



## Certificate IV in Veterinary Nursing (ACM40418)

### 2025 Course Information

#### Part Time Applications



Your future. Our business.

**Course is available at the Bentley Campus**

## About this Qualification

The Certificate IV in Veterinary Nursing (ACM40418) qualification is a requirement for those who wish to register and practice as a veterinary nurse in the state of Western Australia. This qualification reflects the role of a veterinary nurse who work as a part of a veterinary team providing expert nursing care for sick or injured animals and supports veterinarians to carry out medical and surgical procedures in the veterinary clinic. Veterinary nurses also play a large role in educating pet owners in how to care for their pets. Training pathways involve a significant practical element to ensure students graduate ready to enter and actively contribute to the workplace.

### Campus Locations

**Bentley** Campus Hayman Road opposite Curtin University in Bentley.

### Informed Choice – Is this the right course for you?

To assist with making an informed decision of the course, please read the information provided below very carefully and use the boxes to check that you meet the local entry requirements. **\*\* You must meet the entry and course study requirements before you are considered for a place**

If you do not meet the local entry requirements for the Part-time course, then you may wish to consider other delivery options and training pathways available at South Metropolitan TAFE. <https://www.southmetrotafe.wa.edu.au/animal-studies-and-veterinary-nursing>

### Course local entry requirements

Entry into this qualification is open to local students who meet the qualification entrance requirements:

- hold a Certificate II in Animal Care or Certificate III in Animal Care Services  
**OR**
- hold a relevant Certificate III or higher-level qualification in an animal science discipline  
**OR**
- can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications.
- have (or can obtain) a national Police Clearance within the last 12 months (certain offences on your police clearance may affect your authorisation with the Veterinary Practice Board)

### Course study requirements

Before enrolment, interested students are advised that the following are necessary to enable successful course completion:

- Meet the entrance requirements.
- Willing to commit to 8 hours per week for out-of-class course study activities and can undergo self-directed research and study skills.
- Effective language, communication, and interpersonal skills
- Ability to problem solve and apply critical thinking to assessment tasks and work role requirements.
- A sound working knowledge and application of computer programs e.g. MS Word, Outlook.
- Class attendance (one day a week on campus) and the ability to use an online learning management system (Blackboard) to access training resources and upload documentation.
- Have access to a workplace** with a workplace mentor and veterinary supervisor (Veterinarian) that will support your training and skills practice. This condition is vital to enable completion of the assessment requirements for the course.
- Attend industry workplace for a minimum of 2 days or 15 hours a week for the duration of your studies (2 years).
- Intermediate level fitness to manage physical demands like lifting and handling animals.

## To Apply

You need to read the general information on pages 2-5 and complete the “**ACM40418 Part-time Enrolment Requirements Application**” form on pages 6-8. **Applications are due 1<sup>st</sup> November 2024.** Offers are sent out 2<sup>nd</sup> December 2024.

**The completed form pages 6-8 are to be emailed to [animal.studies@smtafe.wa.edu.au](mailto:animal.studies@smtafe.wa.edu.au)**

If your application is successful, you will be notified via email advising of the process to complete your enrolment to ensure your place is secured. You will also be advised if you are unsuccessful and the reason: the course is full; your application is incomplete, or the application does not meet the local entry requirements.

## General Information

### Induction

A **mandatory** induction session will be held prior to the course commencing.

- **Bentley Campus – Monday 3<sup>rd</sup> February 2025 from 1.30pm - 3pm**

### Study commitment

#### On campus attendance

Students are required to attend campus one day per week, on a Friday for face-to-face classes for the duration of their studies.

#### Industry work placement or Industry employment

This course has a mandatory work placement component that all students must complete. To meet the training and assessment requirements of this qualification the part-time study option is open to local students employed or volunteering in a private veterinary clinic for a minimum of two days per week (15 hours) as a student veterinary nurse for the duration of your studies (2 years).

#### At home study

Students are required to complete pre-reading and preparation prior to attending classes, and research and theory assessment work at home in their own time. The time allocation would be approximately 8 additional hours per week for the duration of the course.

#### Veterinary Practice Board of WA

To be able to participate in mandatory work placement or employment as a student veterinary nurse you **MUST** maintain current enrolment in the Certificate IV in Veterinary Nursing qualification at South Metropolitan TAFE. In Western Australia students are required to be authorised by the Veterinary Practice Board of WA and supervised by a registered veterinarian to perform the duties and veterinary services of a student veterinary nurse, as set out in the Regulations 23 and Schedule 5 of the Veterinary Surgeons Regulations of 2022.

### Assessment deadlines

Completion of practical tasks and submission of theory assessments in a timely fashion is essential. The assessment tasks for the different units will all have various due dates that need to be followed. (i.e. - assessment tasks do not have the entire length of your full course enrolment period to complete, they must be submitted by the due date).

### Duration and study modes

The part time course will be delivered on campus one day per week over 2 years or 4 semesters.

