



Work Placement Guidebook

For Students
ACM40418 Certificate IV in Veterinary Nursing



Student Work Placement Guide and Logbook
ACM40418 Certificate IV in Veterinary Nursing
RTO Code: 45916
CRICOS Provider Code: 04060M



Greenwood Academy of Animal Care and Agriculture would like to pay our respect and acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respect to the Elders, both past and present of all Nations.

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INTRODUCTION

Purpose of the Guide

This guide provides comprehensive information to support students in successfully completing their work placement. It outlines the required procedures, expectations, and documentation associated with workplace learning.

Specifically, this guide includes:

- Step-by-step instructions for organising and completing work placement
- Roles and responsibilities of all parties involved
- Documentation and evidence requirements

Work placement is a mandatory component of your course. Greenwood Academy of Animal Care and Agriculture require verifiable evidence of your practical skills to ensure that all competency standards are achieved.

Work placement is designed as a structured and supervised learning experience. It enables students to apply theoretical knowledge in a real workplace setting while developing practical skills, professional behaviors, and industry awareness.

Purpose of Work Placement

The primary objectives of work placement are to:

- Provide exposure to real workplace environments under appropriate supervision
- Support the development and application of industry-specific skills
- Allow students to demonstrate competency in real work conditions
- Encourage reflective practice and continuous improvement
- Provide opportunities to observe experienced professionals and workplace operations

Students are required to complete a **minimum of 240 hours** of work placement.



Intended User

This guide is designed for:

- Students currently employed in the animal care industry
- Students entering the industry for the first time

Students may complete work placement through one of the following pathways:

- Their current workplace (subject to approval)
- A placement arranged by Greenwood Academy
- A self-sourced placement approved by the Academy



SECTION 1: WORK PLACEMENT OVERVIEW

Work Placement Requirements

To successfully complete work placement, students must:

- Complete a minimum of 240 hours
- Perform tasks relevant to their course and units of competency
- Work under the supervision of a qualified or experienced professional
- Demonstrate safe and ethical work practices at all times

Students should ensure that their placement provides sufficient variety and scope of activities to meet assessment requirements.

Training Logbook Requirements

The Training Logbook is a mandatory record of all workplace activities and hours completed.

Students must:

- Record all tasks performed during each shift
- Accurately document start times, break times, and finish times
- Ensure all entries are clear, accurate, and up to date
- Obtain supervisor verification and signatures for each entry

The logbook must be completed progressively throughout the placement. Delayed or incomplete entries may not be accepted.

Work Placement Assessment Requirements

Some units of competency require assessments to be completed in the workplace. These may include:

- Practical projects
- Case studies/reports



Students may be required to collect supporting evidence such as:

- Photographs
- Video recordings

Prior to collecting any evidence, students must:

- Obtain permission from their workplace supervisor
- Ensure compliance with workplace policies, including privacy and confidentiality
- Submit required documentation, including the Workplace Supervisor and Facility Checklist

Host Organisation Requirements

An appropriate host organisation must be able to:

- Provide access to relevant equipment, facilities, and resources
- Offer tasks aligned with course requirements
- Support student learning through supervision and guidance
- Expose students to a variety of workplace activities

For example, students undertaking Certificate IV in Veterinary Nursing should have opportunities to participate in tasks such as patient monitoring, assisting with procedures, and client communication.

Work Placement Attire and Presentation

Students must present themselves in a professional manner at all times.

Students are required to:

- Follow the workplace dress code
- Wear appropriate personal protective equipment (PPE) where required
- Maintain good personal hygiene
- Ensure clothing is clean, neat, and suitable for the work environment

Common requirements include closed-toe shoes, scrub tops, and identification badges. Students should confirm specific requirements with their workplace prior to commencement.



