

**Modification history**

Release	Comments
Release 2	This version released with ACM Animal Care and Management Training Package Version 4.0.
Release 1	This version released with ACM Animal Care and Management Training Package Version 1.0.

ACMCAN302	Prepare and present information to the public
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to prepare and present information to members of the public about captive or exhibited animals using presentation techniques and aids that provide clear information and stakeholder engagement.</p> <p>This unit applies to individuals who work in animal carer/keeper or aquarist roles, undertaking individual and team activities in small to large scale animal facilities. They perform work under broad direction and are required to take responsibility for their own work including, carrying out assigned tasks, organising processes, and working to schedules.</p> <p>All work must be carried out to comply with workplace procedures according to state/territory health and safety and animal welfare regulations, legislation and standards that apply to the workplace.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Captive Animals (CAN)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare a presentation	1.1 Identify audience and determine objectives of the presentation 1.2 Prepare a plan of the presentation and select information and 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 workplace health and safety, 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/or other resources
4. Assist in media presentations	4.1 Clarify facility policies on staff interaction with the media 4.2 Identify interview techniques and media presentation protocols according to facility policies 4.3 Contribute to the preparation of information for media releases and interviews

<b>Foundation Skills</b>	
<i>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.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Access and review documents and facility policies relevant for presentations</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Prepare, structure and sequence resource materials to convey ideas and information to target audience</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Vary oral communication style in response to the needs or expectations of others</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
ACMCAN3xx Prepare and present information to the public	ACMCAN302Prepare and present information to the public	Minor changes to wording	Equivalent unit

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

<b>TITLE</b>	<b>Assessment requirements for ACMCAN302 Prepare and present information to the public</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has:</p> <ul style="list-style-type: none"> <li>• prepared and presented information to the public on two different occasions that included having: <ul style="list-style-type: none"> <li>• planned presentations on two different topics</li> <li>• used presentation equipment, visual aids or interpretive learning activities on at least one occasion</li> <li>• interacted with captive animals safely during the presentations</li> <li>• encouraged participation and feedback from the audience</li> <li>• assisted in the preparation of one media presentation.</li> </ul> </li> </ul>	

<b>Knowledge Evidence</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>• types of programs involving presentations or keeper/carers talks, including: <ul style="list-style-type: none"> <li>• conservation/management programs</li> <li>• family learning programs</li> <li>• outreach programs</li> <li>• preschool and community programs</li> <li>• school excursion programs</li> <li>• interactive programs</li> </ul> </li> <li>• preparing presentations, including: <ul style="list-style-type: none"> <li>• basic instructional design principles</li> <li>• basic interpretive theory</li> <li>• subject matter for the presentation</li> </ul> </li> <li>• conducting presentations, including: <ul style="list-style-type: none"> <li>• public speaking techniques</li> <li>• techniques for presenting to different age groups</li> <li>• types of media and how to use in presentations</li> <li>• questioning techniques</li> <li>• features of presentation equipment</li> </ul> </li> <li>• interpretive and learning activities, including: <ul style="list-style-type: none"> <li>• briefing to participants</li> <li>• monitoring animals throughout activity</li> </ul> </li> <li>• animal welfare and safe animal handling techniques and procedures, including: <ul style="list-style-type: none"> <li>• regular preparation and monitoring of the animal</li> <li>• limits on human participants relevant to activity</li> </ul> </li> <li>• key features of facility policies and procedures relevant to presenting information to the public, including: <ul style="list-style-type: none"> <li>• education policy</li> <li>• media policy</li> <li>• workplace health and safety and emergency procedures.</li> </ul> </li> </ul>	

<b>Assessment Conditions</b>	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical environment: <ul style="list-style-type: none"> <li>• a captive animal workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• equipment and resources used for preparing and delivering presentations</li> <li>• personal protective equipment suitable for handling and working with captive animals</li> <li>• animals for use in presentations</li> </ul> </li> <li>• specifications:</li> </ul>	

<b>Assessment Conditions</b>	
<ul style="list-style-type: none"><li>• access to facility policies and procedures, including emergency procedures</li><li>• relationships (internal and/or external):<ul style="list-style-type: none"><li>• an audience for presentation purposes.</li></ul></li></ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103</a>