap is required for outdoor practical activities to ensure adequate sun protection.

Clipboard

- A clipboard is essential for taking notes and keeping documents organised during practical sessions and fieldwork.
- Clipboards will be stored at Central Regional TAFE for the duration of the course.

A4 Document Wallet

- An A4 document wallet is recommended for storing important papers, handouts, and assessments throughout the course.
- Document wallets will be stored at Central Regional TAFE for the duration of the course.

Learning Resources

Learning resources, including learner guides, videos, website links, and assessments, are provided online through Microsoft Teams, the student learning system used by Central Regional TAFE.

Students are encouraged to bring an electronic device, such as a laptop or tablet, to class to access Teams and course materials as required. If you do not have access to a personal device, laptops, the computer room in N Block, and library computers are available for student use.

Please note that some course resources are large files and cannot be distributed via email.

Online Learner Guides

Learner guides are an important part of your course and act as your study material and workbook. They include:

- Course content and learning activities
- Revision exercises
- Additional reading and website links
- Information to support written assessments

Printing Options

Students may choose to:

- Work digitally using a laptop or tablet in class, or
- Print their learner guides and resources for note-taking and highlighting.

The library provides low-cost printing and binding services, including double-sided printing options.

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
8 :30 am- 12:00 pm		N Block N020	N Block N020		9:30 am-12:30 pm TEAMS Online session
12:00 pm - 12:45 pm LUNCH BREAK					
12:45 pm- 4:15 pm		N Block N020	N Block N020		

Assessment Methods

- 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.

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.

Further information

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

Contacts:

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Alternatively, you may contact the college on 1800 672 700

Or enquire via our website enquiry form [here](#):



**Central
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RTO: 52789



1800 672 700



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