2024

NZ Certificate in Animal Technology

Veterinary Nursing Assistant strand

Level 5

If you're passionate about animal health and welfare, this programme is perfect for you. This qualification will prepare you to work in a veterinary-related field under the supervision and direction of other veterinary staff.

You'll learn all about animal husbandry and how to maintain animal health within a veterinary clinic, how to care for hospitalised animal patients, assist in surgery preparation and anaesthesia, and conduct routine diagnostic procedures. You will complete a total of 240 hours of clinic work placement in veterinary clinics and rostered hours in the EIT | Te Pūkenga animal facility to further develop your skills.

Location	Hawke's Bay
Start	February
Length	One year full-time
Contact	Deborah Comrie Phone: 06 830 1376 Email: dcomrie@eit.ac.nz

EIT
TE AHO A MĀUI

TePūkenga

Start your path to becoming a vet nurse

The purpose of this qualification is to prepare you as a veterinary nursing assistant by providing you with the skills, knowledge and attributes needed to help assist veterinarians and veterinary nurses in a companion animal practice.

This qualification is targeted at those who wish to work in a veterinary related field or in a veterinary clinic with companion animals. The animal industry will benefit by having graduates qualified with skills to allow them to be ready to work in a veterinary clinic, under the direction of a veterinarian and senior nursing staff.

Subject areas

• Structure and function of animals

• Animal behaviour, handling and care

• Ethics

• Legislation

• Welfare

• Client interaction

• Surgical and diagnostic services

• Anaesthetic and analgesic monitoring

• Care of hospitalised patients

As a graduate of the NZ Certificate of Animal Technology (Veterinary Nursing Assistant strand) (Level 5) you will be able to provide assistance to veterinarians and veterinary nurses in a clinic environment and perform some tasks independently.

You will also be able to:

• Maintain animal health and husbandry of animals in a veterinary clinic

• Care for hospitalised patients

• Assist in surgery preparation and anaesthesia

• Assist with routine diagnostic procedures

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: veterinary nursing assistant, veterinary sales representative, nutritional sales representative, animal welfare officer or animal technician.

• Your study pathway could progress onto: the NZ Diploma in Veterinary Nursing (Level 6) or the Bachelor of Veterinary Nursing.

Clinic work placements

As a learner in the NZ Certificate in Animal Technology (Veterinary Nursing Assistant strand) you must complete clinic work placements as set by the Programme Coordinator and Workplace Coordinator. EIT | Te Pūkenga will source and organise clinic work placements that are within the Hawke's Bay and Gisborne regions. There will be one 120 hour placement per semester clinic work placement blocks in veterinary clinics. In addition, hours to be completed in the EIT | Te Pūkenga animal facility as rostered on by the Animal Room Technician.

In order to provide learners with different perspectives on veterinary nursing you will complete your clinic work placements in at least two different veterinary practices.

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

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

NZ Certificate in Animal Technology (Veterinary Nursing Assistant strand)
Level 5, 120 credits

Hawke's Bay

Full-time: 1 year

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

Orientation	Thursday, 15 and Friday, 16 February
Programme starts	Monday, 19 February
Programme ends	Friday, 29 November
Semester breaks	15-26 April 1-19 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 scheduled between 8.00am-5.00pm, Monday to Friday. There are 461 teaching hours over the programme.

Non-contact time

You should plan to spend approximately 499 hours of individual study over the duration of the programme.

Additional costs

- Transport and accommodation for clinic work placement where required
- You will need to purchase the required uniforms
- Black dress pants for clinic work placements
- $300 approximately for required textbooks
- $40 approximately for scrub top

Entry requirements

Academic requirements

- NCEA Level 2 including a minimum of 12 NCEA credits in English at Level 2, a minimum of 12 NCEA credits in Mathematics at Level 1 and a minimum of 12 credits of relevant Science at Level 1; or
- A relevant animal care qualification; or
- Skills for tertiary study (including Literacy and Numeracy) may be acquired through study, work and/ or life experience.

Applicants who can demonstrate these skills may be approved for alternative entry.

Other requirements

- **Veterinary clinic insight:** A document outlining why you wish to pursue veterinary nursing as a career which answers the following questions:
  - Describe what discussions you have had with veterinarians, veterinary nurses, veterinary nurse assistants, rural animal technicians or other professionals in the veterinary field about choosing this career.
  - Describe what you consider the role of a veterinary nursing assistant/veterinary nurse to be.
- **Curriculum vitae:** ALL applicants are required to submit a Curriculum Vitae that includes one referee who can verify that the discussion above took place and an additional referee who can provide a character reference.
- **Animal handling experience requirement:** Applicants are required to have previous experience working with small animals including a minimum of 10 days with businesses such as the SPCA, kennels, catteries, or pet shops. This may be demonstrated by information in the applicant's Curriculum Vitae, or a separate written attestation. Upon being contacted by EIT | Te Pūkenga, a referee must be able to verify this experience. If this experience cannot be demonstrated, the applicant will be required to complete the EIT | Te Pūkenga animal handling bridging course.
- **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.

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.

Interview process

Applicants who meet entry requirements may be required to attend an interview to discuss information about the programme and communicate expectations regarding the programme.

