



Rural Veterinary Clinic Work Placement - Letter of Introduction

The ākonga | learner who has approached you to request a work placement is currently applying for **New Zealand Certificate in Animal Healthcare Assisting (Level 4) (Rural strand)** (RAHCA) at Te Pūkenga.

All prospective rural animal ākonga | learners are required to present you with a current copy of their Criminal Convictions History report (even if they have no convictions) along with this Letter of Introduction.

To complete RAHCA, all ākonga | learners are required to undertake a minimum of 240 hours compulsory work placement, including placement on farms and a minimum of 80 hours in a rural or mixed animal veterinary clinic. The ākonga | learners are required to start their work placement after they have completed the first theory course, Rural Animal Healthcare, attended online basic safe handling practice lecture and attended block course. The first theory course introduces and assesses professionalism, health and safety including basic restraint and hygiene.

Thank you for taking the time to consider having a work placement ākonga | learner in your veterinary clinic. In careers where a large amount of practical skill is required, work placements are a vital component of the education and development of a workplace ready graduate. We are grateful that you are willing to take the time to assist with training by providing a supportive working environment where knowledge can be applied and skill developed throughout the programme.

To support you and the ākonga | learner throughout the programme, our work place coordinator will send out periodic emails to alert you to specific learning requirements, and to provide documents that may be of assistance to you while you host a work placement ākonga | learner.

To confirm your veterinary clinic is willing to supervise and mentor this ākonga | learner during the course of their studies, please provide the ākonga | learner with the information required on the **Veterinary Clinic Work Placement – Confirmation Form** and sign the **occupational health and safety agreement**, which the ākonga | learner will then return to us.

This agreement is one of goodwill. If for any reason, you decide, at your discretion, that it is not beneficial for your veterinary clinic to support a ākonga | learner and/or it is not providing a mutually beneficial relationship and this is impacting on what your veterinary clinic can provide or the ākonga | learner can learn, please advise us as soon as possible so we can guide the ākonga | learner in finding an alternative work placement.

Please do not hesitate to contact us at any time should you have any questions or concerns. We always welcome your feedback. School of Animal Health animalhealth@op.ac.nz 0800 762 786

Mā te wā

Steph Mann

Rural Animal Programme Lead

Note to Ākonga | learner: please print this Letter of Introduction and give to your potential Work Placement Supervisor.