Information Pack – Captive Animals

TAFE NSW – Western Sydney Institute
Richmond College
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*Images on Title Page courtesy of Brad Walker, Head Teacher of Animal Science at Richmond College.*
General Information

The Captive Animals Certificates III and IV offered at Richmond College of TAFE were developed in close collaboration with industry and the TAFE course at Richmond is arguably the industry leader. Richmond TAFE offers the greatest flexibility. We are unique in that we offer all three Stages of Certificate III both in Part Time Day (Face to Face) and Blended modes, and, following industry requests – On the Job Distance (ONJD) Online flexible learning mode each semester; that is, with new courses commencing every six months. Both modes are in support of workplace learning.

This means that student keepers doing the Part Time Day mode are able to take up employment opportunities with Captive Animal workplaces, and switch immediately to the ONJD (online) mode – where the student keeper doesn’t attend Richmond TAFE at all - but then needs to be in full time employment in the Captive Animals industry (see below). Our ONJD mode makes studying through Richmond TAFE an ideal option to educate workplace trainees as well, (in fact, both Face to Face and Online students may be eligible for traineeships as the minimum requirement is 15 hours in a relevant Captive Animals workplace and that is the minimum workplace hours needed if doing the course Face to Face). A benefit to industry of this flexibility is that when we are approached with requests for qualified or partly qualified workers we are generally able to respond favourably and rapidly.

Experience of the Richmond TAFE Teachers

At Richmond TAFE, we consciously reflect this broad range of Captive Animals workplaces in our teachers. Graeme PHIPPS has an extensive avicultural, bird keeping and general zoo background rising to Principal Curator of Taronga Zoo. He is currently President of the Avicultural Society of NSW. He was awarded the Australasian Regional Association of Zoological Parks and Aquaria (ARAZPA) 2006 Award for Professional Excellence in recognition of long-term, outstanding achievements in the zoo and aquarium profession. In 2008 he was made Parramatta Citizen of the Year in recognition of environmental work especially relating to bush care and habitat restoration and management, and in 2010 elected Life Member of the Australasian Society of Zoo Keeping. In 2012 he attended the International Congress in Singapore in 2012 delivering two papers and a workshop – based on Richmond TAFE Captive Animals project areas in which we excel.

In response to industry requests, Graeme also teaches Certificates III and IV in Captive Animals in ONJD (Online) mode, and is looking at offering a Diploma in Captive Animals following industry approaches. He has also developed a range of Masterclasses, again in response to industry and to graduate student requests.

Jacki SALKELD has 15 years’ experience in general keeping, and in Veterinary Nursing in the Veterinary Quarantine Centre at Taronga Zoo, and before that had intensive wild animal management experience with Primates. Additionally, Jacki successfully manages her own mobile zoo business, Feature Creatures www.featurecreatures.com.au . Her practicals at Richmond TAFE are legendary.
Brad WALKER worked at Featherdale Wildlife Park for 18 years rising to Curator. He has clear appreciation of the different needs of the fauna and wildlife park community. Brad has his own successful fauna and flora business, Australian Fauna Supplies and Services www.happyreptile.com.au and has formal qualifications in landscape design. He delivered a paper at the International Congress of Zookeepers on Zoological Horticulture in Singapore, 2012. Brad also teaches in the Online, Face to Face and Blended modes, including Certificate IV, and is currently Head Teacher of Animal Science at Richmond TAFE. Additional teachers provide specific expertise from the Captive Animal Industry.

**Performance of Richmond TAFE Graduates**

Keepers graduating from the course enjoy a high rate of uptake as employees in what is a very competitive industry, with many Keepers achieving Credit and Distinction level results in those units that are graded. In those that are not graded, we still keep marks out of 100 – just in case you need these data for your future career progression.

Moreover, our graduates received the Western Sydney Institute Award for best student in the Animal Sciences Category and also the NSW State Medal for most outstanding student in the Primary Industries category. In 2007 another student received the Western Sydney Institute Award for best student in the Animal Sciences category. The 2008 Natural Resource and Land Management Student of the Year was also a Certificate III in Captive Animals Keeper.

