Work Placement Learning Agreement

New Zealand Diploma in Rural Animal Veterinary Technology - Level 6

This agreement is between:

Ākonga (learner):	
Placement provider:	
Educational provider:	Otago Polytechnic, Te Kura Oraka Kararehe | School of Animal Health

This agreement applies to the provision of work placement towards the New Zealand Diploma in Rural Animal Veterinary Technology

Successful completion of this qualification requires a minimum total of 750 hours of relevant work experience although we encourage more than this to gain experience and confidence. Placement hours are divided across the various Practicum courses and align with theory learning.

Each of the Practicum workbooks outlines appropriate placement types and minimum hours that must be logged.

Purpose of agreement

The purpose of this agreement is to safeguard and maximise the benefits for all parties concerned by setting out clear guidelines and expectations for administering off-campus work placement.

For the avoidance of doubt, this agreement doesn't apply in circumstances where any paid work is undertaken by the ākonga (learner) for the Placement Provider, which must be subject to a separate agreement between the ākonga (learner) and the Placement Provider, to which employment law may apply.

BY SIGNING THIS AGREEMENT, IT IS AGREED THAT ALL PARTIES WILL ABIDE BY THE RIGHTS AND RESPONSIBILITIES OUTLINED AT THE END OF THIS DOCUMENT ON PAGES 3 AND 4

Term of agreement

This agreement is valid for the year it is signed, unless any party terminates the agreement by providing reasonable written notice to the others.

Dispute Resolution:

Where any dispute, difference, or question arises between the parties in respect of this Agreement the parties will firstly use their best endeavours to resolve the matter through discussions in good faith.

When issues cannot be resolved in this way the matter may be referred to mediation, through a mediator acceptable to all parties. The mediation will be conducted in accordance with the Mediation Protocol of the Arbitrators' and Mediators' Institute of New Zealand Inc in force at the time the dispute is referred to mediation.

Disclaimer:

Education provider will not be liable to the Placement provider or ākonga (learner) for or in respect of any claims, demands, actions, causes of action, suits, proceedings, loss, damage, expense, or liability suffered or incurred by the Placement provider or ākonga (learner) during work placement, except as required by law.

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Governing Law:

This agreement shall be governed by New Zealand law, and the New Zealand courts have non-exclusive jurisdiction to determine disputes arising from the subject matter set out herein.

By signing this contract, you accept the responsibilities and expectations as set out in this contract document.

Ākonga (Learner)

Name:	
Email:	
Learner ID:	
Date:	Learner signature:

Placement provider: Farm / Veterinary Clinic / Other

Business name:	
Contact person:	
Email:	
Physical Address	
Phone Number	
Signature:	Date:

Education provider

Otago Polytechnic	Te Kura Oraka Kararehe | The School of Animal Health	
Work Placement coordinator:	Katie Prasad	
Contact Email:	animalhealth@op.ac.nz	Attn: Katie re DipRAVT workplace
Contact Phone:	0800762786	
Date:	1 March 2027	
Head of School:	Jen Evans	
Signature:		Date: 17/02/2027

All parties should retain a copy of this agreement

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Rights and responsibilities of the parties signing this agreement

1. Each party will comply with all applicable legislation, policies, and operational procedures in undertaking its duties and activities in connection with this agreement, including any staff safety checking requirements where the Children's Act 2014 applies.

2. Where any of the parties collect or have access to personal information as a consequence of this agreement, they must comply with the relevant requirements of Privacy Act 2020. The ākonga (learner) authorises the Educational Provider and the Placement provider to each give to the other such personal information about the ākonga (learner) as reasonably needed for the purpose of the ākonga (learner)'s work placement, study and wellbeing.

3. In the event of placement concerns or a change of circumstances, this agreement may be terminated by any party following a conversation between ākonga, education provider, and placement provider.

Rights and responsibilities of Ākonga (learner)	Education provider rights and responsibilities
The Ākonga (learner): 1. has the right to a safe working environment and to be treated as part of the team they are working in when undertaking the placement. 2. will notify the other parties of any disability, injury or health condition that would reasonably be considered as presenting a risk of harm to themselves or any others in the applicable workplace environment, including so that may be considered and accommodated as appropriate in the circumstances. 3. will undertake the work placement on days and times agreed, and must contact the Placement provider when unable to attend scheduled placement. 4. will be punctual, arrive appropriately dressed and professionally presented to each shift. 5. will take an active part in their learning by participating in opportunities offered by the Placement provider and complete all practicum requirements. 6. will follow all reasonable instructions given by the Placement provider, and ask questions when instructions are not understood. 7. will notify the Education provider/Placement provider where any concern arises in relation to the placement 8. has the right to expect that the Education Provider and Placement provider abide by their responsibilities	The Education provider: 1. is responsible for providing clear information, guidelines, expectations and requirements for placement to the ākonga (learner) and workplace as appropriate in its role as an educational institution (which may include communicating information that has been conveyed by the Placement provider). 2. must comply with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 ("Code") and in doing so, must have in place processes and procedures regarding ākonga (learner) Wellbeing and Safety (in particular, as described at Parts 3 and 4 of the Code) including to address circumstances where a workplace learning experience is being undertaken. 3. will liaise with the Placement provider and ākonga (learner), to determine and maintain contact and support throughout the duration of work placement. 4. will take reasonable steps for serious matters related to correcting the ākonga (learner)'s performance where applicable in its capacity as an educational institution. 5. has the right to monitor the ākonga (learner) experience to assess whether the work placement remains safe and beneficial towards the programme of study. 6. has the right to expect that the ākonga and Placement provider abide by their responsibilities

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Rights and responsibilities of the placement provider The Placement provider: 1. has the right to expect that the ākonga and education provider abide by their responsibilities 2. is responsible for the experience, supervision and management of the ākonga (learner) while undertaking the placement and will provide appropriate learning opportunities for the ākonga (learning) working towards attainment of competency for the Qualification. 3. acknowledges that while undertaking the placement the ākonga (learner) is obtaining learning experience in a workplace environment and the Placement provider will maintain adequate levels of staffing without any reliance on the ākonga (learner) and will notify the education provider if there is any change in staffing or other circumstances that it becomes aware of that may adversely affect learning by the ākonga (learner). 4. is responsible for providing suitable induction and a safe, healthy, and supportive environment where the ākonga (learner) can integrate within the team, and will operate policies and procedures designed to prevent discrimination, racism, bullying, harassment and to promote inclusiveness.	5. will immediately notify the Education provider should the ākonga (learner) be injured, any accident or 'near-miss' event occur in relation to the ākonga (learner) while on placement and provide all relevant health and safety information as reasonably requested by the education provider to meet obligations under the Health and Safety at Work Act 2015 6. will notify and co-operate with the Education provider as soon as reasonably practicable if any concerns emerge (or complaints received) regarding an ākonga (learner)'s wellbeing, safety, behaviour, progress or performance, whether physical or mental, including any concerns that arise as a consequence of unexplained absences. 7. will allow representatives of the Education provider reasonable access to the ākonga (learner) when the ākonga (learner) is undertaking the placement 8. is responsible for completing an evaluation of ākonga (learner) work placement performance at the end of each placement and acknowledges that the ākonga (learner) may also be requested to complete an evaluation of their experience with the Placement provider.