

ACM40122

Certificate IV in Animal Regulation & Management

Interactive Online Delivery

Who is this course for?

This course is the right one for you if you are:

- Currently working as a Local Laws officer, Animal Management officer, or in another Compliance or Regulatory role in Local Government
- Would like to move into a career as an Animal Management Officer and wish to gain the skills and knowledge to confidently apply your powers working in a community safety role





Our Reason For Being is:

To empower people to enjoy going to work and perform better; to develop and support them to succeed.

Our commitment to the Local Laws & Animal Regulation sector is to develop professional, knowledgeable and confident employees who will capably undertake their roles.



Why should I enrol in this course?

As a current Animal Management Officer or Council Ranger, this qualification will support you to further develop your understanding of the Local Government framework in which you operate.

You'll learn more about the legislation that supports you in your role and delegates your powers, so you can confidently interact with members of the public in your role.

The course will build on the customer service ethos of your role, consolidating de-escalation and conflict resolution skills - and you'll get some handy resources to support your resilience in the workplace, and at home.

If you'd like to bring your experience from working in a pound, boarding kennel or other animal-related role, to a role in local government, the additional practical experience you'll get working with animals, undertaking investigations and presenting evidence in court, will have you feeling prepared and well-equipped for your new role.

Session Breakdown

	Number of Sessions
Induction Session	0.5
Classroom Sessions	10.5
Coaching Sessions	3
Practical Skills Sessions (Face-to-face) Full Day Sessions, 9am - 5pm	3
Total Sessions	17
Total Duration	16 months

This course is delivered as part of the dual qualification course CIV in Government Investigations and CIV in Animal Regulation & Management.

Speak to your Course Consultant if you'd like to add the second qualification to your enrolment, and complete both at the same time.

What You Will Need

Attendance and participation in scheduled sessions

Your online learning sessions are delivered in our live online classroom over Microsoft Teams.

You will be required to attend for the duration of each session and participate in class discussion, share your experience, and help us build a collaborative learning environment.

Remember when sharing your stories to be mindful of privacy and confidentiality.

Role plays and simulations

Many of the skills you'll learn as you progress through this course will be assessed via participation in role plays, in our online classroom and also practical sessions.

We understand that role plays can be unfamiliar to you, so don't worry! We'll make them as comfortable as possible.

Practicing new techniques and skills with the support of fellow students is a great way to embed them, and they'll feel more natural to you when you need to use them in the real world.

IT & Internet

You will require access to a computer or laptop and reliable internet access to facilitate your enrolment.

This includes accessing:

- the student portal,
- electronic learning and assessment tools, and
- live online classroom.

You will require both a camera and microphone to participate in online sessions.

You'll also need access to Microsoft Word to complete your written assessments.



What will you learn?

You'll be able to more skillfully and confidently:

- Manage conflict and **deal with stress**
- Understand the importance of, and provide, **accurate statement taking**
- Plan, initiate, undertake and finalise **investigations**
- Document and **present evidence in court** including exhibits and witnesses
- Confidently communicate with a **client service ethos**
- Understand and implement **safer work practices** to better protect yourself, your colleagues and your community
- **Understand the legislation** that supports your regulatory powers
- Identify, interpret and respond appropriately to **animal body language and behaviour**
- Undertake other **animal management disciplines**, including pound procedures and seizure



16 months



Live interactive
online sessions



Hands-on
Face-to-Face
Workshops



9am to 5pm
every 3 weeks
(excl. EOY Hols)



Attendance &
Participation
Requirement



Mindfulness and
Resilience tools
are built in



Your Course Content

Core Units

ACMARM401	Administer animal management and regulatory requirements	ACMWHS301	Contribute to workplace health and safety processes
ACMARM402	Assess and impound animals	PSPCRT029	Compile and use official notes
ACMARM403	Identify and respond to animal behaviour in animal management and regulation environment	PSPREG036	Act on non-compliance
ACMARM404	Manage conflict situations in an animal regulation and management environment		

Elective Units

ACMARM408	Coordinate seizure of animals	PSPREG038	Give evidence
PSPINV001	Plan and initiate an investigation	ACMARM406	Carry out animal holding facility procedures
PSPINV004	Conduct an investigation	PSPREG033	Apply regulatory powers
PSPINV003	Finalise an investigation	PSPREG034	Assess Compliance
PSPREG010	Prepare a brief of evidence		



Your Course Content

Practical Sessions

Your course includes 3 face-to-face, practical skills sessions to ensure that you get to practice your skills in a simulated environment.

