



SCHOOL OF VETERINARY NURSING
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INTRODUCTION FOR WORK EXPERIENCE

NEW ZEALAND CERTIFICATE IN ANIMAL CARE (LEVEL 3)

Dear Sir/Madam

The student approaching you is taking part in one of our distance programmes - the **New Zealand Certificate in Animal Care** and is required as part of the programme to undertake a minimum of 40 hours work experience at an animal facility. This is to carry out relevant animal handling, husbandry and hygiene tasks, as well as general workplace experience. The timing of the visit should be negotiated with you, at your convenience, on an individual basis with the student.

This is a compulsory requirement to complete the NZQA approved qualification listed above. To find out more, you can visit the New Zealand Qualifications Authority website on <http://www.nzqa.govt.nz/> where you can then enter the name of the qualification in the search field and view a copy of the document.

All students have had access to course materials relating to health and safety, hygienic practices and safe animal handling prior to being required to enter animal related facilities. They will not be seeking instruction from you or your staff during their visit but should have an induction to the facility and your procedures as part of general health and safety practices.

The student will need to be actively involved in the cleaning, feeding, grooming and any other husbandry tasks required during that time. They may also be required to obtain a verification (from yourself or an affiliate) to confirm attendance and completion of tasks.

The Otago Polytechnic School of Veterinary Nursing have very high expectations of our students particularly in regard to behaviour and conduct at animal related facilities and in class. We expect our students to act and present themselves in a professional manner at all times.

Confidentiality will be maintained and specific details that identify the actual facility are not encouraged or required.

We appreciate any time and effort you can put into accommodating our student and helping them to learn more about the animals that you are involved with. Should you have any questions about the requirements or regarding taking a student on please do not hesitate to contact us.

Yours faithfully

Cheryl Johnstone

Email: cheryl.johnstone@op.ac.nz

Programme Co-ordinator for Work Experience

New Zealand Certificate in Animal Care

School of Veterinary Nursing

OTAGO POLYTECHNIC

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