



# Animal Healthcare Assistant – Rural strand

## - CHECK LIST –

Before you begin, you must have access to a computer and internet daily to be able to complete your online learning and assessments

### Logging in

- Download Microsoft Teams and login with your student login details
- Log in to [kapehu.op.ac.nz](https://kapehu.op.ac.nz) with your Otago Polytechnic login which can be found on your invoice
- Log in to <https://moodle.op.ac.nz/> and have a look around (this is available AFTER the first day of the programme)
- Complete the online Health and Safety short course (details on Teams)

### Uniform

- Log into Arrow uniforms and order your name badge and uniform

### Block Courses

- Have advised the Polytech which block course location you will be attending (if applicable)
- Have noted the dates for your block course and arranged time off work, home support etc

### Work Placement

- Read and saved the “Tripartite Work Placement Learner Agreement” ready for a prospective work placement
- Read and saved the “Information for Supervisors” ready for a prospective work placement
- Read the document “Placement Starter Guide”

### Enter Information into the online form “NZAHCA(Rural) Student Privacy Declaration”

- Click on the link and fill in the supporting information details for ‘Student Privacy Declaration’ form.

### Enter Information into the online form “NZAHCA(Rural) Student Code of Conduct Declaration”

- Click on the link and fill in the supporting information details for ‘Student Code of Conduct Declaration’.