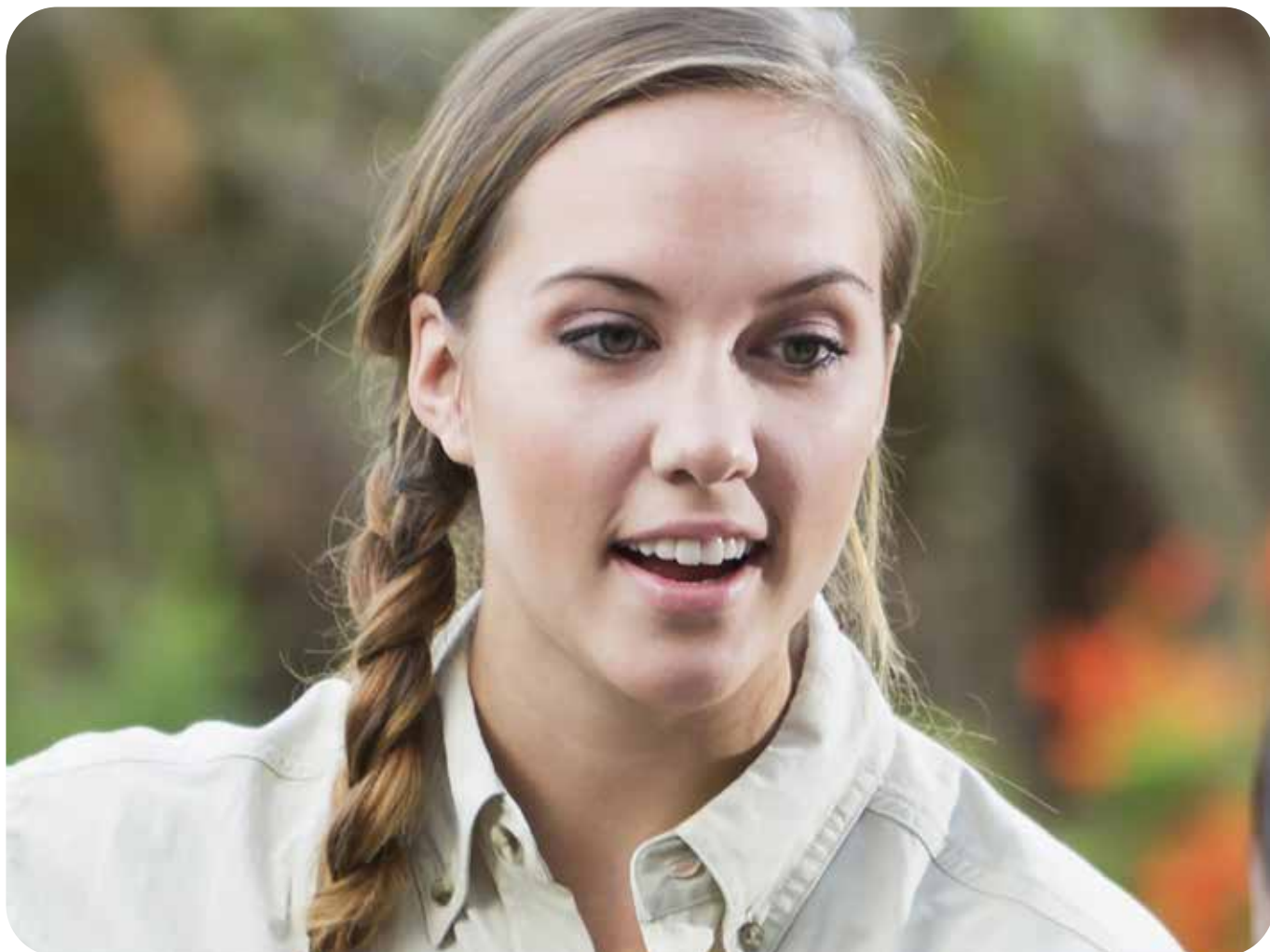




Southbank

Certificate IV in Animal Regulation & Management (ACM40121)
& Certificate IV in Government (PSP40116)



