

**PERSONAL DETAILS**

NAME	(INCLUDE TITLE, PREFERRED FIRST NAME & SURNAME)		
DATE OF BIRTH	GENDER	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE
ADDRESS	SUBURB	P'CODE	
HOME PHONE	MOBILE		
EMAIL			

**EDUCATION DETAILS**

ARE YOU STILL ATTENDING SCHOOL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, WHAT LEVEL?
IF NO, WHAT IS YOUR HIGHEST COMPLETED LEVEL OF EDUCATION? (IE. YR 11, VCE, CERTIFICATE, DIPLOMA, DEGREE)			

**COMPUTER ABILITIES**

DO YOU HAVE INTERNET ACCESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
RATE YOUR ABILITIES (0=NONE, 1=BASIC, 2=INTERMEDIATE, 3=ADVANCED)				
BASIC COMPUTER SKILLS =	USE OF POWERPOINT =	NAVIGATING THE INTERNET =	USE OF EMAIL =	USE OF WORD PROCESSING =

**FURTHER INFORMATION**

- All teaching sessions, assessment days and work placements take place Monday to Friday, 8:00AM to 5:00PM.
- PLEASE NOTE: This program is NOT a VETiS program.**  
Applicants currently at school who undertake this program do so as adult learners, independent of their schools.
- Under the Code of Practice governing shelters, everyone working with animals must have a **current tetanus vaccination**. We encourage all successful applicants to have a vaccination prior to the first teaching day.
- Once your application has been received, you will be contacted to arrange a telephone interview with an RSPCA Education Office to discuss your application in more detail.
- RSPCA Victoria is committed to providing equal access to learning opportunities for any students with a disability and ensure reasonable adjustments are made through consultation and negotiation.

**PLEASE ATTACH A WRITTEN STATEMENT** (approx. 200 words) as a part of your application, detailing your interest in the course and why you have applied.

Please include: your experience with animals; your knowledge about the animal care industry; other studies you have undertaken or work experience which is relevant to this course.

Further information available at: [www.rspcavic.org/services/education/certificate-ii-in-animal-studies](http://www.rspcavic.org/services/education/certificate-ii-in-animal-studies)

SIGNATURE OF APPLICANT	DATE:
SIGNATURE OF PARENT/GUARDIAN (IF APPLICANT UNDER 18 YRS OF AGE)	DATE:

## APPLICANT DECLARATION

Please understand that the Certificate II in Animal Studies delivered at RSPCA Burwood is an intensive program designed for students who are highly motivated and are able to work independently.

I, *(INSERT NAME)* \_\_\_\_\_, understand that should my application to the RSPCA/Box Hill Institute *Certificate II in Animal Studies* program be successful, I will be required to:

- undertake self-directed learning including following a schedule of assignments and learning tasks **without supervision**;
- remain attentive in lectures of up to 1.5 hours in length during teaching sessions;
- dedicate a minimum of 4 hours each week to reading and assignment completion, in an online learning environment;
- have access to the internet at least twice a week, to participate in online learning tasks;
- demonstrate skills in effective email communication;
- complete and submit assignments and quizzes by the allocated time **OR** contact Box Hill Institute one week before the due date of the assignment/quiz to request an extension;
- demonstrate ability to work productively and effectively in groups;
- demonstrate time-keeping skills (meeting deadlines, punctuality);
- attend all rostered teaching and assessment days at RSPCA Burwood;
- attend all rostered work placement days (may be rostered on any day, Monday to Friday) at RSPCA Burwood East;
- handle, feed and clean a range of animals and their enclosures, including dogs, cats, chickens, cows, horses, sheep, goats, geese, rabbits, guinea pigs and invertebrates;
- carry out physical duties such as walking dogs, feeding a variety of animals; cleaning animal enclosures and their environments; and
- I may be required to groom horses, cows and goats, wash dogs, pack and unpack food, move equipment and help with a variety of general organisational duties as required.

By signing below, I understand and agree to all the requirements listed above.

SIGNATURE OF APPLICANT		DATE:	
SIGNATURE OF PARENT/GUARDIAN <i>(IF APPLICANT UNDER 18 YRS OF AGE)</i>		DATE:	

PLEASE COMPLETE THIS FORM AND RETURN BY:

Email: [vocational@rspcavic.org.au](mailto:vocational@rspcavic.org.au)

Mail: RSPCA Education. 3 Burwood Highway, Burwood East Vic 3151

Fax: 9889 8912