

SCHOOL OF HEALTH, MEDICAL AND APPLIED SCIENCES

ACM20121 CERTIFICATE II IN ANIMAL CARE

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Vocational Placement Provider Information

CQUni is proud to offer the ACM20121 Certificate II in Animal Care to students in your region. In this course students undertake all units online and connect with their Animal Care teachers on a regular basis via the online platform, email, phone, Microsoft Teams and Zoom. This training package requires students to demonstrate their competency in a range of animal care scenarios, and it is in this space that CQUni is seeking your partnership as a vocational placement provider.

Students who are not already working in the industry will be required to undertake vocational placement to complete their practical assessment. Co-assessment with a suitably qualified workplace supervisor, such as a veterinary nurse, zookeeper, kennel hand or similar professional, is required once the student has successfully completed the theory component of each unit. It is expected that approximately 120 hours vocational placement may be required to cover the workplace induction and co-assessment requirements, dependent on how quickly the student is able to acquire the practical knowledge, however this arrangement may be terminated at any time by yourself or CQUniversity.

As a work placement host, you can help shape the next generation of workers in the Animal Care and Management Industry. This information pack is designed to provide you with the information you need to know when deciding if you are interested in offering vocational placement in your industry to one of our prospective students.

We welcome your questions at any point of the process: [Animal Care Team](#)

Thank you very much for your commitment to our students and our course.

Regards,

Animal Care team
CQUniversity Australia

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1. Course content and Training Package rules

Sequence	Unit Code	Unit Name	Unit Type	Vocational Placement Required
Cluster 1 Introduction to the Animal Care Work Environment	BSBCMM211	Apply communication skills	Core	
	ACMWHS201	Participate in workplace health and safety processes	Core	✓
	ACMGEN201	Work in the animal care industry	Core	✓
Cluster 2 Introduction to Animal Husbandry	ACMGEN202	Complete animal care hygiene routines	Core	✓
	ACMGEN203	Feed and water animals	Core	✓
	ACMGEN204	Assist in health care of animals	Core	✓
Cluster 3 Introduction to Sustainability and Customer Experience	ACMSUS201	Participate in environmentally sustainable work practices	Core	
	ACMGEN205	Source and provide information for animal care needs	Elective Group A	
	BSBOPS203	Deliver a service to customers	Elective Group A	
Cluster 4 Intermediate Animal Knowledge and First Aid	ACMGEN309	Provide basic animal first aid	Elective Group A	✓
	ACMGEN314	Identify Animal Anatomy and Physiology for Animal Care Work	Elective Not specified	
	ACMSPE320	Provide general care of mammals	Elective Group B	✓

To achieve this qualification, competency must be demonstrated in 12 units of competency:

- 7 core units plus
- 5 elective units.

Elective units must ensure the integrity of the qualification's Australian Qualifications Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome. The electives are to be chosen as follows:

- 3 units from Group A
- 2 units from the remaining electives in Groups A or Group B, or from any currently endorsed Training Package or accredited course.

2. Information for the Vocational Placement Host

The table below gives a brief outline of the tasks the student needs to complete under supervision at your workplace. The Vocational Placement Host will receive a co-assessment document for each unit. This document is provided to the student on the CQUniversity Moodle Platform. The student will download the document and present it to the host for completion once they have successfully completed the theory component of each unit. Please see an example of co-assessment form on page 12.

Unit code	Summary of assessment tasks
<p>ACMWHS201</p> <p>Participate in Workplace Health and Safety Process</p>	<p>Follow workplace instructions safely</p> <p>Students are required to complete a workplace inspection and to provide clean drinking water safely for 3 different animals.</p>
<p>ACMGEN201</p> <p>Work in the Animal Care Industry</p>	<p>Follow a job checklist three times to industry standard.</p> <p>Students are required to follow task instructions and workplace procedures to safely complete at least three routine animal care work activities for live animals in an animal care workplace, selected from either:</p> <ul style="list-style-type: none"> - Set up of animal bedding or housing - Feeding, and watering animals - Providing enrichment activities to animals - Cleaning and maintenance of animal housing and/or facility work areas, (including the removal of animal waste and soiled bedding materials)
<p>ACMGEN202</p> <p>Complete Hygiene Routines for Animals</p>	<p>Clean an enclosure and groom the animal.</p> <p>Students are required to clean enclosures and groom animals for 3 different animals from at least 2 different species and 2 different life stages to industry standard.</p>
<p>ACMGEN203</p> <p>Feed and Water Animals</p>	<p>Feed and water different species of animal.</p> <p>Students are required to provide feed and water to 3 different animals from at least 2 different species and 2 different life stages to industry standard.</p>
<p>ACMGEN204</p> <p>Assist in Health Care of Animals</p>	<p>Assist with the capture and restraint of animals for health care purposes.</p> <p>Students are required to capture and restrain for health purposes 3 different animals from at least 2 different species and 2 different life stages to industry standard.</p>