Course Details

Starts on Monday March 7, 2022

Mondays 9am - 5pm

Sessions every 3 weeks

Supportive face-to-face learning

Online option also available

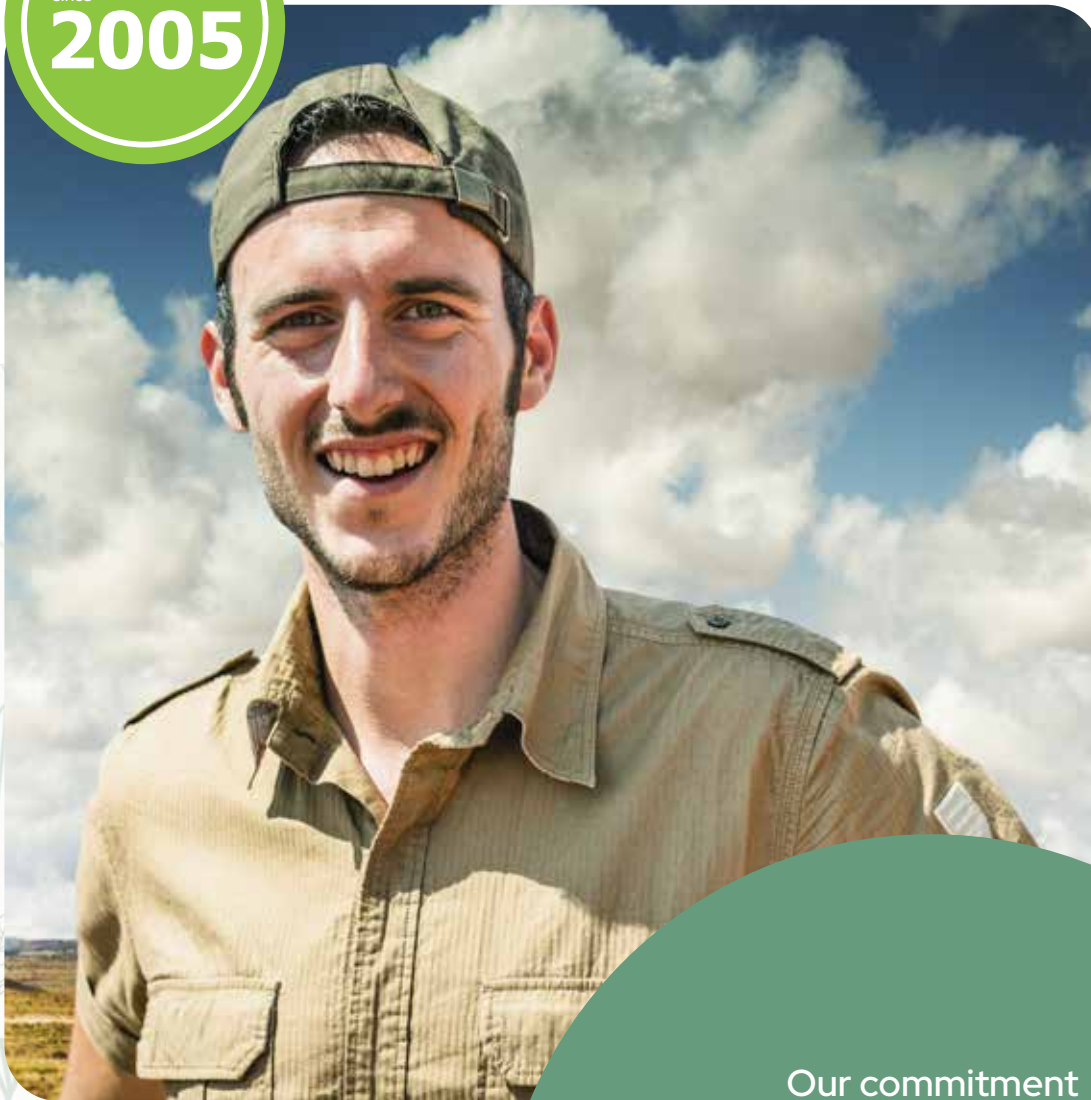
16 Months

Who is this course for?

This course is the 'right-one' for you if you have some experience working as a local laws officer, council ranger or parking officer who wants to upskill and stand out in the sector by gaining a formal qualification.

