

# LAY SPAYER

ACCREDITATION SCHEME GUIDE



## **THIS GUIDE ANSWERS THE FOLLOWING QUESTIONS:**

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- What is the Lay Spayer Accreditation Scheme?
- Who can be accredited?
- How do you obtain accreditation?
- What is provisional accreditation?
- Is training or assessment required?
- How do you operate as an accredited spayer?
- What are the obligations of an accredited spayer?
- How much does accreditation cost?

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All information is available for download from the scheme website: [spaying.com.au](http://spaying.com.au)

# LAY SPAYER

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## ACCREDITATION SCHEME GUIDE

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## 1/ INTRODUCTION

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Australian states and territories have adopted the Australian Animal Welfare Standards and Guidelines for Cattle which were developed by industry and agreed in 2016. These standards ensure that the industry can demonstrate high standards of animal welfare. Each state adopted these standards separately but with the goal of ensuring that the National Standards have national consistency. The standards include accreditation for lay spayers using the Willis Dropped Ovary Technique for spaying cattle.

An accreditation system has been established by the cattle industry to provide for the accreditation of non-veterinarian (lay) spayers.

Non-veterinarian spayers (or lay spayers) must be accredited by this industry endorsed and operated accreditation scheme once the appropriate legislation changes are made in the state where a spayer operates.

Australian Animal Welfare Standards and Guidelines for Cattle- Animal Health Australia (AHA) 2014. Publication record: Edition 1 Version: 1.0 January 2016 Endorsed

[www.animalwelfarestandards.net.au](http://www.animalwelfarestandards.net.au)

S6.7 A person spaying a cow must be a veterinarian or if permitted in the jurisdiction, be accredited or be under the direct supervision of a veterinarian or a person who is accredited

Queensland Animal Care and Protection Amendment Act 2022

27A Spaying cattle

(1) A person, other than a veterinary surgeon or an accredited person, must not spay cattle using the Willis dropped-ovary technique.

(3) In this section—

Accredited person means a person accredited to perform the Willis dropped-ovary technique to spay cattle under an approved cattle procedures accreditation scheme.

Spayers will need to provide evidence of their skills and experience in spaying with the Willis method. This can be done by obtaining a Statement of Attainment in the following unit of nationally recognised training: AHCLSK338 - Conduct dropped ovary technique procedures for spaying cattle. This can be obtained by contacting an industry approved Registered Training Organisation such as Agri Training Pty Ltd trading as AgForce Training.

Experienced spayers will be able to do this through a process called Recognition of Prior Learning (RPL). The RPL process is explained in this guide.

To avoid delays at the commencement of the scheme, spayers who submit their RPL applications may have an opportunity to receive a Provisional Accreditation until the RPL process is completed. Spayers receiving a provisional accreditation must complete the full process by the specified date.

