



# Voluntary Bonding Scheme for Veterinarians Application and Information Pack

## About the Voluntary Bonding Scheme for Veterinarians

The Voluntary Bonding Scheme for Veterinarians is available to all graduates who apply for the Scheme and who meet the eligibility criteria as detailed in the attached Terms and Conditions.

## What do I get?

If you have satisfied the criteria, and your responsibilities under the Scheme, you will be eligible for taxable incentive payments of \$11,000 per year for a maximum of five years. Payments are made after three, four and five years.

The Ministry of Agriculture and Forestry (MAF) will notify you when you are due to receive incentive payments, and/or request any further information needed to make the payment.

## How do I apply?

To apply for the Scheme you must:

- sign the Terms and Conditions;
- fill out and sign the Application Form;
- get your practice principal (or manager) to fill out and sign the Eligibility of Practice Form, and provide the requested supporting evidence; and
- send in the documents within the timeframes specified.

Once MAF receives your application, it will be checked and you will be notified in writing if you are accepted. If MAF needs any additional information to prove your eligibility we will give you the chance to provide it.

## When must I apply?

If you are working as a vet, or have an offer of work, your application for the Scheme must be received by MAF within 12 months of completing your veterinary science qualification.

**MAF will not accept any applications received outside these timeframes.**

## BEFORE YOU START – READ THIS PAGE

### Eligibility

You are **only** eligible to apply for the Scheme if you:

- are a New Zealand citizen or permanent resident
- have a Bachelor of Veterinary Science from Massey University
- are registered to practice as a veterinarian in New Zealand and hold a current practicing certificate
- have (or have an offer for) a permanent, full-time position that is:
  - in an eligible practice and
  - predominantly focused on production animals.

### Eligible practices

Eligible practices are those that:

- have an overall production animal focus
- are offering a graduate position that will be predominantly focused on production animals
- can demonstrate good employer practices, including having systems in place to support a graduate's personal career development and
- are at risk of having a workforce shortage, either already apparent or expected within two-three years.

### About this pack

The Terms and Conditions are included in this application pack. It is important that you read and understand them before you apply, and sign them before you send in your application.

This pack also includes two forms:

- the Application Form for you to fill out
- the Eligibility of Practice Form, which needs to be filled out by your employer.

Following these is some information about the application process and a checklist to help you keep track of the information you need to provide.

Some words in this application are defined in the Terms and Conditions.

### For more information

To get more information on this Scheme:

- Refer to the Terms and Conditions of this Scheme (included in this pack)
- Visit <http://www.maf.govt.nz/mafnet/rural-nz/voluntary-bonding-Scheme.htm>
- Email [vetscheme@maf.govt.nz](mailto:vetscheme@maf.govt.nz)

# Voluntary Bonding Scheme for Vets

## Terms and Conditions

This document contains the Terms and Conditions on the Voluntary Bonding Scheme for Veterinarians.

### 1. Definition of Terms

- 1.1. *Good employer practices* means that the Practice follows generally accepted guidelines for being a good employer, such as those published by the Department of Labour. This will include having a system in place whether formal or informal to ensure that there is support for the graduate in their transition from study to work.
- 1.2. *Full-Time* means employment for at least 35 hours per Week.
- 1.3. *Graduate* means an Eligible Graduate.
- 1.4. *Practice* includes a place of veterinary work that is not a veterinary practice e.g. New Zealand Food Safety Authority or a meat processing facility.
- 1.5. *Production Animal* means an animal that is farmed for food or fibre, including, but not limited to, cattle, sheep, goats, poultry, deer and pigs, and excluding horses.
- 1.6. *Overall Production Animal Focus* means that servicing Production Animals is a core focus of the Practice either because it is the only Practice servicing Production Animals in the area or because more than 60 percent of the professional fees generated by the Practice are from servicing Production Animals.
- 1.7. *Predominantly Focused on Production Animals* means that the graduate position is either purely a Production Animal position, or a mixed position where over 60 percent of the work undertaken by the graduate will be related to Production Animal practice.
- 1.8. *Veterinary Science Qualification* means a Bachelor of Veterinary Science or any post-graduate qualification completed immediately after completing a Bachelor of Veterinary Science.
- 1.9. *Week* means five Full-Time working days e.g. 14 weeks is 70 Full-Time working days.

