



BRISBANE COLLEGE OF AUSTRALIA



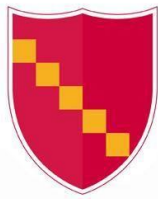
**ANIMAL TECHNOLOGY
2019 COURSE INFORMATION**

BRISBANE COLLEGE



Brisbane College of Australia

Accounting Courses
Business Courses
Early Childhood Education
and Care
Community Services
Hospitality
Animal Technology
TESOL Courses (AIT)



Australian Institute of TESOL

TESOL Courses

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About Animal Technology Studies

Are you an animal lover? Do you enjoy learning about animals and want to earn money doing what you love?

Do you want to kick-start your career working with and caring for animals?

Our nationally accredited and recognised Certificate and Diploma courses in Animal Technology provide graduates with a broad range of skills across various areas of animal technology including containment and exclusion procedures, monitoring anaesthesia in animals, providing nutritional requirements, conducting non-surgical procedures and providing basic care of animals.

Our course gives students hands on industry experience integrating both work placement and theoretical knowledge during their studies.

The broad depth of the course also allows entry level students to explore the animal technology industry and broaden their knowledge of animal science studies.

Want to know what our past students have said about our courses? Check out the following link.

<http://bc.edu.au/testimonials.htm>

097487C / ACM30217 CERTIFICATE III IN ANIMAL TECHNOLOGY

About this course

This qualification is aimed at new entrants to the Animal Technology industry. This qualification is the industry qualification for persons operating at a junior or assistant level and undertaking animal technology functions within a biomedical research or production environment. Work may include day-to-day support and assistance within a veterinary practice or animal technicians in animal science centres or providing help at animal centres.

The course consists of 18 units of competency ranging from work within an animal technology facility, containment and exclusion procedures, preparing and monitoring anaesthesia for animals, conducting non-surgical procedures on animals, carrying out simple breeding procedures and providing basic care for a number of different animals.

Career and study pathway

Successful completion of this qualification may lead to further study, such as the Diploma of Animal Technology (ACM50110), that defines higher level job functions, or find employment within the animal technology field such as an animal technician, laboratory animal technician, technical officer or field technician.

Learning Outcomes

Upon completion of this course, a Certificate III in Animal Technology will be issued. Students will gain knowledge of a variety of animal technology functions within a biomedical research or production environment. Students may continue on to the Diploma of Animal Technology or gain a position as an animal technician, assistant or laboratory technician.

Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- IELTS score of 5.5 with no band less than 5.0 (or equivalent).
- High school certificate (or equivalent) OR highest level of qualification.

DOMESTIC STUDENTS

There are no pre-requisites for entering this course as a domestic student

COURSE COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:
study@bc.edu.au

Units of Competency

Students must complete 12 (twelve) core units plus a further 6 (six) electives chosen from the list below.

The units of competency that will be offered have been listed below.

Core Units

ACMATE301	Work within an animal technology facility
ACMATE302	Carry out institution containment and exclusion procedures
ACMATE303	Prepare for and monitor anaesthesia in animals
ACMATE304	Conduct non-surgical procedures on animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE312	Provide basic care of rodents and rabbits
ACMSUS201	Participate in environmentally sustainable work practices
ACMWHS201	Participate in workplace health and safety processes
MSL973004	Perform aseptic techniques

Elective Units

ACMATE305	Conduct euthanasia of research animals
ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native animals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles
ACMVET203	Assist with surgery preparation
AHCMOM305	Operate specialised machinery and equipment
HLTAID003	Provide first aid
MSL922001	Record and present data
MSL933001	Maintain the laboratory/field workplace fit for purpose
MSL973001	Perform basic tests
MSL973002	Prepare working solutions
MSL973007	Perform microscopic examination
MSL973008	Perform histological procedures

*Please note that elective unit availability is subject to enrolment numbers.

