Turn your passion for animals into a career with the hands-on NZ Certificate in Animal Management [Level 4]. The programme will equip you with the skills and knowledge to ensure the health, safety and general welfare of animals in care facilities.

You’ll spend the majority of your time at EIT’s Veterinary Nursing Animal Centre, which is a specialised animal facility with a simulated clinic reception and live animal housing, an isolation unit and diagnostic preparation room.

<table>
<thead>
<tr>
<th>Campus</th>
<th>EIT Hawke’s Bay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts</td>
<td>February</td>
</tr>
<tr>
<td>Contact</td>
<td>Janis Anderson Phone: 06 830 1236. Email: <a href="mailto:janderson@eit.ac.nz">janderson@eit.ac.nz</a></td>
</tr>
</tbody>
</table>
Make your passion for animals your career

Subjects covered in the New Zealand Certificate in Animal Management [Level 4] include:

▶ Anatomy and Physiology
▶ Workplace Safety
▶ Husbandry and Handling
▶ Hygiene and Preventative Health
▶ Animal Welfare and Health
▶ Emergency Response and Complementary Health
▶ Facilities Management
▶ Breeds and Behaviour

Graduates are able to:

▶ Implement a health and safety plan in an animal care or training facility and ensure compliance with regulatory procedures.
▶ Take responsibility for the day-to-day animal health and husbandry in an animal care facility.

You are welcome to make an appointment to discuss your study options with our staff either in person or by phone and also to visit at any time to view our facilities. If you have any questions please feel free to contact us.

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

Your possible employment opportunities include: Animal Care Assistant in a veterinary practice, animal laboratory, pet shop, kennel or cattery. Employment with an animal welfare agency such as the SPCA, zoological or wildlife parks. Employment with an animal science research group. Breeding establishments. Grooming or pet sitting.


WHAT YOU NEED TO KNOW

New Zealand Certificate in Animal Management

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
<th>Length</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4</td>
<td>120 credits</td>
<td>One year full-time or part-time on-campus</td>
<td>$7,275 approximately</td>
</tr>
</tbody>
</table>

This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

INDUSTRY-BASED TRAINING

Students in the NZ Certificate in Animal Management [Level 4] must complete work experience commitments as set by the Programme Coordinator. EIT will source all work placements at animal facilities within the Hawke’s Bay region. There will be three weeks of work experience (60 hours total) in each semester. In addition students will complete rostered hours in the EIT Animal Room during the programme.

While on work experience, students must maintain a logbook with evidence of completion of the practical assessments and skills sign-off when competent. Students meet with the Programme Coordinator on a regular basis, to discuss progress on the workplace requirements.

A high level of professionalism is expected at all times during work experience and workplaces provide an evaluation at the end of each placement.

A memorandum of agreement will be drawn up between the work placement facility, the student and EIT, to define rights and responsibilities of each party involved in the work placements.

KEY DATES

| Programme starts | Monday, 18 February | Programme Ends | Friday, 29 November |

EIT TERM / SEMESTER HOLIDAYS

| 15 April - 26 April | 1 July - 19 July | 30 September - 11 October |
**TIMETABLE**

Your study time will be made up of contact time (class times, tutorials, industry-based learning) and non-contact time (your own individual study time, online learning).

**CONTACT TIME**

On-campus classes are usually scheduled between 8.00 am and 5.00 pm Monday to Friday, 480 teaching hours per year. There will also be 120 work experience hours per year. For a current timetable, please refer to eit.ac.nz/studentservices/timetable.

**NON-CONTACT TIME**

Students should plan to spend approximately 560 hours per year of individual study.

**ADDITIONAL COSTS**

- Transport to work experience where required
- Clothing as required for small animal practical sessions and work experience including covered-in black shoes and black dress pants.
- Accommodation during out of region work placement (if applicable).
- $130 required textbook.
- $30 scientific calculator.
- $40 scrub top

**ENTRY CRITERIA**

- NCEA Level 1 AND
- 36 NCEA credits at Level 2 including 12 credits in English at Level 2 and 12 credits of a relevant science (biology, chemistry or physics) at Level 1 OR
- Level 2 or above qualification demonstrating ability in English, mathematics and relevant science (biology, chemistry or physics) OR
- New Zealand Certificate in Animal Care [Level 3] OR
- For adults students: Evidence of ability to study at a tertiary level and evidence of the equivalent English and science knowledge as applies to school leavers, listed above.