Our students receive the Wildlife Sydney prize for Best Student Keeper (Certificate III); another the NSW Fauna and Marine Parks Association prize for Best Husbandry Manual Guidelines of the year; another for the Australasian Society of Zoo Keeping award for the best student keeper in Captive Animals Certificate IV and the Billabong Koala and Wildlife Park Pathways Award for Best Student, Certificates II and III combined. So that’s clear industry support.

Also, at the 2010 Australasian Society of Zoo Keeping (ASZK) Conference, a Richmond TAFE student received the award for Best Paper. Captive Animals students also regularly receive the Rotary Scholarships on offer, the last being in 2014.

But whatever awards we as Teachers receive, we think the performance of our Keepers is even more important...and of course the best reward rather than award is to achieve whatever your goal was in coming to do the Richmond TAFE course in the first place. So whether you choose Richmond TAFE or not, I hope you decide to go for your goal!
Details about Registering and Enrolling

Certificate III ACM30310 Online (Flex) – On the Job Distance mode (ONJD)

The way you enrol has now changed.

Email us so that we are aware of your interest in our courses at graeme.phipps@tafensw.edu.au
You can also enrol by following the listed links:
Captive Animals Certificate III (Course ACM30110) Online (Flex) - ONJD – ON the Job Distance mode
If you are planning to do the ONLINE (FLEX) version of Captive Animals Certificate III, register your interest online by the following steps:

Enter http://wsi.tafensw.edu.au into your browser.

Then, in Search Certificates, Diplomas & Degrees, enter ACM30310 and follow the Animal Care link.

OR

Click on the animal paw Icon and follow the Animal Care link.
Captive Animals Certificate III (ACM30110) should appear:

Then you select the Study Pattern you want – in this case click on Part Time Day Online.

Click on the Study options and enrolment button.

Scroll down and click on the Apply Now tab in the Want to get started box:
Follow the prompts to complete your Online Registration.

**This is NOT a complete enrolment: it is a registration of interest.** What happens is that someone in Administration needs to advise us that you have registered, and then I follow up because conditions apply. You have to give us the prerequisite evidence; and then I ask Administration to move your Registration to OFFER; and then you complete your enrolment and secure your place in the course by paying. If you don’t, your slot is still available.

One thing...the Course Information Sheets may imply that you need to come to Richmond TAFE for the Information and Enrolment Session mentioned for the PTD – Part Time Day students below. **You don’t!** ONJD Flex students never come to Richmond. BUT you realistically need to have completed your online registration of interest by 26th JANUARY, and then you will be contacted between 26th and 29th January, if not earlier....

For those students planning to study via the FLEX option (online support in your workplace and you never come to Richmond TAFE) you will be contacted by a teacher by email and by phone. Make sure that we have your mobile phone contact. You will receive this FAQ sheet, and will be followed up to assess your registration and finalise your enrolment online.

See below for the DETAILS of what you are going to need to have provided in order to be able to move from registration of interest, to enrolment.

**Certificate III ACM30310 Face to Face Part Time Day (PTD) mode at Richmond TAFE**

If you are planning to do the Face to Face PTD mode by coming to Richmond for one day per week (next intake will be TUESDAYS), then you need to REGISTER YOUR INTEREST online by the following steps:

Enter [http://wsi.tafensw.edu.au](http://wsi.tafensw.edu.au) into your browser.

Then, in **Search Certificates, Diplomas & Degrees**, enter ACM30310

**OR**

Click on the animal paw icon.

Follow the Animal Care link.
Captive Animals Certificate III (ACM30110) should appear:

Then you select the Study Pattern you want – in this case click on Part Time Day

Scroll down and click on the Apply Now tab in the Want to get started box:

Follow the prompts to complete your Online Registration.
Again, this is NOT a complete enrolment - it is a registration of interest. What happens is that someone in Administration needs to advise us that you have registered, and then we follow up because ‘conditions apply’ - you have to give us the prerequisite evidence – but we will acknowledge that we know you have registered so will expect to see you on the compulsory Information and Enrolment session (date TBA). Come to the Captive Animals Lab, Building C, Room C1-04 to complete your enrolment and secure your place. You also need to bring with you evidence of workplace hours etc. – for which see below. Places in the Face to Face mode are limited, so enrolments are done on a first come first served basis until all places are filled.

