



Animal Sciences Training Services

ACM30612 Certificate III in Pet Grooming RPL Self-Assessment Document



**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Contents

Work effectively in the companion animal industry 6

Provide grooming services for companion animal comfort:..... 7

Provide companion animal hydro-bathing services..... 8

Complete animal care hygiene routines 9

Maintain and monitor animal health and wellbeing..... 10

Perform dog grooms on different coat types..... 11

Perform a cross breed clip.....12

Comply with infection control policies and procedures in animal care work13

Participate in environmentally sustainable work practices 14

Contribute to occupational health and safety processes.....15

Capture, handle and transport companion animals:17

Assist with conditioning animals..... 18

Provide reception services for an animal care facility 19

Provide information on companion animals, products and services: 20

Provide enrichment for animals:.....21

Provide basic care of dogs 22

Provide basic care of domestic cats 23

Organise workplace information 24

Apply point-of-sale handling procedures 25

Balance and secure point-of-sale terminal: 26

Merchandise products..... 27

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Provide quality customer service.....29

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Candidate self-assessment

Candidate Name:	
Date of report:	
Assessor Name:	

Self-Assessment Information

The purpose of this self-assessment is to enable candidates who feel they already have the required competencies to assess their skills and knowledge against the qualification requirements. Should you feel you are ready there will be additional questioning and observation conducted to complete your assessment process.

To complete the self-assessment, answer all the following questions by placing a ✓ in the column (Always, Sometimes, Never) that best reflects your current level of skills and knowledge.

As you answer each question, make a note of any evidence you have that could be used to verify your skills. For example, if you claim to be able to work collaboratively with others when conducting workplace activities, you need to be able to provide examples of this.

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Some examples of different types of evidence that you could provide include:

- workplace documents you complete (completed)
- a résumé describing where you have worked and the duties you have performed
- work meeting records
- testimonials from clients or other staff you have worked with
- job descriptions and references
- photographs, samples of work
- records of formal or informal training you may have done on the job
- discussion of the work you have done and where you have done the work with an assessor
- Demonstration of the task to an assessor (either in the workplace or at a training facility).

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

CORE UNITS:

ACMCAS301A	Work effectively in the companion animal industry
ACMCAS306A	Provide grooming services for companion animal comfort
ACMCAS307A	Provide companion animal hydro-bathing services
ACMGAS203A	Complete animal care hygiene routines
ACMGAS206A	Provide basic first aid for animals
ACMGAS301A	Maintain and monitor animal health and wellbeing
ACMGRM301A	Perform dog grooms on different coat types* <i>ACMCAS306A Provide grooming services for companion animal comfort</i> <i>ACMCAS307A Provide companion animal hydro-bathing services</i>
ACMGRM302A	Perform a cross breed clip* <i>ACMCAS306A Provide grooming services for companion animal comfort</i> <i>ACMCAS307A Provide companion animal hydro-bathing services</i> <i>ACMGRM301A Perform dog-grooms on different coat types</i>
ACMINF301A	Comply with infection control policies and procedures in animal care work
ACMSUS201A	Participate in environmentally sustainable work practices
ACMWHS301A	Contribute to workplace health and safety processes

All core units and prerequisite units (marked with a *) must be addressed

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Self-Assessment Checklist

Place a ✓ in the column (Yes, No, Unsure) that best reflects your current level of skills and knowledge.

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Work effectively in the companion animal industry:</p> <ul style="list-style-type: none"> • organise, prioritise and complete work tasks in a timely manner • identify and handle animals in an ethical and humane manner • comply with relevant legislation, regulations and codes of practice, including animal welfare and OHS • communicate effectively with supervisor and follow task instructions to complete daily work activities • build relationships and communicate effectively with clients • Gather, document, maintain and record companion animal records using organisational recordkeeping systems. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide grooming services for companion animal comfort:</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and determine grooming requirements with client/owner • follow workplace instructions to apply industry recognised grooming methods and procedures for different breeds of companion animals to maintain/restore animal comfort • handle animals in a safe and humane manner • use and maintain grooming equipment and supplies in accordance with organisational standards and manufacturers' specifications under supervision • build relationships and communicate effectively with clients regarding appropriate grooming requirements <p>Maintain records and follow-up with clients as required.</p>				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide companion animal hydro-bathing services:</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and determine bathing requirements with client/owner • apply industry recognised hydro-bathing methods and procedures for different breeds of companion animals • handle animals in a safe and humane manner • set up, use and maintain hydro-bathing equipment and supplies in accordance with organisational standards and manufacturers' specifications • build relationships and communicate effectively with clients regarding appropriate bathing requirements • Maintain records and follow-up with clients as required. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Complete animal care hygiene routines:</p> <ul style="list-style-type: none"> • confirm animal care routines required, • clean and maintain animal housing and related facilities • maintain animal comfort and health through cleaning and grooming of animals • report and document personal animal care duties • monitor animals and report issues as required according to workplace protocols and procedures 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Maintain and monitor animal health and wellbeing:</p> <ul style="list-style-type: none"> • Identifying normal health and behaviours • Identifying abnormal health and behaviours • Follow workplace protocols • Maintaining personal hygiene • Maintain a hygienic work environment • The provision of routine medications • Follow quarantine procedures • Record keeping 				
	Yes	No	Not	What evidence can you provide?