You may also be someone who is changing career pathways with some transferable skills who wants to build upon your life experience with formal training to become a qualified and skilled local laws officer.





Our commitment
to the Local Laws & Animal Regulation
sector is to develop professional,
knowledgeable and confident employees who
will capably undertake their roles
and positively engage with their
communities.

At a glance



Mantra Southbank

31 City Road,
Southbank, VIC 3006

&

specialist venues located in other
metro suburbs and regional towns.



Commences Monday March 7

Sessions every 3 weeks
(excl. EOY Holidays)

Mondays, 9am–5pm

Where your scheduled Monday
session clashes with a Public Holiday,
it will be brought forward a week.



Supportive Face-to-Face Sessions

plus

Hands-on learning in specialist
workshops including:

Parking,
Live Animal Handling, and
Investigations & Court Workshops

plus

Coaching days.



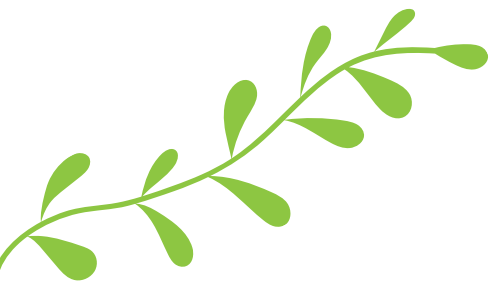
Government funding to support you

Government funding
is in place for those
who meet the eligibility criteria.

There's also no additional materials
costs or admin fees to enrol.

Make sure that you read pages 12-13
for the full details.

Your Course Advisor is Maria Antaras



I can help you with the answers that you need



0418 656 675



mariaa@warnerinstitute.com.au

Government Funding Eligibility

I'll assess your eligibility for both Skills First and JobTrainer funding.

Single Qualification Option Available

The option is also available to undertake either the Government or Animal Regulation & Management qualification separately.

Online Option Available

This course is delivered in a series of face-to-face workshops.

Where travel distances are prohibitive you may apply to join the course online.


If your application is approved, you will still be required to attend the specialist workshops conducted face-to-face at their nominated locations.

Additionally, you will be required to attend an additional 1 x hour online evening session prior to the commencement of your course.

Your Course Manager is Elizabeth Vaughan



Snapshot of Liz's Expertise



18+ yrs hands-on working in Local Laws & Animal Management
17+ yrs as a qualified trainer
Certificate IV in Vet Nursing
Certificate IV in Animal Control & Regulation
Certificate IV in Government (Statutory Compliance)
Certificate IV in Government
Certificate IV in Training & Assessment



It was great to see someone like Liz teaching our upcoming Rangers. She has a wealth of knowledge and I know she will make a huge impact on the students therefore on the industry.

Local Laws Manager, 2020



Phone Support

We'll share Liz's Mobile No. with you so that you can call or text her between sessions.



Email Support

We'll provide you with Liz's email details so that you can put any questions in writing to her and get an answer back.



“

We recognise that you're unique and human - not some widget in a training production line.

Our Whole Person Delivery Model will build you up to feel more confident about yourself.

This makes it simpler for you to learn, and then after, relate it back to your workplace in a way that's useful to you.

Our Whole Person learning model understands that everyone is unique and learns differently

We incorporate different visual, auditory, kinaesthetic, reading and writing ingredients to engage all your senses in every session.

You'll experience each piece of learning in a variety of ways that will stimulate your creative, emotional, intellectual and spiritual intelligences.

This means that your learning will feel more natural and less weighty because 'all of you' is being engaged during learning.

You'll understand and remember more and you'll grow in self-confidence.



Take-Aways

You'll 'Take-Away' ideas to practise at work making your learning useful & relevant.



Mindfulness

To refresh your mind, support clear focused thinking, helping you find balance in your everyday working life.



Stretching & Desk Yoga

Desk Yoga and stretching exercises to keep your body & mind awake.



Study Playlists

Spotify Playlists to help you study - you'll start to look forward to doing your homework!

You'll be able to more skillfully and confidently:

Manage conflict and deal with stress.

