

2024



NZ Certificate in Animal Care (Companion Animals)

Level 3

Turn your passion for animals into a career with the hands-on NZ Certificate in Animal Care (Companion Animals) (Level 3). This 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 the EIT | Te Pūkenga specialised animal facility with a purpose-built reception, live-animal housing, isolation unit and laboratory facilities and have access to the comprehensive library and computer facilities on-campus.

Location	Hawke's Bay
Start	February and July
Length	19 weeks full-time*
Contact	Deborah Comrie Phone: 06 830 1376 Email: dcomrie@eit.ac.nz

* Part-time study available.

For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

Make your passion for animals your career

During the NZ Certificate in Animal Care (Companion Animals) (Level 3) you will learn about:

- Professional skills when working with animals
- Safe handling and transportation of companion animals
- Anatomy and physiology of animals
- How to care for companion animals

As a graduate you will be able to:

- Comply with all regulatory requirements and relevant industry codes of practice for animal care and welfare.
- Maintain positive interpersonal relationships and ethical behaviour in the provision of animal care.
- Apply knowledge of companion animal form and function to identify and respond to individual variations to normal health and behaviour.
- Apply knowledge of companion animal health, behaviour, handling, and husbandry to assist with day to day care and transportation.

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.

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
- Employment with an animal science research group
- Breeding establishments
- Grooming or pet sitting


Your study pathway could progress onto:

- NZ Certificate in Animal Healthcare Assisting (Companion Animals) (Level 4)
- NZ Certificate in Animal Technology (Veterinary Nursing Assistant) (Level 5)
- NZ Diploma in Veterinary Nursing (Level 6)
- Bachelor of Veterinary Nursing



NZ Certificate in Animal Care (Companion Animals) Level 3, 70 credits

 Hawke's Bay

 Full-time: 19 weeks
Part-time: 1 year

 Fee:
Visit fees.eit.ac.nz to see the fees for this programme

2024 Key dates

Semester one intake Starts: Monday, 5 February
Ends: Thursday, 27 June

Semester two intake Starts: Monday, 15 July
Ends: Friday, 6 December

Semester and statutory breaks Term break one: 15-26 Apr
Easter: 29 March-2 April
King's B/Day: 3 June
Term break two: 23 Sept-4 Oct
HB Anniversary: 25 October
Labour Day: 28 October

Clinic work placements

As a learner of the NZ Certificate in Animal Care (Companion Animals) (Level 3) you must complete clinic work placement commitments as set by the Programme Coordinator and Workplace Coordinator.

EIT | Te Pūkenga will source all work placements at animal facilities within the Hawke's Bay region. There will be two weeks of animal facility clinic work placements (40 hours total) in the semester. In addition, hours to be completed in the EIT | Te Pūkenga animal facility as rostered on by the Animal Room Technician.

While on clinic work placement, you must provide evidence of completion of the practical assessments and skills sign-off when competent. You will meet with the Workplace Coordinator on a regular basis, to discuss progress on the workplace requirements.

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

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

Timetable

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

For a current timetable, please refer to eit.ac.nz/students/timetable.

Contact time

On-campus classes are usually scheduled between 9.00am-5.00pm, Monday to Friday.

There will also be 40 hours clinic work placement during the programme in an animal related facility.

Non-contact time

You should plan to spend 38 hours per week on individual study, including classroom and clinic work placement time.

Additional costs

- Transport and accommodation for clinic work placement where required
- Clothing as required for small animal practical sessions and work placement, including covered-in shoes and black dress pants
- \$200 approximately for required textbooks
- \$30 approximately for scientific calculator
- \$40 approximately for scrub top

Entry requirements

General requirements

To be admitted to this programme, an applicant must be:

- At least 16 years old at the time the programme commences, and be
- Physically able to undertake the practical requirements of the programme.



Practical requirements

- Applicants must be able to carry out physical activities within the Animal Room and clinic work placement to fulfil the requirements of the programme.
- Applicants must also have no objection to working with animals, dissection of animal body parts, body fluids and cadavers. EIT | Te Pūkenga 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 Ministry of Justice Criminal Convictions Record (copy of form is attached). EIT | Te Pūkenga reserves the right to decline entry to the programme should an applicant's police record be such that they would be considered unsuitable for veterinary nursing work. Applicants with convictions for dishonesty or drug offences will likely be considered unsuitable. A criminal declaration will be required every year of enrolment in the programme.