SECTION 2: WORK PLACEMENT PROCEDURE

Students Seeking Placement

Students who are not currently employed in a suitable workplace may:

- Request assistance from Greenwood Academy, or
- Independently source a placement

Students arranging their own placement must:

1. Provide the Workplace Supervisor and Facility Checklist to their supervisor
2. Submit the completed form for approval
3. Await confirmation of suitability before commencing placement
4. Complete workplace induction processes
5. Review all placement requirements and documentation

Academy-Arranged Placement

Students requesting placement through Greenwood Academy must:

1. Submit placement preferences, including industry area and availability
2. Complete all required forms and documentation
3. Await placement confirmation
4. Review workplace expectations and requirements prior to commencement

Greenwood Academy will make reasonable efforts to match students with suitable placements. However, placement availability cannot be guaranteed.

Students must comply with the Student Code of Conduct. Failure to do so may result in removal from placement and limited opportunities for reassignment.

Self-Arranged or Current Employment Placement

Students completing placement in their current workplace or a self-arranged workplace must:



1. Ensure the workplace meets course requirements
2. Submit the Workplace Supervisor and Facility Checklist
3. Provide any additional documentation requested
4. Obtain formal approval before undertaking assessments

If the workplace does not provide sufficient scope, students may be required to complete placement across multiple organisations.



SECTION 3: ROLES AND RESPONSIBILITIES

Student Responsibilities

Students are expected to:

- Adhere to all workplace policies and procedures
- Follow Work Health and Safety (WHS) requirements
- Demonstrate professional behaviour at all times
- Communicate effectively with supervisors and staff
- Complete all required documentation accurately and on time
- Seek clarification when unsure about tasks or expectations

Work Placement Supervisor Responsibilities

Workplace supervisors are responsible for:

- Providing a safe and supportive learning environment
- Conducting workplace induction, including WHS requirements
- Supervising and guiding the student during tasks
- Ensuring tasks align with course requirements
- Verifying and signing the Training Logbook
- Providing feedback on student performance

Supervisors should hold relevant qualifications or demonstrate sufficient industry experience.

Academy Responsibilities

Greenwood Academy will:

- Assess and approve placement suitability
- Provide guidance and support to students
- Monitor student progress
- Maintain communication with workplace supervisors where required
- Address any concerns or issues raised during placement



SECTION 4: WORK PLACEMENT CONDITIONS

Duration and Scheduling

Students must complete a minimum of **240 hours** of work placement.

Students should:

- Plan their placement schedule in consultation with their supervisor
- Ensure placement does not conflict with scheduled classes
- Allow sufficient time to complete all required tasks and assessments

Insurance Requirements

Greenwood Academy provides insurance coverage for students undertaking unpaid work placement.

Students who are employed at the placement organisation are covered under their employer's insurance policy.

Students must ensure their enrolment and fee payments are up to date to maintain coverage.

Attendance and Absences

Students are required to:

- Attend all scheduled placement shifts
- Notify their workplace supervisor as soon as possible if they are unable to attend
- Arrange to make up any missed hours

Failure to attend without notice may result in disciplinary action and impact placement continuation.



Placement Changes and Support

If a placement ends prematurely, Greenwood Academy may assist in arranging an alternative placement, subject to availability.

Support is available through:

- Student Support Officers

Students are encouraged to seek assistance promptly if any issues arise during placement.



SECTION 5: WORK PLACEMENT DOCUMENTATION

Student Code of Conduct

As a Greenwood Academy of Animal Care and Agriculture student, you must conduct yourself properly in the workplace. You will be interacting not only with your workplace supervisor and other workplace staff, but also with clients and members of the public.

By enrolling in Certificate IV in Veterinary Nursing with Greenwood Academy of Animal Care and Agriculture, you agree to comply with the following during your work placement:

- Participate in all workplace activities in a manner that reflects positively on Greenwood Academy of Animal Care and Agriculture
- Apply my skills and knowledge to contribute meaningfully to the workplace
- Ensure that all my behavior and activities comply with relevant legislation and workplace standards
- Act with integrity and respect in all interactions within the workplace
- Follow all Work Health and Safety (WHS) requirements of the workplace
- Dress appropriately and adhere to the workplace dress code
- Follow the agreed workplace schedule and be punctual
- Notify both my workplace supervisor and Greenwood Academy of Animal Care and Agriculture trainer as soon as possible if I am unable to attend due to illness or unavoidable circumstances
- Make a genuine effort to integrate into the workplace and work cooperatively with others
- Implement feedback provided by my workplace supervisor or Greenwood Academy of Animal Care and Agriculture trainer to improve my performance
- Inform both my workplace supervisor and Greenwood Academy of Animal Care and Agriculture trainer if I am asked to perform a task that I believe has not been pre-approved by Greenwood Academy
- Communicate any concerns I may have with my workplace supervisor and/or Greenwood Academy of Animal Care and Agriculture trainer promptly
- Maintain confidentiality and respect the privacy of all workplace matters