097484F / ACM50117 DIPLOMA OF ANIMAL TECHNOLOGY

About this course

This qualification is aimed at those seeking to build on their qualifications and experience in animal technology functions and gain a senior or managerial level role involving biomedical research or production environment. It is ideally suited to people who wish to gain knowledge and theory in substantial depth. It is highly recommended that while undertaking this qualification, the learner should have access to an animal technology workplace through either paid employment or substantial periods of work placement or experience.

The course consists of 23 units of competency in areas such as processing and interpreting data, preparing and monitoring anaesthesia in animals, carrying out containment and exclusion procedures, maintaining and monitoring the health and wellbeing of animals and providing basic care for a wide range of animals.

Career and study pathway

After completing the Diploma of Animal Technology (ACM50110), students may gain employment as an animal technology manager, facility manager, senior animal technologist, animal house manager, supervising animal technician or gain credit towards graduate level study to further advance their education at university.

Learning Outcomes

Upon completion of this course, a Diploma of Animal Technology will be issued. Students will gain a substantial knowledge and depth in a variety of animal science areas. Students may continue on to the Advanced Diploma of Leadership and Management or gain a position as a manager or senior facilitator at a biomedical centre or research laboratory.

Program Structure

All units of competency are to be taught separately due to the wide range of possible combinations available. This allows for students to choose units which do not overlap with other units they have chosen, or have already completed.

Forms of assessment may include: written tasks, multiple choice tests, projects/assignments/reports, feedback given and response, role plays and questioning/interview/discussion. This may vary per unit of competency.



ENTRY REQUIREMENTS

INTERNATIONAL STUDENTS

The pre-requisite for entering this course is:

- IELTS score of 5.5 with no band less than 5.0 (or equivalent)
- High school certificate OR copy of highest level of qualification

DOMESTIC STUDENTS

The pre-requisite for entering this course is:

- High school certificate (or equivalent)
OR copy of highest level of qualification

COST AND DURATION

Please refer to our tuition page or application forms for latest course cost and duration.

<http://bc.edu.au/tuition>

COURSE DELIVERY

Internal - Brisbane City Campus

External - Correspondence/Distance Learning (Domestic Students)

APPLY

Download our application form at our website:

<http://www.bc.edu.au/forms.htm>

Send your application with the required documents to:
study@bc.edu.au

Units of Competency

Students must complete the 15 (fifteen) core units plus a further 5 (five) electives from Group A and 3 (three) electives from Group B from the list below. Students who have completed any eligible units of competency may credit those units towards this qualification.

Core Units

ACMATE301	Work within an animal technology facility
ACMATE302	Carry out institution containment and exclusion procedures
ACMATE303	Prepare for and monitor anaesthesia in animals
ACMATE304	Conduct non-surgical procedures on animals
ACMATE305	Conduct euthanasia of research animals
ACMATE501	Manage compliance in animal technology
ACMATE502	Manage and maintain the health of research animals
ACMGAS301	Maintain and monitor animal health and wellbeing
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS304	Carry out simple breeding procedures
ACMSPE312	Provide basic care of rodents and rabbits
ACMWHS501	Manage work health and safety processes
MSL924001	Process and interpret data
MSL973004	Perform aseptic techniques

Elective Units

Group A

ACMATE503	Carry out post-mortem examination of research animal
ACMATE504	Administer anesthesia & perform surgery on animals for scientific purposes
ACMATE505	Carry out advanced breeding procedures
ACMATE507	Manage the parturition of transgenic mice or rats
ACMCAN404	Develop, monitor and review behavioural management strategies
ACMSUS401	Implement and monitor environmentally sustainable work practices
BSBRES401	Analyse and present research information
MSL915002	Schedule laboratory work for a small team
MSL916001	Develop and maintain laboratory documentation
MSL916003	Supervise laboratory operations in work or functional area
MSL916005	Manage complex projects
MSL974007	Undertake environmental field-based monitoring
MSL974011	Prepare tissue and cell cultures (MSL973004 is a prerequisite to study this unit)

Group B

ACMSPE301	Provide basic care of amphibians
ACMSPE302	Provide basic care of birds
ACMSPE303	Provide basic care of common native mammals
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats
ACMSPE306	Provide basic care of marine fish
ACMSPE307	Provide basic care of freshwater fish
ACMSPE308	Provide basic care of marine invertebrates
ACMSPE309	Provide basic care of terrestrial and freshwater invertebrates
ACMSPE310	Provide basic care of mammals
ACMSPE311	Provide basic care of non-venomous reptiles

*Please note that elective unit availability is subject to enrolment numbers.