A Health and Privacy Declaration will need to be completed on acceptance to the programme.

English language entry requirements

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. For international learners, ways in which English language fluency may be demonstrated include the following:

- Successful study of a programme in which English was the language of instruction (conditions apply)
- Completion of a New Zealand Certificate in English Language (Level 3)
- Approved scores on IELTS tests of 5.0 Academic, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Completion of accepted international equivalents
- Completion of an EIT | Te Pūkenga assessment

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 (CC) or Recognition of Prior Learning (RPL).

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

You must apply prior to enrolment. CC and RPL cannot be awarded for a course if you are enrolled in that course.

Overall RPL Credit Limit 50%. The programmes maintain the ability to partially credit courses where evidence of current competence is presented.

For further information and enquiries about CC and RPL please contact, Sarah Subritzky, Programme Coordinator, on 06 830 1583.

Literacy and numeracy skills

A literacy and numeracy assessment is part of the preparation for all level one to three programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the help that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you CANNOT fail. You will merely get information on your literacy and numeracy skills. The result will NOT have an impact on any of your assessment marks in your course work.

Facilities

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

Assessments

Assessments consist of practical workbook completion for on-campus practical work, completion of clinic work experience portfolio, assignments, tests, exams and observations, depending on nature of the course.

EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning.

The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

The experience you need & the support to succeed

When you study at EIT | Te Pūkenga 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.

Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Name	Qualification
Sarah Subritzky <i>Programme Coordinator</i>	DipVNursing
Megan Young	DipVNursing
TBC	TBC

Programme information

The NZ Certificate in Animal Care (Companion Animals) is a 70 credit, full-time or part-time programme at Level 3 which prepares learners with the skills, knowledge and attributes to ensure a positive welfare state for animals and carry out specific duties to manage the day-to-day operations of companion animal facilities.

Course descriptions

The structure of the programme is as follows. To be awarded the qualification NZ Certificate in Animal Care (Companion Animals) (Level 3) the learner must have completed every course in the programme – as identified in the course descriptions below.

Course no.	Brief description	NZQA level	No. of credits
ANML3101	Introduction to Professional Skills when Working with Companion Animals Develop the knowledge, skills and competencies to assist in animal care in an ethical, legal and professional manner.	3	15
ANML3102	Introduction to Behaviour, Handling and Transportation for Companion Animals Develop the knowledge, skills and competencies to identify companion animals and appropriate handling techniques.	3	15
ANML3103	Introduction to Form, Function and Preventative Health for Companion Animals Develop the knowledge, skills and competencies relevant to companion animal anatomy and physiology to support animal health practices and disease prevention.	3	15
ANML3104	Introduction to Husbandry for Companion Animals Develop the knowledge, skills and competencies relevant to husbandry of companion animals.	3	15
ANML3105	Companion Animals Practicum Develop the knowledge, skills and competencies to assist in a companion animal care facility.	3	10

How to enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

Step 1

Check out eit.ac.nz to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on 0800 22 55 348 and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

Fees-free government scheme: Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to FeesFree.govt.nz and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

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. You can find out more about scholarships and other options for paying your fees at eit.ac.nz.

StudyLink: If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit studylink.govt.nz to find out more about StudyLink.

Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga 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 what you qualify for at studylink.govt.nz.



Disclaimer: The Eastern Institute of Technology Limited is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit eit.ac.nz.





NZ Certificate in Animal Care (Companion Animals) (Level 3)

Enrolment Checklist

Please Note

These forms are to be returned with your completed enrolment form.

Please complete and return the following:

- Enrolment Form
- Ministry of Justice Criminal Convictions Record
- Criminal Declaration
- Health and Privacy Declaration
- Verified copies of your New Zealand full birth certificate carrying a unique identification number or Passport*

and

- Another form of ID** (e.g. driver licence, firearms licence, 18+ card, Community Services Card, School ID etc.)

One of the above forms of identification must be photographic.