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

Applicants who meet all entry requirements will be selected in order of application.

Bridging course

A bridging course is available for those applicants who do not have adequate animal handling experience. The course will be run over two weeks directly prior to the programme commencing and will introduce applicants to basic animal handling skills required to successfully complete the programme. The Programme Coordinator may require applicants to complete this.

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 (subject to the conditions in the EIT | Te Pūkenga Database for English Language Proficiency (DELP))

• Completion of a New Zealand Certificate in English Language (Level 4 with any endorsement)

• IELTS General or Academic score of 5.5, with no band score lower than 5, achieved in a single test within the two years preceding enrolment

• Accepted international equivalents to the above IELTS scores, achieved in a single test within the two years preceding enrolment (see equivalency tables in the DELP)

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. **There is an overall RPL Credit Limit of 50%.**

For further information and enquiries about CC and RPL please contact, Emma Martin, Programme Coordinator, on 06 830 1373.

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 practicals, completion of clinic work placement portfolio, assignments, tests, exams and observations, depending on the nature of the course.

Year 13 scholarship

EIT | Te Pūkenga offers a limited number of Year 13 Scholarships to eligible Taupō, Hawke's Bay and Tairāwhiti (Gisborne) learners who are beginning an undergraduate degree in 2024. You can study any one of our 13 degrees or selected level 5 certificate and diploma programmes that pathway into a degree.

If you live outside the Taupō, Hawke's Bay or Tairāwhiti regions there are scholarships available nationwide for a selected few programmes. Go to scholarships.eit.ac.nz to find out which programmes you can apply for.

For full information about the Year 13 Scholarship check out scholarships.eit.ac.nz, email scholarships@eit.ac.nz or text your name, address and the word YR13 to 4631 and we will send you a Year 13 Scholarship pack.

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
Emma Martin *Programme Coordinator*	BVTech
Erika Smith *Lecturer*	BSc, BVN
Sarah Subritzky *Lecturer*	DipVNursing
Megan Young *Lecturer*	DipVNursing

Programme information

The structure of the programme is as follows. To be awarded the NZ2490 NZ Certificate in Animal Technology qualification with Veterinary Nursing Assistant strand the learner must have completed every course in the programme - as identified in the Course Descriptions below. Total credits for completion = 120.

Course descriptions

Course no.	Brief description	NZQA level	No. of credits	Semester offered
CAT5.12	**The Structure and Function of Animals** This course will develop learners' knowledge of animal anatomy and physiology to inform their practice in a workplace setting.	5	15	1
CAT5.11	**Animal Behaviour, Handling and Care** This course will allow learners to develop the knowledge and skills required in companion animal behaviour, handling and preventative health, as well as in advising clients on such aspects of companion animal care.	5	15	1
CAT5.04	**Introduction to Veterinary Practice** This course will allow learners to develop basic knowledge and skills required to practice in the veterinary clinic workplace.	5	15	1
CAT5.09	**Work Experience A** This course will allow learners to develop knowledge related to ethics, legislation and welfare, to begin to apply this knowledge in professional reflective practice, and to practice basic clinical skills.	5	15	1
CAT5.06	**Veterinary Surgical and Diagnostic Services** This course will allow learners to develop the knowledge and skills required to provide a specified range of surgical and diagnostic services in a veterinary clinic.	5	15	2
CAT5.07	**Anaesthetic Monitoring and Analgesia of Animal Patients** This course will allow learners to develop the knowledge and skills required in the monitoring of anaesthesia and in recognizing the analgesia needs of a surgical patient in a veterinary facility.	5	15	2
CAT5.08	**Care of Hospitalised Animal Patients** This course will allow learners to develop and apply knowledge and skills in the provision of clinical care and the promotion of patient well-being for a variety of animals in the veterinary clinic.	5	15	2
CAT5.10	**Work Experience B** This course will allow learners to expand their knowledge related to ethics, legislation, welfare, continuing to apply this knowledge in professional reflective practice, and to practice veterinary nursing assistant skills.	5	15	2

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.

EIT TE AHO A MĀUI | Te Pūkenga

20231113

NZ Certificate in Animal Technology
(Veterinary Nursing Assistant strand) (Level 5)

Enrolment Checklist

> # Please Note
>
> ## The following documents need to be completed and returned with your enrolment form.
>
> ## Without these documents we are unable to proceed with your application.

Please complete and return the following:

☐ Enrolment Form

☐ Ministry of Justice Criminal Convictions Record

☐ Criminal Declaration

☐ Health and Privacy Declaration

☐ You must provide a brief Curriculum Vitae with your application

☐ Veterinary Clinic Insight - describing your discussions with veterinary professionals and what you consider the veterinary nurse/assistant role to encompass

☐ Animal Handling Experience - outlining any experience of animal handling at SPCA, catteries, kennels or pet shops

☐ 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 Technology
(Veterinary Nursing Assistant strand) (Level 5)

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 Technology
(Veterinary Nursing Assistant strand) (Level 5)

Criminal Declaration Form

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:

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....

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....

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 Technology
(Veterinary Nursing Assistant strand) (Level 5)

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.

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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).

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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 Emma Martin, Programme Coordinator, on 06 830 1373 or email emartin@eit.ac.nz.