Next Semester classes commence the week of Monday 1st FEBRUARY, 2016. So if commencing Certificate III studies Part Time Day mode, your first day at Richmond TAFE would be **TUESDAY 2nd FEBRUARY 2016 in room C1-04, 9:15 am – 6:00 pm**.

These times and locations may change, so for these and other key dates please check the TAFE website on [www.wsi.tafensw.edu.au/courses](http://www.wsi.tafensw.edu.au/courses) for updates.

If you miss the information session dates, please contact me Graeme Phipps on 02 4570 9043 OR Customer Service on 02 4570 9099 to find out if vacancies still exist. Please note that we enrol on a first come basis as places are limited, and are always fully subscribed.

**Certificate IV ACM40210 Online (Flex) – On the Job Distance mode (ONJD)**

Certificate IV is only offered in the Flexible online mode.

Enter [http://wsi.tafensw.edu.au](http://wsi.tafensw.edu.au) into your browser.

Then, in **Search Certificates, Diplomas & Degrees**, enter ACM40210

**OR**

Click on the animal paw icon. 

Follow the Animal Care link.
Certificate IV in Captive Animals (ACM40210) should appear, then click on the hyperlink:

![Certificate IV in Captive Animals (ACM40210) hyperlink](image)

Scroll down and click on the Apply Now tab in the Want to get started box:

![Apply Now tab](image)

Follow the prompts to complete your Online Registration.

Again, this is NOT a complete enrolment - it is a registration of interest. What happens is that someone in Administration needs to advise us that you have registered, and then I follow up because ‘conditions apply’ - you have to give us the prerequisite evidence, and then I ask Administration to move your Registration to OFFER; and then you complete your enrolment and secure your place in the course by paying. If you don’t, your slot is still available.

For those students planning to study via the FLEX option (online support in your workplace and you never come to Richmond TAFE) you will be contacted by a Teacher by email. You will receive this FAQ sheet, and will be followed up to assess your registration and finalise your enrolment online.

**Conditions Apply: What you need to have to get into the Certificate III course**

Richmond TAFE is a training organisation of choice with respect to Certificates in Captive Animals – our graduates certainly do better at getting the jobs in what is a very competitive industry, so ours is a fairly high demand course. If you miss out on the February 2016 intake, know that we also have another intake in July 2016 – and any relevant signed off workplace experience that you do in the meantime is credited to you. CONTACT US when you get some work experience because we
will give you an ‘action pack’ of Daily Diary sheets, Codes to use with Notable Events etc. to help you to record your worked days, and some project work.

For Certificate III in Captive Animals Part Time Day mode, what you need to have supplied in order to be enrolled is:

A. A pass in Certificate II Animal Studies, or equivalent experience*, and

B. A letter from your employer/workplace supervisor stating that you actively have minimum 2 days (15 hours) for at least the duration of the semester. You don’t have to be in paid employment - we accept voluntary work/work experience also. This is where people sometimes fall down. You have to have your workplace organised in order to get into and remain within the course because the course is workplace assessed; so you have to have a concurrent workplace in which you can exercise your competency and be assessed. We cannot assess your intention to be competent. Workplaces have to be Captive Animal industry ones (i.e. service wild animals – see below). [Online Keepers note that you need MORE than 15 hours per week.]

We have found a direct correlation between how well you do in all aspects of learning, your assessments and assignments and how much time you spend working in the industry, and

C. Payment. For 2016, the tuition fees for Certificate III are varied, depending upon your circumstances. You will need to contact the Customer Service officers at Richmond TAFE on 02 45709099. You pay online or with cheques, money orders, credit card at Administration but note that TAFE is a cash free workplace, so don’t bring cash.

NOTE: * The pass in Certificate II or equivalent experience is important. Certificate III is NOT an entry level certificate. All Captive Animals Certificate III units are “aimed at Keepers with between one and three years’ experience”. If you DO have one year’s experience or more in wild Captive Animal management then come with evidence of it. If you DON’T have any (wild) captive animals experience or equivalent experience, then you need to do Certificate II in Animal Studies first. You don’t need to work in a Captive Animals workplace to commence Certificate II (you have to start somewhere), but you should work in SOME Animal Studies workplace. This does not need to be a wild Captive Animals workplace, but near the end of your Certificate II course make sure to get your Captive Animals workplace sorted out.
Information Regarding the Certificate II in Animal Studies (ACM20110)

The Certificate II in Animal Studies takes a year Part Time or six months Full Time, so that takes care of the prerequisite of having between 1 and 3 years’ experience.

