New Zealand Diploma in Rural Animal Veterinary Technology (Level 6)

Supervisor Information Sheet

Thank you for considering supporting an ākonga | learner undertaking work placement as part of the New Zealand Diploma Rural Animal Veterinary Technology (Level 6) through Otago Polytechnic | Te Kura Oraka Kararehe School of Animal Health.

Work placement is an essential component of this programme and provides learners with the opportunity to apply their theoretical learning within real workplace environments.

Programme Overview

This programme is delivered fully by distance and includes compulsory practical placement in both farm and veterinary clinic settings.

Placement requirements include:

- A minimum of 125 hours farm placement (including dairy cattle, sheep and one other commercial species, excl beef cattle)
- A minimum of 625 hours in a rural or mixed veterinary clinic

Placements may occur:

- Weekly
- In blocks
- Across multiple workplaces

Learners must complete introductory programme components before commencing placement.

Placement Expectations

During placement, learners are expected to:

- Behave professionally
- Follow workplace health and safety procedures
- Maintain confidentiality
- Follow workplace instructions
- Participate actively in learning opportunities

- Communicate respectfully with staff and clients
- Attend placement reliably and punctually

Learners are encouraged to take initiative and become involved in appropriate day-to-day workplace tasks under supervision.

Practical Skills & Industry Verification

Learners complete practicum workbooks and practical skills lists throughout the programme.

Some skills require Industry Verification (IV), where a supervising staff member confirms the learner can perform a task competently and safely within the workplace environment.

Learners should:

- Discuss the practical tasks they are required to complete and make a plan for achieving these in advance
- Practise skills multiple times before requesting sign-off
- Work within workplace protocols and supervision requirements

Video & Assessment Evidence

Some assessments may require learners to collect short video or photographic evidence of practical skills being completed in the workplace environment.

When completing assessment evidence:

- Learners should communicate requirements early
- Evidence collection should not disrupt normal workplace operations
- Tasks should only be completed under appropriate supervision and within workplace protocols
- Assessment tasks must remain the learner's own work

These assessment requirements are designed to support authentic workplace-based learning and assessment.

Placement Support

Otago Polytechnic values the support provided by farms and veterinary clinics involved in learner placements.

Throughout placement we may:

- Communicate upcoming learning areas or assessment requirements
- Check learner progress
- Provide clarification around practicum requirements

- Support both learners and placement providers where needed

If concerns arise regarding:

- Attendance
- Professionalism
- Health and safety
- Learner wellbeing
- Performance or conduct

please contact us as early as possible so support can be provided.

Health & Safety

Placement providers are responsible for providing:

- Appropriate workplace induction
- Relevant health and safety information
- Appropriate supervision within the workplace environment

Learners are expected to:

- Follow all workplace health and safety procedures
- Use appropriate PPE and clothing
- Report hazards, incidents, injuries, or near misses appropriately

Contact Information

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Thank you again for supporting the development of future rural animal healthcare professionals.