



**Central  
Regional**



Course

# Pre-Enrolment Guide

Training Area:

**Agriculture**

Training Product:

**AE403 Livestock  
Handling Skill Set**



# 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

## AE403 Livestock Handling Skill Set

<b>Release number</b>	1.0
<b>Required number of units for course completion</b>	4 units of competency: <ul style="list-style-type: none"> <li>• AHCLSK205 Handle livestock using basic techniques.</li> <li>• AHCLSK301 Administer medication to livestock.</li> <li>• AHCLSK308 Identify and draft livestock.</li> <li>• AHCLSK331 Comply with industry animal welfare requirements.</li> </ul>
<b>Duration</b>	10 days – Monday to Friday (2-week block) <i>(see timetable section for course dates)</i>
<b>Location</b>	Geraldton Campus and local properties
<b>Delivery mode</b>	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.

### Information you need to know about the course

These units describe the skills and knowledge required to comply with industry animal welfare requirements in the production of livestock and safely move, draft and control livestock using basic methods and procedures in agricultural enterprise. This is to comply with workplace procedures, health and safety, animal welfare and codes of practice.

This skill set is designed as an introductory course for the following groups of students:

- People looking or deciding if a career in agriculture is for them
- People who have a small holding with livestock that wish to learn more about their care and management; understanding their responsibilities as a livestock owner; complying with legislation and animal welfare requirements
- People who have been in the agricultural industry and wish to gain certification for skills that they may already have or those that wish to re-skill
- Students looking to further advance to Agriculture and Livestock Management courses

This short course may be a good option for you if you:

- Would like to work outdoors with livestock and look to gain employment in the industry
- Have good communication skills to work both independently and within a team
- Don't mind working in a range of outdoor environments that may vary from hot, dusty to wet, windy and cold

- Wish to understand and apply animal welfare principles and put into practice low stress handling techniques for livestock in your care
- Are capable of regular and prolonged physical workloads which may include starting and finishing work outside normal 9-5 times

**Study and attendance requirements:**

- Attend classes Mon – Friday of your two-week block
- Complete written assessments for each unit and hand in at the designated due date
- Complete practical assessments during the two weeks and show competency in all aspects of livestock handling

**Physical requirements:**

- Perform manual tasks such as lifting, carrying, restraining, kneeling, squatting, bending and standing for long periods of time
- Working in confined spaces with livestock and your working team where close contact may be required
- Handle a range of livestock safely and as per industry-standard timeframes for routine management tasks
- Safely operate restraint and handling facilities such as yards, gates, head bales, crushes

**Environmental conditions:**

- Work in hot, dry, dusty or cold, wet windy conditions; be exposed to noise from animals or machinery
- Be prepared to wear personal protective equipment (PPE) that are suitable for the environmental conditions and the task being performed e.g. chemical resistant gloves
- Be exposed to environmental and biological hazards such as bodily fluids (e.g. blood, urine, faeces)
- Be aware of allergies or sensitives such as animal hair, saliva, pollens that may affect your ability to work safely

**Emotional and mental demands:**

- You may be working with or have discussions regarding sick, injured or distressed animals
- You may be involved in decisions where culling or euthanising an animal for its welfare is required
- You may witness or have discussions on industry practices that may appear to not adhere to welfare standards

**Communication and teamwork:**

- Communicate clearly with your team, farmers or other professionals such as veterinarians, contractors, wholesalers
- Follow workplace procedures, listen to instructions and provide feedback when needed
- Read chemical data sheets, manufacturer's instructions
- Complete documentation such as livestock records and worksheets

**Technology requirements:**

- Use software such as Outlook, MS Word and Teams (on-line learning management system)
- Access online learning resources and upload/email documents and assessments

**Professional expectations:**

- Demonstrate consistent professional behaviour including being punctual, maintaining confidentiality, communicate respectfully with guest speakers, farmers and supervisors when on farm excursions
- Take responsibility for your own actions and time manage your adult learning during the course
- Always Work safely and within the parameters of Animal Welfare when dealing with animals in your care

**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 skill set will provide credit towards the Certificate III in Agriculture (AHC30116).