Distance Study

Distance study mode is available for both the Certificate III and Diploma of Animal Technology courses. Distance study provides the opportunity for you to complete your course work externally; either at home or anywhere else in the world.

Who is distance study for?

The distance study option is best suited to those looking to study while working full-time or looking for a flexible study option as it allows you to learn at your own pace. It is also ideal for individuals who live in remote areas or prefer not to travel to our city campus to attend classes.

Is support still available while I study?

Yes there is still study support available for our distance study programs. A designated trainer will be available to via email correspondence to respond to any questions or queries you have during your studies.

How does distance study work?

There is a maximum duration set for each course where the Assessment requirements for each Unit of Competency must be submitted and marked competent within the maximum time frame to complete the course. This requires prioritising your time so that you can complete all the Units within the maximum time frame. If you need more time to complete your studies, we can look at options to extend your course end date.

What happens when I complete my course?

Once you completed all units of competency and have received confirmation from the college that you have completed all your course requirements, you will be sent a Course Completion Form. Once you have filled out and returned the form to the college, you will be issued your Certificate of Completion and Academic Transcript up to 14 days from the date we finish processing your form.

Key dates and information

2019 COURSE STARTING DATES

4 Feb 19	4 Mar 19	29 Apr 19	3 Jun 19	22 Jul 19	2 Sep 19	8 Oct 19
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2019 ACADEMIC CALENDAR

	TERM DATES	HOLIDAYS
Term 1 2019	4 February 2019 – 12 April 2019	15 April 2019 – 26 April 2019
Term 2 2019	29 April 2019 – 28 June 2019	1 July 2019 – 19 July 2019
Term 3 2019	22 July 2019 – 20 September 2019	23 September 2019 – 4 October 2019
Term 4 2019	8 October 2019 – 13 December 2019	16 December 2019 – 25 January 2020

INTERNATIONAL STUDENT INFORMATION

OVERSEAS STUDENT HEALTH COVER (subject to change)

