



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
Getting Started <ul style="list-style-type: none"><input type="checkbox"/> Create a Moodle account<input type="checkbox"/> Accessed Kapehu and your student email<input type="checkbox"/> Set up Microsoft Teams and joined the Pet Grooming channel<input type="checkbox"/> Accessed and completed Health and Safety requirement for Otago Polytech
To be returned to animalhealth@op.ac.nz : <ul style="list-style-type: none"><input type="checkbox"/> Criminal convictions history (if not done so already)
Important information to be read <ul style="list-style-type: none"><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<input type="checkbox"/> Block Course 2025 Dates<input type="checkbox"/> Frequently Asked Questions
To be read and taken to prospective work placement for signing: <ul style="list-style-type: none"><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 : <ul style="list-style-type: none"><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 : <ul style="list-style-type: none"><input type="checkbox"/> Work Placement Confirmation Form
Enter Information into the On-line Form "NZCAM PG L4 Student Privacy Declaration" <ul style="list-style-type: none"><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" <ul style="list-style-type: none"><input type="checkbox"/> Completed online form for Student Code of Conduct Declaration
Ordered: <ul style="list-style-type: none"><input type="checkbox"/> Equipment, Name Badge and Clothing (if applicable)