Unit code	Summary of assessment tasks continued
<p>ACMGEN309</p> <p>Provide Basic First Aid for Animals</p>	<p>Provide basic first aid to twice for 2 different animals.</p> <p>Students are required to provide basic first aid for at least two animals with different first aid needs, including:</p> <ul style="list-style-type: none"> – approaching, securing and handling each animal safely using low stress techniques and following workplace health and safety procedures – updating supervisor or relevant personnel of animal condition – accurately recording and maintaining records for each animal <p><i>NB:</i> This activity can be conducted in a simulated environment.</p>
<p>ACMSPE320</p> <p>Provide general care of mammals</p>	<p>Provide care for 2 Placental Mammals</p> <p>Tasks must include recognition, correct handling, restraint technics, food prep, assisting with care and documentation for 2 different placental mammals from two different species.</p>

3. Frequently asked questions

Q. Will my business be suitable for vocational placement?

A. A business is suitable if:

- ✓ It is in the Animal Care industry
- ✓ Can offer a diverse range of animal care tasks for the student to complete; and
- ✓ Offers a safe environment for our students to work

CQUniversity will contact you, once you have expressed interest in hosting a student, to determine your business suitability.

Q. What qualifications do I need to be a host supervisor?

A. A subject matter expert (SME) is required to supervision and sign off co-assessment observations of completed tasks for students attending vocational placement.

To meet the requirements of a SME, you must:

- ✓ Have a current qualification as a Veterinary Nurse or similar; or
- ✓ Have a minimum of two years relevant experience in the animal care industry against the task specifications listed under to summary of tasks outlined in the previous pages

Q. Does a student need to do all assessment at one workplace?

A. No. Although one workplace is preferred, students may need vocational placement at more than one workplace if the unit of competency tasks cannot be met where they are currently located.

Q. Does the student need to do the assessment tasks within a unit in order?

A. No. Supervisors can sign off on tasks as opportunities occur.

Q. How many times should a student practice a task before being signed off?

A. There is no set limit. Some students will come to the workplace with prior animal experience, and some may require more than one practice session. Students are advised to successfully complete the theory component of each unit prior to presenting to the vocational placement supervisor for practical co-assessment.

Q. Do I have to pay the student?

A. No. For students not currently working in industry: Payment must not be made to the student participating in Vocational Placement.

Q. If I am agreeable to hosting a student for Vocational Placement (VP), what happens next?

A. Option One: Once the student, and guardian if required, completes their sections, the VP host completes sections two (2) and five (5), takes a copy for their records and gives the document back to the prospective student to attached with their CQUniversity admissions application.

A. Option Two: If you have further questions prior to signing, please contact the team at CQUniversity.

Q. Who do I contact at CQUniversity for more information?

A. The Head of Course for Animal Care is best placed to either answer your questions or direct your call to another member of the team and can be contacted via email at [Animal Care Team](#)

4. VOCATIONAL PLACEMENT AGREEMENT

IMPORTANT: This form must be completed and uploaded as a part of the prospective students CQUni online application for **ACM20121 Certificate II in Animal Care** (under Supporting Documentation). Admissions will not be considered without this form completed in full.

