



# BRISBANE COLLEGE OF AUSTRALIA



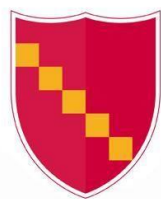
**ANIMAL TECHNOLOGY  
2021 COURSE INFORMATION**

# 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>

# ACM30219 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 13 units of competency ranging from work within an animal technology facility, provide enrichment for animals, feed and water animals, participate in workplace communications, provide basic care of rodents and rabbits, contribute to workplace health and safety processes, follow containment and exclusion procedures in animal facilities.

## Career and study pathway

Successful completion of this qualification may lead to further study, such as the Diploma of Animal Technology (ACM50119), that defines higher level job functions, or find employment within the animal technology field such as an 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. Students may continue on to the Diploma of Animal Technology or gain a position as an animal technician, technical officer or field 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-Fees>

### COURSE DELIVERY

Internal - Brisbane City Campus

External – Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://bc.edu.au/Enrolment/Forms->

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

## Units of Competency

Students must complete 9 (nine) core units plus a further 4 (four) electives chosen from the list below.

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

### Core Units

- ACMATE306 Follow containment and exclusion procedures in animal Facilities
- ACMATE307 Work within an animal technology facility
- ACMGAS202 Participate in workplace communications
- ACMGAS204 Feed and water animals
- ACMGAS301 Maintain and monitor animal health and wellbeing
- ACMGAS302 Provide enrichment for animals
- ACMGAS304 Carry out simple breeding procedures
- ACMSPE312 Provide basic care of rodents and rabbits
- ACMWHS301 Contribute to workplace health and safety processes

### Elective Units

#### Group A

- MSL922001 Record and present data
- MSL973016 Perform aseptic techniques

#### Group B

- ACMSPE304 Provide basic care of domestic dogs
- ACMSPE305 Provide basic care of domestic cats

# ACM50119 DIPLOMA OF ANIMAL TECHNOLOGY

## About this course

This qualification is aimed at individuals aiming to operate at a senior technician or managerial level, undertaking animal technology functions within a biomedical research, teaching 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 20 units of competency in areas such as working within an animal technology facility, prepare for and monitor anaesthesia in animals, conduct euthanasia of research animals, conduct non-surgical procedures on animals, manage compliance in animal technology, manage and maintain the health of research animals.

## Career and study pathway

After completing the Diploma of Animal Technology (ACM50119), students may gain employment as a facility manager, animal technician (senior), animal house supervisor 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 animal house supervisor.

## 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-Fees>

### COURSE DELIVERY

Internal - Brisbane City Campus

External - Correspondence/Distance Learning (Domestic Students)

### APPLY

Download our application form at our website:

<http://bc.edu.au/Enrolment/Forms->

Send your application with the required documents to:  
[study@bc.edu.au](mailto:study@bc.edu.au)

## Units of Competency

Students must complete the 15 (fifteen) core units plus a further 3 (three) electives from Group A and 2 (two) 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

ACMATE307	Work within an animal technology facility
ACMATE401	Prepare for and monitor anaesthesia in animals
ACMATE402	Conduct euthanasia of research animals
ACMATE403	Conduct non-surgical procedures on animals
ACMATE501	Manage compliance in animal technology
ACMATE502	Manage and maintain the health of research animals
ACMATE505	Carry out advanced breeding procedures
ACMATE508	Monitor and maintain containment and exclusion procedures in animal facilities
ACMATE511	Carry out post-mortem examination of a research animal
ACMGAS302	Provide enrichment for animals
ACMGAS303	Plan for and provide nutritional requirements for animals
ACMGAS308	Communicate effectively with clients and team members
ACMSPE312	Provide basic care of rodents and rabbits
ACMWHS501	Manage workplace health and safety processes
MSL973016	Perform aseptic techniques

### Elective Units

#### Group A

BSBRES411	Analyse and present research information
ACMSUS401	Implement and monitor environmentally sustainable work practices
MSL916006	Develop and maintain laboratory documentation
MSL916010	Manage complex projects
MSL924003	Process and interpret data
MSL973019	Perform microscopic examination

#### Group B

ACMSPE302	Provide basic care of birds
ACMSPE304	Provide basic care of domestic dogs
ACMSPE305	Provide basic care of domestic cats



# 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.

Distance study is *not* available for international students studying in Australia on a student visa.

