



Grooming Facility Work Placement – Key Information

Below is key information for prospective grooming facility work placement supervisors.

Planning Work Placement:

- Students undertaking the **New Zealand Certificate in Animal Management (Level 4) (Pet Grooming)** (NZCAM PG) at Otago Polytechnic, will complete either: One year of full time study or Two years of part time study (both only by distance).
- Before students commence any grooming facility work placement they must have completed the first course, Introduction to Professional Skills and Competencies in a Pet Grooming Facility.
- The courses Work Placement A and Work Placement B each require a minimum of 120 hours of work placement. Across the two courses students must complete a minimum of 240 hours across TWO grooming facilities.

	Work Placement A	Work Placement B
Minimum work placement hours	120	120
One year full time study will commence work placements in: (February start)	Early Semester 1 (after Intro Proff is passed)	Early Semester 2 to the end of programme
Two years part time study will commence work placements in:	Early Semester 2 of Year 1	Semester 2 of Year Two

- Work placement can be completed in blocks or spread over a number of weeks as long as this is completed within the time-frames required for each enrolment. The **Practical Skills List** highlights the key skills/tasks and competencies students need to be exposed to and enable to practice, under supervision.
- Otago Polytechnic provides students with theoretical learning and knowledge prior to permitting students to attend work placements. We also provide them with an excellent set of resources, including videos of almost every practical skill/task they need to gain competence in during their study. It would be expected that they will be given guidance in how to perform specific skills/tasks as per your facility protocols but will not require you to actually teach them, except in some practical grooming components. Should this appear to be the case, please do not hesitate to contact us.

Practical Skills and Evidence Collection:

- Students are required to complete skill lists within their practicum course, which includes industry verification (IV) and an hour's log. This means that they are obtaining signed verifications of specific skills/tasks when completed with competence in the true grooming facility work placement setting. A copy of the skills list within the practicum course will be supplied by email communication.
- Industry Verifications can only be signed off by grooming facility staff. However, students **must** only be signed off when it is deemed in your (or the supervisors) professional opinion that the student has reached the level of competency required to complete skills/tasks without instruction and according to guide that is provided.
- Students are expected to work through their skills lists and record accurately their work placement hours. These will be submitted intermittently throughout their study and will be assessed and marked as part of the successful programme completion. Learning Advisers will be checking the assessments during the year and reviewing hours to check for satisfactory progress.
- **Photos:** In addition students will also be required to take photos as evidence of them performing some grooming skills on animals on their own (but only as indicated by the supervising groomer) for instance a specific breed clip/groom. To show competency in and be assessed in a 'true to life' grooming facility workplace environment ensures they demonstrate they are work-ready at the completion of the programme. Note that photos should be able to be taken

without impacting on staff or the flow of the facility. Students are also expected to liaise with their supervisor in a timely fashion as to any photo assessment requirements that need to be completed. Skill lists are provided in the practicum book, but if specific details are required do not hesitate to contact us.

- **Case Studies:** A requirement of the programme is that students will need to find case studies to use for assessments such as for “specific breed grooms”. Students will be required to request permission from the supervising groomer, and the client to use the case and to adhere to the Privacy Act. This may include requesting permission to take photographs or a short video clip for gathering evidence as part of their case study.
- **Professionalism:** It is expected that students will uphold the highest personal, professional and practice ethical standards at this stage for rural animal technicians we will expect you to act according to the New Zealand Veterinary Nursing Association’s Code of Conduct (found at <http://www.nzvna.org.nz/>). A pet grooming code of conduct is also available and should be adhered to. Practical evidence collection will include feedback from you on the student’s professional practice. However if at anytime these standards are not upheld, please contact us immediately.

Otago Polytechnic, School of Veterinary Nursing Support:

- Otago Polytechnic will maintain appropriate insurance to provide professional indemnity and public liability cover for students on pet grooming work placements in New Zealand and will provide you with evidence of this upon request.
- Otago Polytechnic and the Otago Polytechnic School of Veterinary Nursing place a very high value on the providers of animal facility work placement, it is invaluable and we want to thank you for your time and patience and we look forward to working alongside you to develop the competencies required of a work- ready graduate. Should there be any concerns about the student, the programme or any other aspect; we welcome immediate feedback via telephone call or email.
- This agreement is one of goodwill. If for any reason you decide, at your discretion, that it is not beneficial for your facility to mentor 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.

We would like to thank you for taking the time to consider an Otago Polytechnic student for supervised work placement as part of the NZCAM PG programme.

If you have any questions please do not hesitate to contact us.

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Note to Student: please print this information and give to your potential Work Placement Supervisor.