You'll complete the following practical sessions:

- Animal handling workshop
- Investigation scenario
- Courtroom examination

You'll know the dates for these sessions well in advance, so you can plan to be in our metropolitan classroom for them.

If you miss a session, you'll be rescheduled into the next available one – this may delay your course completion.



Your Investment Summary

Enrolment Fees

	Enrolment Application Fee (You pay this when you submit your enrolment application)	\$75
Plus	Materials Fee – Discounted (If you pay this in full when you submit your enrolment application, your materials fee is discounted to \$550)	\$550
	Or	
	Materials Fee – in full (You'll pay \$50 with your enrolment application; the remainder on a payment plan)	\$650

Tuition Fees

	Tuition Fee (A)	Concession Tuition Fee (B)
Skills First Program Funded Student	\$1,087.50	\$217.50
Skills First Aboriginal Access Fee Waiver	\$0	\$0
Full Fee Student	\$7,495	-
Recognition for Prior Learning (RPL) per nationally accredited unit	\$350	-

Note: If your total fees exceed \$1000, you will be required to pay a deposit of \$625 prior to the commencement of your course. The deposit is due at the time of enrolment.

These tuition fees as published are subject to change given individual circumstances at enrolment. Warner Institute does not require more than \$1,500 to be prepaid for any course where the student is responsible for payment. Warner Institute Payment Terms and Refund Policy applies. Funding eligibility will be verified for each student before finalising their enrolment. This training is delivered with Victorian and Commonwealth Government funding. People living with disability are encouraged to apply.

Funding for courses commencing in 2025 is available pending the release of 2025 funding allocations from Skills First Victoria.

Visit warnerinstitute.com.au/fees-and-funding for an explanation of the following funding and eligibility criteria or seek advice specific to your individual circumstances from your Warner Institute Course Consultant.

- A. Victorian Government Skills First Program
- B. Concession Tuition Fees

W-Inst Notes:
Nominal Hours: 725
W-Inst TAS #: CIV_ACM40122_PSP40416

Additional Details

Qualification Description

ACM40122 CIV in Animal Regulation & Management

This qualification describes the skills and knowledge for individuals undertaking animal regulatory and management functions. Animal regulation and management is a function provided by local and state/territory governments to protect the safety and amenity of communities by administering domestic animal legislation, and by community education and engagement. Individuals are required to apply specialist knowledge and skills and may undertake roles in one or more of the following: animal management, investigations, animal holding facility/shelter, animal management education, and/or rural and remote community work.

Some animal control functions administered by state/territory and local governments require licensing or authorisation. Legislative requirements vary across jurisdictions and users are advised to check with the relevant regulatory authority for current requirements.

Source: training.gov.au

Credit Transfers

You will be required to attend all sessions of the course until the approval is granted.

There is no reduction in the Tuition Fee for Credit Transfers for Full Fee Students.

Your revised timetable, Training Plan and Tax invoice (if applicable) will be provided to you where any credit transfers have been confirmed by Warner Institute.

Homework

Average 4 hrs/wk

Homework, self-study and independent research of on average 4 hours a week are required for successful completion of this course.



Career Outcomes

Completing this nationally accredited learning program provides you with the qualifications to work in a range of roles including:

Local Laws Officer

Compliance Officer

Customer Service Officer

Animal Management Officer

Council Ranger



You're at the centre

Your Course Consultant

Our team of Course Consultants are here to help you find and enrol in the right course to support you to achieve your career goals. They're available to answer your questions, so you have all the information you need.

Speak to your Course Consultant about an obligation-free funding eligibility check.

Course Managers

Your Course Manager will share their real-world experience with you, so you can see how your learning transitions into working in the sector.

As an experienced and qualified trainer, they'll be there to support you throughout the course. You'll be able to call, text or email them between session if you need extra help.



of all that we do

Student Support

Our friendly Student Support Team are here to help you with any administrative support you may need.

They're available during extended business hours (8:30am - 7:00pm Mon - Thur)
(8:30am - 5:00pm Fri).



03 9555 9100
1300 1400 99



admin@warnerinstitute.com.au

Education Experience & Wellbeing Team

Our dedicated Education Experience & Wellbeing Team are here to support you throughout your journey.

They will provide extra support, guidance and motivation to help keep you on track with your assessments and attendance - and make your learning experience one that you will remember fondly.



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Whole Person Learning Model

Our point of difference is that we are as committed to you, as you are to your clients.