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

**National Course Entry Requirements**

There are currently no entry requirements for this course

**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.

Previous experience in the agricultural industry, however we recommend students are comfortable with learning how to handle and work with large animals.

**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, the method of LLND review will be that students complete a “*Course Ready Quiz*” that will be emailed to students when they contact the college or send an Expression of Interest regarding the course. This will be prior to enrolment.

**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.

Currently this skill set is **FEE FREE**. **If there are any changes to this, the website will be updated**

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

The learning resources for this course will be available on:

- TEAMs (student Learning system) – students will require a digital device that allows access to TEAMs
- Resources include learning guides, weblinks, videos will all be available on TEAMs and we suggest organising this system prior to your start date so that you can pre-read and watch many of the videos as we do not have time during the 2 weeks to go through them in class together
- Once your enrolment has been finalised, you will have access to the TEAMs site.

## Textbooks

There are no textbooks required for this 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:

There is no specific uniform for this short course, however we expect you to be attired correctly and have the following due to the practical nature and working outside:

- Wide brimmed hat
- Collared shirt that may be short or long sleeved. Long is preferred.
- Long pants/jeans that will protect your legs from the animals and the facilities that you will be working in.
- Work boots – they do not need to be steel caps. Sandshoes will not be permitted.

### Stationary/electronic devices:

- Something to write with and on i.e. pen, notebook/paper/workbook
- Electronic devices such as tablet, laptop, phone to access your on-line learning resources and for submitting assessments.
- All assessments can be printed out from TEAMs and submitted by hand if this is preferred

### 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.

## Delivery options

Face to face – Local classroom and property visits

## 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](#).

This is a short-duration course structured around hands-on practical training, with assessments conducted through direct observation of skill demonstrations. In this context, Recognition of Prior Learning (RPL) would not be a suitable option.

## 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: Suellen Kelly

Phone number: 08 9956 2897

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

Building: N block

Availability: Monday to Thursday 8:30am – 5pm

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 skill set, you are entitled to Statement of Attainment. Should you not have successfully completed all the units of competency, 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

Compliance with State Animal Welfare legislation: Animal Welfare Act 2002

## 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.

## Course Dates

Currently there are **two courses set for 2026** – see dates below. Please be aware that due to animal and staffing availabilities, these dates may be changed. The college will notify enrolled students as soon as possible if there are any changes to these dates.

*Course 1: Term 2 - Monday 22 June until Friday 26 June*

*Course 2: Term 3 - Monday 30 August until Friday 11 September*

## 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.

The timetable will follow times but will be dependent on property visits and these will be finalised prior to the course commencing. A more detailed timetable will be discussed on our first day.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 am- 12:00 pm	CRTAFE N block	CRTAFE/Farm visit	CRTAFE/Farm visit	CRTAFE/Farm visit	CRTAFE/Farm visit
<b>12:00 pm - 12:45 pm LUNCH BREAK</b>					
12:45 pm- 4:00 pm	CRTAFE N block	CRTAFE/Farm visit	CRTAFE/Farm visit	CRTAFE/Farm visit	CRTAFE/Farm visit

The first day (Monday) will be held in N block (room to be advised) and we will have a thorough orientation on how the two weeks will be run.

There will be time given at the end of each practical to complete student work sheets relating to that task, and then time at the end of some days, particularly Fridays, for students to complete their written question assessments.

## 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	Pre-Requisites National Code/s
	AHCLSK205	Handle livestock using basic techniques [BAR31]	5.00	7.00		2.00		14.00	5.00	Face To Face	Core	
	AHCLSK301	Administer medication to livestock [BAQ92]	5.00	6.00		10.00		21.00	5.00	Face To Face	Core	
	AHCLSK308	Identify and draft livestock [BAN81]	5.00	6.00		5.00		16.00	5.00	Face To Face	Core	
	AHCLSK331	Comply with industry animal welfare requirements [BAS55]	5.00	5.00		5.00		15.00	5.00	Face To Face	Core	
		<b>Total</b>	20.00	24.00	0.00	22.00	0.00	66.00	20.00			



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