

Please read carefully all information on this form and fill in all required information.  
**All fields marked with \* must be completed.** Incomplete forms will not be considered.

## 1. Course Overview and Requirements

ACM10110 Certificate I in Animal Studies is an Australian nationally accredited course and after completing it you will have gained foundation knowledge and skills in animal care.

### Course Delivery

We deliver Certificate I in Animal Studies by distance education, through e-Learning. Students are provided access to a student portal to complete learning and assessments. Students must provide an email address to have access to the student portal and to receive feedback from the training team. Practical assessments skills are assessed via video assessments.

\*  **I understand and agree to the above course delivery information.  
I will provide an email address in Section 2.**

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### Recognition of Prior Learning and Credit Transfers

Students who have studied relevant courses should contact an AIRC team member prior to enrolling to discuss credit transfers.

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### Timeframes

Certificate I in Animal Studies is a flexible self-paced course delivered over 6 months. Course end date must be adhered to and if unable to meet this date students must contact the Training Team to discuss. Failure to complete the course within the required timeframes incurs an AUD \$100 timetable extension fee per 3 months.

\*  **I understand and agree to the above timeframe information.**

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### Assessments

Assessments are completed or submitted online. They include (but may not be limited to):

- Quizzes;
- Scenario-based case studies
- Assessment; written report submission
- Practical skills demonstration; submitted via video and photograph uploads

In order to be deemed competent in a unit the student must satisfactorily complete all assessments set out in the unit. As part of your assessment you will be required to submit photographs and short videos showing you completing specified tasks with companion animals. You will need to have access to reliable video and photographic equipment.

\*  **I understand and agree to the above assessment information.  
I acknowledge I have access to suitable photographic equipment.**

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### Student Handbook

Please familiarise yourself with the Student Handbook. You can access an online version now and at any time on our website: <http://www.provetlearning.com.au/StudentHandbook>

\*  **I understand and agree to the above Student Handbook information.**

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### Payment Terms

Course fees are payable directly to the Malaysian Small Animal Veterinary Association (MSAVA) prior to the AIRC processing your enrolment and activating your course. Please familiarise yourself with our refund policy available in the Student Handbook. Course fees are refundable in full (minus an AUD \$250 enrolment and an AUD \$175 administration fee) if the student cancels at least 5 working days prior to the course start date. If students cancel less than 5 days prior to the course start date no refunds will be made.

\*  **I understand and agree to the above payment terms information.**

If you have any questions about the above please call the AIRC office on +61 7 3621 6005. By signing below you are confirming you have read and understood the information given.

\* **Applicant's  
signature**

*Applicant's signature*

\* **Date signed**

*Date signed*



### 2. Personal Details

**\*2.01 Title:**  Ms  Miss  Mrs  Mr  Other (please specify):

**\*2.02 Family name (surname)**

**\*2.03 Given names**

**2.04 Preferred name**

**\*2.05 Date of birth**  **\*2.06 Gender (tick only one)**  Male  Female

**\*2.07 What is the address of your usual residence?**

Please provide the physical address (street number and name NOT post office box) where you usually reside rather than any temporary address you reside for training, work or other purposes before returning to your home.

  
  


**\*2.08 What is your postal address?**

If your postal address is different from above then fill in this section, otherwise tick **As above**

  
  


**2.09 Home tel. number**  **\* 2.10 Mobile tel. number**

**\*2.11 Email**

### 3. Language and Cultural Diversity

**\*3.01 In which country were you born?**  Malaysia  Other (please specify):

**\*3.02 Nationality**  Malaysia  Other nationality

**\*3.03 Do you speak a language other than English at home?**  
 (If more than one language, indicate one that is spoken most often)  
 No, English only  Yes, other (please specify):

**\*3.04 How well do you speak English?**  
 Very well  Well  Not well  Not at all



### 4. Disability

**\*4.01 Do you consider yourself to have a disability, impairment or long term condition?**

- No (If no, skip to section 5)
  Yes (If yes, please provide detail below)
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Hearing / Deaf | <input type="checkbox"/> Learning                  | <input type="checkbox"/> Vision            |
| <input type="checkbox"/> Physical       | <input type="checkbox"/> Mental Illness            | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Intellectual   | <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> Other             |
- (If Other, please specify below)

*Specify other disability if relevant*

### 5. Schooling

**\*5.01 What is your highest COMPLETED school level? (Tick ONE box only)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Year 12 or equivalent                                       | <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 8 or below |
| <input type="checkbox"/> Year 11 or equivalent                                       | <input type="checkbox"/> Year 9 or equivalent  |  |
| <input type="checkbox"/> Never attended school (If 'Never attended' go to section 6) |  |  |

**\*5.02 In which year did you complete that school level?**

*Year completed*

**\*5.03 Are you still attending secondary school?**

- No
  Yes

### 6. Previous Qualifications Achieved

**\*6.01 Have you SUCCESSFULLY completed any of the following qualifications?**

- Yes (Tick ANY applicable boxes below)
  No (Go to section 7)
- Bachelor degree or higher degree
  - Advanced diploma or associate degree
  - Diploma (or associate diploma)
  - Certificate IV (or advanced certificate/technician)
  - Certificate III (or trade certificate)
  - Certificate II
  - Certificate I
  - Certificates other than the above