I understand that failure to adhere to this Code of Conduct may result in my removal from current or future workplace activities. I also acknowledge that serious breaches of Greenwood Academy of Animal Care and Agriculture's Student Discipline Policy may lead to exclusion from my course.

Student's Acknowledgment of Acceptance of Student Code of Conduct	
Name	
Signature	
Date	

**Non-compliance may result in removal from placement or further disciplinary action.

Permission to Collect Evidence

Students must obtain formal permission before collecting any workplace evidence.

This includes:

- Completing the Workplace Supervisor and Facility Checklist
- Ensuring all recordings comply with privacy and workplace policies

Training Logbook Completion

The Training Logbook must include:

- Student and workplace details
- Daily records of hours worked
- Description of tasks performed
- Supervisor verification and signatures

Students must ensure all entries are accurate and completed in a timely manner.



STUDENT DETAILS	
Name:	
Student Number:	
Phone/Mobile:	
Email Address:	
Address:	

EMERGENCY CONTACT DETAILS	
Name:	
Phone/Mobile:	
Email Address:	
Address:	
Relationship:	
Medical Considerations:	



WORK PLACEMENT PROVIDER DETAILS	
Provider Name:	
Supervisor:	
Job Title:	
Phone/Mobile:	
Email Address:	
Summary of Services:	

Note: If you're completing work placement at multiple workplaces, record the details listed above for each workplace and attach them to your logbook.



Second Work Placement (If Applicable)

WORK PLACEMENT PROVIDER DETAILS	
Provider Name:	
Supervisor:	
Job Title:	
Phone/Mobile:	
Email Address:	
Summary of Services:	



Student Work Placement Activity Record of Hours Logbook

ACM40418 Certificate IV in Veterinary Nursing

Record of Hours:

Student Name:
Workplace:

Instructions: Student undertaking work placement to complete all details, which will be verified and confirmed with work placement supervisor and assigned work placement facility provider staff to ensure accurate records. Complete each day of work placement.

Date	Day	Start Time	Break Starts	Break Ends	End Time	Total Hours	WP Supervisor's Initials & date



Record of Daily Tasks and Activities

The learner performance requirements for students in the ACM40418 Certificate IV in Veterinary Nursing are demonstrated through assessment tasks within each Unit of Competency. Each unit outlines specific learning outcomes, and student work placement tasks should align with these to help students gain practical skills and experience. Students must provide detailed work activities in the table below, ensuring alignment with the hours recorded in the Record of Hours table.

Date	Work Placement	Daily Tasks and Activities



Employer Feedback on Student Work Placement Performance

STUDENT NAME:		COURSE:				
WORK PLACEMENT PROVIDER:						
WORK PLACEMENT ADDRESS:						
TOTAL HOURS OF PLACEMENT:						
NAME AND POSITION OF SUPERVISOR:						
Skills Feedback (Please select the appropriate column)	1 Excellent	2 Above Average	3 Average	4 Below Average	5 Poor	N/A
Attendance and punctuality						
Time Management						
General behaviour and conduct						
Team engagement and contribution						
Relationship development with staff and clients						
Communication						
Ability to follow instructions						
Initiative						
Problem solving						
Ability to work well within animal services environment						



Ability to apply knowledge within work environment to develop themselves and others						
Positive attitude to working within animal services work environment						
Customer service						
Use of PPE within animal services environment						
Ability to comply with and follow WHSE within work environment						
Adherence to organisational operational procedures						

Please provide any additional comments or recommendations:

Name:

Signature:

Date: