

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

ACM40412 Certificate IV in Veterinary Nursing is a nationally accredited course and after completing it you will be considered a qualified veterinary nurse.

Course Delivery

We deliver Certificate IV in Veterinary Nursing by distance education, through blended correspondence and e-Learning. Students are provided access to a student portal to complete assessments. Students must provide an email address to have access to the student portal and to receive feedback from the training team.

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

Recognition of Prior Learning and Credit Transfers

Students who have studied relevant courses (i.e. Animal Studies, Veterinary Nursing or Business) should submit a certified copy* of their Statement of Attainment or Academic Transcript in order to get credit transfers from equivalent units. Students with extensive industry experience may be eligible for the AIRC's Express Lane (RPL) program. Express Lane students do not receive course materials for units they choose to RPL. For more information please contact an AIRC team member on +61 7 3621 6005.

*certified refers to a witnessed copy by a JP or a notary public

Timeframes

All students receive a structured timetable when they commence their studies. Timeframes must be adhered to and if unable to meet a due date students must contact the Training Team to discuss. Failure to complete the course within the required timeframes incurs a \$200 timetable extension fee per 3 months.

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

Assessments

Assessments include (but may not be limited to):

- In-depth case studies; uploaded online
- Quizzes and discussion questions; completed online
- Skills Record Log; must be signed by the workplace mentor; uploaded
- Practical Skills Assessment; face-to-face assessment conducted by one of our assessors. Some units are assessed via video uploads

- * In order to be deemed competent in a unit a student must satisfactorily complete all assessments set out in the unit.
I understand and agree to the above assessment information.

Mentor Requirements

Certificate IV in Veterinary Nursing students are required to nominate a workplace mentor to guide them throughout their studies. Selected mentors need to be working with the student on a daily basis and must have completed a current Certificate IV in Veterinary Nursing or a higher-level qualification. Mentors will assist students with the on-job learning, read case studies prior to the student submission and sign off student's Skills Record Logs. Your employer must be agreeable to your choice of mentor.

If at any time you need to change mentors please contact the Training Team to receive a form for your new mentor and yourself to sign and return.

- * **I have chosen a mentor within my workplace and I will ensure they read and sign the Mentor Details section of this enrolment form.**

Student Handbook

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

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

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**

* **Date** *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** Malaysian 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)
- Hearing / Deaf Learning Vision
 Physical Mental Illness Medical Condition
 Intellectual Acquired Brain Impairment Other
 (If Other, please specify below)
-

5. Schooling

- *5.01 What is your highest COMPLETED school level? (Tick ONE box only)**
- Year 12 or equivalent Year 10 or equivalent Year 8 or below
 Year 11 or equivalent Year 9 or equivalent
 Never attended school (If 'Never attended' go to section 6)
- *5.02 In which year did you complete that school level?**
- *5.03 Are you still attending secondary school?** No Yes Please note we do not accept school students in Certificate IV in Veterinary Nursing. If you are in school we recommend Certificate II in Animal Studies.

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

Credit Transfer

If you have studied any Animal Studies or Business nationally recognised qualification you may be eligible for Credit Transfers. Credit Transfers can only be granted for units in which you have been deemed competent and that are part of the qualification you are enrolling in. Credit Transfers reduce the number of units you have to study, as well as the cost. For more information please contact an AIRC team member on +61 7 3621 6005.

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, it is a requirement of Animal Industries Resource Centre that you have sufficient exposure, including at least 15 hours per week of employment in a veterinary clinic with access to veterinary assistant tasks. The following information relates to that workplace. 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

***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:*

Mentor Details: *(to be completed by Mentor)*

***7.14 Mentor's name** ***7.15 Mentor's position**

***7.16 Mentor's email**

***7.17 Mentor's qualification**

Certificate IV in Veterinary Nursing (ACM) Veterinary Surgeon

Certificate IV in Veterinary Nursing (RUV)

Other (please specify)

***7.18 Mentor's declaration**

By signing below I agree to act as mentor and assist the applicant throughout the course. I have read the mentoring information on the website: <http://www.provetlearning.com.au/mentor>
All mentors receive a Mentor Pack when the student starts the course.

Signature: *Date signed:*

8. How should we contact you?

***8.01 Preferred telephone contact method(s)**

Tick all suitable contact method(s)

Work Telephone Mobile Telephone Home Telephone

***8.02 Postal contact**

To assist in the successful delivery of extensive course materials, we recommend all correspondence be posted to your workplace.

I agree to have course materials posted to my workplace.
 I DO NOT agree. Please use my personal postal address supplied above.

