

# Animal Healthcare Assistant – Rural strand

## - CHECK LIST -

**This page is a check list for yourself to make sure you have completed and/or returned any documentation:**

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

Log in to [kaapehu.op.ac.nz](https://kaapehu.op.ac.nz) with your Otago Polytechnic login which can be found on your invoice

Download Microsoft Teams and login with your student login details

Post on the Before You Start channel on Teams (The link to this Teams Channel will be emailed to you)

Complete the online Health and Safety short course (details on Teams)

### Tips on Finding your Work Placement

Visit your programme page to familiarise yourself with your programme information : <https://tuhono.op.ac.nz/apply/new-zealand-certificate-in-animal-healthcare-assisting-level-4-rural>

What to expect on your first day at your work placement

Work Placement Contract and Otago Polytechnic Code of Privacy/Confidentiality

### To be read and taken to prospective work placement for signing

Letter of Introduction

Key Information

Farm and Rural/Mixed Veterinary Clinic Observation/Work Placement Confirmation Form

Emergency Contact Details Form (complete and leave with work placement supervisor)

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](mailto:animalhealth@op.ac.nz)

Occupational Health and Safety Form (signed by both Work Placement supervisor and Student)

Tetanus Declaration (names, student ID, signed and dated)

### Use this form to collect the details of your Work Placement and then scan to [animalhealth@op.ac.nz](mailto:animalhealth@op.ac.nz)

Farm and Rural/Mixed Veterinary Clinic Work Placement Confirmation Form

### 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’.

**Ordered:**

Compulsory Clothing and Equipment via Arrow.