## 2/ THE ACCREDITATION SCHEME RULES

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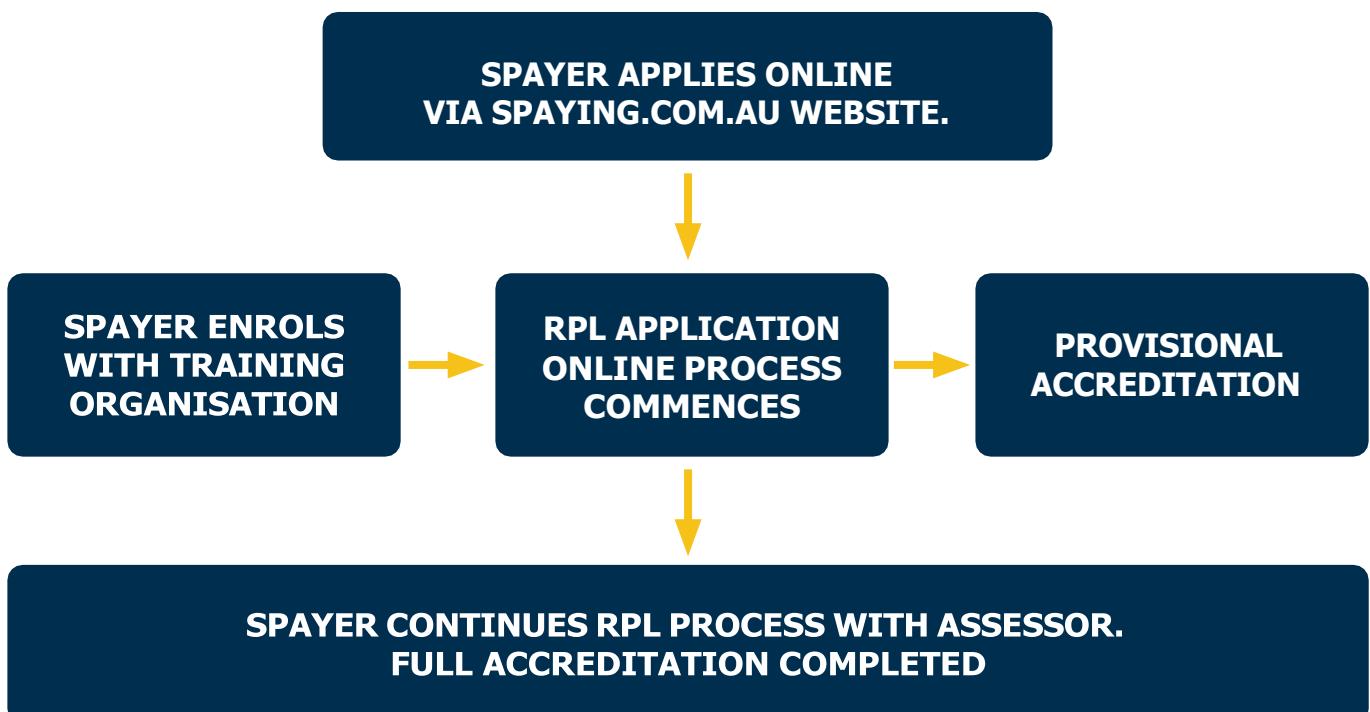
The accreditation scheme is described by a set of rules- The Accreditation Scheme Rules and includes definitions, processes and rules. Applicants should read and understand the rules before applying. This Guide, the Scheme Application Form and the Spay Record are part of the Scheme Rules. It is a condition of accreditation that spayers comply with the rules.

## 3/ HOW TO OBTAIN ACCREDITATION

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Spayers will need to work with both, the scheme manager using the website [spaying.com.au](http://spaying.com.au) and the training organisation who will undertake the recognition of prior learning process (to recognise your current skills as a spayer)

Flow Chart for Spayer Application Process



## 5/ PERSONS WISHING TO DEVELOP SPAYING SKILLS

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- a) Go to the scheme website, spayer.com.au
- b) Register with spayer.com.au by providing a username and password to start.
- c) Commence the process on the website:
  - 1) Provide your information as requested
  - 2) Pay the scheme accreditation fee – you will receive emails.
  - 3) Download the confirmation of payment
  - 4) Download the application form with your details saved.
- d) Enrol in AHCLSK338 Conduct dropped ovary technique procedures for spaying cattle by following the prompts in the link below.  
<https://ag.training/courses/accredited/spaying-cattle-using-willis-dropped-ovary-procedure/> The training organisation (Agforce Training and Response Learning) will contact you to commence the RPL skills recognition process or you may contact another RTO that offers this unit of competency. If you already hold the AHCLSK338 Conduct dropped ovary technique procedures for spaying cattle, you can skip this step.
  - 1) Enrol and pay the enrolment fee
  - 2) Commence the Recognition of Prior Learning process
  - 3) Receive a provisional accreditation from the scheme administrator – at spayer.com.au
- e) Return to [layspayer.com.au](http://layspayer.com.au) website, log in and
  - 1) Check that your statement has been uploaded
  - 2) Upload your signed application form.
  - 3) Wait for approval from the scheme and receive a Provisional Accreditation
- f) Continue working with the training organisation to complete the full recognition process and
  - 1) receive a Statement of Attainment for the unit AHCLSK338 - Conduct dropped ovary technique procedures for spaying cattle
  - 2) Log in to the spayer.com.au website to complete your full Accreditation as a Lay Spayer.
- g) Continue spaying, recording spaying activities on the spayer record forms available on the website.
- h) Comply with the required record keeping process for accredited spayers
- i) Apply for renewal of accreditation and provide records when due

## **5/ PERSONS WISHING TO DEVELOP SPAYING SKILLS**

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### **(NON-EXPERIENCED)**

- a) Apply to an approved RTO and discuss the options for training and assessment as a spayer.
- b) New spayers will need to have access to a cattle veterinarian or accredited spayer to act as a supervisor/mentor and to provide opportunities for developing workplace spaying skills. This training, assessment and experience process could take several months or more. A high level of skill is required to meet the standards of the unit.

