

BACHELOR OF VETERINARY SCIENCE COURSE

Animal Health, Management & Welfare Practical Work

To be covered under the personal accident insurance scheme for Veterinary Science students, you must obtain approval before you commence work.

To receive credit for work complete **PART A** of this form and return to the Faculty Office for approval. **PART B** of the form should be completed during your stay on the property, and the **complete form** returned to the Faculty Office.

This form to be completed for each farm on which work has been carried out (including home farm). Please attach a plan of the proposed work.

PLEASE PRINT THROUGHOUT

PART A. APPLICATION FOR APPROVAL FOR PRACTICAL WORK

STUDENT'S NAME: YEAR OF COURSE:

NAME OF ORGANISATION:

TELEPHONE NO:

ADDRESS OF ORGANISATION:

DATES OF TIME TO BE SPENT ON PRACTICAL WORK:

TYPE OF ORGANISATION : (eg wheat/sheep, dairy, sheep/cattle, animal welfare shelter, wildlife shelter, etc)

APPROVAL GIVEN: _____ DATE: _____
(Signature)

PART B. DETAILS OF PRACTICAL WORK

TIME SPENT AT ORGANISATION: (If different from above, give dates)

I confirm that the above student has undertaken practical work at the above address.

Supervisor's Signature: _____ **Date:** _____

Student's Signature: _____

(Please attach a report of no more than four pages on this work).

Information relating to Student Insurance reprinted from Course and Subject guide 2005

Safety Matters

Students undertaking this practical work are under the supervision of the person in charge of the farm, animal shelter or wildlife rescue centre and must follow the health and safety directions given to them.

In addition, as a matter of faculty safety policy, students are not permitted:

- β **to drive or ride on tractors or four wheel all-terrain vehicles (ATV's)**

Insurance

The University has a Student Personal Accident Insurance Policy that provides cover for all enrolled students of the University. Details of this policy are provided on the Web at: <http://www.unimelb.edu.au/rmo/unimelb-only/ins12.pdf>

Students who are concerned with the level of accident risk cover provided by the University's policy may take out their own personal accident policy.

Any general inquiries can be addressed to the Risk Management Office on 8344 3444

How to Report an Incident/Accident

All incidents or accidents should be reported to the appropriate departmental or faculty office and an "Accident/Incident Report Form" completed, even if there appears to be no need for an insurance claim to be made at the time.

Forms are available from Mrs E Lightfoot at the Veterinary Preclinical Centre and Ms J Humm, at Werribee. Once completed, the form should be returned to the same office.

How to Make a Claim

- * Veterinary Science students should immediately notify the Claims Officer Insurance on 8344 6111 to obtain a copy of the claim form.

- * In the event of a death, the Insurance Manager on 8344 6111 should be notified immediately by telephone.
- * The Claims Officer - Insurance must be notified in writing of all claims within 30 days.

Insurance for Extramural Work or Final Year Electives Overseas

As this work is a required part of your BVSc course, you are covered by the University's Personal Accident Insurance and Professional Liability Insurance. Travel Insurance will have to be provided by yourself, however the University can provide this at competitive rates. (See 'Travel' following).

Travel

Students planning to go overseas to undertake extramural work or final year electives should:

- * Seek permission to undertake the work.
- * Up to date travel insurance information and advice is then provided. See also on the Web at: http://www.unimelb.edu.au/rmo/Insurance/Travel_Students.html
- * Note the Department of Foreign Affairs Travel warnings at: <http://www.dfat.gov.au/consular/advice/index.html>
- * Have regular contact arrangement with a staff member
- * Ensure that vaccinations are relevant and up to date. Information is available from the student Health Service 8344 6904/5.