1. STUDENT DETAILS	
Surname:	Given Names:
Date of Birth:	
Phone:	
Email Address:	
Emergency Contact - Name & phone number:	
2. PLACEMENT PROVIDER DETAILS – business where the placement occurring	
Contact Person:	
Position:	
Contact Phone Number:	
Contact Email Address:	
Company/Business Name:	
Street Address:	
Postal Address:	
3. STUDENT'S AGREEMENT	
<p>I will attend my placement for the full Vocational Placement period. I will ensure that both CQUniversity and the person and/or organisation providing the placement are notified if I am unable to attend. My appearance and behaviour will be in keeping with the standards of my workplace and I will perform my duties to the best of my ability. I will promptly tell my supervisor of any injury or damage to property which may involve me. I will ensure that I am familiar with the safety requirements of the workplace. I understand that the insurance arrangements for my Vocational Placement do not guarantee full or immediate payment of medical or hospital costs in the event of injury and that I should, if I so require, take insurance cover for medical and hospital costs for the duration of the Vocational Placement.</p> <p>Student's Signature Date / /</p> <p>Are you aware of any medical condition/s that may affect your ability to undertake the activities required of you during vocational placement. Circle Yes / No</p> <p>If yes, please provide a brief outline and attach further information as necessary to this document.</p> <p>.....</p> <p>.....</p>	

4. PARENT/GUARDIAN AGREEMENT (NOT APPLICABLE TO STUDENTS OVER 18)

I consent to participating in Vocational Placement as stated. I agree that he/she will comply with the standards of the workplace and will obey all reasonable safety rules. I understand that the insurance cover for the work experience does not guarantee full or immediate payment of medical and hospital costs in the event of injury and that I should, if I so require, take out personal insurance for medical and hospital costs for the duration of the work experience placement.

Name of parent/guardian

Signature of parent/guardian Date / /

5. VOCATIONAL PLACEMENT PROVIDER'S AGREEMENT (WORKPLACE HOST)

I enter into an agreement for the named student to be placed with me for the purpose of Vocational Placement.

Conditions of Placement

1. The student will work under the supervision of a Subject Matter Expert (SME) who is suitably qualified (e.g., Veterinary Nurse).

- The workplace supervisor must hold the qualification or equivalent, or a minimum of two years relevant experience.
- Provide evidence of their suitability, qualification and/or experience that meet the requirements of the National Training Package.
- Be willing to sign off on observations for tasks completed at the workplace which relate to each of the units the student is studying.

2. The arrangement may be terminated at any time by CQUniversity or the Vocational Placement provider.

3. Payment must not be made to the student participating in Vocational Placement.

4. The hours worked must not exceed the normal hours worked in the industry.

5. The student must not perform work which is prohibited by law.

I agree to notify CQUniversity of injury, unexplained absences, and damage to property caused by the student during the placement and to inform the student of the safety requirements of this workplace.

Name of provider or nominee

Signature of provider or nominee Date / /

6. CQUNIVERSITY AGREEMENT

CQUniversity enters into an agreement for the named student to be placed with the above named provider for the purpose of Vocational Placement, after suitability has been established.

Name of CQUniversity representative

CQUniversity representative signature Date / /

*****Provide Copies to all Parties of the Agreement*****



CQU | Student Work Integrated Learning (WIL) Factsheet

Who is eligible?

You may be eligible to receive benefits under our Group Personal Accident policy should you meet the following criteria:

1. You must be a **Current Enrolled Student** of the University
2. You must still need to undertake some Work Integrated learning (approved)

When am I covered?

Students are covered by a general group personal accident insurance when they are officially enrolled and on campus or engaged in University sanctioned activities. They are also covered for direct travel to and from sanctioned activities but not for their daily travel to and from campus for normal coursework. Students are not covered when off campus conducting their personal (not CQUniversity approved) activities despite their status as a student.

Cover under the Policy applies for twenty four (24) hours per day while on integrated work placement, including transit to and from the Covered Person's normal business address.

When do I need my own insurance?

You are responsible to ensure:

- ✓ you have your own car insurance
- ✓ the vehicle you are using is roadworthy
- ✓ personal property is appropriately insured

Will I have 'Out of Pocket Expenses' whilst I am participating in a WIL activity?

It is expected that the student will be responsible for the purchase of any item of clothing or uniform that are a requirement of the placement but is not supplied by the host employer.

Students are responsible for costs associated with them travelling to and from the placement as well as accommodation and

transport costs, such as parking fees or fines. The arrangement of accommodation to attend the placement is also the responsibility of the student to arrange.

If you are involved in an accident that is not a University sanctioned activity then you may be responsible to meet any additional costs that are not covered by the public health system or the Medicare system.

Medical expenses that may be claimed either in part or in full through Medicare or Private Health insurer cannot be claimed on this policy.

