



Animal Sciences Training Services

ACM40612 Certificate IV in Pet Styling

RPL Self-Assessment Document



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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.

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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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Self-Assessment Checklist

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

CORE UNITS				
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 • Maintain records and follow-up with clients as required. 				

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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. 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Manage compliance in the companion animal industry, such as:</p> <p>MANAGING workplace activities involving:</p> <ul style="list-style-type: none"> • Appropriate feeding/ watering of animals • Appropriate housing of animals • Microchipping • Transportation • AQIS requirements for importing or exporting • Waste disposal • Registration of pedigree animals • Record keeping 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide professional companion animal grooming services:</p> <ul style="list-style-type: none"> • Assess animal needs • Assess animal health and temperament • Use equipment safely • Groom animal- wash, clip and dry • Clean up waste • Place animals in safe area/ return to owner 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Provide basic first aid for animals:</p> <ul style="list-style-type: none"> • assess an emergency situation • determine hazards and minimise risk to self, bystanders, the public and the animal • apply basic first aid and care to animals: <ul style="list-style-type: none"> ○ Shock ○ Burns ○ Hypothermia ○ Poisoning ○ bleeding • seek assistance during the application of first aid • communicate effectively with others and follow instructions 				

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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 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>Maintain workplace health and safety processes:</p> <ul style="list-style-type: none"> • Provide information to the work group regarding: <ul style="list-style-type: none"> ○ workplace health and safety legislation, ○ standards, ○ codes of practice/compliance codes, ○ guidance materials ○ workplace policies and procedures • Ensure others are able to implement safe work practices: <ul style="list-style-type: none"> ○ Provision of protective equipment ○ Ensure staff recognise hazards and risks in the workplace ○ Inform staff of reporting processes • Implement workplace health and safety participative processes: <ul style="list-style-type: none"> ○ Issues raised are rectified ○ Changes to workplace activities are relayed to staff • Monitor compliance with work procedures • Implement hazard identification, risk assessment and risk control procedures • Implement organisation procedures for maintaining workplace health and safety records • Implement emergency procedures 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<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. 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>You MUST complete the 3 units below first before attempting Carry out breed standard styling on Gun, Working and Hound dog breeds</p> <ul style="list-style-type: none"> • Provide grooming services for companion animal comfort • Provide companion animal hydro-bathing services • Perform dog-grooms on different coat types 				
<p>Carry out breed standard styling on Gun, Working and Hound dog breeds*</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and determine styling requirements with client/owner • follow workplace instructions to apply industry recognised grooming and styling techniques to establish/maintain/restore coat, breed and conformation features for Gun dog, Working dog and Hound breeds • 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 styling of their Gun dog, Working dog and Hound breed group dogs • maintain records and follow-up with clients as required. 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>You MUST complete the 3 units below first before attempting Carry out breed standard styling on Non-sporting and Toy dog breeds</p> <ul style="list-style-type: none"> • Provide grooming services for companion animal comfort • Provide companion animal hydro-bathing services • Perform dog-grooms on different coat types 				
<p>Carry out breed standard styling on Non-sporting and Toy dog breeds*</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and determine styling requirements with client/owner • follow workplace instructions to apply industry recognised grooming and styling techniques to establish/maintain/restore coat and breed features for Non-sporting and Toy dog breeds • 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 styling of their Non-sporting and Toy breed group dogs • maintain records and follow-up with clients as required. 				
Can you demonstrate your knowledge for the following:	Yes	No	Not	

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			sure	
OH&S legislation				
Prevention of Cruelty to animals Act				
Dog groups (Australian)				
Verbal and non-verbal communication				

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:

Please choose 6 units out of the list below. Any unit that has an * next to it, indicates that prerequisite units must be completed before you can attempt that unit. *The prerequisite units are in italics*

Unit code	Unit title
ACMCAS408A	Manage the operation of a mobile hydro-bathing facility
ACMGAS306A	Assist with conditioning animals
ACMGRM404A	Provide creative styling on dogs* <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>
ACMGRM405A	Carry out styling on cats of different breed and coat type* <i>ACMCAS306A Provide grooming services for companion animal comfort</i> <i>ACMCAS307A Provide companion animal hydro-bathing services</i> <i>ACMSPE305A Provide basic care of domestic cats</i>
ACMSPE304A	Provide basic care of dogs
ACMSPE305A	Provide basic care of domestic cats
ACMSUS301A	Implement and monitor environmentally sustainable work practices
BSBSMB403A	Market the small business
BSBSMB404A	Undertake small business planning
BSBSMB405B	Monitor and manage small business operations

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BSBSMB407A	Manage a small team
SIRXINV005A	Control inventory
SITXCCS002A	Provide quality customer service
TAEDEL402A	Plan, organise and facilitate learning in the workplace

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
ELECTIVE UNITS				
<p>Manage the operation of a mobile hydro-bathing facility :</p> <ul style="list-style-type: none"> • Assess environment for hazards • Set up equipment • Locate water/ electricity sources if applicable) • Unload equipment • Clean after use • Pack up equipment • Maintain hydro-bathing equipment 				
	Yes	No	Not	What evidence can you provide?

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Do you regularly apply the following skills:			sure	
<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 				
	Yes	No	Not	What evidence can you provide?