Just like with the Certificate III and IV above, you need to REGISTER online into Certificate II as follows:

Enter [http://wsi.tafensw.edu.au](http://wsi.tafensw.edu.au) into your browser.

Then, in Search Certificates, Diplomas & Degrees, enter ACM20110

OR

Click on the animal paw icon.

Follow the Animal Care link.

Certificate II in Animal Studies (ACM20110) should appear, then scroll down and click on the Apply Now tab in the Want to get started box:

Follow the prompts to complete your Online Registration.
Again, this is NOT a complete enrolment: it is a registration of interest. What happens is that you must have registered online (as above) and THEN attend an Information Session and Enrolment Day (date TBA) at Richmond College, bringing workplace documentation with you. Places in the Face to Face mode are limited, so enrolments are done on a first come first served basis until all places are filled.

Also, please note that a Registration of Interest is not an enrolment. If you are successful on the Information Day you then enrol in your offer. Certificate II in Animal Studies is a very competitive course and if you are joining it in order to do your Certificate III in Captive Animals please be sure to make that clear when you come to the Information Session; and adding in any evidence that shows you are already doing voluntary work in animal care is highly regarded, though not essential for entry to Certificate II Animal Studies courses.

If you do Certificate II in Animal Studies at Richmond, and do the Captive Animals/ General strand, then you may be able to do the following electives:

ACMSPE310A  Provide basic care of mammals, and
ACMSPE311A  Provide basic care of non-venomous reptiles….which is a bit of a leg up because you can get a benefit from having done these as they are credited to you at Certificate III level too.

Getting Work in the Captive Animals Industry

It is YOUR responsibility to make the first step towards your future career. This is a very competitive industry and the competition begins right at the first step.

For governance reasons, some workplaces can only offer unpaid voluntary work experience to you if you are actively studying at TAFE, and depending on your course, you must be in the workplace in order to get into the course - which is a bit of a Catch 22 situation. Relating to Certificate III in Captive Animals to break this nexus, if you present at the workplace and are assessed by their Volunteer Co-ordinator/Work Experience Co-ordinator as suitable to work at that facility, and the workplace writes a letter to the effect that should you be accepted into the course, then they will accept you into their workplace for the required minimum hours; then we will accept that.

When you come to the enrolment day, we will assist you in gaining additional work placement as workplaces regard Richmond TAFE students highly.

Insurance

Additionally, with regard to INSURANCE, note that the Crown Indemnity will cover you if you are in unpaid work experience for the minimum 15 hours PTD (or 30 hours per week Flex version) per week anywhere in Australia from the time you are enrolled until you obtain your Certificate (that is, including TAFE vacations/ holidays as well), or, until you withdraw from the course. The Crown Indemnity covers you for work that you do in accordance with the requirements of the Syllabus – that means you are not covered if you are doing a Captive Animals certificate but are working in
Food and Beverages area say. Also, you are not covered if you are receiving payment for your work. If you think about it this is only common sense really.

**What are Captive Animals Workplaces?**

Captive Animals workplaces are diverse. They are not just confined to Zoos anymore, and the old “Zookeeper” course that the Captive Animals certificates replaces was designed to accommodate the full range of captive animals workplaces that there are. These range from circuses, through aquaria, theme parks, mobile zoos, traditional exotic zoos, fauna, marine and wildlife parks, open range zoos and safari parks, conservation parks, earth sanctuaries, bioparks, and rescue and rehabilitation facilities plus Care for Country options. If you think about the Captive Animals course as being more about ‘Intensive Wildlife Management’ with the possibility of skills learnt in captive situations also being able to be applied directly in wild situations, such as managing wild animals directly in fragments of the wild, you can appreciate the scope of current and future work opportunities.