Understand the importance of, and provide, **accurate statement taking**.

Plan, initiate, undertake and finalise investigations.

Document and **present evidence in court** including exhibits and witnesses.

Confidently communicate with a client service ethos.

Understand and implement safer work practices to better protect yourself, your colleagues and your community.

Understand and **enforce parking regulation in a local government context**.

Identify, interpret & respond appropriately animal body language and behaviour.

Undertake other **animal management disciplines including pound procedures and seizure**.

Understand the legislation that supports your regulatory powers.



Career Outcomes

Completing this nationally accredited learning program provides you with the qualifications to work in a range of roles including:

an animal management officer undertaking animal control and regulatory functions, authorised officers undertaking regulatory control functions, or parking regulation in a local government context.

Your Learning Journey



Your Course Delivery

You'll Learn in Supportive Face-to-Face Workshop Style Sessions
Online Option also available

19 x Full Day Sessions 9am - 5pm

Coaching Sessions

3 x Full Day Sessions, 9am - 5pm

In addition to your regular learning sessions, these are scheduled at regular points throughout the course to support you if you get stuck & help you to stay on track.

These Coaching Sessions are an essential part of your course and have been created to further support you with individual coaching including simulated tasks, role-play assessments, subject matter revision, review and any required catch-up.

Workplace Skills Sessions

2 x Full Day Sessions, 9am - 5pm

These sessions will further support your learning journey and better assist your understanding of complex tasks and concepts if you're not currently working in a relevant local laws role.

These sessions are scheduled in-between your full day sessions and are mandatory for all participants who are not currently working in a local laws role.

Specialist Workshops

3.5 x Full Day Sessions, 9am - 5pm

Parking Workshop,
Live Animal Handling Workshop,
Investigations & Court Workshops

These workshops are experiential in nature and are conducted by subject matter experts at specialist venues. This will necessitate you travelling to different suburbs/towns on specified dates.

Homework

Average 2 - 3 hrs/wk

Homework, self-study and independent research of on average 2-3 hours a week are required for successful completion of this course.

IT & Internet

You will require access to a computer or tablet and reliable internet access and capacity to stream video with audio for any online classroom sessions including any catch-up sessions.

Life Happens!
Where you are unable to attend a face-to-face scheduled workshop session, you'll need to organise to 'log-in' from home.

You will be required to log on for the duration of the session with both your camera and microphone activated.

If you're unable to do this, we will organise a catch-up session. This will be conducted as an online session and maybe with another Course Manager.



**We encourage
people living with disability,
Aboriginal or Torres Strait
Islanders, people from culturally
and linguistically diverse
backgrounds and people with
varied education, work and life
experience to apply for this
course.**

Your Investment Summary

Tuition Fees: Certificate IV Level Animal Regulation and Management + Government Course

	Tuition Fee (A)	Concession Tuition Fee (B) (C) (D)	Study materials & Admin Fees	Approximate value of Skills First Program funding provided to support this enrolment
	Invoiced by W.Inst.	Invoiced by W.Inst.	Invoiced by W.Inst.	
Skills First Program Funded Participant	\$1,836	\$367.20	\$0	\$9,685
JobTrainer ONLY Funded Participant	-	\$2,288 ⁽¹⁾	\$0	\$8,200
Full Fee Participant	\$6,500	-	\$0	-
Recognition for Prior Learning (RPL) per nationally accredited unit	\$350	-	\$0	-

These tuition fees as published are subject to change given individual circumstances at enrolment.
 Warner Institute does not require more than \$1,500 to be prepaid for any course where the participant is responsible for payment.
 Warner Institute Payment Terms and Refund Policy applies.
 Funding eligibility will be verified for each participant before finalising their enrolment.
 This training is delivered with Victorian and Commonwealth Government funding.
 People living with disability are encouraged to apply.

Visit warnerinstitute.com.au/fees-and-funding for an explanation of the following funding and eligibility criteria or seek advice specific to your individual circumstances from your Warner Institute Course Consultant.

