



TIPS ON FINDING YOUR WORK PLACEMENT

These notes may help you when you are sourcing a work placement at a grooming facility. The work placement is a compulsory component of the **New Zealand Certificate in Companion Animal Management - Pet Grooming** (NZCAM-PG) programme.

Be aware that grooming facilities take students for work placements in goodwill, there is no obligation for them to provide this for you. It is the students responsibility to find a suitable work placement. The work placement in a facility is a privilege not a right.

While you are on your work placement it is important to remember that you are representing Otago Polytechnic and need to uphold the standards of professionalism expected of anyone working in a veterinary clinic.

When to start looking for a work placement and what you will need to do:

Once you have received your **Conditional Offer** into the NZCAM - PG programme, you need to start looking for pet grooming facilities to complete your work placements.

You cannot complete this programme without work placement. Work placements can be one day a week, or in blocks of weeks or a month. Many facilities are approached by a number of students from Otago Polytechnic and other providers. You may need to work with the grooming facility to find a mutually convenient time for your work placements.

Work placements will not commence until you have completed and passed your first course, Introduction to Professional Skills and Competencies in a Pet Grooming Facility.

How to approach potential grooming facilities:

We always recommend that you send an email to the grooming facility asking if you could make an appointment with the appropriate person to discuss whether they would be prepared to have a student undertake work placement as part of the New Zealand Certificate in Animal Management (Level 4) (Pet Grooming) (NZCAM - PG) programme at Otago Polytechnic.

You should provide a small summary about yourself and attach to the email:

- A brief **Curriculum Vitae (CV)**, including at least one referee that can vouch for you
- A copy of your current **Criminal Convictions History Report**
- A copy of all of the **Work Placement documents**.

You are more likely to get a better response by asking for an appointment to discuss this, than if you just call in to the facility. It also shows that you are demonstrating high levels of professionalism and also recognise that grooming businesses are very busy places.

Make sure when you attend the appointment that you take copies of all the documents above, and be prepared to talk about yourself and why you are doing the NZCAM - PG programme.

If you do not hear from the grooming facility within a week, we suggest that you telephone the salon and ask to speak to the manager or the senior groomer to arrange an appointment to discuss whether they would be prepared to support you as a student requiring work placement.

It is very important that all communications with the grooming facility are made by you.

Do not be disheartened if the grooming facility advise they do not take students – this can happen, so be prepared to approach another salon.

Remember to take with you to your appointment:

1. Your brief **Curriculum Vitae (CV)**, including at least one referee that can vouch for you
2. Your current **Criminal Convictions History Report**
3. The **Work Placement documents**
4. A **smile** 😊

Always remember

You are a guest in the grooming facility and it is a privilege not a right. Be aware should there be aspects of your work placement being unbeneficial to the facility they can terminate their agreement to support your work placement at any time.

Once your work placement day/s and hours have been established it always pays to be prepared to do a little more than just the set hours. In your work placement grooming facility be prepared to provide some leniency when it comes to your hours particularly if there is a high workload or if there is an emergency or work just needs doing, it will really be appreciated if you stay on to assist even if it is hanging out the washing, cleaning out cages. This shows that you are passionate, interested and also prepared to pitch in – all qualities that a future employer will be looking for. By staying on to help also shows you recognise the commitment the facility has provided in supporting you and that work placement is give and take.

Do always be punctual and wear clean, professional attire.

Enjoy your work placement 😊

If you would like to ask us any questions, please do not hesitate to call the Otago Polytechnic School of Animal Health on **0800 762 786** and ask to speak with a Learning Advisor.

School of Animal Health
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0800 762 786