



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

ACM40418 Certificate IV in Veterinary Nursing

Release number	2
Required number of units for course completion	21 units of competency: <ul style="list-style-type: none"> - 17 core units plus - 4 elective units
Duration	Full Year (2 semesters)
Location	Geraldton Campus
Delivery mode	Local Classroom

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's important to think about the skills, knowledge, and expectations involved in studying Certificate IV in Veterinary Nursing. The information below will help you decide if this course is the right fit for you, or if there are areas where you may need extra support.

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

- Enjoy working with animals and want to develop the skills needed for clinical veterinary work.
- Are comfortable handling animals of various sizes and temperaments, including those that may be injured, stressed, or fearful.
- Are willing to work with bodily fluids such as urine, faeces, vomit, and blood.
- Understand that you may be exposed to emotionally challenging situations, including euthanasia, animal neglect, abuse, or discussions about mental health and suicide.
- Can listen carefully, follow instructions, and work safely in a fast-paced clinical environment.
- Can communicate clearly with others and work effectively as part of a veterinary team.
- Are willing to complete comprehensive written documentation and patient records.
- Can meet the physical demands of veterinary nursing, including bending, squatting, kneeling, lifting, restraining animals, and standing or walking for long periods.
- Have the ability to problem solve, use critical thinking, and maintain focus to complete tasks and assessments.
- Are comfortable using computers, including MS Word, Outlook, and Teams to access learning materials and upload assessments.

Information you need to know about the course

Study and attendance requirements

- Meet the course entrance requirements.
- Attend classes 4 days per week.
- Commit to one additional day (8 hours) of out-of-class study activities.
- Complete self-directed research and independent learning tasks.
- Attend an industry workplace for the duration of your studies.

Physical requirements

- Perform manual tasks such as lifting, carrying, restraining, bending, squatting, kneeling, and standing for extended periods.
- Work in confined or small spaces such as consult rooms, treatment areas, or animal housing.
- Handle animals safely and within industry-standard timeframes.

Emotional and mental demands

- Work with sick, injured, or distressed animals.
- Encounter situations involving animal welfare concerns, neglect, or abuse.
- Be exposed to euthanasia and end-of-life care discussions.
- Participate in learning that may involve sensitive topics, including mental health or suicide.
- Use empathy and professionalism when dealing with clients and colleagues.

Environmental conditions

- Work in environments that may be noisy, smelly, dirty, or fast-paced.
- Be exposed to biological hazards such as hair, fur, dander, urine, faeces, blood and cleaning chemicals.
- Be aware of any allergies or sensitivities that may affect your ability to work safely.

Communication and teamwork

- Write accurate and detailed patient records and clinical notes.
- Communicate clearly with veterinarians, nurses, clients, and peers.
- Follow workplace procedures, listen to instructions, and provide feedback when needed.

Professional expectations

- Demonstrate consistent professional behaviour, including punctuality and maintaining confidentiality.
- Take responsibility for your own actions, including responsible use of social media.
- Follow safe work practices and complete tasks within required timeframes.

Technology requirements

- Use software such as MS Word, Outlook, and Teams (online learning management system).
- Access online learning resources and upload documentation and assessments.

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 reflects the role of a veterinary nurse who works under the supervision of a registered veterinarian to provide nursing care to animals, to support veterinarians to carry out medical and surgical procedures, and to support clients to maintain health of animals.

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

National Course Entry Requirements

Entry into this qualification is open to individuals who:

- hold a Certificate II in Animal Studies

OR

- hold a relevant Certificate III or higher level qualification in an animal science discipline

OR

- can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications.

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 4 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, preparation resources, or other entry options to help you succeed.

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:

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

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

Your learner guides will be your principal resource to assist you in your written assessments. They also contain links to additional websites and articles for further study.

Textbooks

Mosby's Veterinary PDQ, 4th edition, approximately \$50.

These should be purchased externally, prior to commencement of the course.

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 during practical days at TAFE, excursions and work placement.

- Scrub tops and black pants
 - Sizing kits will be available during interviews and orientation week for you to choose the correct size. It is important that you choose a size that is comfortable for you to work in and look professional.
 - Students are responsible for ordering, payment, and collection of tops from Totally Workwear
 - Black scrub pants can be purchased from Totally Workwear, K-Mart etc.
- Enclosed shoes must be worn at all times during class, excursions and work placement.

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 sun protection when working outside

Clipboard

- 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.

Work Placement

A mandatory work placement of 240 hours (minimum) in a Veterinary Clinic is required for this course. This will be done in both the TAFE teaching Veterinary clinic and at local veterinary clinics and associated animal care industries. Students will be placed into rotation blocks in the TAFE Veterinary Clinic and will attend a 2 week block placement at the end of Term 2 and a 3 week block placement at the end of Term 3 or beginning of Term 4. Your lecturer will organise your work placement and will consult with you to ensure the location and arrangements are accessible and suitable to your individual needs.

If you are unable to attend work placement due to illness, you will need make up the additional hours. This must be discussed with both your lecturer and the workplace.

To complete external work placement successfully you will be required to:

- Attend blocks from Monday to Friday for 2 weeks in Term 2 and 3 weeks in Term 3 or 4.
- Attend during the business hours as stipulated by the workplace. This may mean that you will have to start work at 7am and finish at 7pm or start at 10am and finish at 2pm.
- Organise your own transport to your workplace.
- Organise accommodation and travel if you have a placement in the Perth region.
- Act professionally at all times. You are not only representing yourself but the Animal Care Department and CR TAFE as a whole when you are in the workplace

If you are already employed or have identified a potential workplace for your placement, your lecturer will check its suitability for meeting course requirements. If your chosen workplace does not meet all of the course requirements, you may need to complete part of your work placement at a different workplace to ensure all requirements are covered. Your lecturer will identify another suitable workplace in this instance.