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Do you regularly apply the following skills:			sure	
<p>You MUST complete the 3 units below first before attempting Provide creative styling on dogs</p> <ul style="list-style-type: none"> • <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> 				
<p>Provide creative styling on dogs*</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and evaluate breed characteristics to select grooming, styling, dying and decoration techniques that do not compromise the health and welfare of the dog • plan creative styling themes • follow workplace instructions to apply industry recognised grooming and styling techniques to colour, clip, decorate and style dogs for creative themes • 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 • communicate effectively with clients regarding techniques to maintain styling between sessions • maintain records and follow-up with clients as required. 				
	Yes	No	Not	What evidence can you provide?

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Do you regularly apply the following skills:			sure	
<p>You MUST complete the 3 units below first before attempting Carry out creative stylings on cats of different breed and coat types</p> <ul style="list-style-type: none"> • Provide grooming services for companion animal comfort • Provide companion animal hydro-bathing services • Provide basic care of domestic cats 				
<p>Carry out styling on cats of different breed and coat type*</p> <ul style="list-style-type: none"> • assess health and condition of animal's coat and determine styling requirements with client/owner • follow workplace instructions to apply industry recognised grooming and styling techniques to: • establish/maintain/restore coat, breed and conformation features for cats • establish/maintain/restore coats for non-show cat care and comfort • remove excess coat, mats or knots to restore coats for cat comfort and hygiene • handle cats in a safe and humane manner • select, use and maintain grooming and styling equipment and supplies in accordance with organisational standards, manufacturers' specifications and cat welfare considerations • build relationships and communicate effectively with clients relating to the on-going management of grooming and styling of their cat • maintain records and follow-up with clients as required. 				
	Yes	No	Not	What evidence can you provide?

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

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

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<p>Implement and monitor environmentally sustainable work practices:</p> <ul style="list-style-type: none"> • Establish policies applicable to the workplace • Identify resource usage • Consult workplace stake holders • Set a target for reduction of resource use • Design strategies to reduce usage • Train staff • Implement strategies • Monitor progress • Seek feedback • Adjust strategy if needed 				
<p>Do you regularly apply the following skills:</p>	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Not sure</p>	<p align="center">What evidence can you provide?</p>

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<p>Market the small business:</p> <ul style="list-style-type: none"> • determine marketing activity focus in line with objectives of the business plan • evaluate customer base • understand what is ethically and culturally appropriate • determine a marketing mix according to market and business needs, including: <ul style="list-style-type: none"> • ability to optimise sales and profit • ability to evaluate costs and benefits • determine customer needs and promotional activities • determine marketing strategies, including briefing appropriate personnel on their responsibilities • identify marketing opportunities in the digital environment • develop approaches to engage, respond and monitor customers in the digital space • monitor and evaluate activities and performance, and correct performance gaps • consult and communicate effectively with relevant people • Research and monitor ongoing changes and improvements 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?

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<p>Undertake small business planning</p> <ul style="list-style-type: none"> • develop a business plan which provides for finance, marketing and provision of products or services to facilitate all business goals and objectives • identify and plan all work health and safety (WHS) and duty of care responsibilities • identify and assess internal and external risks to the business • develop risk management strategies including a contingency plan for non-conformance 				
<p>Do you regularly apply the following skills:</p>	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Not sure</p>	<p>What evidence can you provide?</p>

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<p>Monitor and manage small business operations:</p> <ul style="list-style-type: none"> • develop strategies and procedures to successfully manage business operations, including: <ul style="list-style-type: none"> • developing an action plan • identifying risk management procedures • developing a quality system • implementing performance measures • utilising technologies to optimise business performance • implement and monitor strategies and procedures developed, including: <ul style="list-style-type: none"> • analysing and correcting business problems • reviewing and adjusting the business plan • record and research business improvements • Make appropriate adjustments to business operations as required. 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?

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<p>Manage a small team:</p> <ul style="list-style-type: none"> • Develop policies and procedures for business • Establish current employees' skills/ knowledge • Identify gaps in skills compared to business operations • Develop rosters • Develop training plans • Induct staff • Comply with workplace entitlements and legal rights • Manage staff • Maintain records • Review staff performance • Implement post review training 				
<p>Do you regularly apply the following skills:</p>	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Not sure</p>	<p align="center">What evidence can you provide?</p>

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<p>Control inventory</p> <ul style="list-style-type: none"> • follow organisational policies and procedures, safe work practices and manufacturer instructions to perform each of the following stock control procedures: <ul style="list-style-type: none"> • receive and process incoming stock • store retail stock • maintain retail stock levels • maintain stock delivery records • follow organisational stock control policies and procedures to process stock in each of the following situations: <ul style="list-style-type: none"> • stock quality is poor • stock quantity errors • incorrect stock is delivered • Maintain stock handling and storage areas, according to organisational policies and procedures, when completing the above stock control activities. 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?

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<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. 				
<p>Do you regularly apply the following skills:</p>	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Not sure</p>	<p align="center">What evidence can you provide?</p>

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<p>Plan, organise and facilitate learning in the workplace</p> <ul style="list-style-type: none"> • preparing and facilitating work-based learning • providing a minimum of two examples of developing work-based learning pathways, that include: <ul style="list-style-type: none"> • identifying needs for learning • analysing work practices, work environment and work activities • organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes • conducting a learning facilitation relationship: <ul style="list-style-type: none"> • with at least two individuals • demonstrating communication skills and flexibility • Demonstrating one or more of the processes, or techniques, identified. 				
<p>Can you demonstrate your knowledge for the following:</p>	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Not sure</p>	

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Learning styles				
Verbal and non-verbal communication				
Equal Employment Opportunity Act				
Environmental Protection Act				
Relevant animal codes of practice (for the species)				
Prevention of Cruelty to Animals Act				