Medical expenses where there is a full or partial Medicare rebate / benefit cannot be paid under the Personal Accident policy due to federal legislation. Therefore, students will be responsible for any out of pocket expenses, should they choose to be treated by a medical practitioner who does not 'bulk bill'.

The policy should not be seen as a substitute for private medical health cover and or accident / life insurance. The policy assumes students will be treated at a public hospital.

Does a Risk Assessment need to be completed for all WIL activities prior to commencement of the placement?

The University and the Industry Partner, as part of the industry placement, have a shared duty not to place their workers at risk. To exercise some form of due diligence towards their workers, a risk assessment needs to be completed for all WIL activities.

It is the responsibility of the both parties to conduct a documented risk assessment prior to the student commencing the placement.

The format of the risk assessment is dependent on the activity and the relationship with the partner organisation, however to assist in the process the University has created a template to be completed by the Placement Supervisor for this purpose.

WIL activities may also have further discipline- specific risks that should be considered by the Industry Partner.

Can I get a Certificate of Currency?

If it's a condition of your exchange that the host requires a Certificate of Currency, please email insurance@cqu.edu.au.

Policy Benefits (Summary Only)

The following is a summary only of the major benefits available under the University's Group Personal Accident insurance policy.

Claim Category	Benefit
SECTION 1: Personal Accident and Illness	Accidental Death entitlement \$ 50,000
Permanent Total Disablement	\$400 x 104 weeks (up to 85% of salary) with 7 day excess for any one event, following injury resulting in inability to work/earn income
Paraplegia or Quadriplegia	\$50,000 within 12 months of the date of the Bodily Injury
Loss of sight of one or both eyes	\$50,000 within 12 months of the date of the Bodily Injury
Loss of use of one or two Limbs	\$50,000 within 12 months of the date of the Bodily Injury
Loss of hearing in: (a) both ears (b) one ear	\$50,000 \$15,000 within 12 months of the date of the Bodily Injury
Permanent Loss of use of four Fingers and Thumb of either Hand	\$40,000 within 12 months of the date of the Bodily Injury
Permanent Loss of the lens of one eye	\$30,000 within 12 months of the date of the Bodily Injury
Third degree burns and/or resultant disfigurement which covers more than 40% of the entire external body	\$25,000 within 12 months of the date of the Bodily Injury

Permanent Loss of use of four Fingers of either Hand	\$25,000 within 12 months of the date of the Bodily Injury
Permanent Loss of use of one Thumb of either Hand: (a) both joints (b) one joint	\$15,000 \$ 7,500 within 12 months of the date of the Bodily Injury
Permanent Loss of use of one, two and/or three Finger(s) of either Hand: (a) three joints (b) two joints (c) one joint	\$7,500 \$5,000 \$2,500 within 12 months of the date of the Bodily Injury
Permanent Loss of use of Toes of either Foot: (a) all – one Foot (b) great – both joints (c) great – one joint (d) other than great – each Toe	\$7,500 \$2,500 \$1,500 \$500 The Event(s) must occur within 12 months of the date of the Bodily Injury
Fractured leg or patella with established non-union	\$5,000 within 12 months of the date of the Bodily Injury
Shortening of leg by at least five cm	\$3,750 within 12 months of the date of the Bodily Injury
Some Additional Benefits	
Sickness Benefit	Weekly Benefit (Sickness) of up to 85% of Salary to a maximum of \$400/week for up to 104 weeks, subject to a 7 day excess.
Non-Medicare Medical Expenses	Non-Medicare Medical Expenses incurred up a maximum of \$20,000, Excess \$50

Please note:

This summary of benefits cannot be relied on as a full description of the cover provided. All of these benefits are subject to the terms, conditions and exclusions of CQU's Group Personal Accident .

What isn't covered?

These are some of the things that are not covered:

- every day commuting between your Australian residence and CQU campus
- any illegal/criminal acts or knowingly endangering self
- pre-existing or congenital conditions
- medications or treatments for pre-existing conditions
- routine, cosmetic or elective medical interventions
- treatments/services claimable under Medicare or any government sponsored fund, plan or medical benefit scheme
- treatments/services claimable under Workcover
- Injury/illness caused by self-harm
- when engaged in Professional Sporting activities and high risk activities including, skiing, snowboarding, bungee jumping, skydiving and similar activities
- When piloting an aircraft or aerial device

What do I need when lodging a claim?

