



NZCAM - Pet Grooming - CHECK LIST -

This page is a check list for yourself to make sure you have completed and/or returned any documentation:

<input type="checkbox"/> Access to a computer and internet daily to be able to complete your online learning and assessments
Basic health and safety course <input type="checkbox"/> Create a Moodle account <input type="checkbox"/> Accessed and completed Health and Safety Moodle course
To be returned to animalhealth@op.ac.nz : <input type="checkbox"/> Criminal convictions history (if not done so already)
Important information to be read <input type="checkbox"/> Tips on Finding your Work Placement <input type="checkbox"/> What to expect on your first day at your work placement <input type="checkbox"/> Work Placement Contract and Otago Polytechnic Code of Privacy/Confidentiality
To be read and taken to prospective work placement for signing: <input type="checkbox"/> Letter of Introduction <input type="checkbox"/> Key Information <input type="checkbox"/> Emergency Contact Details Form (complete and leave with work placement supervisor) <input type="checkbox"/> Occupational Health and Safety form (to be signed by supervisor and student)
To be read by student, sign and then scan to animalhealth@op.ac.nz : <input type="checkbox"/> Occupational Health and Safety Form (signed by both Work placement supervisor and Student)
Use this form to collect the details of your Work Placement and then scan to animalhealth@op.ac.nz : <input type="checkbox"/> Work Placement Confirmation Form
Gather additional information to give to your Work Placement (if required) <input type="checkbox"/> COVID-19 Vaccination status
Media Consent Form, fill in and then scan to animalhealth@op.ac.nz <input type="checkbox"/> Read, and get approval from employer to invoke their name in promotional material, sign and scan to the above email.
Enter Information into the On-line Form "NZCAM PG L4 Student Privacy Declaration" <input type="checkbox"/> Completed online form for Student Privacy Declaration
Enter Information into the On-line Form "NZCAM PG L4 Student Code of Conduct Declaration" <input type="checkbox"/> Completed online form for Student Code of Conduct Declaration
Ordered: <input type="checkbox"/> Equipment, Name Badge and Clothing (if applicable)