## **6/ THE APPLICATION FOR ACCREDITATION**

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a) The application requires you to submit the following:

- Form completed online
- Completion of skills recognition process or provisional accreditation statement with RTO- who will upload this directly to the website
- Certified/witnessed copy of photo identification
- Fees paid according to the invoice

b) Application Notes:

- Form-the form must be fully completed online.
- Photo ID- attach a certified\* copy of your driver's license, passport or similar photo ID or have it witnessed with full name of witness next to signature.
- Training- the RTO will update the system with your provisional accreditation once it has been approved by the RTO. For full accreditation, you will need to upload a copy of your Statement of Attainment.
- Payment- Pay the fees on the spaying.com.au website- the annual accreditation fee or the renewal fee.

\*(Certified true copy by a JP or Commissioner of Declarations)

## **7/ COSTS**

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### **Fees**

#### **Accreditation Fees**

The accreditation scheme is not for profit and aims to cover costs of maintaining the website, database, administration functions, reporting, oversight, responding to issues and changes to requirements. The fee to cover these costs is \$250 per annual accreditation period.

#### **RPL Skills assessment (one time fee only)**

The once off fee for skills assessment (recognition of prior learning by the training organisation) is needed to cover the hours of involvement by administrators, qualified assessors and supervisors, veterinary oversight, online assessment system and student management system. These fees are paid directly to the RTO.

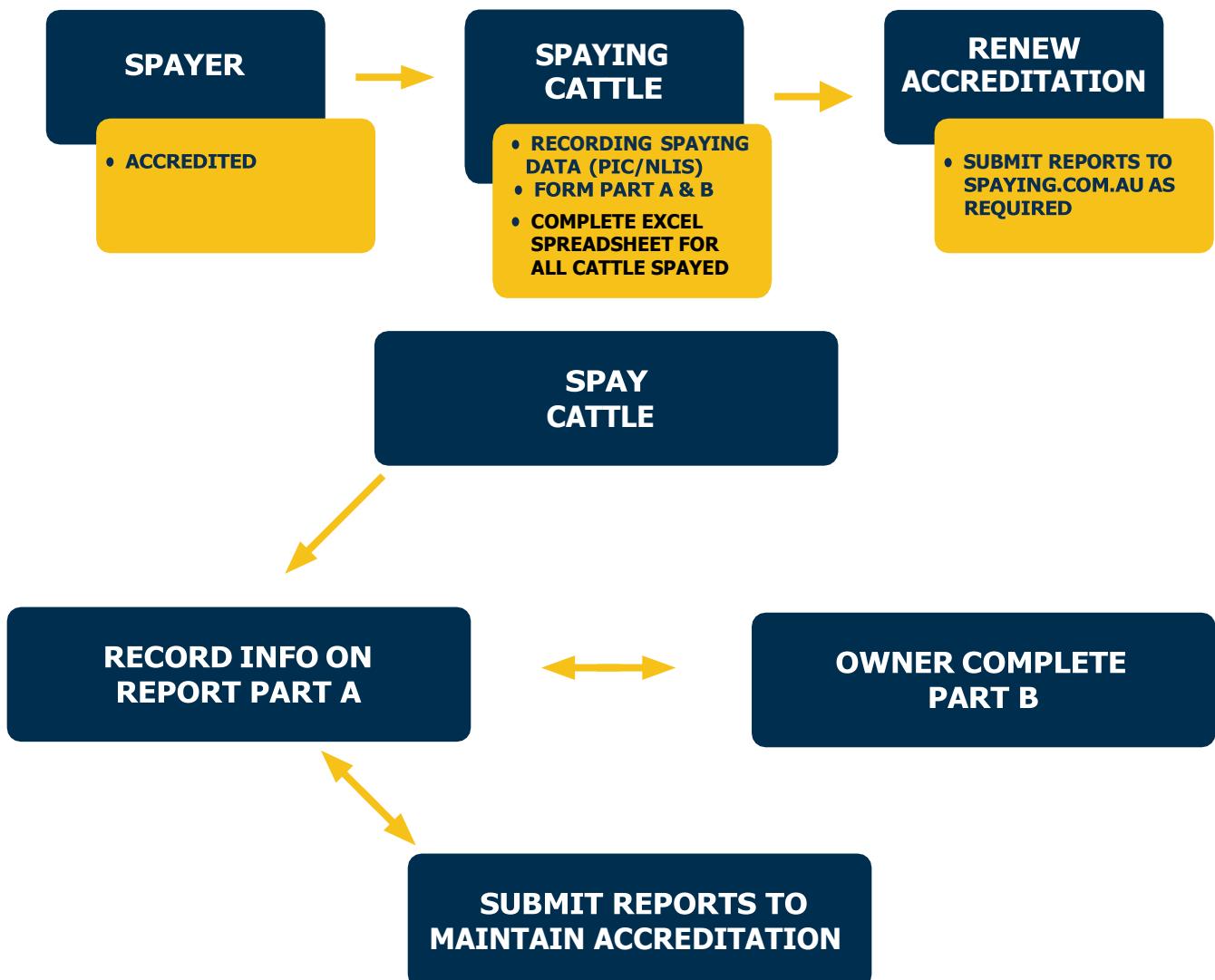
These costs are part of ensuring that successful applicants qualify for a Statement of Attainment for the Unit of Competency from the national training system: Conduct dropped ovary technique procedures for spaying cattle AHCLSK338. The fee for RPL is paid via the RTO website before recognition can begin.

