



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 process 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:

<https://aaci.com.au/pre-enrolment-pack/>

This Pre-Enrolment Information Pack is available at and prior to any interview.

Our Pre-Training Review process is designed to ensure that you the student is suitable and eligible to undertake any of our courses.

Pre-Training Review Overview

Our Pre-Training Review process ensures that any course you are considering is suitable and appropriate given your circumstances and skills.

Our Pre-Training Review undertakes an assessment of current competencies, both prior to your initial contact with us, during any interviews and any language, literacy and numeracy (LLN) skills evaluation. As well as an; assessment of competencies previously required and proposed learning strategies) of each prospective student.

We outline to applicants the pre-enrolment process it undertakes to ensure that Recognition of Prior Learning (RPL) is assessed prior to the delivery of structured training commencing. Our LLN Evaluations are conducted through a software LLN Robot that has a range of suitable questions to ensure the appropriate course is recommended, given your level of LLN.

AACI ensures that the qualification in which an applicant 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?
- Do you have the time necessary to complete the course?
- With distance education you don't need to come to a classroom at a set time?

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 (SIG) 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 Process

At the conclusion of the Pre-Training Review, AACI shall deliver 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 a Course Enrolment Form.

AACI Documents Pre-enrolment Information Pack

<ul style="list-style-type: none"> • Course Brochure • LLN policies • LLN and Learner Support • Student Information Guide • Student Support Policy and Procedure • Access and Equity Policy • Recognition of Prior Learning • Training Package Transitional Arrangements • Pre-Training Review & Policy 	<ul style="list-style-type: none"> • Enrolment Policy • Refund Policies & Procedures • Assessment Policy • Fees & Charges Policy • Complaints & Appeals policy • Monitoring Course • Progress Policy Course Design Delivery • Statement of Fees • Students with Special Needs Policy
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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 does not mean you cannot study. AACI has the solution for you.

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 note that a student initiated withdrawal from a course under a payment plan requires the student to pay Withdrawal Fee as detailed in the Student Information Guide and completion of Student Initiated Withdrawal form.

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

Yours sincerely

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