### 2. Background

- 2.1. The aim of the Voluntary Bonding Scheme for Veterinarians (the Scheme) is to support the retention of veterinarians to respond to livestock-based industry needs, and to assist New Zealand to maintain world-class standards in biosecurity, animal welfare and food safety.
- 2.2. The Scheme also aims to make a significant contribution to repayment of student loans for those graduates who have them, but will be available to those without loans or those who have already paid off their loan.

### 3. Eligibility Criteria

The Scheme is available to persons who, in the opinion of the Ministry of Agriculture and Forestry (MAF), meet all eligible criteria outlined in clauses 3.1 and 3.2.

### 3.1. Eligible Graduates

- 3.1.1. An Eligible Graduate is a person who:
- is a New Zealand citizen or permanent resident;
  - has a Bachelor of Veterinary Science from Massey University;
  - is registered to practice as a veterinarian in New Zealand and holds a current practicing certificate;
  - has been offered a permanent, Full-Time position:
    - (i) that is in an Eligible Practice; and
    - (ii) that is Predominantly Focused on Production Animals
  - applies for the Scheme within 12 months of completing their Veterinary Science Qualification.

### 3.2. Eligible Practices

- 3.2.1. An Eligible Graduate must work in an Eligible Practice, defined as a Practice that:
- has an Overall Production Animal Focus;
  - is offering a graduate position that will be Predominantly Focused on Production Animals;
  - can demonstrate Good employer practices, including having systems in place to support a graduate's personal career development; and
  - is at risk of having a shortage, either already apparent or expected within two-three years.

### 3.3. Cap

- 3.3.1. In each calendar year running from 23 February to 22 February there will be places available for 30 Graduates to enter the Scheme.
- 3.3.2. These places will be filled, in the order that applications are received and approved by MAF, until the cap of 30 has been reached, at which point the application round for that calendar year will close.

## 4. Incentive Payment

A Graduate is eligible to receive an incentive payment in accordance with clauses 4.1 and 4.2.

### 4.1. Bonding Period

- 4.1.1. The bonding period for Eligible Graduates commences on the first date of employment in an Eligible Practice (the Commencement Date).
- 4.1.2. The minimum bonding period needed to be completed to receive an incentive payment under the Scheme is three years.
- 4.1.3. The maximum bonding period allowed under the Scheme is five years.
- 4.1.4. A year means a calendar year that runs from the Commencement Date to the anniversary date of the Commencement Date and then from anniversary date to anniversary date in years two to five of the Scheme.

### 4.2. Incentive Payment

- 4.2.1. Graduates are entitled to incentive payments for each year that they are eligible for the Scheme. The amount of the incentive payment is a taxable amount of \$11,000 (NZD) each year.

- 4.2.2. Payment for the first three years will be made as a lump sum at the end of three years completed in the Scheme, with an annual payment for the fourth and fifth completed year as set out below:

Bonding period	Incentive Payment before tax)	Payments made (before tax)
Year 1 completed	\$11,000	\$0
Year 2 completed	\$11,000	\$0
Year 3 completed	\$11,000	\$33,000
Year 4 completed	\$11,000	\$11,000
Year 5 completed	\$11,000	\$11,000
TOTAL AMOUNT ELIGIBLE FOR	\$55,000	\$55,000

- 4.2.3. Graduates will be required to pay any and all taxes and other liabilities due on any incentive payments.
- 4.2.4. MAF will notify Graduates when they are due to receive incentive payments and request any further information needed to make the payment.

## 5. Other Provisions

### 5.1. Absences or leave

- 5.1.1. Where a Graduate continues to be in Full-Time employment in an Eligible Practice, the Graduate may take absences of up to 14 Weeks in total in a year, as defined in clause 4.1.4, without affecting the bonding period. Absences mean any leave such as parental, retraining, annual leave and sick leave, which has been agreed to under the Graduate's employment contract.
- 5.1.2. Where a Graduate is absent for more than 14 Weeks but less than 24 Weeks in a year the amount of time taken beyond 14 Weeks in a year will be added to the bonding period before the next incentive payment will be made. The anniversary date for the Graduate will be adjusted taking into account the added time i.e. made later.
- 5.1.3. The maximum time that may be added to a bonding period in any year is 10 Weeks. Where this limit is breached MAF will consider whether the Graduate is still eligible for the Scheme and if not whether to make a pro rata payment.
- 5.1.4. Where a Graduate anticipates being absent for 24 Weeks or more in a year they must advise MAF as soon as possible prior to taking the absence to enable MAF to determine whether the Graduate is still eligible for the Scheme. MAF will make this decision at its sole discretion, taking into account any factors MAF considers relevant.
- 5.1.5. The bonding period is not affected if a Graduate takes less than 14 Weeks of absences in a year.