The following are important considerations or steps you must take prior to lodging your claims:

If you sustain a work related injury whilst working at the University or engaged in a University sanctioned activities or with the approved the Industry Partner as part of the industry placement it is expected that you will immediately advise both your Placement Supervisor and your Industry Partnership supervisor of the injury and arrange the appropriate medical attention.

If you have any insurance questions or enquires or want to make a claim must advise the University Insurance Office at insurance@cqu.edu.au

Additional information on what you need to do when lodging a claim can be found on the CQUniversity Work Integrated Learning Factsheet.

It is very important to lodge your claim **within thirty (30) days of the incident / illness / loss** to ensure you have the opportunity to obtain any additional supporting documents requested by the insurance company, to quickly resolve the claim

What if I have more questions?

Please contact the Insurance Office at:

Email: insurance@cqu.edu.au

Workplace Observation Co-Assessment with Subject Matter Expert

CQI-FRM176
Version 9 as at 07.06.21

Student Name:	
Unit Code/s & Name/s	ACMGEN201 - Work in the animal care industry

Information for the SME		
<p>This type of arrangement is necessary when an RTO assessor is working with a Subject Matter Expert (SME), such as a workplace supervisor, to conduct assessment in the workplace. An assessor may co-assess with a SME to determine competence of the task at hand. The SME gathers evidence of competence, which contributes to the assessment judgements made by the assessor. The assessor's role is to ensure that the assessment methodology used by the Subject Matter Expert is consistent with Training Package requirements.</p> <p>The SME must:</p> <ul style="list-style-type: none"> • Hold the qualification or a minimum of two years technical experience in the area being reviewed. • Be the student's direct supervisor. • Understand the significance of answering honestly. • Deal specifically with the student's performance. • Be prepared to provide additional evidence in the form of a report or phone interview. 		
Requirements of the SME before continuing with the process	Yes	No
Has the RTO assessor explained the purpose of the student's assessment?		
Are you aware that the student will see a copy of this form?		
Are you willing to be contacted should further verification of this statement be required?		
Has the SME ensured that the student has fulfilled all relevant WH&S requirements of the organisation/work site?		
What are your technical experience and/or qualifications(s) in the area being assessed? (Include any training or assessment qualifications.)		
RTO check of SME qualifications		
Confirmation of SME holding appropriate vocational content qualifications or evidence supporting vocational competence	Original sighted	
	Certified copy supplied	

UNCONTROLLED WHEN DOWNLOADED OR REPRODUCED

Name of Student:	
Student Number:	
Unit Code/s & Name/s:	ACMGEN201 - Work in the animal care industry
Date of Assessment:	
Name of Assessor:	

Instructions for the Student and SME

Description of Task – This unit applies to entry level workers in the animal care industry who undertake routine work under supervision. They have some accountability for their own work and solve predictable problems. Workplaces may include retail pet stores, boarding/day care facilities, animal shelters, animal welfare organisations, veterinary clinics, zoos and wildlife sanctuaries. All work must be carried out to comply with workplace procedures according to Commonwealth and state/territory health and safety and animal welfare regulations, legislation and standards that apply to the workplace.

TRAINING PACKAGE LINK

For further information around the training package requirements of this unit visit:
<https://training.gov.au/Training/Details/ACMGEN201>

STUDENT RESOURCES

Students need to access the following study resources and activities to successfully prepare for the assessment requirements of this competency.

- Moodle - View the specific class video presentations
- Moodle – Read the theory in the Learning Guide
- Moodle - Access the link for Microsoft Teams tutorials
- Websites suggested in the Learning Guide

ASSESSMENT TASK 3: To follow task instructions and workplace procedures to safely complete at least three routine animal care work activities for live animals in an animal care workplace, selected from either:

- Set up of animal bedding or housing
- Feeding and watering animals
- Providing enrichment activities to animals
- Cleaning and maintenance of animal housing and/or facility work areas, (including the removal of animal waste and soiled bedding materials)

DURATION:

The activities are to be performed in accordance with industry standards for workplace requirements and timeframes. Student should complete tasks to supervisors expected standard for entry level paid staff member.