**OTHER REQUIREMENTS**

- **Practical requirements:** Students must be able to carry out physical activities within the Animal Room and work placement to fulfil the requirements of the programme. Students must also have no objection to working with animals, dissection of animal body parts, body fluids and cadavers. EIT reserves the right to decline entry to the programme should an applicant's physical ability or inability to work in this environment prevent them carrying out practical activities required to fulfil the requirements of the programme. These practical requirements will be discussed and confirmed during the information session.

  - **Good character requirement:** ALL applicants are required to provide a completed CRIMINAL DECLARATION Form (copy of form is attached). EIT reserves the right to decline entry to the programme should an applicant's police record be such that they would be considered unsuitable for working at an animal care facility. Applicants with convictions for dishonesty or drug offences will likely be considered unsuitable.

- **Information sharing session:** Applicants who meet entry requirements will be required to attend an information sharing session to discuss information about the programme, ascertain whether previous experience working with animals meets the recommended 5 days at appropriate businesses and to communicate expectations regarding the programme. Applicants who meet all entry requirements will be selected in order of application.

**ENGLISH LANGUAGE ENTRY REQUIREMENT**

If English is not your first language you are required to have attained an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including schooling in New Zealand, successful study of a programme in which English was the language of instruction, completion of a New Zealand Certificate in English Language, approved scores on IELTS tests or completion of accepted international equivalents. Specific scores for IELTS and New Zealand Certificates in English Language are as follows: IELTS 5.5 Academic (no band score lower than 5), NZCEL Level 3 with the Academic endorsement.

**ENTRY WITH CREDIT**

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit or Recognition of Prior Learning.

- **Cross Credit** is based on the equivalency of courses or qualifications. You would apply for Cross Credit if you have passed a very similar course at the same level.

- **Recognition of Prior Learning (RPL)** is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

RPL and Cross Credit cannot be awarded for a course if you are enrolled in that course. You must apply prior to enrolment. The overall RPL Credit Limit 50%.

For further information and enquiries about RPL and Cross Credit please contact Hafiz Bakri, Programme Co-ordinator, (06) 830 1954.

**FACILITIES**

- Specialised animal facilities with simulated surgery facilities, live animal housing, isolation unit, simulated clinic reception, diagnostic preparation room.
- Laboratory facilities.
- Library and computer facilities.

**ASSESSMENTS**

Consists of practical workbook completion for on-campus practical work, completion of work experience log book, assignments, tests, exams, practicals and observations, depending on nature of the course.

**THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED**

When you study at EIT you’ll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You’ll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number. They’ll know your name and you’ll receive one-on-one attention to make sure you get the support to succeed.
SCHOLARSHIPS AND GRANTS

Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don’t always need to be an academic high-flyer to qualify.

EIT has a long list of scholarships for which you can apply. So if you would like to get financial help with your study, take a look at our website to see what’s available. You can also take a look online at the givME database available at EIT. It lists every scholarship and grant available in New Zealand.

STUDENT SERVICES LEVY

The Student Services Levy is a compulsory non-tuition fee that is charged to students enrolled at EIT. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT from the levy are ring-fenced, meaning they can only be spent on student services.

STUDENT LOANS AND ALLOWANCES

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven’t been accepted yet) so you’ll be ready to get your payments when you need them most. Check out studylink.govt.nz or phone 0800 88 99 00. A Student Allowance is a weekly payment to help you with living expenses. It doesn’t have to be paid back. A Student Loan is made up of three parts – compulsory fees, course-related costs and living costs. You have to pay these back.

HOW TO ENROL

STEP 1
Complete the enrolment form that is included with this info pack or apply online www.eit.ac.nz

You can apply to StudyLink now if you need help to pay your fees, course related costs or living costs. You can do this even if you haven’t been accepted on to your programme yet.

Visit www.studylink.govt.nz to apply.

STEP 2
If you apply online you will be sent a form to check, sign and return to EIT along with any required supporting documents.

If you are applying by paper enrolment form, you will need to complete this and send back to EIT with any required supporting documents.

STEP 3
You will receive an acceptance letter with programme information including your start date.

You may also receive course selection forms. You need to complete these quickly and return them to us so we can finalise your enrolment. If you do not send these back to us we are not able to give Studylink the information they need to finalise your student finance.

STEP 4
You will receive an invoice with payment details.