**Specific Examples of Captive Animals Workplaces**

There are over 30 such workplaces in the Sydney Basin alone! Examples of workplaces of Keepers who do the Face to Face version (and hence attend Richmond TAFE for one day a week) include: Taronga Zoo, Sydney Wildlife, Sydney Aquarium, Manly Oceanarium, Symbio Zoo, Featherdale Wildlife Park, Koala Park, Australian Walkabout Wildlife Park, Wirrimbirra Sanctuary, Calmsley Hill City Farm, Australian Museum, Camo’s Reptiles and various council wildlife facilities such as Auburn Council Gardens, Central Gardens at Merrylands, and Stanhope Gardens at Parklea. Slightly further afield there is Secret Creek Lithgow, Oakvale Farm and Fauna World at Salt Ash, Blackbutt Reserve Newcastle, Australian Reptile Park, Somersby, Nowra Zoo, National Zoo and Aquarium Canberra and Tidbinbilla Nature Reserve Canberra. Please note however that not all of the above take volunteers, or if they do they may need to be 18 years of age or older.

Online students are those who work in any Captive Animals workplace, with enough hours to do the course in Flexible version. Generally, they are not able to travel to Richmond TAFE. These keepers may also elect to do a Blended version where they come to field trips or pracs that are significant to them. Workplaces include in addition to some of the above: Altina Zoo, Mogo Zoo, Potoroo Palace Wildlife Education Sanctuary, Batheaven Birdland, Macadamia Castle, Billabong Wildlife and Koala Sanctuary, Western Plains Zoo, Waterways Wildlife Park and there are interstate students too. Register your interest online, especially if you have no other option to do your training.

Additionally, we will also give some credit for WIRES workers (max ½ day week), so there are quite a few options out there. Also mobile zoos and wildlife shows such as Feature Creatures ARE Captive Animals workplaces - BUT animal hospitals, veterinary clinics, animal pounds and pet shops are NOT because it is difficult to gain relevant competencies in these facilities. Hope that this explains it.
Course Details Regarding the Certificate III in Captive Animals

How many attendance hours per week does the course require?

Classes at Richmond will be on TUESDAY for the new group, so 2nd February 2016 is the first day for new Student Keepers. Note that the Face to Face classes (9:30 am to 6:00 pm) focus on areas of competency usually difficult to gain in most workplaces. If you work the minimum 15 hours per week hours in most Captive Animals workplace you may cover 70% - 80% of course requirements, and coming to TAFE or to the field trips completes the gaps. It is in the nature of workplaces to be different - some give plenty of depth but not enough breadth, and for others it is the opposite. All have strengths and all have weaknesses. We have students regularly attending the Face to Face classes travelling from as far afield as Canberra, Berry, Manly, Raymond Terrace, Newcastle, Gloucester, and Lithgow. They put a lot into their learning; we put a lot into the classes.

Basically, the Part-Time study option will require one day attendance at the TAFE College or at industry field days for delivery of the required underpinning knowledge and participation in standardised practical activities commonly encountered in wildlife facilities AS WELL AS concurrent 15 hours per week in a captive wildlife facility in which the practice of wildlife care procedures can be repeated to gain competence. Note that the 15 hours in the workplace is also the minimum requirement for you to gain a traineeship, should you and your workplace like to go down that path. There are benefits to doing a traineeship and if you want to pursue this option, talk to your boss first and then contact us here at Richmond TAFE. Our Business Unit Coordinator, Helen Bodill 02 4570 9033 may help here.

Students are required to demonstrate their competence in the listed units in workplace situations to satisfy the assessment requirements of this course.

So the TOTAL weekly practical work is 22 ½ hours (15 hours in the workplace, 7 ½ hours at TAFE). The 22½ hours means that some students may be able to obtain Centrelink benefits while studying. Know that the 15 hours per week in the workplace is logged because you keep a signed off Daily Diary which includes reporting of your experience with Notable Events that happen in the workplace, and daily Reflective Notes, and these are checked regularly and discussed with you and recorded. We help you get the best out of your workplace arrangements.
Should I add in study time?

YES, you need to factor this in. You also need to set aside the equivalent of a day a week to do the readings and assessments. Some people diarise 8:00 – 9:00 pm on week nights to do their study, others weekends ...but you need to do the study. It won’t work if you don’t.