## 8/ OPERATING AS AN ACCREDITED SPAYER-

### SPAYING RECORDS TO BE KEPT

Requirements and procedure for operating as an accredited spayer under the scheme.

- a) Maintain compliance with Terms and Conditions shown in Point 10 below as in the Accreditation Scheme Rules including timely application for renewal of accreditation each year. (This involves providing reports to the scheme manager.)
- b) Undertake spaying and complete Part (A) of the Spay Operator Official Record – the spay operator must ensure that all facilities, conditions and cattle are suitable for spaying using this checklist.
- c) Ensure that an NLIS device is applied to all spayed animals (and keep a record of device numbers for spayed animals) if possible or a means of identifying the spayer is available to the owner.
- d) Ensure the completed Spay Record including Part (B) is returned from cattle owner following the 2 week observation period after spaying.
- e) Complete the Excel spreadsheet available on the website to record details of all cattle spayed each year.



## **9/ TERMS AND CONDITIONS**

### **(SCHEME RULES)**

By applying for and obtaining accreditation as a lay spayer through this scheme, the accredited spayer agrees to the terms and conditions of the scheme to:

1. Comply with the scheme rules and requirements at all times
2. Comply with all obligations and requirements of legislation relating to animal welfare and cattle handling and husbandry
3. Supply and maintain a working email address
4. Keep and provide an accurate record of all spaying operations on the specified form and provide to the Scheme Manager on request or as part of annual reporting requirements.
5. Ensure that all spayed animals can be identified in future through suitable records such as NLIS, date, location, spayer, mob and similar.
6. Provide relevant post spaying NLIS if collected, to the client by way of report or spreadsheet indicating which animals were spayed or not and any mortalities on the day. This task may be done by the owner, but the spayer must keep a record of the spayed animals and any adverse outcomes using the spaying record form (part A and B)
7. Obtain a post spaying report from each client within 4 weeks of spaying completion on the specified record. Advise clients of the scheme feedback phone number or other contact
8. Advise the scheme manager in writing if you as the accredited spayer can no longer comply with these rules
9. Respond to reasonable requests for information from Scheme Manager or Owner within 30 days
10. All timeframes for scheme owner decisions and notifications are recommendations
11. Any person accredited under these rules, indemnifies all parties to the development, operation and ownership of the scheme against all damages, losses, costs and expenses incurred by those parties including the SCHEME OWNER, CA, AUSMEAT, MLA and AgForce Qld Farmers arising out of:
  - a) any application for accreditation whether approved or refused
  - b) Any act or omission in the performance of spaying operations by an accredited spayer
  - c) any type of non-compliance by a person accredited under these Rules

