

Pre-Enrolment Information Pack

Dear Prospective Student

Thank you for your enquiry.

AACI delivers animal care and VET Nursing qualifications that include:

- ACM10121 Certificate I in Animal Care Industry Pathways
- ACM20121 Certificate II in Animal Care
- ACM40418 Certificate IV in Veterinary Nursing

Prior to making any decision to enrol you must read and understand the information contained in our Pre-Enrolment Pack so that you are fully informed regarding

- Vocational education assessment process
- our course content, fees, responsibilities, types of assessments,
- our support services, complaints and appeals process
- your responsibilities and time commitment to successfully complete the course amongst other things.

Our Pre-enrolment information pack is delivered to all prospective students via email and is also available from our website through the link:

<http://www.animalcareinstitute.edu.au/pre-enrolment-information/>

This Pre-enrolment information pack is available at and prior to any interview.

Our pre-training review process is designed to ensure that the student is suitable and eligible to undertake any course.

Pre-training overview

Our Pre-training Review includes an assessment of current competencies, both prior to the interview and at the interview. (including language, literacy and numeracy skills; assessment of competencies previously required and proposed learning strategies) of each prospective student.

AACI shall outline to each prospective student the pre-enrolment process it undertakes to ensure that Recognition of Prior Learning (RPL) is assessed prior to structured training commencing. This also includes undertaking a language, literacy and numeracy (LLN) assessment through a range of suitable questions to ensure the appropriate course is recommended, given your level of LLN.

AACI ensures that the qualification in which the student is enrolling is the most appropriate training option by conducting a series of questions during the pre-training review including:

- What is your ideal job?
- What do you want to work as?
- What do you do now?
- What study would you like to do to get there?
- Have you applied for jobs in this area?

If you have any further questions regarding the suitability of a course, prior to your interview and pre-training review, please contact AACI.

Modification and Contextualisation Overview

If during the pre-training review or subsequently during a structured training program it is identified that modification (Contextualization) is required then a recommendation shall be made to the student.

Contextualisation means that we can create learning/assessment opportunities that are more relevant to our learner. When we do this, we link the Unit of Competency to the client's needs using language that they understand.

Complaints and Appeals

Please read our Student Handbook and our policies and procedures in this area and call AACI if you have any further questions. Please also visit, Australian Skills Quality Authority (ASQA) website. This contains information about making a complaint which can be found at www.asqa.gov.au/complaints/making-a-complaint.html

Please note that ASQA can only deal with complaints that concern:

1. The information provided by an RTO about its course/s
2. The delivery and assessment of training received
3. The qualifications issued or to be issued.

Outcome of Pre-Training Review

At the conclusion of the Pre-Training Review, AACI provides feedback of the outcome of this review to the applicant. The Assessor will inform the outcome as part of this Pre-Training Review Assessment that this course is a Best fit with a likely job outcome or Not Adequate for the applicant.

If the prospective student agrees to continue the process after the feedback, they must complete in a Course Enrolment Form. (See Enrolment Policy and Procedure).

AACI Documents Pre-enrolment Information Pack

- Course Brochure
- LLN
- Student Information Guide
- Student Support Policy and Procedure
- Access and Equity Policy
- Enrolment Policy
- Refund Policies & Procedures
- Assessment Policy
- Fees & Charges Policy
- Complaints & Appeals policy
- Monitoring Course Progress
- Policy Course Design Delivery
- Recognition of Prior Learning
- Training Package Transitional Arrangements
- Pre-Training Review & Policy
- Statement of Fees
- Students with Special Needs Policy

Distance Course Delivery

AACI courses are delivered to students via distance education. Consequently no classroom attendance is required. This distance mode of course delivery provides flexibility, greater access and convenience to students. So regardless of your physical location, work or life commitments just because you cannot attend a classroom AACI has the solution.

Work Placements

The **ACM10121 Certificate I in Animal Care Industry Pathways** and **ACM20121 Certificate II in Animal Care** courses do not require a minimum number of work placement hours to be performed by a student. Only the ACM40418 Certificate IV in Veterinary Nursing has a mandated minimum 240 hour work placement.

AACI provides free insurance for volunteer work placements. This makes it easier for students to secure work placement opportunities in the animal care industry.

AACI highly recommends and supports students wishing to undertake volunteer work placements in the Animal Care facilities. AACI pays your Volunteer Work Insurance, for all students undertaking a work placement in an approved Animal Care facility.

Please contact me directly if you require further information or have any issues or questions that you need clarified.

Yours sincerely,

Mr. Alan D'Andrea
CEO / RTO Manager

Animal Care Institute Pty Ltd (ABN 88 652 496 109)

ASQA Registered Training Organisation # xxxx

Tel xxxx (Student Help Line)

Email: info@animalcareinstitute.edu.au

Website: www.animalcareinstitute.edu.au