### 5.2. Termination of employment

- 5.2.1. Where a Graduate's employment is terminated (for whatever reason) and the Graduate is not moving to another position also eligible for an incentive payment under the Scheme, they will no longer be eligible for incentive payments under the Scheme unless exceptional circumstances exist.

### 5.3. Exceptional circumstances

- 5.3.1. Where circumstances exist which would ordinarily terminate a Graduate's eligibility under the Scheme, and these circumstances are exceptional, a Graduate can apply to MAF to remain eligible for incentive payments or a pause as described below. Types of circumstances that might be deemed exceptional include employment disputes, family sickness or bereavement or personal sickness and injury.
- 5.3.2. Where MAF considers that an exceptional circumstance exists a Graduate may receive a pro-rata payment based on the length of the bonding period completed, or be granted a 'pause' on the Scheme completion requirements until they resume work in an eligible position which meets the Scheme eligibility criteria. Decisions under this clause are at the sole discretion of MAF.
- 5.3.3. The maximum pause that will be granted under clause 5.3.2 will be 24 Weeks and the anniversary date will be adjusted accordingly.
- 5.3.4. To apply for exemption under "exceptional circumstances" Graduates must apply to MAF within 2 months of their employment ending.

### 5.4. Change of practice

- 5.4.1. If a Graduate changes Practice and their new position is in an Eligible Practice and they meet the eligibility criteria of the Scheme they may reapply for the Scheme.
- 5.4.2. Any time taken between ceasing and recommencing employment will be considered an absence and clause 5.1 applies with necessary modifications.

## 6. Graduate Responsibilities

- 6.1. Graduates accepted into the Scheme must:
  - notify MAF of any matter that effects the eligibility criteria in clauses 3.1 and 3.2;
  - notify MAF of any change of employment;
  - confirm their continued eligibility by filling out the Confirmation of Eligibility Form, sent to them by MAF prior to each payment being made, including notification of any absence taken beyond 14 Weeks in a 12 month period.
- 6.2. Graduates with a Student Loan account with Inland Revenue must apply any incentive payments they receive under the Scheme to make repayments to Inland Revenue against their student loan.

## 7. Dispute Resolution Process

- 7.1. Should a Graduate disagree with any decision made by MAF, they may outline the reasons in writing to the scheme administrator:

Veterinary Bonding Scheme  
Ministry of Agriculture and Forestry  
PO Box 2526  
Wellington 6140

- 7.2. A panel will be convened to review the decision, including a panel member from outside of MAF. Decisions of the panel will be final.

## 8. Acceptance by Graduate

I agree to the Terms and  
Conditions:

Name: .....

Signature: .....

Date: .....

# Voluntary Bonding Scheme for Veterinarians Application Form

## Applicant details

Name:	<input type="text"/>	Date of birth:	<input type="text"/>
Address:	<input type="text"/>	Postal address:	<input type="text"/>
	<input type="text"/>	(if different)	<input type="text"/>
	<input type="text"/>	Email address:	<input type="text"/>
Gender	MALE / FEMALE		
Phone:	<input type="text"/>		
	(home)		(mobile)
	<input type="text"/>		
	(work)		

## New Zealand citizenship/residency

- I am a New Zealand citizen OR
- I have permanent residency status in New Zealand.

## Qualification

Date completed Bachelor of Veterinary Science at Massey University

/ /	[DD/MM/YYYY]
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## Registration to practice

- I am registered to practice in New Zealand and have a current practicing certificate.

VCNZ registration number:

APPLICATION FORM CONTINUED...

## Employment/offer of work

I am currently working in a full time, permanent position OR

I have been offered a full time, permanent position

Name of place of work:	
Work address:	
Practice principal or manager	
Principal's contact phone:	
Principal's email address:	
First day of employment in this practice is/was:	[DD/MM/YYYY]

## Student loan details

I have a Student Loan account with Inland Revenue  YES  NO

If yes, my IRD number is

## Graduate application

I,  wish to apply for the Voluntary Bonding Scheme for Veterinarians.

I understand and agree that if I have a Student Loan, any incentive payments I receive under the Scheme must be used to pay my student loan.

All information I have given in this application form is true. I acknowledge that failure to comply with the Terms and Conditions of the Scheme, or the provision of incorrect information on this application form, may result in the Ministry of Agriculture and Forestry declining to grant incentive payments.