*Verification of your Birth Certificate or Passport and other form of ID must be completed by a JP, EIT | Te Pūkenga Programme Administrator or Registry staff member.

** If using RealMe for ID please also provide a second form of ID.



NZ Certificate in Animal Care (Companion Animals) (Level 3)

Ministry of Justice Criminal Convictions Record

As part of your application EIT | Te Pūkenga requires you to obtain your own Ministry of Justice criminal record check.

You will need to go online to: <https://www.justice.govt.nz/criminal-records/get-your-own/>

Please fill in the “**Requesting your own criminal report - Individual Request**”. When you submit your application, you will also need to provide proof of your identification. This can be a clear photocopy of any one of the following:

- NZ Drivers Licence - can be current or expired within the last 2 years, but cannot be cancelled, defaced or a temporary licence.
- NZ Passport - can be current or expired within the last 2 years but cannot be cancelled or defaced. Must show your signature.
- Overseas Passport - must be current and cannot be expired, cancelled or defaced. Must show your signature.
- NZ Firearms Licence - must be current and cannot be expired or defaced.
- If you do not have any of these forms of identification you will need to ask someone to confirm your identity or you will need to complete a statutory declaration.

You must provide your **email address** to receive your report. When you receive the report, you must forward it to the Centre for Veterinary Nursing Programme Administrator Deborah Comrie, at dcomrie@eit.ac.nz.

Your enrolment is not considered to be completed until this record has been received by the Programme Administrator.

As well as completing online, you can print out and post the request form and accompanying proof of identification to the Criminal Records Unit at the Ministry of Justice (postal and email address details are on the form).

If you do have a conviction, this will not automatically exclude you from enrolling. However, if you do have a conviction you will still go through the EIT | Te Pūkenga conviction review process.



NZ Certificate in Animal Care (Companion Animals) (Level 3)

Criminal Declaration

Applicant full name:
Please print full 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 EIT | Te Pūkenga 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.

.....
Applicant signature

.....
Applicant full name

.....
Witnessed by (signature)

.....
Witness' printed name and position or relationship to applicant

.....
Date



NZ Certificate in Animal Care (Companion Animals) (Level 3)

Health and Privacy Declaration

Required for all of the animal healthcare and veterinary nursing programmes.

It is essential to declare honestly on this form. A declaration of a medical condition does not mean that you will be excluded from your preferred programme of study. It provides an opportunity for us to discuss with you an appropriate plan for your situation.

Please read carefully and tick or highlight the appropriate box(es).

Applicant full name: Student ID:
Please print full name clearly If known

Health declaration

I have listed below any medical condition(s) (mental or physical) that may impact on my ability to work safely in the animal care/healthcare context. If none, please write N/A.

.....
.....
.....
.....
.....
.....
.....

Other information

Please let us know of any other information that will help us provide you with the best support to enable you to succeed (for example: learning difficulties, other special needs).

.....
.....
.....
.....
.....
.....

Privacy declaration

Please tick Yes or No for each of the below:

1. Pursuant to Principle 11.1(a) of the Privacy Act 2020, I agree to the disclosure and use of the information on this form (and supporting information) by EIT | Te Pūkenga to work placements where I may be completing practical experience.

Yes No

2. I understand that I have the right to access and correct any of my personal information held by EIT | Te Pūkenga, and am required to update the information held about me should this change at any time I am studying with EIT | Te Pūkenga.

Yes No

Overall declaration

Please tick Yes or No for each of the below:

1. I understand that if any false or deliberately misleading information is given, or any material fact suppressed, my enrolment may be terminated.

Yes No

2. I understand that EIT | Te Pūkenga requires this information to ensure the safety of animals, public and staff in animal facilities and veterinary clinics where I may be completing practical experience.

Yes No

3. I understand that if anything changes in relation to this declaration after the date I have signed it, while I am an applicant or enrolled in an animal healthcare and veterinary nursing programme, I must notify EIT | Te Pūkenga immediately.

Yes No

Applicant full name (printed)

Applicant signature

Date

If you have any questions regarding this declaration, please contact Sarah Subritzky, Programme Coordinator, on 06 830 1583 or email ssubritzky@eit.ac.nz.