## 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

## 2021 COURSE STARTING DATES

18 Jan 21	1 Feb 21	1 Mar 21	12 Apr 21	7 Jun 21	12 Jul 21	6 Sep 21	5 Oct 21
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## 2021 ACADEMIC CALENDAR

	TERM DATES	HOLIDAYS
Term 1 2021	18 January 2021 – 26 March 2021	29 March 2021 – 9 April 2021
Term 2 2021	12 April 2021 – 18 June 2021	21 June 2021 – 9 July 2021
Term 3 2021	12 June 2021 – 17 September 2021	20 September 2021 – 1 October 2021
Term 4 2021	5 October 2021 – 10 December 2021	13 December 2021 – 29 January 2021

## INTERNATIONAL STUDENT INFORMATION

### OVERSEAS STUDENT HEALTH COVER (subject to change)

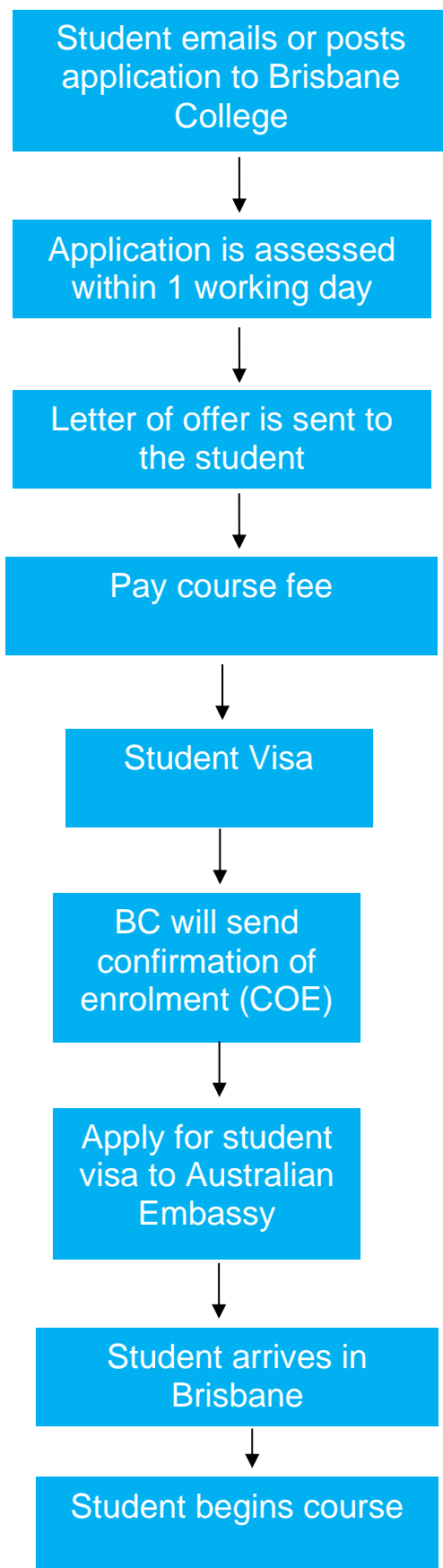
LENGTH OF POLICY	SINGLE	COUPLES	FAMILY
Up to 4 months	\$202	\$643	\$937
Up to 8 months	\$404	\$1,285	\$1,873
Up to 14 months	\$729	\$2,301	\$3,559
Up to 20 months	\$1,041	\$3,287	\$5,085

## ACCOMMODATION

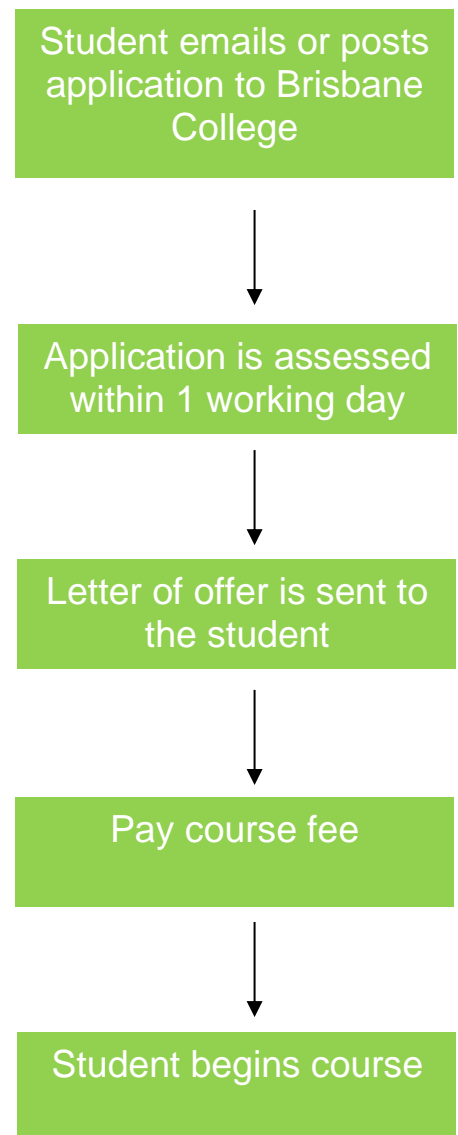
TYPE	PRICE (\$AU)	PROVIDED
Placement Fees	\$100	N/A
Homestay (4 weeks min)	\$240 p/wk	3 Meals/day & Utilities
Additional Nights	\$35 per night	3 Meals/day & Utilities

# 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](http://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 \$500 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

It is Brisbane College policy that students studying courses in Australia on a student visa are to attend 80% of all classes.

## 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)*

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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National Provider No. 31315

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