#### Key Dates

*(Please note: the planned courses will be subject to student enrolment numbers and the number of places available in each course is limited and enrolment will not be possible once the limit has been reached).*

### Enrolment and course costs

The cost of the full course for Australian or permanent residents, residing in Western Australia is approximately \$2,620 or \$1,290 for concession card holders. (There will be a minor CPI increase) The fees quoted are estimates only and are for all the units in the course for students enrolling on a full-time basis. For the part-time course over four semesters, you will only pay for the units you are enrolling in each semester. Please refer to the 2025 fee schedule

<https://www.southmetrotafe.wa.edu.au/courses/certificate-iv-veterinary-nursing>

If you are accepted into the course, your information will be passed onto the South Metro TAFE enrolment team, and you would be notified by email to organise payment. You may choose to pay the full semester amount, or the option of setting up a payment plan and paying in instalments is also available.

## Recognition of Prior Learning

Following your enrolment, you are encouraged to speak to your Lecturer about the possibility of Recognition of Prior Learning if you believe you have any existing skills and knowledge that may be formally recognised towards the units or qualification you are undertaking.

If you have previously completed qualifications or units, speak to your Lecturer regarding the possibility of credit or credit transfer.

## Course structure and features

### Learning and teaching

The course is delivered in a face-to-face delivery mode with Blackboard used as a learning management system. This contains learning materials, resources, and written assessments. In addition to classroom learning, some of your time on campus will be spent in the South Metro TAFE Student veterinary clinic, a direct public access clinic where you will have the opportunity to gain valuable hands-on learning with veterinary staff who are qualified trainers and assessors.

### Qualification Units and Electives

You need to successfully complete a total of 21 units of competency to obtain this Certificate. This is made up of 17 core units and 4 elective units. The table below lists the units of competency required to achieve BED9 ACM40418 Certificate IV in Veterinary Nursing.

Core Units	
National ID	Unit name
ACMWHS301	Contribute to workplace health and safety processes
ACMVET202	Carry out daily practice routines
ACMINF301	Comply with infection control policies and procedures in animal work
ACMGAS308	Communicate effectively with clients and team members
ACMGAS307	Identify animal anatomy and physiology for animal care work
ACMVET416	Assist with the preparation of veterinary drugs and poisons
ACMVET401	Coordinate veterinary reception duties
ACMVET402	Apply imaging routines
ACMVET403	Perform clinic pathology procedures
ACMVET404	Perform practice office procedures
ACMVET405	Coordinate and perform surgical nursing routines
ACMVET413	Prepare for anaesthesia and monitor animal anaesthesia and analgesia
ACMVET406	Nurse animals
ACMVET407	Carry out medical nursing routines
ACMVET408	Provide nutritional advice and support for animals
ACMVET409	Provide specific animal care advice
ACMVET410	Carry out dental nursing procedures

The selected elective units for this course is listed below

Electives Units	
National ID	Unit name
ACMSPE302	Provide basic care of birds
ACMSPE305	Provide basic care of domestic cats
ACMBEH301	Identify behaviours and interact safely with animals
ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces

### Required Resources

The textbook that you will need to purchase for the course is “Aspinall textbook of Veterinary Nursing” 3<sup>rd</sup> Edition. You will need to purchase this book prior to the course commencing.

### Course Outcomes

Successful completion of the course will lead to the Award: ACM40418 Certificate IV in Veterinary Nursing and some of the outcomes achieved include:

- work effectively in a veterinary practice
- provide care to a wide variety of animals
- assist with surgery preparation and procedures
- perform pathology and imaging procedures
- provide post-surgery care and advice
- workplace safety and health


## SM TAFE – Certificate IV in Veterinary Nursing Part Time Enrolment Requirements Application Form

**This form pages 6-8 - consisting of Parts 1 to 3 - together with your required documents must be completed and returned to [animal.studies@smtafe.wa.edu.au](mailto:animal.studies@smtafe.wa.edu.au) and you will be emailed a confirmation on the outcome of your application. Ensure you provide a clear subject line in your email.**

The Certificate IV in Veterinary Nursing (ACM40418) qualification is a requirement for those who wish to register and practice as a veterinary nurse in the state of Western Australia.

To demonstrate that you satisfy the entry requirements, please complete the information below and email to [animal.studies@smtafe.wa.edu.au](mailto:animal.studies@smtafe.wa.edu.au) the completed form.

### Part 1 - Personal details

First names		Last name	
Email address			
Telephone number			
Citizenship	<input type="checkbox"/> Australian <input type="checkbox"/> Permanent resident (excluding humanitarian) <input type="checkbox"/> Other – please indicate:	Date of birth	
Are you a current student at SMT or have studied with us in the past	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your SMT student ID? For example, your student ID is a 7 or 8 digit number beginning with M, P or 300	
		SMT ID	
Unique Student Identifier (10 digits) In order to study a VET qualification in Australia, you need a Unique Student Identifier. To find out more visit: the <a href="#">Unique Student Identifier</a>  page of our website.			
Residential Address	My postal address is the same as my residential address	<input type="checkbox"/> Yes	
Street Address		Postcode	
Suburb			
Postal address details if different to your residential address:		Postcode	
Street			
Suburb			
Are you happy to be contacted by Student Services to find out what additional support may be available for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Part 2 – Qualification Entry Requirements**

Entry into this qualification is open to local students who meet the qualification entrance requirements: (Reminder: **a copy of your vocational qualification/s and academic transcript must be included**).