The purpose of the work placement is to expose students to real industry experiences: to allow students to gain skills and use equipment that is not available at CR TAFE; to present themselves to prospective employers and allow students to develop employability skills.

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: Fiona Lambert

Phone number: 9956 2913

Email: fiona.lambert@crtafe.wa.edu.au

Building: N Block

Availability: Monday to Friday 8.30-3.00pm

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](#).

Licensing/Registration Requirements that Apply on Completion

In order to practise as a veterinary nurse in Western Australia you must be registered with the Veterinary Practice Board Western Australia (VPBWA). Successful completion of the Certificate IV in Veterinary Nursing course at CR TAFE qualifies graduates to apply for registration as a veterinary nurse with the Veterinary Practice Board. The application fee for initial registration is \$132, with an annual renewal fee of \$81. The registration period runs annually from 1st July.

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
8:30am-12:00pm	CR TAFE N Block - N16 9am-12pm	CR TAFE N Block - N16	CR TAFE N Block - N16	CR TAFE N Block - N16	
12:00 pm - 12:45 pm LUNCH BREAK					
12:45pm- 4:00pm		CR TAFE N Block - N16	CR TAFE N Block - N16	CR TAFE N Block - N16	

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.

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
Semester 1	ACMGAS308	Communicate effectively with clients and team members [BBD51]	5.00	5.00				10.00	2.00	Face To Face	Core	Core Units	
	ACMINF301	Comply with infection control policies and procedures in animal care work [BBE73]	10.00	5.00		5.00		20.00	5.00	Face To Face	Core	Core Units	
	ACMVET202	Carry out daily practice routines [BBE08]	10.00	5.00		5.00		20.00	5.00	Face To Face	Core	Core Units	
	ACMWHS301	Contribute to workplace health and safety processes [BBE28]	15.00	10.00		10.00		35.00	5.00	Face To Face	Core	Core Units	
Year Long	ACMGAS307	Identify animal anatomy and physiology for animal care work [BBE09]	75.00	10.00				85.00	5.00	Face To Face	Core	Core Units	
	ACMVET401	Coordinate veterinary reception duties [OAL20]	10.00	5.00	20.00	10.00		45.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET402	Apply imaging routines [OAL19]	20.00	15.00	20.00	10.00		65.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET403	Perform clinical pathology procedures [OAL18]	10.00	10.00	20.00	10.00		50.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET404	Perform practice office procedures [OAL17]	5.00	5.00	20.00			30.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET405	Coordinate and perform surgical nursing routines [OAL16]	20.00	20.00	20.00	10.00		70.00	10.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET406	Nurse animals [OAL15]	10.00	10.00	20.00	10.00		50.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET407	Carry out medical nursing routines [OAL13]	10.00	5.00	20.00	10.00		45.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET408	Provide nutritional advice and support for animals [OAL12]	15.00	5.00	20.00	10.00		50.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET409	Provide specific animal care advice [OAL14]	15.00	5.00	20.00	10.00		50.00	5.00	Face To Face, Work Placement	Core	Core Units	

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
Year Long	ACMVET410	Carry out veterinary dental nursing procedures [OAL11]	5.00	5.00	20.00			30.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET413	Prepare for anaesthesia and monitor animal anaesthesia and analgesia [OAL07]	15.00	10.00	20.00	10.00		55.00	10.00	Face To Face, Work Placement	Core	Core Units	
	ACMVET416	Assist with the preparation of veterinary drugs and poisons [OAL06]	10.00	5.00	20.00	10.00		45.00	5.00	Face To Face, Work Placement	Core	Core Units	
	ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces [ODC50]	10.00	10.00				20.00	5.00	Face To Face	Elective	Imported Elective	
	ACMMIC401	Implant microchip in cats and dogs [BBD88]	5.00	5.00				10.00	5.00	Face To Face	Elective	Group A - General Elective Units	
	ACMSPE305	Provide basic care of domestic cats [BBF04]	5.00	5.00				10.00	3.00	Face To Face	Elective	Group B - Small and Large Animal Elective Units	
	AHCLSK344	Administer treatments to livestock [OFF54]	4.00	11.00				15.00	3.00	Face To Face	Elective	Imported Elective	
		Total	284.00	166.00	240.00	120.00	0.00	810.00	108.00				



**Central
Regional**

RTO: 52789



1800 672 700



enquiries@crtafe.wa.edu.au



centralregionaltafe.wa.edu.au



© 2025 Central Regional TAFE

All rights reserved. Except as permitted under the Copyright Act 1968 (Cth) and subsequent amendments, no part of this publication may be reproduced, adapted, amended, distributed, or transmitted in any form or by any means – including photocopying, recording, or other electronic or mechanical methods – without the prior written permission of Central Regional TAFE.

Central Regional TAFE is committed to developing high-quality resources that meet the needs of our customers. Every effort has been made to ensure this publication is free from errors or omissions. However, Central Regional TAFE accepts no responsibility or liability, whether in negligence or otherwise, for any loss, damage, or injury arising from the information contained within.