



NZCAM - Pet Grooming - CHECK LIST -

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

- Access to a computer and internet daily to be able to complete your online learning and assessments

Basic health and safety course

- Create a Moodle account
- Accessed and completed Health and Safety Moodle course

To be returned to vetnursing@op.ac.nz:

- Criminal convictions history (if not done so already)

Important information to be read

- Tips on Finding your Work Placement
- 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
- 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 vetnursing@op.ac.nz:

- 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 vetnursing@op.ac.nz:

- Work Placement Confirmation Form

Gather additional information to give to your Work Placemnet (if required)

- COVID-19 Vaccination status

Media Consent Form, fill in and then scan to vetnursing@op.ac.nz

- Read, and get approval from employer to invoke their name in promotional material, sign and scan to the above email.

Enter Information into the On-line Form "NZCAM PG L4 Student Privacy Declaration"

- Completed online form for Student Privacy Declaration

Enter Information into the On-line Form "NZCAM PG L4 Student Code of Conduct Declaration"

- Completed online form for Student Code of Conduct Declaration

Ordered:

- Equipment, Name Badge and Clothing (if applicable)