You'll experience each piece of learning in a variety of ways that will stimulate your creative, emotional, intellectual and spiritual intelligences.

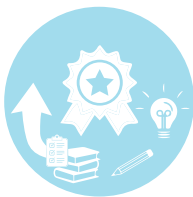
Throughout your course, you'll get to know yourself, so you'll better understand, communicate and connect with your clients and others.



Nurturing and support

Our students have a dedicated Course Manager supporting, coaching and mentoring them throughout their course. They are available between sessions for students, should they require extra support.

It's learning underpinned by a safety-net of non-judgmental support and mentoring provided by the Course Manager & our Lead Education Experience & Wellbeing



Multi-learning methodology

Our workshop style sessions incorporate a range of activities relevant to student learning styles as determined early in the course. We include activities to improve learning capability and maintain interaction throughout each session. We ensure that it's fun.

It's learning through engagement.



Consultative delivery

Each session relates content back to specific issues that students deal with every day. Conversations during classes help students identify how they can apply the content back in their workplace, and they are encouraged to do so.

It's learning that makes a difference to how the student does their work and what they change in their service delivery



Contextualised material

Content is condensed into blocks of like subject matter and contextualised to the workplace. Take-Away activities reinforce their learning in the workplace immediately, so you can see the change as students modify the way they deliver their services.

It's meaningful learning with workplace relevance and application so students can recall what they have learned at the right time.

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Our Whole Person Learning Model build your confidence

This makes it easy for you to learn after, re-learn, and apply workplace skills useful to



Emotional intelligence

Our students gain a greater sense of self awareness, enabling them to be more insightful as they interact with others.

This enhances workplace communications and interaction; it supports client connection.



Build adaptability

Our students build their creative talents to stimulate innovation, encourage problem solving relevant to the situation, and anticipate & plan for change.

Students are more able to think outside the norm to manage and plan for workplace change, effectively connecting with stakeholders.



Applied learning

Our Whole Person Learning Model enables students to grow their capacity for retention, adoption and implementation of their new best practice skills & knowledge.

Student learning is recalled in the workplace resulting in better service delivery with better outcomes.



Resilience Toolkit

Students are exposed to Tools to further build inner authentic strength and resilience through connection to values, talents, perception and passion.

Students learn to use these tools that can ultimately be life changing, resulting in a more engaged and connected team member with a toolkit to share, relevant to their clients.

Student Feedback

"The best aspect of the course was meeting like-minded individuals in the local government sector."

Graduate, CIV Government and Animal Regulation

"They were informative, kept me interested, entertaining and the finale of the mock court was very helpful."

Graduate, CIV Government and Animal Regulation

"The best aspect of the course was the good teachers, who have a lot of knowledge to impart which I gained. Excellent materials and role plays."

Graduate, CIV Government and Animal Regulation

"I am very satisfied with my trainer and Warner Institute. I would recommend Warner Institute to other 100 %. I did not find any need of improvement."

Graduate, CIV Ageing Support and Leisure and Health

Employer Feedback

"The Course has given them a lot more knowledge overall and more confidence out in the field."

"The trainer was amazing, onsite support and general understanding of students was the basis for a good outcome."

"The best aspects of the training were the scenario based sessions."

"We were very happy and the students felt it was great for their career."

"It achieved the goal my employee wanted and has prepared her for her future career."



Since 2005, we've supported organisations to build their teams to confidently support their clients and community, and we've supported our students to gain the qualifications they need so that they can take the 'next step' in their lives.

My passion for training that results in workplace change, led to the research and starting of Warner Institute. The development of our Reason for Being and then the Warner Institute Whole Person Learning Model have become the driving force for everything we do.

Our unique Whole Person Learning Model understands that each person is unique and learns differently. It is designed so that students grow in self awareness, confidence & resilience, becoming empowered to deliver their new best practice skills and knowledge

learned as part of their courses. With our support, they apply this in their workplace until it embeds their every day practice.

I really appreciate the success stories of our graduates and the Warner Institute Alumni. So many stories demonstrate how our students new learnings have improved their lives and their clients lives.

Many of our students start out anxious and unsure about their capability to study. Post study they are now empowered in so many ways and it brings joy to our team to see their new found confidence as they graduate.

This continually reinforces to me, the value of driving our business decisions based on our Reason for Being.



Warner Institute, a division of Warner Group Pty Ltd
03 9555 9100 warnerinstitute.com.au
238 The Esplanade, Brighton VIC 3186
RTO: 21622 ABN: 26 935 546 475

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