I understand that, if accepted into the Scheme, to be eligible for the incentive payments as set out in the schedule of payments in the Terms and Conditions, I must maintain the status on which I was granted eligibility for a minimum of three years.

I will complete a Confirmation of Eligibility Form when sent to me by the Ministry of Agriculture and Forestry prior to the first incentives payment being made.

I will notify the Ministry of Agriculture and Forestry of any changes to my status or the information I have provided.

I have read and signed the Terms and Conditions of the Scheme.

Signed:	Date:
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APPLICATION FORM CONTINUED...

## Privacy statement

Pursuant to the Privacy Act 1993, the Ministry of Agriculture and Forestry advises that:

- this form collects information about applicants for the purpose of the allocation of incentive payments under the **Voluntary Bonding Scheme for Veterinarians**, improving the scheme and associated research; and
- applicants do have rights of access to, and correction of, personal information supplied to, and held by, the Ministry of Agriculture and Forestry.

# Voluntary Bonding Scheme for Veterinarians Eligibility of Practice Form

## PRACTICE PRINCIPAL OR MANAGER TO COMPLETE.

Name (of practice principal/manager):	
Name of applicant:	
Name of practice:	
Address of practice:	
Practice contact details: (phone and email)	

(name) confirm that  
 (applicant's name) has a full-time,  
 permanent position at  (practice name).  
 (applicant's name)  
 start date of employment is/was  /  /  [DD/MM/YYYY]

I confirm that \_\_\_\_\_ (name of practice) is a \_\_\_\_\_  
 \_\_\_\_\_ (type of practice) and meets the definition of "eligible practice" as set out in the Terms and  
 Conditions for the Voluntary Bonding Scheme for Veterinarians.

I confirm that \_\_\_\_\_ (name of practice) has an overall production animal focus  
 and that approximately \_\_\_\_\_ percent of the professional fees generated by the practice come from servicing production  
 animals.

I confirm that \_\_\_\_\_'s (name of applicant's) position in the practice will be  
 predominantly focused on production animal veterinary medicine (copy of job advertisement or job description attached).

I confirm that \_\_\_\_\_ (name of practice) demonstrates good employer practices and  
 has systems in place to support a graduate's personal career development (brief description of how the practice will support  
 a graduate attached).

I confirm that \_\_\_\_\_ (name of practice) is at risk of having a workforce shortage either  
 now or in the next two to three years because \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I agree that I will co-operate with the Ministry of Agriculture and Forestry to enable the applicant to receive incentive  
 payments to which they are eligible.

Name:

Signed:	Date:
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# Voluntary Bonding Scheme for Veterinarians Checklist and Application Process

## Checklist

To help you keep track of the information that you need to apply, here's a checklist (you don't have to tick these boxes for your application to be processed).

- Has the practice principal or manager completed the **Eligibility of Practice Form** to attest that the practice is eligible?
- Has the practice principal or manager attached relevant additional information to the **Eligibility of Practice Form** to demonstrate that the practice is eligible?
- Have you filled in all applicant details, confirmed your **citizenship/residency** and the completion of a **Veterinary Science Qualification**?
- Have you included your **IRD number** (if you have a student loan)?
- Have you signed and dated the **Application Form**?
- Have you read and signed the **Terms and Conditions**?

## Where to send this form

Please send your completed **Application Form**, **Eligibility of Practice Form** and a signed copy of the **Terms and Conditions** to:

Veterinary Bonding Scheme  
Ministry of Agriculture and Forestry  
PO Box 2526  
Wellington 6140

## Application process

Once your application is received, it will be processed within 20 working days. If any information is missing, the Ministry of Agriculture and Forestry (MAF) will write to you or email you and ask you to provide it within a timeframe specified in the letter or email.

If your application is approved, you will be notified by mail.

Three months prior to the first payment being made, MAF will write to you and ask you to fill in and send back a Confirmation of Eligibility Form, confirming you are still working in an eligible practice and meet the other criteria for incentive payments in the Terms and Conditions.

If you change workplace at any stage, you need to let MAF know.

## For more information

To get more information on this Scheme:

- Refer to the Terms and Conditions of this Scheme (included in this pack)
- Visit <http://www.maf.govt.nz/mafnet/rural-nz/voluntary-bonding-scheme.htm>
- Email [vetscheme@maf.govt.nz](mailto:vetscheme@maf.govt.nz)