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:			sure	
<p>You MUST complete the 2 units below first before attempting Perform dog grooms on different coat types <i>Provide grooming services for companion animal comfort</i> <i>Provide companion animal hydro-bathing services</i></p>				
<p>Perform dog grooms on different coat types*</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and determine grooming requirements with client/owner • follow workplace instructions to apply industry recognised grooming methods and procedures for different dog breed standards and coat types to maintain/restore animal comfort • handle dogs in a safe and humane manner • select, use and maintain grooming equipment and supplies in accordance with organisational standards and manufacturers' specifications under supervision • build relationships and communicate effectively with clients regarding appropriate grooming requirements • maintain records and follow-up with clients as required. 				
	Yes	No	Not	What evidence can you provide?

Do you regularly apply the following skills:			sure	
<p>You MUST complete the 3 units below first before attempting Perform a cross breed clip <i>Provide grooming services for companion animal comfort</i> <i>Provide companion animal hydro-bathing services</i> <i>Perform grooms on dogs with different coat types</i></p>				
<p>Perform a cross breed clip*</p> <ul style="list-style-type: none"> • determine clipping requirements with client/owner • follow workplace instructions to apply industry recognised grooming and styling techniques to establish/maintain/restore coat and breed features for cross breed dogs • handle dogs in a safe and humane manner • select, use and maintain grooming and styling equipment and supplies in accordance with organisational standards and manufacturers' specifications • build relationships and communicate effectively with clients relating to the on-going management of grooming and clipping of their cross breed dogs • maintain records and follow-up with clients as required. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Comply with infection control policies and procedures in animal care work:</p> <ul style="list-style-type: none"> • comply with effective infection control guidelines to ensure the prevention of transmission of infections from animal to person, animal to animal and/or person to animal • identify and respond to infection risks • maintain personal protection • limit contamination and contribute towards incursion readiness processes • report suspicions of a notifiable disease or unusual disease signs • Maintain documentation. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Participate in environmentally sustainable work practices:</p> <ul style="list-style-type: none"> • access, interpret and comply with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities • identify and report on current resource usage measurements and inefficiencies identified and suggest opportunities for improvements • follow organisation information to participate in and support an improved resource efficiency process and report as required • Identify and report environmental hazards/risks in the workplace and suggest opportunities for improvements. 				
	Yes	No	Not	What evidence can you provide?

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:			sure	
<p>Contribute to occupational health and safety processes:</p> <ul style="list-style-type: none"> • addressing your own health and safety • addressing that of others who may be affected by your actions • supporting members of the workgroup who may be less experienced in the workplace in regard to OHS matters • Taking some initiative to address hazards and manage risks at a systemic level. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

ELECTIVE UNITS: Please choose 5 units from the list below

ACMCAS304A	Capture, handle and transport companion animals
ACMGAS306A	Assist with conditioning animals
ACMGAS207A	Provide reception services for an animal care facility
ACMGAS209A	Provide information on companion animals, products and services
ACMGAS302A	Provide enrichment for animals
ACMSPE304A	Provide basic care of dogs
ACMSPE305A	Provide basic care of domestic cats
BSBINM301A	Organise workplace information
SIRXCCS201	Apply point-of-sale handling procedures
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXMER201	Merchandise products
SITXCCS002A	Provide quality customer service

