Modification history

| Release | Comments |
| --- | --- |
| Release 1 | This version released with the ACM Animal Care and Management Training Package Version 1.0. |

| ACMCAN302 | Prepare and present information to the public |
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| Application | This unit of competency describes the skills and knowledge required to prepare and present information to members of the public about captive animals.  This unit applies to wildlife animal keepers or carers who are required to take responsibility for their own work with limited responsibility for other workers and volunteers.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements. |
| Prerequisite Unit | Nil |
| Unit Sector | Captive Animals (CAN) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare a presentation | 1.1 Identify audience and determine objectives of the presentation  1.2 Prepare a plan of the presentation and select materials appropriate for the audience  1.3 Trial the presentation with other staff to ensure its objectives and learning outcomes are clear |
| 2. Conduct presentation | 2.1 Use public speaking skills to effectively engage the audience  2.2 Use visual aids and other presentation equipment to enhance the presentation  2.3 Handle or use animals involved in the presentation according to WHS and animal welfare and facility requirements  2.4 Encourage audience to participate and provide feedback  2.5 Review presentation performance with other staff |
| 3. Participate in other interpretive and learning activities | 3.1 Examine interpretive and learning activities within the facility  3.2 Adjust information for a broad range of clients  3.3 Prepare information for exhibit signage and other resources |
| 4. Assist in media presentations | 4.1 Clarify workplace policies on staff interaction with the media  4.2 Identify interview techniques and media presentation protocols according to workplace policies  4.3 Contribute to the preparation of information for media releases and interviews |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Access and review documents and workplace policies relevant for presentations |
| Writing | * Prepare signs and resource materials to convey ideas and information to target audience |
| Oral communication | * Vary oral communication style in response to the needs or expectations of others |

| Unit Mapping Information | | | |
| --- | --- | --- | --- |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| ACMCAN302 Prepare and present information to the public | ACMCAN302A Prepare and present information to the public | Updated to meet Standards for Training Packages | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103> |

| TITLE | Assessment requirements for ACMCAN302 Prepare and present information to the public |
| --- | --- |
| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit. There must be evidence that the individual has prepared and presented information to the public on two different occasions that included having:   * planned presentations on two different topics * used a range of equipment and materials within the presentations, including interpretive learning activities on at least one occasion * interacted with captive animals safely during the presentation * encouraged participation and feedback from the audience * assisted in the preparation of at least one media presentation. | |

| Knowledge Evidence |
| --- |
| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * basic instructional design principles * methods and principles for making presentations to different age groups * interview techniques and media presentation principles * features of presentation equipment * organisation’s education policy * captive animal facility's policies and procedures, including WHS, animal welfare and emergency procedures * relevant WHS and animal welfare legislative requirements and codes of practice * interpretive theory * public speaking techniques * safe animal handling techniques and procedures * conservation programs * family learning programs * outreach programs * preschool and community programs * interactive programs * safe work practices * subject matter for the presentation. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * resources, equipment and materials: * equipment and resources used for preparing and delivering presentations * personal protective equipment suitable for handling and working with captive animals * real captive animals for use in presentations * emergency procedures * specifications: * access to organisational policies and procedures * current WHS legislation and regulations and relevant state/territory animal welfare regulations * relationships (internal and/or external): * captive animal interaction.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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