How long is the course?

18 months (three Semesters). Recognition of Prior Learning (RPL) is offered to all enrolled students and may reduce the usual completion time.

What units do I study?

You need to complete 11 core modules and 5 electives. The sequence of delivery of the course units is as follows:

Core units (subject to change)

Your First Semester (STAGE 1) FOUNDATION UNITS
ACMCAN301A Work with captive animal facility
ACMOHS301A Contribute to occupational health and safety processes
ACMCAN304A Prepare & maintain animal housing
ACMGAS303A Plan for and provide nutritional requirements for animals
ACMCAN305A Assist with capturing, restraining and moving animals

Your Second Semester (STAGE 2) APPLIED UNITS
ACMGAS301A Maintain and monitor animal health and wellbeing
ACMCAN303A Support collection management
ACMSUS201A Participate in environmentally sustainable work practices
ACMCAN306A Monitor animal reproduction
ACMGAS302A Provide enrichment for animals
ACMCAN302A Prepare and present information to the public

Electives. Complete five (5) elective units.
Of these units below, at least three (3) units must be selected from the units listed below and two (2) additional units may be selected from ACM10 or from any other national endorsed Training Package or accredited course. Units selected must be aligned to Certificate II, III or IV and be relevant to the work undertaken in the Captive Animal sector.

Your Third Semester (STAGE 3) ‘ELECTIVES’ we offer
ACMCAN310A Assist with exhibit design and renovation planning
ACMCAN311A Care for young animals
ACMCAN309A Develop institutional husbandry guidelines
ACMCAN307A Rehabilitate and release native wildlife
ACMCAN308A Release native animals to natural environment
And also (depending on enough student numbers)
ACMGAS306A  Assist with conditioning animals

There are also a series of Specific units which are listed below.

If you did Certificate II in Animal Studies at Richmond TAFE, you might already have done:

ACMSPE310A  Provide basic care of mammals, and
ACMSPE311A  Provide basic care of non-venomous reptiles

We would also list the following, but some, or all of these may be offered as TAFE Plus units:

ACMSPE 301A  Provide basic care of amphibians
ACMSPE302A  Provide basic care of birds
ACMSPE303A  Provide basic care of common native mammals
ACMSPE306A  Provide basic care of marine fish
ACMSPE307A  Provide basic care of freshwater fish
ACMSPE308A  Provide basic care of marine aquatic invertebrates
ACMSPE309A  Provide basic care of terrestrial and freshwater invertebrates

Further study
When you finish this course you can apply for advanced standing in Certificate IV in Captive Animals.

Additional Information for Certificate III in Captive Animals On the Job Distance (ONJD) Mode via Online Learning

This is an ONJD course – On the Job Distance via Online learning. This mode was created in response to industry requests to have a distance mode available for Keepers who are working fulltime in Captive Animal management workplaces (30 hours per week or more). It isn’t actually a flexible version of the Face to Face mode in the sense that you can do this if you don’t want to come to Richmond TAFE (i.e. work for 2 days a week and then just do the online version - NO). Put simply, you won’t have enough opportunity in just 2 days per week to achieve your competencies.
The reason that you need to be in employment in the captive animals industry for 30 hours or more is because you have to rely on your workplace for almost all of your assessment, although you are welcome to (and advised to) create a Blended mode for yourself by attending any practicals and workplace field days organised for the Part Time Day Students.

As shown above it can be a challenge to achieve opportunities to demonstrate all of your competencies in the one workplace; and our experience shows that two days is just not enough for online students. You don’t have to be in paid employment, and note that you may be able to obtain a traineeship if working these sorts of hours. Online students doing unpaid work are
covered by the Crown Indemnity for their time at work. Some online Keepers are also on Centrelink benefits.

You need to provide the same evidence as Part Time Day (Face to Face) students except that your employer letter needs to be for the longer hours (30 hours), that you will be supervised in the workplace, and also showing that it will be OK for you to be in an online chat session for one hour during working hours, which for the next intake will be TUESDAYS between 13:00 and 14:00 hrs AEST. The online chat tutorials are mandatory. First one would be TUESDAY 2\textsuperscript{nd} February, 2016.