- A. Victorian Government Skills First Program
- B. Concession Tuition Fees
- C. The Indigenous Completions Initiative
- D. JobTrainer Program



W-Inst Notes:
 Nominal Hours = 1,020 Nominal Hourly Tuition Fee = \$1.80, Nominal Hourly Concession Tuition Fee = \$0.36
 W-Inst TAS #: CIV_ACM21_PSP
 (1) Job Trainer Fee = \$2000 Tuition Fee for CIV GOVT + \$288 Concession JobTrainer Fee for CIV ARM



**In line with
Government requirements
all participants must be able to provide
a COVID-19 digital certificate as proof of
vaccination before commencing
your course with us.**

Program Snapshot



Certificate
IV



Face-to-Face
Workshops
with
Online Option



16
months



9am - 5pm
every 3 weeks
(excl. EOY Hols)



Extra
Coaching Sessions
to support you



Study
material
included

Some extra details you should know

Qualification Descriptions

ACM40121 Certificate IV in Animal Regulation & Management

This Certificate IV level Animal Regulation & Management qualification is the industry qualification for persons undertaking animal control and regulatory functions. Animal control and regulation (also known as urban animal management) is a function provided by local and State & Territory governments. It provides a community management service comprising four elements - regulation, education, information and infrastructure. The job role that this qualification describes is an animal management officer undertaking animal control and regulatory functions.

PSP40116 Certificate IV in Government

The Certificate IV level Government qualification allows for the attainment of occupational specific competencies for those working in operational roles without supervision in the public sector. Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement, and limited responsibility with established parameters. The generalist qualification is particularly suited to those working in an environment requiring multi-skilled personnel and/or small or regionally based organisations.

Source: training.gov.au

Volunteer recommendation

We encourage participants who are not currently employed in a Local Laws or Council Ranger role to seek out relevant volunteer and/or work experience opportunities so that you can better relate the learning of new knowledge and skills back to a relevant work environment throughout the course.

Additionally, we have been informed that some local government organisations prefer participants of this course to have practical experience in the workplace. Details will be discussed as part of your induction.

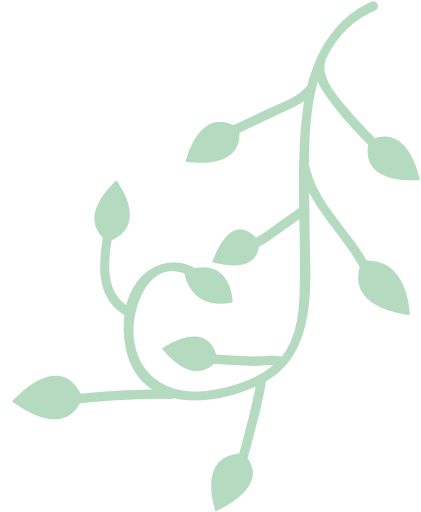
Credit Transfers

Your revised timetable, Training Plan and Tax invoice (if applicable) will be provided to you where any credit transfers have been confirmed by Warner Institute.

You will be required to attend all sessions of the course until the approval is granted.

There is no reduction in the Tuition Fee for Credit Transfers for Full Fee Participants.





Since 2005, we've been supporting people to gain the qualifications they need so that they can take the 'next-step' in their lives.

I started my own training organisation after working as a consultant recommending learning programs and finding that others didn't care about the student as a whole person.

So, I sought out others who were like-minded, and together we created our unique Whole Person Learning Model that has become the foundation of everything that we do.

Our Whole Person Learning Model understands that each person is unique and learns differently. It's designed so that you grow in confidence as you are supported throughout your learning journey.

I'm always genuinely really proud, and more often than not quite emotional, when I attend our graduation ceremonies. It's such a heart-warming day to see each student, some whom started out anxious and unsure, confidently walking up to accept their framed certificate . . . and, oh my goodness, your smiles!

I'm Jania Warner, and this is why I'm so proud to put my name to our organisation.



Warner Institute, a division of Warner Group Pty Ltd
03 9555 9100 warnerinstitute.com.au
238 The Esplanade, Brighton VIC 3186
RTO: 21622 ABN: 26 935 546 475

VETtrak Ref: 14803 Melbourne

W-Inst_DOC_024_Course_Guide_CIV_ARM&GOVT_3WKLY_F2F_14803_211213