9. Course Structure

It is assumed that all Malaysian students have completed ACM20110 through the AIRC when enrolling into ACM40412. Those that have not completed the required units (as striken out below) will be required to complete these units before moving onto the higher level units.

Electives must be selected at time of enrolment. Fees may be incurred for change of elective.

CORE UNITS (compulsory units)	* ELECTIVE UNITS: Please select four (4)
<input checked="" type="checkbox"/> ACMGAS202A Participate in workplace communications <input checked="" type="checkbox"/> ACMGAS204A Feed and water animals <input checked="" type="checkbox"/> ACMGAS205A Assist in health care of animals <input checked="" type="checkbox"/> ACMGAS208A Source information for animal care needs <input checked="" type="checkbox"/> ACMVET201A Carry out veterinary nursing reception duties <input checked="" type="checkbox"/> ACMVET202A Carry out daily clinic routines <input checked="" type="checkbox"/> ACMVET203A Assist with surgery preparation <input checked="" type="checkbox"/> ACMWSH301A Contribute to workplace health and safety processes <input checked="" type="checkbox"/> ACMINF301A Comply with infection control policies and procedures in animal work <input checked="" type="checkbox"/> ACMVET401A Coordinate patient admission and discharge <input checked="" type="checkbox"/> ACMVET402A Apply imaging routines <input checked="" type="checkbox"/> ACMVET403A Perform clinic pathology procedures <input checked="" type="checkbox"/> ACMVET404A Perform clinic office procedures <input checked="" type="checkbox"/> ACMVET405A Carry out surgical nursing routines <input checked="" type="checkbox"/> ACMVET406A Nurse animals <input checked="" type="checkbox"/> ACMVET407A Carry out medical nursing routines <input checked="" type="checkbox"/> ACMVET408A Coordinate and perform theatre routines <input checked="" type="checkbox"/> ACMVET409A Provide specific animal care advice <input checked="" type="checkbox"/> ACMVET410A Carry out veterinary dental nursing procedures	<input type="checkbox"/> ACMVET411A Prepare, deliver and review animal care education programs <input type="checkbox"/> ACMVET413A Develop and implement specific clinic policies² <input type="checkbox"/> ACMSUS301A Implement and monitor environmentally sustainable work practices <input type="checkbox"/> ACMSPE302A Provide basic care of birds¹ <input type="checkbox"/> ACMSPE312A Provide basic care of rodents & rabbits¹ <input type="checkbox"/> ACMGAS302A Provide enrichment for animals <input type="checkbox"/> ACMCAS306A Provide grooming services for companion animal comfort² <input type="checkbox"/> ACMCAS302A Provide advice on companion animal selection and general care <input type="checkbox"/> ACMCAS304A Capture, handle and transport companion animals

¹ Students must have regular access to the species at their workplace
² Student must have access to patients for full grooming purposes

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. Units enrolled via Express Lane (RPL) will not receive learning resources. Course fees should be paid directly to MSAVA.

*** You must indicate one (1) of the following three (3) payment options relevant to your previous qualification. If you are unsure which option applies to you, please contact an AIRC team member on +61 7 3621 6005.**

International student - Your practical skills assessments will be conducted at your workplace in Malaysia	Includes e-books and hard-copy course materials ¹		MSAVA Administration and Banking Fee - RM 200
ACM40412 Certificate IV in Veterinary Nursing – 16 units (Completed ACM20110 through AIRC)	<input type="checkbox"/>	Option 1 AUD\$5365.00	
ACM40412 Certificate IV in Veterinary Nursing – 23 units (no previous qualifications completed)	<input type="checkbox"/>	Option 2 AUD\$6500.00	

¹ Hard copies of course materials (printed unit study guides and 'Getting Started' guide) are posted to you. E-books versions of course materials (unit study guides and 'Getting Started' guide) can be downloaded from the course website. All above prices include a \$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 confirm that I intend to gain extra underpinning knowledge and experience by attending the courses and/or working with other fellow staff to achieve current industry standards as outlined in the Animal Care and Management Training Package.
- E) 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.
- F) 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.
- G) I give permission to AIRC to discuss and report the progress and outcome of my training with my nominated mentor and employer.
- H) AIRC may be required at times to provide information to the National Centre for Vocational Education Research (NCVER) for reporting and auditing purposes.
- I) Should your personal or employment circumstances change and you are not able to complete your course, the cancellation policy applies.
- J) AIRC reserves the right to change these terms and conditions and the course costs without notice.
- K) I give permission to AIRC to include my name in the list of AIRC graduates published in industry publications, such as the AVA and VNCA magazines.

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).

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

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