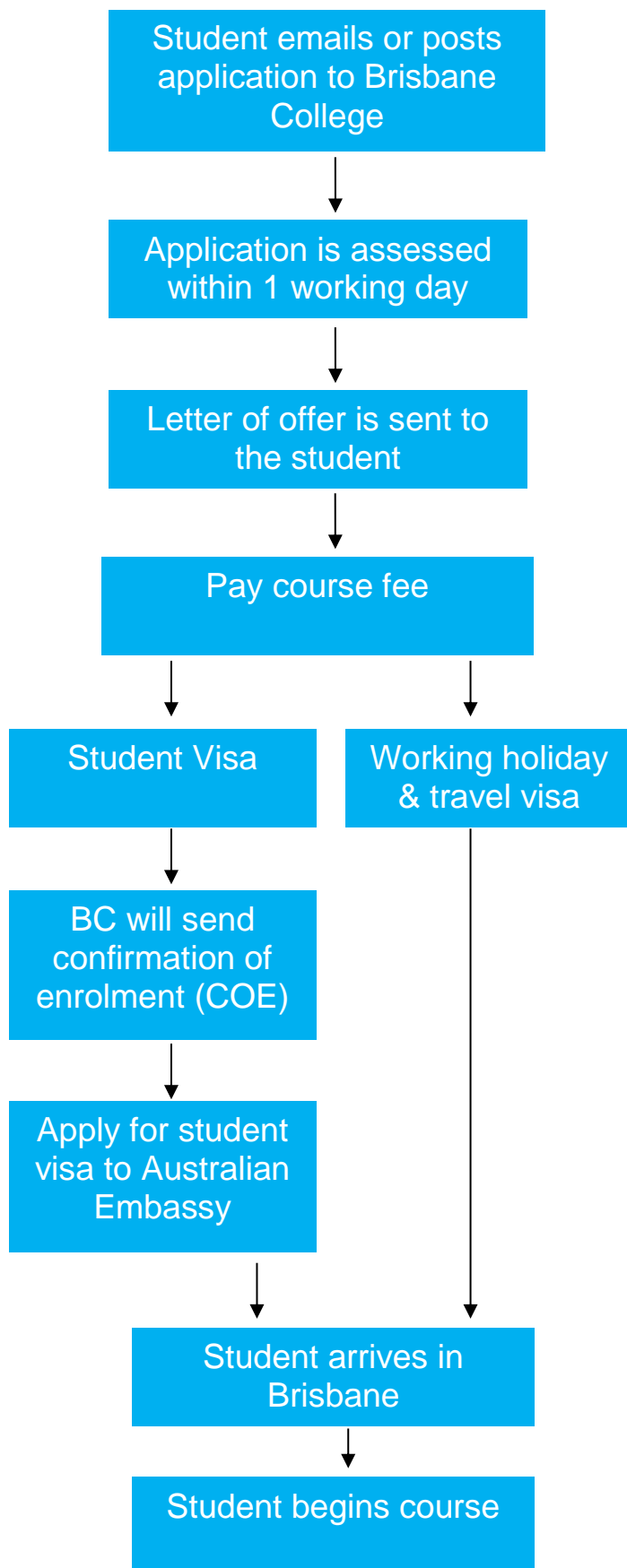
LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 3 months	\$149	\$530	\$773
Up to 6 months	\$298	\$1060	\$1546
Up to 9 months	\$447	\$1590	\$2318
Up to 12 months	\$596	\$2120	\$3091

ACCOMMODATION

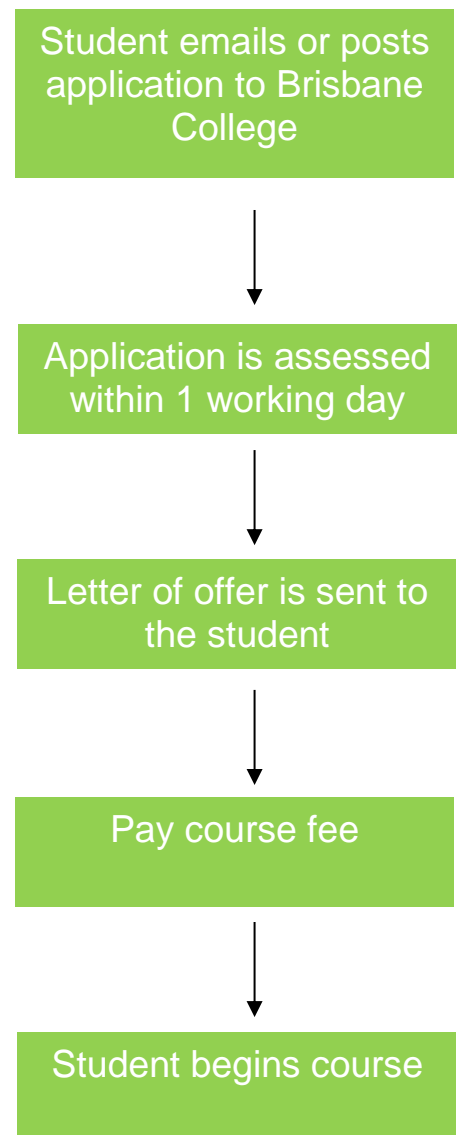
TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

Enrolment procedure

International Students



Domestic Students



APPLICATION CHECKLIST

Prior to submitting your application form, please ensure that you have all the supporting documents by completing the application checklist

International Students

- ☐ Application Form
- ☐ Copy of Passport
- ☐ IELTS Test Results
- ☐ Copy of High School Certificate or highest level of qualification
- ☐ Check for course prerequisites

Domestic Students

- ☐ Application Form
- ☐ Copy of Passport/ Driver's licence
- ☐ Copy of High School Certificate or highest level of qualification
- ☐ Check for course prerequisites

VISA REQUIREMENTS

BC recommends all that applicants visit the Department of Immigration and Multicultural Affairs website at: www.immi.gov.au to find out more details on visa requirements applicable to each applicant.