LOCATION:

This assessment is to be completed on work placement with live animals in an operational animal care organisation such as a pet store, boarding/day care facility, animal shelter, animal welfare organisation, veterinary clinic, zoo or wildlife sanctuary workplace, that has equipment and resources appropriate to work undertaken within that specific animal care environment.

DUE DATE:

Refer to Moodle for Due Dates.

ASSESSMENT ACTIVITY

As stated above, the student should demonstrate their ability to follow task instructions and workplace procedures to safely complete at least three routine animal care work activities. This needs to be completed a minimum of three times to industry standards, to provide good care to the animal, safely under supervision.

Assessment activities must be selected from the following list:

1. Set up of animal bedding or housing
2. Feeding and watering animals
3. Providing enrichment activities to animals
4. Cleaning and maintenance of animal housing and/or facility work areas, (including the removal of animal waste and soiled bedding materials)

The student is required to:

- Read the assessment instructions and task requirements
- Print the Co-Assessment Form (this must be filled out with a blue or black pen)
- Pre-fill in the Co-Assessment Form with your name, CQU Student Number, SME's name, details and work placement location details.
- Take the Co-Assessment Form to work placement with you and discuss the requirements and logistics with your SME.
- Receive work task instructions from your supervisor to provide care for 3 different animals.
- Safely complete the routine animal care work activities for live animals in an animal care workplace.
- Ask your SME to complete and sign the Co-Assessment form
- Scan or photograph the Co-Assessment form and then submit it to Moodle via this submission folder.

ASSESSMENT REQUIREMENTS

- All requirements of the session observation checklist must be covered.
- You have 2 attempts only (a first and final attempt).
- This assessment must be completed and submitted by the due date.
- Refer to Moodle for due date
- Attend the session on time.
- Forms must be completed in blue or black ink only (non-erasable ink).
- The saved assessment must be submitted through Moodle by clicking the 'Submit' button in the assessment.

OBSERVATION CHECKLIST

Please see the criteria below on which you are being assessed. The student must ensure that the co-assessor initials and date this form for each task/s as the student completes it. Tasks will only be signed off when they have been completed satisfactorily as per the conditions outlined.

REASSESSMENT

If the student is unsuccessful with their first attempt, they will be provided with one additional opportunity for re-assessment. This opportunity may be scheduled at the end of the assessment period, or it may require the student to present at another negotiated time suitable to the SME, the student and CQU University.

During the demonstration of tasks, did the student:	Satisfactorily:		
Note for SME: Satisfactorily means that the student should complete tasks to supervisors expected standard for entry level paid staff member.	Animal 1	Animal 2	Animal 3
Please state the species of animal:			
Please state the type of work task activity (Assessment Activity 1, 2, 3, or 4) that was performed:			
Observation 1 – Live Animal Interactions - Interacted with and/or handled animals 1, 2 & 3 in a humane manner, using low stress techniques.			
Observation 2 – Follow Task - Student followed all elements of the scheduled task given by supervisor.			
Observation 3 – Follow Procedures - Student followed workplace policies and procedures while completing the tasks, including good hygiene and safety protocols.			
Observation 4 – Work Standards - Student completed routine animal care work activities for live animals, to the supervisor’s expected standard for entry level staff.			
Observation 5 – Time Management - Student completed routine animal care work activities for live animals in a timely manner. According to entry level industry standards.			
Observation 6 – Animal Welfare - Student displayed consideration to animal welfare while interacting with animal/s appropriately.			
Observation 7 – Animal Behaviour - Student displayed ability to interpret animal behaviour and reduce animal stress.			
Observation 8 – Communication - Student participated in verbal exchanges with supervisor and team members using industry terminology.			
Observation 9 – Describe Animals - Student accurately describe the animals they were performing the tasks on, using identifiable characteristics such as colour, weight and height.			
Observation 10 – Work Expectations - Student demonstrated ability to deal with responsibilities and expectations including working with others and good housekeeping.			
Observation 11 – Prevent Animal Escapes - Student demonstrated risk control of animals by undertaking good security protocols (i.e. closing doors/gates).			
Please indicate the student’s performance (Circle as appropriate): Satisfactory / Not Satisfactory			
Date:		_ / _ /	

Feedback to Student:				
Signature of Student		Date		
Signature of SME		Date		
RTO confirmation that the SME has adhered to the assessment process, as outlined.				
RTO Assessor		Date		

Example
only