



Computer Literacy for Credential Enrolment

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Citation:

Working Animals Federation of Australia (WAFA), "Computer Literacy for Credential Enrolment", Version 1.0 June 23, 2025, www.workinganimals.com.au/guidance

Purpose

This guideline outlines the minimum level of computer literacy expected of applicants enrolling in WAFA training programs or certification pathways. These skills are essential for safe, efficient, and independent participation in training, assessment, and professional communication.

Scope

This guideline applies to all applicants at the time of first WAFA credential application.

Standard Statement

All applicants are expected to demonstrate sufficient digital literacy to:

- Access, complete, and submit required online forms.
- Communicate clearly via email.
- Participate in video conferencing.
- Navigate basic documents, spreadsheets, and digital platforms used in WAFA programs.
- Capture, upload, and share multimedia content, including photos and videos, using mobile phones or other devices via platforms such as Google Drive, OneDrive, YouTube, or Vimeo, in accordance with WAFA privacy and ethical standards.
- Understand the responsible and ethical use of AI tools, including restrictions on generating or submitting AI-created content that is unverified, inaccurate, or not clearly attributed.
- Print and use hard copy materials where required for study or assessment purposes.
- Utilise assistive technologies independently (e.g., Dragon NaturallySpeaking, JAWS) to support participation, documentation, and communication. WAFA does not provide these tools but supports their use if the applicant can operate them independently.

Required Skills

Applicants should be able to independently perform the following tasks:

- Download, complete, and submit PDF or online forms.
- Use email, including opening and attaching documents or clicking links.
- Participate in online meetings or training sessions via platforms such as Zoom or Microsoft Teams.
- Access and interpret resources on the WAFA website, including training materials, standards, and updates.
- Complete logs, reports, and other required documentation digitally using standard word processing and spreadsheet tools (e.g., Microsoft Word, Excel, Google Docs, Sheets).

- Take photos and videos using a mobile device and upload or share content via cloud storage (e.g., Google Drive, OneDrive) or video platforms (e.g., YouTube, Vimeo), ensuring compliance with privacy, consent, and WAFA ethical guidelines.
- Use AI tools responsibly, ensuring content is accurate, properly referenced, and ethically appropriate. AI-generated material must not be submitted as original work without disclosure, and must adhere to WAFA standards for evidence-based practice and animal welfare.
- Use printed materials effectively when required, including completing or annotating hard copy documents.
- Operate assistive technology independently to support participation, study, or assessment tasks.

Reasonable Adjustments

WAFA supports inclusion and accessibility. Reasonable adjustments may be made where an applicant can still meet core course and assessment requirements with appropriate supports. Examples include:

- Use of assistive technology not provided by WAFA, such as screen readers, dictation software, or other specialised tools.
- Support from a disability support worker or communication assistant.
- Extended time or alternative formats for tasks and assessments.

Applicants seeking adjustments must notify WAFA at the time of enrolment and provide supporting documentation where required.

Compliance and Review

- Adherence to this guideline is a condition of enrolment.
- Course facilitators may refer applicants to support services or alternative learning pathways if core computer literacy requirements are not met.

Related Documents

- *Disability Discrimination Act 1992 (Cth)*
- Web Content Accessibility Guidelines (WCAG)

Review

This guideline will be reviewed annually or as necessary to ensure alignment with evolving industry standards and credentialing requirements.

Document Control

Version	Date	Author	Change Description	Approved By
V1.0	23/07/2025	V. Solomon	Initial	C.Williams