However, before applying to the Australian Embassy for an Australian visa, students are advised to have:

- ☐ Applied to the College
- ☐ Paid Course fees
- ☐ Paid Overseas Student Health Cover
- ☐ Obtained Electronic Confirmation of Enrolment (COE) from the College
- ☐ Health check

TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement.

REFUND POLICY

1. The enrolment fee is not refundable under any circumstances.
2. All requests for cancellations, transfers and refunds must be made in writing using and require the presentation of relevant supporting documentation.
3. Upon approval the application will be refunded in accordance with the ESOS regulations.
4. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
5. If, after the full payment of fees a student withdraws an application the following will apply:
A cancellation fee of the lesser of \$250 or 5% of the total tuition fees received will be deducted from the refund.
 - 5.1 If written notice is received by BC more than 28 days before the commencement of the course a cancellation fee of 30% will be deducted from the fees received.
 - 5.2 If written notice is received by BC less than 28 days before commencement, no refund will be made.
 - 5.3 No refund will be made for that portion of the tuition fee that is payable as counselling fees to the students appointed agent.
6. If the visa is refused by the Australian Authority an administration fee will be deducted and a refund of the tuition fee will be given.
7. If the course has not commenced and BC cannot deliver the course, BC will refund your full tuition fee (including your enrolment fee).
8. If the course has commenced and BC can no longer deliver the course, BC will give a full refund of the tuition fees for all course money paid.
9. Refunds are payable only to the person or organisation who entered into the agreement with the College. Refunds will not be made to third parties.
10. All bank charges incurred by Brisbane College are to be met by the student.
11. The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
12. This agreement does not remove the right to take action under Australia's Consumer Protection Laws.
13. BC may provide student information, including enrolment details, visa-related information, academic performance and attendance records, to Australian Commonwealth and State agencies and to the managers of the ESOS Assurance Fund.
14. In the case of a student returning home any refund will only be made after the student ID card is returned and immigration notified.

GUARANTEE OF TRAINING/ASSESSMENT

Once a student has successfully enrolled and paid for an entire course, BC is under obligation to deliver the training and assessment for that entire course. In the event that BC is unable to deliver the training and assessment for that course, a refund will be given in accordance with BC's Refund Policy.

ATTENDANCE OBLIGATIONS

Students studying courses in Australia on a student visa are required by law to attend 80% of all classes. It is mandatory to attend 20 hours of lessons per week. BC is under obligation to report to the Department of Immigration and Citizenship if this requirement is not met.

TRANSFERS

Transfer to another educational institution

1. Under Student Visa Regulations it is not possible to transfer to another education institution for the duration of any preliminary course and/or the first six months of the principal course, except where:
 - 1.1 The college has ceased to be registered or the course in which the student is enrolled has ceased to be registered.
 - 1.2 A written letter of release has been provided by the College.
 - 1.3 A sanction has been imposed on the College's registration by the Queensland or Australian Government that prevents the student from continuing the principal course.
 - 1.4 Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change.
2. Requests for transfer must be made to the Administration Office in writing and be accompanied by a letter of offer from the receiving institution. Evidence of exceptional and/or extenuating circumstances is also required.
3. If approved, any money transferred will be in accordance with BC's Refund Policy.

Transfer to another course at BC

1. All applications to transfer to another course at BC should be made on the 'Request for Internal Transfer' form available at the Administration Office in consultation with the relevant teaching departments.
2. Students will be required to fill out a new application form in order to apply for the new course they wish to study.
3. Where a transfer is granted students must pay an administration fee of AU\$100 plus any additional tuition fees applicable to the new course before starting the new course.