## **10/ INSURANCE**

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It is the choice and responsibility of the accredited spayer to hold suitable insurance coverage

## **11/ RENEWAL OF ACCREDITATION**

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- a) A reminder email will be sent to your recorded email address 30 days before expiry.
- b) Complete renewal form, pay annual fee and ensure all records are uploaded to your account at spaying.com.au

## **12/ REQUIRED REPORTS FOR ANNUAL RENEWAL**

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- a) Report by PIC number and date of the total numbers spayed per spaying operation for all spayed cattle for the last calendar year
- b) Copies of 5 separate Spay Records totalling at least 500 spayed cattle or if less active than 500, then all Spay Records as recorded on the spay record book or forms.

## **13/ APPEALS**

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1. If your application is not approved and you feel you have grounds for appeal, you may appeal in writing by email to the Scheme Manager.
2. The Scheme Manager will notify the Scheme Committee who will address the matters raised.
3. You will receive reasons for any decision and you should address those reasons when appealing.
4. Respond by email to the email address provided in the decision notification.

## **14/ COMPLAINTS**

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Complaints about spaying performance may only be made by

- a) Either the owner of the cattle in question or an authorised employee of the cattle owner who participated in the care of the cattle during the complaint period.
- b) Any qualified veterinarian who was present at spaying or attended the cattle post spaying may lodge a complaint or report.
- c) A person who was present at the spaying operation at the relevant time and who has already sought a response from the cattle owner.

Complaints are made to the Scheme Manager who will record the matter and advise the Scheme Committee.

## **15/ DOCUMENTS OF THE SCHEME**

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1. The Rules
2. The Application Guide
3. The Application Form
4. The Spay Operator's Official Record
5. Annual Renewal Form

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# SPAY OPERATOR OFFICIAL RECORD

To be completed by (a) spay operator and (b) cattle owner or manager

Part A: Spay Operator Section - MAINTAIN THIS RECORD FOR ACCREDITATION PURPOSES

Part B: Must be obtained from cattle manager and maintained with spaying records

Spaying Operator Name:		Mobile Number:	Accreditation Number:
Spayer Email for return of Part B by owner:			
Cattle Owner/Manager Name:		Mobile Number:	
Location of cattle (property and site)		PIC number	Date Spaying Commenced: / /
Breed / Description of cattle:			
Pre-spaying Checklist – all points checked and suitable to proceed		<input type="checkbox"/> yards <input type="checkbox"/> crush <input type="checkbox"/> dust <input type="checkbox"/> temperature <input type="checkbox"/> weather conditions <input type="checkbox"/> cattle condition <input type="checkbox"/> curfewed <input type="checkbox"/> rested <input type="checkbox"/> staff briefed <input type="checkbox"/> safe systems of work re cattle movements agreed <input type="checkbox"/> hygiene systems in place	
1. Number of completed spays	..... head	3. Incomplete/partial spays:	
2. Hours of spaying conducted	..... hours		
4. No. of deaths if any on the days of spaying. Must be logged on NLIS: Date: / / Receipt no.		5. Not spayed-rejected as unsuitable to spay:	
Instructions to Cattle Manager for post spay care:			
Part (B) Cattle Manager final report on spayed animals: Complete after 2 weeks and return/email to Spayer			
Insert number of animals if applicable- do not include animals already recorded by spay operator above- include only further deaths/treatments in the 2 weeks after spaying. All spaying deaths should be recorded on NLIS against device number for deceased animal covering spaying and post-spaying deaths.			
Further deaths or euthanised .....		Required treatment (inc. vet) .....	
No. days rested after spaying: ..... days		Other .....	
Comments: _____			
I agree that the Spay Operator may provide information on this form to other parties including the Accreditation Scheme Manager. I understand that I may be contacted by the Scheme Manager for purposes of confirming information. Information may only be collected for the purposes of the scheme but non-identifying data on spaying may be published.			
I certify that the information in part B is correct.			
Signature: .....		Date: / /	