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Capture, handle and transport companion animals:</p> <ul style="list-style-type: none"> • handle animals in a safe, humane and ethical manner at all times • select and use appropriate techniques and equipment to capture and restrain a range of companion animals • prepare correct type of transport container • comply with relevant legislation, regulations and codes of practice, including animal welfare, OHS and transport of companion animals • build relationships and communicate effectively with clients in respect to animals' transportation and initial settling in requirements • Maintain records and documentation. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Assist with conditioning animals:</p> <ul style="list-style-type: none"> • Identify normal and abnormal behaviours • Identify desirable/ undesirable behaviours • Discuss with supervisor about positive reinforcement techniques to be used • Begin conditioning program • Document progress of program • Review program and adjust if needed 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide reception services for an animal care facility:</p> <ul style="list-style-type: none"> • effectively coordinate reception services and maintain a clean, tidy and hygienic reception area • communicate effectively with facility staff and clientele and follow instructions • perform office administration and basic financial routines and provide basic animal care assistance as directed • Maintain accurate records and assist with stock control. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide information on companion animals, products and services:</p> <ul style="list-style-type: none"> • represent the organisation in a professional manner • understand and respond to customers' requests for information • communicate effectively with customers and staff members • seek assistance from other staff members when an enquiry falls outside one's scope of knowledge or responsibility. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide enrichment for animals:</p> <ul style="list-style-type: none"> • observe, record and report normal and abnormal behaviour patterns and conditions, including signs of stress for a range of animals • assist others in the selection of accommodation appropriate to animals' behavioural needs and the requirements of the facility • assist others in the development of long-term behavioural management strategies • conduct short-term behavioural management and enrichment programs • comply with animal welfare and OHS requirements and organisational policies and procedures • Maintain accurate records. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide basic care of dogs <i>You must show evidence of working with 3 breeds E.g. Chihuahua, Labrador and German Shepherd</i></p> <ul style="list-style-type: none"> • identify the specific characteristics and needs of dogs and apply these to the best practice industry standard of housing, socialising, feeding and health management • classify and identify dogs by age, sex, condition, colours, markings and other identifying features using industry terminology • safely and humanely catch, handle and restrain dogs • Report and document treatments, behaviours and other information on individual dogs in accordance with animal welfare regulations, industry standards and workplace protocols and procedures. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide basic care of domestic cats <i>You must show evidence of working with 3 breeds E.g. Himalayan, Manx and Sphynx</i></p> <ul style="list-style-type: none"> • identify the specific characteristics and needs of cats and apply these to the best practice industry standard of housing, socialising, feeding and health management • classify and identify cats by age, sex, condition, colours, markings and other identifying features using industry terminology • safely and humanely catch, handle and restrain cats • Report and document treatments, behaviours and other information on individual cats in accordance with animal welfare regulations, industry standards and workplace protocols and procedures. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Organise workplace information:</p> <ul style="list-style-type: none"> • gather, assess, organise and use workplace information as part of own job role • provide accurate information for defined purposes • maintain and handle data and documents systematically • use business technology to manage information • communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information • apply relevant legislation and regulations to workplace information <p>Monitor, review and modify information processes</p>				
	Yes	No	Not	What evidence can you provide?

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:			sure	
<p>Apply point-of-sale handling procedures:</p> <ul style="list-style-type: none"> • follow procedures for set up, maintenance and close of point-of-sale area/terminal on three different occasions • perform three point-of-sale transactions for each of the following: <ul style="list-style-type: none"> • cash sales • non-cash sales • perform three point-of-sale transactions for each of the following: <ul style="list-style-type: none"> • refunds • exchanges • make six accurate financial calculations relating to product pricing that individually or cumulatively involve: <ul style="list-style-type: none"> • multiple products • products of varying prices • products with percentage discounts • Follow procedures to complete four sales that require post purchase activity. 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Balance and secure point-of-sale terminal:</p> <ul style="list-style-type: none"> • balance a register or terminal on three occasions with complete accuracy • reconcile three different sets of takings comprising both cash and non-cash with complete accuracy • identify and resolve three different types of balancing discrepancies • Process three different types of takings according to organisational policies and procedures. 				
	Yes	No	Not	What evidence can you provide?

Do you regularly apply the following skills:			sure	
<p>Merchandise products</p> <ul style="list-style-type: none"> • applies store policies and procedures and legislative requirements in regard to displaying, merchandising, ticketing, pricing and storing stock • displays merchandise on floor, fixtures, shelves and display areas, in determined locations, according to special manual handling techniques and other safety requirements • prepares display labels and price tickets for merchandise with regard to store policies and procedures • operates, maintains and stores a range of ticketing equipment according to: <ul style="list-style-type: none"> • store policy and procedures • industry codes of practice • manufacturer instructions and design specifications • identifies damaged, soiled or out-of-date stock and takes corrective action as required by store procedures and legislative requirements 				

**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

<ul style="list-style-type: none"> • maintains display areas and replenishes stock as required according to store procedures and legislative requirements • performs correct manual handling, storage and display techniques. 				
<p>Do you regularly apply the following skills:</p>	<p>Yes</p>	<p>No</p>	<p>Not sure</p>	<p>What evidence can you provide?</p>

<p>Provide quality customer service</p> <ul style="list-style-type: none">• identify customer requirements and provide professional and personalised customer service experiences to two different internal and two different external customers to meet requirements• demonstrate procedures to respond to and resolve three different customer complaints according to organisational policies and procedures• demonstrate effective communication with the above internal and external customers, including any with special needs• seek formal and informal feedback from customers on quality of above service• Provide above service to above customers in line with organisational customer service standards and within designated organisational response times.				
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**Animal Sciences Training Services RPL Self-Assessment
ACM30612 Certificate III in Pet Grooming**

Is there anything else you have achieved/delivered or are qualified in, which has not been identified here? If so, please provide details.