ACCOMMODATION AND AIRPORT TRANSFER FEE REFUND POLICY

1. If the student's application for enrolment or visa is denied, a full refund is given.
2. Except for in the above instance, the Accommodation Placement and Airport transfer fees are non-refundable.
3. If at least 28 days' notice is given for cancellation of accommodation, a full refund will be given. If less than 28 days' notice is given, a cancellation equal to 2 weeks rent is incurred. After accommodation has commenced, 2 weeks' notice must be given, otherwise the above cancellation charge is incurred.
4. If the College is not notified of any change in flight details at least 48 hours before arrival, another Airport transfer fee may be incurred.

ACCOMMODATION FEES

Placement Fees:	\$100
Home-stay (at least 4 wks):	\$240 p/wk
Additional Nights:	\$35 per night

(includes all meals throughout your stay)

TERMS AND CONDITIONS OF ENROLMENT

All Students must read this document carefully before signing the student agreement.

INTERNAL & EXTERNAL COMPLAINTS AND APPEALS PROCESSES

1. Brisbane College will ensure that all complaints and appeals are handled professionally and within a reasonable amount of time in order to achieve a satisfactory outcome for all parties.
 2. Student is to discuss the problem with relevant staff and fill out BCA complaint form.
 3. If problem is not resolved via discussion, matter can be taken to academic manager.
 - 3.1 Student can be represented by a nominee if they so choose.
 4. Academic manager will assign a staff member to the responsibility of managing this issue.
 - 4.1 If the dispute concerns assessment results, the staff member, in conjunction with the assessor, reviews the initial assessment and/or identifies other assessment methods, and informs the student accordingly.
 - 4.2 If the problem is connected with other matters, the staff member will obtain more information, undertake discussions as necessary, and will reach a resolution to the issue, providing a written statement of the resolution to all parties to the dispute.
 5. If matter is still unresolved, matter can be referred to the principal administrator.
 6. If matter is still unresolved following referral to principal administrator, students are encouraged to contact the Dispute Resolution Branch, Department of Justice and Attorney-General at 363 George Street Brisbane, or call (07) 3239 6269.
 7. Students may contact the relevant government department or the national complaints hotline (National Complaints Hotline: 1800 000 674). The relevant government department has the power to suspend or cancel the registration of the Brisbane College of Australia or its courses. Students concerned about the Brisbane College of Australia can be addressed directly to officers of the relevant government department. Students may also pursue legal remedies other than this.
- Or;
- Students who wish to lodge an external appeal or complain about the decision, can contact the Overseas Students Ombudsman (Overseas Students Ombudsman: 1300 362 072). The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

SATISFACTORY COURSE PROGRESS OBLIGATIONS

1. Students are required to maintain satisfactory course progress.
2. Satisfactory course progress refers to:
 - 2.1 Timely submission of all assessment items.
 - 2.2 Compliance with the assessment and submission guidelines.
 - 2.3 Compliance with plagiarism policy.
 - 2.4 Competence in and completion of all required course units (and work placement if applicable) by the course completion date.
3. Brisbane College is obligated to report any student who does not comply with the satisfactory course progression policy.

ESOS FRAMEWORK

The ESOS Framework is the legislation in place in Australia to protect international students. You can learn about your rights as an international student through this link <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>.

PRIVACY STATEMENT

Brisbane College of Australia is collecting this information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the Brisbane College of Australia. Your personal information may be disclosed to Commonwealth and State Government Agencies, or by the Commonwealth including the TPS, or state or territory agencies in accordance with the *Privacy Act 1988*. Your personal information may be disclosed to Bupa and any other entity providing insurance to Brisbane College of Australia for health cover for overseas students. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or, unless authorised or required by law, in accordance with the Information Privacy Principles.



BRISBANE COLLEGE OF AUSTRALIA

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CRICOS No. 02615G

National Provider No. 31315

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