If you do not meet the local entry requirements for the part-time course, then you may wish to consider other delivery options and training pathways available at South Metropolitan TAFE.

<https://www.southmetrotafe.wa.edu.au/animal-studies-and-veterinary-nursing>

**Please outline and submit the following documents:**

Please provide the following documents:

- A current resumé outlining your academic achievements, work history and volunteer roles. (Include duties performed for relevant animal care related roles).
- National police clearance
- A copy of your entry requirement qualification/s
- Evidence that you have organised ongoing work placement in a veterinary hospital for the duration of the course for a minimum of 15 hours per week. (A letter with an official letterhead from your employer or workplace supervisor)

Outline qualifications

*\*A copy of your qualifications must be attached to the email*

**Attached Documents- Qualifications (list below)**

- 1.
- 2.

If you are applying based on the entry requirements for the criteria listed below, please also complete a direct entry application form.

- hold a relevant Certificate III or higher-level qualification in an animal science discipline.  
OR
- can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications.

**Your current employment contact details or provide details of the workplace you will be accessing to complete your assessments.**

***Your nominated mentor is required to complete p. 8 of this form. It is essential that this is completed when you submit your application as it will not be assessed if this section is not fully completed.***

Name of Workplace  
(Employer/Organisation)

Are you currently employed by the workplace or will you be accessing the workplace?

Employed                       Accessing

Name of workplace mentor

Name of supervising  
Veterinarian

Should your workplace or mentor become unavailable during the course it is your responsibility to nominate a replacement that is approved by your Lecturer.

**Declaration**

- I declare that the information I have provided is true and accurate

**Student Signature:**

**Date:**

### Part 3 – Mentor Questionnaire

This part below must be completed by the nominated mentor who is qualified and has experience in the vocational area of Veterinary Nursing.

Names of student and third-party referee/observer	
Name of student (mentee)	
Name of mentor	
Additional information about you (the mentor)	
Company name	
Workplace / area	
Phone	
Email	
What is your relationship to the student?	
How long have you known the student?	
How closely do you work with the student in the qualification area? (e.g. <i>practice manager, veterinarian, veterinary nurse</i> )	
Questions about your understanding of the skills you are being asked to comment upon	
Please list below; qualifications and years of experience in vocational area.	
Are you willing to mentor and provide feedback for this student for the duration of the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mentor Declaration (mandatory field)	
Mentor's signature:	Date signed:



To be completed by SM TAFE Vet Nursing Lecturer	
<b>Name:</b> <b>Signature:</b> <span style="float: right;"><b>Date:</b></span>	
<b>Approval to enrol:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if no detail the reasons for this decision)</i>	
Holds one of the following qualifications: <ul style="list-style-type: none"> <li><input type="checkbox"/> ACM20117 Certificate II in Animal Studies</li> <li><input type="checkbox"/> ACM20121 Certificate II in Animal Care</li> <li><input type="checkbox"/> ACM30417 Certificate III in Companion Animal Services</li> <li><input type="checkbox"/> ACM30121 - Certificate III in Animal Care Services</li> <li><input type="checkbox"/> ACM30122 Certificate III in Animal Care Services</li> </ul> Or meets the ACM40418 prerequisite matrix requirements for: <ul style="list-style-type: none"> <li><input type="checkbox"/> hold a relevant Certificate III or higher-level qualification in an animal science discipline.</li> <li><input type="checkbox"/> can demonstrate equivalent skills and knowledge in a relevant animal science discipline to any of the above qualifications.</li> </ul>	<b>Comments:</b>
<input type="checkbox"/> Provided current resumé outlining academic achievements, work history and volunteer roles. (Including duties performed for relevant animal care related roles).	<b>Comments:</b>
<input type="checkbox"/> Provided National Police Clearance	<b>Comments:</b>
<input type="checkbox"/> Provided a letter with an official letterhead from your employer or workplace supervisor, confirming ongoing work placement in a veterinary hospital for the duration of the course for a minimum of 15 hours per week.	<b>Comments:</b>
<input type="checkbox"/> <b>If required</b> – certified copy of results for one of the English exams.	<b>IELTS score</b> (academic) of 7.0 with no band score less than 6.5 or equivalent in Speaking and Listening  <b>Occupational English Test (OET)</b> with a 'B' pass or higher  <b>TOEFL iBT Test</b> with a score of at least 24 in listening, 24 in reading, 27 in writing and 23 in speaking  <b>PTE academic</b> with a score of at least 65 in each section
<b>Changes to the students' study plan</b>  <i>(Lecturer to detail possible unit credits or exemptions eligibility)</i>	