The weekly online chat session tutorial is an \textbf{ESSENTIAL} component of the online course. You become part of a community of workplace learning and practice, which involves your trainer and coach and all of your peers - the other Keepers doing the course. In our discussions we are able to gauge progress (as are you) and are then able to offer personalised approaches for overcoming some of the inevitable challenges that arise. The chat tutorial session also helps the course and assessments to pace well and not to all log jam at the end of the semester, when actually you can’t miraculously find more time to complete assessments that you postponed.

If you have all of this information, then let me know by email graeme.phipps@tafensw.edu.au. You need to have registered your interest online in doing the FLEX version of the course online. \textbf{Note that REGISTERING your interest is not the same as enrolling.} After you have been registered and then followed up, if you have all of the pre-requisites then your Registration is switched to OFFER A PLACE, and then you need to ACCEPT that and then pay to secure your place. Until you pay, you are not enrolled, and so ‘your’ spot is still available to anyone who completes these steps before you.

As with the face to face classes there are limited ONJD online spaces available.

Also, I like that you do our S.O.R.T. exercises – Student Online Readiness Tool – because you need to know what is involved in online learning and be sure that you are suited to it.

\textbf{Certificate III Skill Sets}

As a ‘value add’, it is possible at Richmond TAFE to leave not just with your Certificate III in Captive Animals, but also depending on what Units you selected in Certificate II and Certificate III, to gain any or all of the following Native (Animal) Rehabilitation Skill Sets – Statements of Attainment. These comprise:

- ACMOHS201A \textit{Participate in occupational health and safety processes}
- ACMGAS305A \textit{Rescue animals and apply basic first aid}
- ACMCAN305A \textit{Assist with capturing, restraining and moving animals}
- ACMCAN307A \textit{Rehabilitate native wildlife}
- ACMCAN308A \textit{Release native animals to the environment}
- ACMCAN311A \textit{Care for young animals}
And for the Native Bird Rehabilitation Skill Set –
ACMSPE302A  Provide basic care of birds

For the Native Mammal Rehabilitation Skill Set – Statement of Attainment, then the appropriate unit would be:
ACMSPE303A  Provide basic care of common native mammals

For the Native Reptile Rehabilitation Skill Set – Statement of Attainment, then the relevant unit would be:
ACMSPE311A  Provide basic care of non-venomous reptiles.

Certificate IV in Captive Animals

For this you need to have completed Certificate III in Captive Animals, or equivalent. You should look at the information sheets available on http://wsi.tafensw.edu.au/

Ideally, you need to be in full time employment for this certificate; however what you are doing in those hours is important. Fewer hours may work out if in these hours you are doing an amount of supervision. That supervision can be of volunteers or Zoo Friends, OR you might be the Enrichment Co-ordinator for your workplace (or Co-ordinate something else), AND/OR you might be WHS Officer or a member of the WHS Committee, AND/OR you might be responsible for the Rosters, AND/OR you could be the Species Co-ordinator for a species, or the Workplace Contact for one or more Programmed species, AND/OR be mentoring Certificate III Student Keepers, or peers. There is a broad definition of supervision in the workplace and the course helps to develop your supervisory skills.

Certificate IV is a qualification you really should look at because discussions with a broad range of industry representatives shows that the EXPECTATION that the industry has for ‘the perfect Keeper’ is actually between Certificate III and Certificate IV. Since a workplace always has to pay a premium for a Certificate IV Keeper, the workplace has to gain extra value (and income) from having someone trained to that level on their staff. Accordingly, we focus very much on helping you develop and deliver workplace examples that clearly demonstrate that you are ‘adding value’. Many of these are highly portable, which means that wherever you go, the industry sees them as being highly attractive.

Basically, we offer Certificate IV only as an ONJD online course over 12 months (two Semesters). There is no particular reason for the way the CIV units are sequenced, simply that they all need to be covered in the year. So you may begin at the start of a calendar year (Semester 1) and complete at the end of that calendar year; or you may commence in the middle of the year (Semester 2) and complete in the middle of the next year. We are also looking at the possibility of ANYTIME ENROLMENT which means that you commence studies with the commencement of the next unit of study and complete a year later.

