

New Zealand Certificate in Animal Healthcare Assisting (Level 4) (Companion Animals)



Introduction to workplace requirements for:

New Zealand Certificate in Animal Healthcare Assisting (Level 4) (Companion Animals)

Ākonga (Learner) Details	
Name:	
Phone:	
Email:	

Kia ora koutou,

Thank you for considering taking our ākonga (learner) for work placement. Your willingness to assist with workplace training is a vital and valuable part of creating industry-ready graduates. Work placement provides opportunities for ākonga (learners) to integrate academic learning with practical workplace application. Work placement can support academic outcomes in a programme of study and support ākonga (learners) to be work-ready for industry upon graduation. Ākonga (learners) should be working alongside a workplace supervisor who may also be a clinical coach, integrating within the team to get hands-on experience in a workplace.

Work Placement Requirements:

The New Zealand Certificate in Animal Healthcare Assisting (Companion Animal strand) is a one-year fulltime or two-year part-time programme designed to graduate animal healthcare assistants who can support veterinary nurses and veterinarians in clinical practice.

To meet NZQA requirements for graduation, ākonga (learners) must complete a minimum of 240 hours of work experience during the academic programme. Ākonga (learners) tend to do better if they are attending work placement on a regular schedule where they can develop relationships and familiarity with placement procedures. Work placement hours can be arranged by the ākonga (learner) and work placement to suit the needs of each party. Ākonga (learners) are expected to attend as agreed by the work placement.

Following placement confirmation, a workplace learning agreement between the ākonga (learner), work placement and education provider will be completed outlining the expectations of each party including those of attendance and professional behaviour expectations.

Supervision:

To ensure the ākonga (learner) is supported throughout their placement, your workplace will need to designate a member of staff to be responsible for them. The staff member should be someone who has the time to observe and assist the ākonga (learner) with tasks initially to ensure they are able to perform them correctly and safely, and also able to monitor progress regularly afterwards to ensure they maintain the

expected level of performance. The staff member who supervises the ākonga (learner) should be a major contributor to signing off ākonga (learner) progress in their practical task book.

In a clinical setting it is required that a supervisor be a clinical coach or a staff member who holds a qualification that is eligible for veterinarian or allied veterinary professional registration. In a non-clinical animal care setting it is expected that a supervisor be experienced and/or hold an animal related qualification.

It is important that ākonga (learners) are not completing tasks unsupervised, the delegation of supervision is under the direction of the staff member responsible for the ākonga (learner).

Work placement assessments

There is a single assessment to work placement. This assessment is the Practical Skills Work Book. The assessment consists of two components:

1. Practical skills log: this will allow the education provider to track the exposure to and development of skills by each ākonga (learner) and help them to see where they need to focus.
2. Reflective Journal: completed by the ākonga (learner) to support the development of practical skills and professional practice

At the end of placement an online ākonga (learner) evaluation form will be sent to you for completion. This will contribute to the ākonga (learner) assessment for work placement.

Thank you for considering to provide a work placement opportunity for our ākonga (learner). Your support in their learning journey is greatly appreciated.

Please do not hesitate to contact the Otago Polytechnic School of Animal Health at any time should you have any questions or concerns.

Ngā mihi nui

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