



Animal Sciences Training Services

## **ACM40310 Certificate IV in Companion Animal Services**

RPL Self-Assessment document



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**Candidate self-assessment**

<b>Candidate Name:</b>	
<b>Date of report:</b>	
<b>Assessor Name:</b>	

**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.

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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).

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**CORE UNITS: All core units must be addressed**

ACMCAS401A	Manage compliance in the companion animal industry
ACMGAS301A	Maintain and monitor animal health and wellbeing
ACMOHS401A	Maintain occupational health and safety processes

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**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?
<b>CORE UNITS</b>				
<p><b>Manage compliance in the companion animal industry</b>, such as:</p> <p><b>MANAGING</b> workplace activities involving:</p> <ul style="list-style-type: none"> <li>• Appropriate feeding/ watering of animals</li> <li>• Appropriate housing of animals</li> <li>• Microchipping</li> <li>• Transportation</li> <li>• AQIS requirements for importing or exporting</li> <li>• Waste disposal</li> <li>• Registration of pedigree animals</li> <li>• Record keeping</li> </ul>				

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



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Do you regularly apply the following skills:			sure	PROVIDE?
<p><b>Maintain occupational health and safety processes.</b></p> <p><b>MANAGING</b> the following:</p> <ul style="list-style-type: none"> <li>• Disseminating information to your employees/ clients</li> <li>• Preparation of Emergency readiness/ evacuation drills</li> <li>• Hazard control measures in the workplace</li> <li>• Training staff in OH&amp;S procedures</li> <li>• Correct storage of chemicals and equipment</li> <li>• Applying the Hierarchy of Hazard control</li> <li>• Record keeping</li> </ul>				
Can you demonstrate your knowledge for the following:	Yes	No	Not sure	
Parasites known to infect companion animals				
Quarantine procedures in your workplace				
Vaccination schedules for companion animals				
Codes of practice for animal husbandry				
Prevention of Cruelty to Animals Act				
OH&S Acts, codes, policies and procedures				

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

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**ELECTIVE UNITS: Group A Electives ( Choose 4)**

<b>ELECTIVE UNITS: Group A Electives ( Choose 4)</b>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Care for young animals</b></p> <ul style="list-style-type: none"> <li>• Ensure safety of animals in artificial rearing environments</li> <li>• Monitor health of animals</li> <li>• Provide feed and supplements for the species</li> <li>• Wean animals</li> <li>• Record keeping</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Manage and maintain aviaries and bird rooms</b></p> <ul style="list-style-type: none"> <li>• Select appropriate housing for bird species</li> <li>• Clean bird enclosures</li> <li>• Maintain environment</li> <li>• Use tools correctly</li> <li>• Wear proper protective gear</li> <li>• Control vermin and disease</li> </ul>				
	<b>Yes</b>	<b>No</b>	<b>Not</b>	<b>WHAT EVIDENCE CAN YOU</b>

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<b>Do you regularly apply the following skills:</b>			<b>sure</b>	<b>PROVIDE?</b>
<p><b>Design, construct and maintain aquascapes:</b></p> <ul style="list-style-type: none"> <li>• Identify species needs</li> <li>• Identify clients' needs</li> <li>• Determine heating, lighting and UV needs</li> <li>• Select plants, substrate and features for tanks</li> <li>• Use appropriate tools for the job</li> <li>• Dispose of waste accordingly</li> <li>• Test water prior to adding fish</li> <li>• Isolate electrical cables from water</li> <li>• Prepare maintenance schedule</li> <li>• Keep records for job</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>

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<p><b>Develop enrichment strategies for companion animals:</b></p> <ul style="list-style-type: none"> <li>• Develop animal profile</li> <li>• Research suitable enrichment items/ activities for species</li> <li>• Consult specialists</li> <li>• Train staff/ owners using new strategy (ies)</li> <li>• Implement strategy</li> <li>• Monitor animal progress</li> <li>• Address adverse events</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Purchase companion animal livestock:</b></p> <ul style="list-style-type: none"> <li>• Research suppliers and agents</li> <li>• Check legislation for the purchasing, handling and transporting livestock</li> <li>• Check animal health prior to purchase</li> <li>• Verify livestock document</li> <li>• Report purchase to appropriate authorities</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>

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<p><b>Manage companion animal breeding:</b></p> <ul style="list-style-type: none"> <li>• Develop breeding program</li> <li>• Purchase/ obtain appropriate equipment for breeding program</li> <li>• Select breeders according to breeding plan</li> <li>• Examine animals and undertake testing for breeding purposes</li> <li>• Have a plan for emergencies and risk during pregnancy and parturition</li> <li>• Assess breeding plan and evaluate for future matings</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<b>Provide professional companion animal</b>				

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<p><b>grooming services:</b></p> <ul style="list-style-type: none"> <li>• Assess animal needs</li> <li>• Assess animal health and temperament</li> <li>• Use equipment safely</li> <li>• Groom animal- wash, clip and dry</li> <li>• Clean up waste</li> <li>• Place animals in safe area/ return to owner</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Manage the operation of a mobile hydro-bathing facility :</b></p> <ul style="list-style-type: none"> <li>• Assess environment for hazards</li> <li>• Set up equipment</li> <li>• Locate water/ electricity sources if applicable)</li> <li>• Unload equipment</li> <li>• Clean after use</li> <li>• Pack up equipment</li> <li>• Maintain hydro-bathing equipment</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<b>Provide training advice to companion animal</b>				

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<p><b>owners:</b></p> <ul style="list-style-type: none"> <li>• train animals in accordance with animals' abilities, the clients' needs and environmental considerations</li> <li>• handle and restrain animals appropriately and humanely</li> <li>• identify and implement a variety of scientifically-recognised behaviour modification techniques, including the effect of positive and negative reinforcement</li> <li>• select, use and maintain appropriate and humane training equipment</li> <li>• communicate effectively with clients to determine animal and client needs and provide advice and assistance as required</li> <li>• Maintain records and follow-up with clients as required.</li> </ul>				
<p><b>Do you regularly apply the following skills:</b></p>	<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	<p align="center"><b>Not sure</b></p>	<p align="center"><b>WHAT EVIDENCE CAN YOU PROVIDE?</b></p>
<p><b>Conduct companion animal training classes:</b></p>				



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<ul style="list-style-type: none"> <li>• Consult stakeholders/ community for training needs</li> <li>• Develop training schedule</li> <li>• Develop training resources</li> <li>• Advertise classes</li> <li>• Take booking</li> <li>• Conduct lessons</li> <li>• Assess progress of attendees</li> <li>• Modify training plan based on feedback</li> <li>• Provide short term and long term strategies to owners</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<b>Assist with conditioning animals:</b> <ul style="list-style-type: none"> <li>• Identify normal and abnormal behaviours</li> </ul>				

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<ul style="list-style-type: none"> <li>• Identify desirable/ undesirable behaviours</li> <li>• Discuss with supervisor about positive reinforcement techniques to be used</li> <li>• Begin conditioning program</li> <li>• Document progress of program</li> <li>• Review program and adjust if needed</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<b>MOST ACMSPE unit:</b> <i>3 breeds/ strains/ species of the animal</i> E.g. Dogs: Doberman, Chihuahua, Pomeranian				

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<p>E.g. Cats: Himalayan, Tonkinese, Sphynx  E.g. Amphibians: Cane Toad, Green Tree frog, Salamanders</p> <ul style="list-style-type: none"> <li>• identify the specific characteristics and needs of animals and apply these to the best practice industry standard of housing, socialising, feeding and health management</li> <li>• classify and identify animals by age, sex, condition, colours, markings and other identifying features using industry terminology</li> <li>• safely and humanely catch, handle and restrain animals</li> <li>• Report and document treatments, behaviours and other information on individual animals in accordance with animal welfare regulations, industry standards and workplace protocols and procedures.</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Provide basic care of mammals*</b>  <i>3 mammalian species</i>  E.g. dogs, cats, sheep</p>				

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<ul style="list-style-type: none"> <li>• identify the specific characteristics and needs of mammals and apply these to the best practice industry standard of housing, socialising, feeding and health management</li> <li>• classify and identify mammals by age, sex, condition, colours, markings and other identifying features using industry terminology</li> <li>• safely and humanely catch, handle and restrain mammals</li> <li>• Report and document treatments, behaviours and other information on individual mammals in accordance with animal welfare regulations, industry standards and workplace protocols and procedures.</li> </ul>				
<p><b>Do you regularly apply the following skills:</b></p>	<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	<p align="center"><b>Not sure</b></p>	<p align="center"><b>WHAT EVIDENCE CAN YOU PROVIDE?</b></p>
<p><b>Provide basic care of rodents and rabbits*</b></p> <ul style="list-style-type: none"> <li>• 3 strains of mice (research purposes)</li> <li>• 3 strains of rats (research purposes)</li> <li>• A combination of rats, mice, guinea pig and/or rabbits</li> </ul>				

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<ul style="list-style-type: none"> <li>• identify the specific characteristics and needs of rodents/rabbits and apply these to the best practice industry standard of housing, socialising, feeding and health management</li> <li>• classify and identify rodents/ rabbits by age, sex, condition, colours, markings and other identifying features using industry terminology</li> <li>• safely and humanely catch, handle and restrain rodents/ rabbits</li> <li>• Report and document treatments, behaviours and other information on individual animals in accordance with animal welfare regulations, industry standards and workplace protocols and procedures.</li> </ul>				
<p><b>Do you regularly apply the following skills:</b></p>	<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	<p align="center"><b>Not sure</b></p>	<p align="center"><b>WHAT EVIDENCE CAN YOU PROVIDE?</b></p>
<p><b>Implement and monitor environmentally sustainable work practices:</b></p> <ul style="list-style-type: none"> <li>• Establish policies applicable to the workplace</li> </ul>				

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<ul style="list-style-type: none"> <li>• Identify resource usage</li> <li>• Consult workplace stake holders</li> <li>• Set a target for reduction of resource use</li> <li>• Design strategies to reduce usage</li> <li>• Train staff</li> <li>• Implement strategies</li> <li>• Monitor progress</li> <li>• Seek feedback</li> <li>• Adjust strategy if needed</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Prepare, deliver and review animal care education programs:</b></p> <ul style="list-style-type: none"> <li>• Seek consultation from stakeholders or public</li> <li>• Prepare training program addressing needs</li> </ul>				

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<p>addressed</p> <ul style="list-style-type: none"> <li>• Prepare training resources and equipment</li> <li>• Deliver program</li> <li>• Seek feedback from attendees ( continuous improvement)</li> <li>• Make adjustments to training program</li> </ul>				
<p><b>Group B</b>          ( A total of 6 units may be chosen from Group B and Group A)</p>				
<p><b>Do you regularly apply the following skills:</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>	<p><b>Not sure</b></p>	<p><b>WHAT EVIDENCE CAN YOU PROVIDE?</b></p>
<p><b>Market the small business:</b></p> <ul style="list-style-type: none"> <li>• determine marketing activity focus in line with objectives of the business plan</li> </ul>				

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<ul style="list-style-type: none"> <li>• evaluate customer base</li> <li>• understand what is ethically and culturally appropriate</li> <li>• determine a marketing mix according to market and business needs, including:               <ul style="list-style-type: none"> <li>• ability to optimise sales and profit</li> <li>• ability to evaluate costs and benefits</li> <li>• determine customer needs and promotional activities</li> </ul> </li> <li>• determine marketing strategies, including briefing appropriate personnel on their responsibilities</li> <li>• identify marketing opportunities in the digital environment</li> <li>• develop approaches to engage, respond and monitor customers in the digital space</li> <li>• monitor and evaluate activities and performance, and correct performance gaps</li> <li>• consult and communicate effectively with relevant people</li> <li>• Research and monitor ongoing changes and improvements.</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Monitor and manage small business operations:</b></p> <ul style="list-style-type: none"> <li>• develop strategies and procedures to successfully manage business operations, including:               <ul style="list-style-type: none"> <li>• developing an action plan</li> </ul> </li> </ul>				



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<ul style="list-style-type: none"> <li>• identifying risk management procedures</li> <li>• developing a quality system</li> <li>• implementing performance measures</li> <li>• utilising technologies to optimise business performance</li> <li>• implement and monitor strategies and procedures developed, including:               <ul style="list-style-type: none"> <li>• analysing and correcting business problems</li> <li>• reviewing and adjusting the business plan</li> </ul> </li> <li>• record and research business improvements</li> <li>• Make appropriate adjustments to business operations as required.</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Manage a small team:</b></p> <ul style="list-style-type: none"> <li>• Develop policies and procedures for business</li> <li>• Establish current employees' skills/ knowledge</li> <li>• Identify gaps in skills compared to business operations</li> </ul>				

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<ul style="list-style-type: none"> <li>• Develop rosters</li> <li>• Develop training plans</li> <li>• Induct staff</li> <li>• Comply with workplace entitlements and legal rights</li> <li>• Manage staff</li> <li>• Maintain records</li> <li>• Review staff performance</li> <li>• Implement post review training</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Promote team effectiveness</b></p> <p><b>LEADERSHIP IN:</b></p> <ul style="list-style-type: none"> <li>• Helping staff meet the job role expectation</li> <li>• Encouraging staff to be innovative</li> </ul>				

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<ul style="list-style-type: none"> <li>• Encouraging team collegiality</li> <li>• Seeking feedback from staff</li> <li>• Communicating to higher levels if management, customers and stakeholder</li> <li>• Monitoring unresolved issues</li> <li>• Seeking resolution for issues in the workplace</li> </ul>				
<p><b>Do you regularly apply the following skills:</b></p>	<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	<p align="center"><b>Not sure</b></p>	<p align="center"><b>WHAT EVIDENCE CAN YOU PROVIDE?</b></p>
<p><b>Control inventory:</b></p> <ul style="list-style-type: none"> <li>• follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures:</li> </ul>				

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<ul style="list-style-type: none"> <li>• receive and process incoming stock</li> <li>• store retail stock</li> <li>• maintain retail stock levels</li> <li>• maintain stock delivery records</li> <li>• follow organisational stock control policies and procedures to process stock in each of the following situations:               <ul style="list-style-type: none"> <li>• stock quality is poor</li> <li>• stock quantity errors</li> <li>• incorrect stock is delivered</li> </ul> </li> <li>• Maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities.</li> </ul>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Manage merchandise and store presentation</b></p> <ul style="list-style-type: none"> <li>• providing feedback on performance</li> <li>• interpersonal communication skills to:               <ul style="list-style-type: none"> <li>• communicate store standards and expectations</li> </ul> </li> </ul>				

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<p>to staff</p> <ul style="list-style-type: none"> <li>• consult floor staff</li> <li>• negotiate arrangements with suppliers, through clear and direct communication</li> <li>• ask questions to identify and confirm requirements</li> <li>• use language and concepts appropriate to cultural differences</li> <li>• use and interpret non-verbal communication</li> </ul> <p>• roster development</p> <p>• report writing</p> <p>• literacy skills in regard to:</p> <ul style="list-style-type: none"> <li>• researching, analysing and interpreting a broad range of written material</li> <li>• preparing rosters</li> <li>• preparing reports</li> </ul> <p>documenting results</p>				
<b>Do you regularly apply the following skills:</b>	<b>Yes</b>	<b>No</b>	<b>Not sure</b>	<b>WHAT EVIDENCE CAN YOU PROVIDE?</b>
<p><b>Plan, organise and facilitate learning in the workplace</b></p> <ul style="list-style-type: none"> <li>• preparing and facilitating work-based learning</li> <li>• providing a <b>minimum of two examples</b> of</li> </ul>				

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<p>developing work-based learning pathways, that include:</p> <ul style="list-style-type: none"> <li>• identifying needs for learning</li> <li>• analysing work practices, work environment and work activities</li> <li>• organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes</li> <li>• conducting a learning facilitation relationship: <ul style="list-style-type: none"> <li>• with <b>at least two individuals</b></li> <li>• demonstrating communication skills and flexibility</li> <li>• Demonstrating one or more of the processes, or techniques, identified.</li> </ul> </li> </ul>				
<p><b>Can you demonstrate your knowledge for the following:</b></p>	<p align="center"><b>Yes</b></p>	<p align="center"><b>No</b></p>	<p align="center"><b>Not sure</b></p>	<p align="center"><b>WHAT EVIDENCE CAN YOU PROVIDE?</b></p>
<p>Learning styles</p>				
<p>Verbal and non-verbal communication</p>				
<p>Equal Employment Opportunity Act</p>				
<p>Environmental Protection Act</p>				
<p>Relevant animal codes of practice (for the species)</p>				

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Prevention of Cruelty to Animals Act				
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