**VETERINARY STUDENT PLACEMENT NETWORK**

**PRACTICE INFORMATION FORM**

The New Zealand Veterinary Association Te Pae Kīrehe and Massey University’s School of Veterinary Science Tāwharau Ora have created an innovative platform to streamline the process of finding work placements for veterinary students.

Through Massey’s MyWil platform, veterinary practices can create online listings to promote placement opportunities, highlight their unique offerings, and attract students who are the right fit. Veterinary students will be able to search these listings to identify practices across the country that suit their needs.

If you would like to list your practice on the MyWil Student Placement Network platform, please complete this form and email it to nzva@vets.org.nz. This information will be shared with Massey University staff who will use it to create an online listing for your practice.

# Consent

|  |  |
| --- | --- |
|  | Please tick this box to confirm that your practice is willing to accept BVSc students from Massey University for work placements. |
|  | Please tick this box to confirm that you are happy for the information provided in this form to be published on Massey’s MyWil platform, where it will be accessible to view by enrolled BVSc students. |

# Practice information

|  |  |  |
| --- | --- | --- |
| **Practice name** | Click to enter text. | |
|  |  | |
| **Street address 1** | Click to enter text. | |
|  |  | |
| **Street address 2** | Click to enter text. | |
|  |  | |
| **Street address 3** | Click to enter text. | |
|  |  | |
| **Suburb** | Click to enter text. | |
|  |  | |
| **City** | Click to enter text. | |
|  |  | |
| **Region**  *Please select one option.* | Auckland  Bay of Plenty  Canterbury  Gisborne  Hawke's Bay  Manawatū-Whanganui  Marlborough  Nelson | Northland  Otago  Southland  Taranaki  Tasman  Waikato  Wellington |
|  |  | |
| **Postcode** | Click to enter text. | |
|  |  | |
| **Website** | Click to enter text. | |
|  |  | |
| **Practice email** | Click to enter text. | |
|  |  | |
| **Practice phone** | Click to enter text. | |
|  |  | |
| **If your practice has multiple branches or locations, please list them here.**  *You will need to complete a separate form for any other branches that offer placements.* | Click to enter text. | |
|  |  | |
| **Sector**  *Please select one option.* | General private practice  Specialist private practice  Government  Industry | Laboratory practice  Consultancy  Research  Zoo or wildlife practice |
|  |  | |
| **Discipline groups**  *Select as many as applicable.* | Equine  Production Animal  Small Animal | Wildlife & Exotics  General (use this category for government, laboratory, industry) |
|  |  | |
| **Affiliation**  *Select as many as applicable.* | NZVA member  NZVA **BEST**PRACTICE ® accredited | Other (please specify)  Click to enter text. |

# Placement opportunities

|  |  |
| --- | --- |
| **Placements offered**  *Select as many as applicable.* | Year 5 clinical placements  Year 4 veterinary practicum  Emergency/after-hours service |
|  |  |
| **Can the practice help students find accommodation for the duration of their placement?** | Yes  No  Maybe |
|  |  |
| **Can the practice help students organise travel to and from their placement?** | Yes  No  Maybe |
|  |  |
| **Does the practice offer any scholarships to students?** | Yes  No |

# Primary contact

The primary contact is the main contact for Massey University and is the person who can be given access to MyWil to edit the practice information. This staff member will be sent emails with student details before each placement. This information is not displayed to students. Unfortunately, you can only have one primary contact for the practice.

|  |  |
| --- | --- |
| **First name** | Click to enter text. |
|  |  |
| **Last name** | Click to enter text. |
|  |  |
| **Email address**  *This must be one that is only used by the contact* | Click to enter text. |
|  |  |
| **Phone number** | Click to enter text. |
|  |  |
| **Job title** | Click to enter text. |

# Other contacts

Please list any other staff who may need to complete student forms (such as health and safety forms, student evaluation forms). This information is not displayed to students.

To add more than one contact, click the text below and click the small + symbol in the bottom right corner. This will duplicate the required fields.

|  |  |
| --- | --- |
| **First name** | Click to enter text. |
|  |  |
| **Last name** | Click to enter text. |
|  |  |
| **Email address** *This must be one that is only used by the contact* | Click to enter text. |
|  |  |
| **Phone number** | Click to enter text. |
|  |  |
| **Job title** | Click to enter text. |

|  |  |
| --- | --- |
|  | Please check this box if this staff member should receive emails with student details before each placement. |
|  |  |

# Generic email addresses

Please enter any generic email addresses you would like student details to be emailed to before each placement. This information is not displayed to students. Please enter each email address as a separate line.

|  |
| --- |
| Click to enter text. |

# Student contact

These contact details will be visible to students. The student contact can be an individual or a generic email address. Unfortunately, you can only have one student contact for the practice.

|  |  |
| --- | --- |
| **First name** | Click to enter text. |
|  |  |
| **Last name** | Click to enter text. |
|  |  |
| **Email address** | Click to enter text. |

# Practice listing

Please provide the following content to appear on your practice listing on MyWil.

|  |  |
| --- | --- |
| **Introduction text**  *Please provide the content in html (using inline styles only).* | Click to enter text. |
|  |  |
| **Screenshot of how you want the content to be displayed**  *Right click on the image box and select ‘Change Picture’ to add your screenshot.* |  |
|  |  |
| **Placement availability notes** | Click to enter text. |

|  |  |
| --- | --- |
|  | I have attached any images or logos to be used as separate PNG or JPEG files. |
|  |  |
|  | I have attached relevant student documents as separate files. |