### 7. Employment Information

**\*7.01 Employment status: Of the following categories, which BEST describes your current employment status? (Tick ONE box only)**

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment



**\*7.02 Study reason: Of the following categories, which BEST describes your main reason for undertaking this course/traineeship? (Tick ONE box only)**

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- Not employed – not seeking employment
- To get into another course of study
- For personal interest or self-development
- Other reasons

**Course requirement:** To undertake this course, you are not required to be working in an animal care facility however employment or voluntary placement is encourage to assist in your learning and assessment. Please ensure you have sufficient exposure to a variety of species, including dogs, cats and one other companion animal species. For more information please contact an AIRC team member on +61 7 3621 6005.

**7.03 Practice's trading name**

**7.04 Practice's legal name**

**7.05 Employment status at this practice**     Full time     Part time     Casual     Volunteer

**7.06 Your position at the practice**

**7.07 Hours worked per week**     **7.08 How long have you been working there?**       

**7.09 Practice address** Please provide the physical address (street number and name NOT post office box)

**7.10 Practice postal address**  
If the practice's postal address is different from above then fill in this section, otherwise tick **As above**

**7.11 Work tel. number**     **7.12 Work fax number**

**7.13 Employer declaration** By signing below I agree to support the applicant and their mentor throughout the course.

Employer name:

Signature:

Date signed:



### 8. Course requirement:

**\*8.01 Access to species: Of the following species, which will you have exposure to for your learning and assessment requirements of the course. (Tick ALL that apply)**

- \*Dog
- \*Cat
- Bird
- Rabbit/rodents
- Non-venimous reptiles
- Other (please specify) .....

### 9. Course Structure

Students must complete the seven (7) units below to obtain Certificate I Animal Studies.

<input checked="" type="checkbox"/>	ACMGAS101A Investigate job opportunities in animal care and related industries
<input checked="" type="checkbox"/>	ACMGAS102A Catch and handle a range of quiet animals
<input checked="" type="checkbox"/>	ACMGAS103A Assist in the care of animals
<input checked="" type="checkbox"/>	ACMGAS202A Participate in workplace communications
<input checked="" type="checkbox"/>	ACMGAS204A Feed and water animals
<input checked="" type="checkbox"/>	ACMGAS208A Source information for animal care needs
<input checked="" type="checkbox"/>	ACMOHS201A Participate in occupational health and safety processes

### 10. Payment

#### Course costs

Please note that students entitled to units of credit transfer will be notified of the cost of their course once their Statement of Attainment or Academic Record has been received. Course fees should be paid directly to MSAVA.

The MSAVA and AIRC recommend choosing the workplace learning & assessment visit to employees intending to continue into Certificate II in Animal Studies or Certificate IV in Veterinary Nursing.

<b>ACM10110</b> Certificate I in Animal Studies (includes eBooks only)	<input type="checkbox"/> AUD \$750.00	MSAVA Administration and Banking Fee - RM 200
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The above price includes an AUD \$250 enrolment fee.

### 11. Terms and Conditions

- A) I acknowledge that this enrolment application does not serve as an automatic entry into the nominated course. However, the submission of a fully completed enrolment application form together with appropriate enrolment/tuition fee payment will secure a position in the nominated course subject to full enrolment confirmation from AIRC.
- B) Should my application be unsuccessful, the AIRC will reimburse in full the enrolment/tuition fees according to the cancellation policy outlined in the appropriate Student Handbook.
- C) I confirm I have read the Student Handbook and accept the terms, conditions and policies outlined within. The handbook is available on our website: <http://www.provetlearning.com.au/StudentHandbook>.
- D) I understand that it is at the discretion of the AIRC to assess and verify my level of competence in line with current industry standards.
- E) I agree to not reproduce or use my notes or AIRC materials except for use in study and place of employment. All materials are subject to copyright laws.
- F) AIRC may be required at times to provide information to the National Centre for Vocational Education Research (NCVER) for reporting and auditing purposes.
- G) Should your personal or employment circumstances change and you are not able to complete your course, the cancellation policy applies.
- H) AIRC reserves the right to change these terms and conditions and the course costs without notice.

### Privacy Notice

Under the *Data Provision Requirements 2012*, **Animal Industries Resource Centre** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Animal Industries Resource Centre** for statistical, regulatory and research purposes. **Animal Industries Resource Centre** may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**\* 11.01 Applicant's signature**

*Applicant's signature*

**\* 11.02 Date**

*Date signed*

**11.03 Parent/Guardian signature**  
(if applicant is under 18 years)

*Parent/Guardian's signature*

**11.04 Date**

*Date signed*

### Where do I send my enrolment form?

**Email:** [msava.exco@gmail.com](mailto:msava.exco@gmail.com)

**Post:** Malaysian Small Animal Veterinary Association  
113B, Jalan Aminuddin Baki  
Taman Tun Dr Ismail  
6000 Kuala Lumpur, Malaysia