You must arrange for full payment of your enrolment fees before the start of your programme.

Contact us if you have any questions.
### WORLD CLASS ‘A’ RATED TEACHING STAFF

The Tertiary Education Commission rates EIT as one of New Zealand’s top two institutes of technology and polytechnics for research. Our highly-qualified academics are leaders in their subjects, delivering the most up-to-date and relevant information to diploma, degree and postgraduate students. Attuned to ever-changing technologies, our tutors bring extensive work experience to teaching EIT’s certificate and other industry-tailored programmes.

<table>
<thead>
<tr>
<th>NAME</th>
<th>QUALIFICATION</th>
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<tbody>
<tr>
<td>Hafiz Bakri - Programme Coordinator and Lecturer</td>
<td>Dip Vet Nursing</td>
</tr>
<tr>
<td>Office: L219</td>
<td>(06) 830 1954</td>
</tr>
<tr>
<td>Email: <a href="mailto:hbakri@eit.ac.nz">hbakri@eit.ac.nz</a></td>
<td></td>
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<tr>
<th>NAME</th>
<th>QUALIFICATION</th>
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<tbody>
<tr>
<td>Sarah Thomson - Lecturer</td>
<td>BVSc, BSc, Dip Sci</td>
</tr>
<tr>
<td>Office: L219</td>
<td>(06) 830 1190</td>
</tr>
<tr>
<td>Email: <a href="mailto:sthomson@eit.ac.nz">sthomson@eit.ac.nz</a></td>
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<table>
<thead>
<tr>
<th>NAME</th>
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</thead>
<tbody>
<tr>
<td>Stephanie Thomas - Lecturer</td>
<td>BVTech, Dip SC.Tech</td>
</tr>
<tr>
<td>Office: L219</td>
<td>(06) 830 1813</td>
</tr>
<tr>
<td>Email: <a href="mailto:sthomas@eit.ac.nz">sthomas@eit.ac.nz</a></td>
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### COURSE DESCRIPTIONS

The structure of the programme is as follows. To be awarded the qualification New Zealand Certificate in Animal Management the student must have completed every course in the programme as identified in the Schedule of Courses below. Total Credits for completion = 120.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>BRIEF DESCRIPTION</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAM4.01</td>
<td>Anatomy, Physiology and Work Place Safety</td>
<td>15</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Gain knowledge of animal anatomy and physiology and to be aware of hazards in the workplace.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.02</td>
<td>Husbandry and Handling</td>
<td>15</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Perform safe low stress handling and apply knowledge of animal husbandry.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.03</td>
<td>Hygiene and Preventative Health</td>
<td>15</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Gain the knowledge and skills required for disease control in an animal facility.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.04</td>
<td>Animal Welfare</td>
<td>15</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Apply welfare legislation to animal management and transportation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.05</td>
<td>Emergency Response and Complementary Health</td>
<td>15</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Provide emergency aid to companion animals and animal facility staff and understand complementary health practices.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.06</td>
<td>Facilities Management</td>
<td>15</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Plan and select accommodation for animals and be able to communicate in a professional manner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.07</td>
<td>Animal Health</td>
<td>15</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Identify signs of illness and provide patient care for a range of conditions and safely administer medications.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAM4.08</td>
<td>Breeds and Behaviour</td>
<td>15</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Interpret normal and abnormal behaviours and understand breed management of companion animals.</td>
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</table>
New Zealand Certificate in Animal Management Level 4

CRIMINAL DECLARATION FORM

Full Name: ____________________________________________________________

Please print name clearly

Please be aware that having criminal convictions, especially for offences involving drugs or dishonesty, may affect your ability to gain employment or attend work placements in an animal facility. If your conviction history is such that it may affect your employment or work placement prospects, you may be denied entry into this programme.

Do you have any criminal convictions or pending criminal charges?  
☐ Yes  ☐ No

If you answered yes to the above question, please give details below:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Please read the following statement carefully before signing.

I declare that I have no undisclosed criminal convictions or pending criminal charges and am aware that failure to disclose such information could mean expulsion from the programme.

I give the Eastern Institute of Technology my full consent to obtain a police clearance check, if required, from my home country or any country that I have lived or worked in for more than 12 months.

__________________________________________________________
Signature

__________________________________________________________
Printed Name

Witnessed by (signature)

__________________________________________________________
Printed Name of Witness and position or relationship to applicant

Date