



## Pet Grooming Facility Work Placement - Letter of Introduction

The student who has approached you to request a work placement is currently applying for **New Zealand Certificate in Animal Management - Pet Grooming (Level 4)** (NZCAM-PG) at Otago Polytechnic.

All prospective Otago Polytechnic students are required to present you with a current copy of their Criminal Convictions History report (even if they have no convictions) along with this Letter of Introduction.

To complete NZCAM-PG all students are required to undertake 240 hours compulsory work placement, in at least TWO pet grooming facilities.

The students are required to start their pet grooming work placement after they have completed the first course, Introduction to Professional Skills and Communication. This course introduces and assesses professionalism, health and safety including basic restraint and hygiene.

Thank you for taking the time to consider having a work placement student in your veterinary clinic. In careers where a large amount of practical skill is required, work placements are a vital component of the education and development of a workplace ready graduate. We are grateful that you are willing to take the time to assist with training by providing a supportive working environment where knowledge can be applied and skill developed throughout the programme.

To support you and the student throughout the programme, the students learning adviser will send out periodic emails to alert you to specific learning requirements, and to provide documents that may be of assistance to you while you host a work placement student. Students are expected to bring with them their Practicum Workbook that contains specific skills they will need to be verified and signed off for completion of the course. A PDF copy can be emailed to you on request.

To confirm your pet grooming facility is willing to supervise and mentor this student during the course of their studies, please provide the student with the information required on the **Work Placement – Confirmation Form** and sign the occupational health and safety agreement, which the student will return this completed information to us. Please ensure the student undertakes any health and safety induction and/or requirements of your facility.

This agreement is one of goodwill. If for any reason, you decide, at your discretion, that it is not beneficial for your facility to support a student and/or it is not providing a mutually beneficial relationship and this is impacting on what your facility can provide or the student can learn, please advise us as soon as possible so we can guide the student in finding an alternative work placement.

Please do not hesitate to contact us at any time should you have any questions or concerns. We always welcome your feedback.

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**Note to Student:** please print this Letter of Introduction and give to your potential Work Placement Supervisor.