The sequence of units as offered is as follows:
To obtain Certificate IV you need to complete 13 CORE units made up of 9 Certificate III Core units namely:

- ACMCAN301A Work with captive animal facility
- ACMCAN302A Prepare and present information to the public
- ACMCAN303A Support collection management
- ACMCAN304A Prepare & maintain animal housing
- ACMCAN305A Assist with capturing, restraining and moving animals
- ACMCAN306A Monitor animal reproduction
- ACMGAS301A Maintain and monitor animal health and wellbeing
- ACMGAS302A Provide enrichment for animals
- ACMGAS303A Plan for and provide nutritional requirements for animals

Plus 4 Certificate IV units (see Semester 1 of Certificate IV course above)

- ACMCAN404A Develop, monitor and review behavioural management strategies
- ACMCAN402A Manage enclosures and exhibits
- ACMCAN401A Maintain occupational health and safety processes
- TAEDEL402A Plan, organise and facilitate work-based learning

PLUS, 4 Elective units from Group A (see Semester 2 of Certificate IV above):

- *ACMCAN403A Develop animal diets
- *ACMCAN401A Implement collection management
- *ACMCAN405A Design and evaluate interpretative and learning programs
- *ACMCAN406A Assist in establishing and maintaining a plantation

OR

Some ACMSP units … “Provide basic care of…amphibians, birds, etc...” but we don’t offer most of these, and likewise:

- BSBRES401A Analyse and present research information
- TAADEL403A Facilitate learning

PLUS, complete three (3) additional units from within ACM10 or from any other nationally endorsed Training Package or accredited course. Units must be aligned to Certificate IV or Diploma and be relevant to work undertaken in the Captive Animal sector.

The 3 offered are:

- ACMACR403A Identify and respond to animal behaviour
- ACMACR407A Conduct community awareness programs, and
- PSPGOV404B Develop and implement work unit plans
The course is offered as CORE UNITS:

**Semester 1**
- ACMCAN404A Develop, monitor and review behavioural management strategies (GP)
- TAEDEL402A Plan, organise and facilitate work-based learning (GP)
- ACMCAN402A Manage enclosures and exhibits (BW)
- ACMCAN401A Maintain occupational health and safety processes (BW)

**ELECTIVE UNITS - Complete four from the following list:**

**Semester 2**
- *ACMCAN403A Develop animal diets (GP)
- *ACMCAN401A Implement collection management (GP)
- *ACMCAN405A Design and evaluate interpretative and learning programs (BW)
- *ACMCAN406A Assist in establishing and maintaining a plantation (BW)

And the further three units: ACMACR403A, ACMACR407A and PSPGOV404B are incorporated into the course overall. We are currently timetabling to clarify this.

Certificate IV in Captive animals has weekly online Chat Tutorials on THURSDAYS between 4:00pm and 5:00pm (16:00 – 17:00hrs) AEST (Sydney time), and this is a mandatory component of the course.

You become part of an online workplace Learning Community and community of practice; there are no exam style assessments as such but you need to present either a Major Assignment following an Outline, Portfolio/Case Study/Project with your Competency Assessment and Evidence Sheets demonstrating achievement of the AQF Certificate IV standards; so CIV tends to be individually assessed and of course Recognition of Prior Learning for Certificate IV units are also offered to those enrolled in the course. The course is evolving to respond well to the needs both of student Keepers and industry.

If wanting to do Certificate IV, perhaps best to email contact numbers and we will talk.

**Beyond Certificate IV**

**DIPLOMA, ADVANCED DIPLOMA, GRADUATE CERTIFICATE, or GRADUATE DIPLOMA IN CAPTIVE ANIMAL MANAGEMENT**

We don’t currently offer these, however if you are interested please contact and discuss.
In Conclusion

Lastly, on behalf of the your Captive Animals team, plus other Animal Care professionals who help from time to time, and your Richmond Librarians who help you with information resourcing, your General Education people who are there to assist with any learning difficulties you may have or which may crop up, the IT (Information Technology) crew who will help out in matters of IT, Horticulture people who assist in conservation and land management aspects, plus our great Customer Service team here at Richmond - who together offer you the best out there for your education and skilling. Best Wishes for your career and I hope we can be part of helping you to achieve your goals!

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