

Self-Sourced Industry Placement Project Description

Thank you for offering to host a La Trobe University student at your workplace.

The La Trobe Industry Placement program aims to support students in the transition from university to working life and support career planning. Students who participate in this program will be able to apply the theory they have learnt at University in the real world, develop professional skills and gain industry insights.

Student details (student to complete)

Student Name:	La Trobe ID:
Current Degree Program/Course:	Placement Subject Code(s):

Industry Placement opportunity details (*Host to complete the below sections*)

Host Organisation Name: Latrobe Lifeskills Pty Ltd	Organisation Contact: Tammy Matthews-Prosser or Jacqui Flynn
Location of placement: <input type="checkbox"/> Remote (off-site) <input checked="" type="checkbox"/> On-site <input type="checkbox"/> Hybrid (combination of onsite/offsite) If on-site, address: 1 A Union Drive Latrobe University	
Host supervisor name: Tammy Matthews-Prosser	Host supervisor position title: Participant Support Manager
Host supervisor email address: t.matthews-prosser@latrobe.edu.au Jacqueline.flynn@latrobe.edu.au	Host supervisor telephone: 94791474 0432084898(m)
ABN: 49081868386	Website: www.lifeskills.vic.edu.au

Co-Host Organisation Name: Nangak Tamboree Wildlife Sanctuary	Organisation Contact: Ally Borgelt
Location of placement: <input type="checkbox"/> Remote (off-site) <input checked="" type="checkbox"/> On-site <input type="checkbox"/> Hybrid (combination of onsite/offsite) If on-site, address: La Trobe Ave, Bundoora	
Host supervisor name: Ally Borgelt	Host supervisor position title: Business and Engagement Coordinator
Host supervisor email address: a.borgelt@latrobe.edu.au	Host supervisor telephone: 9479 1206 / 0447 182 311
ABN: 61 804 735 113	Website: https://www.latrobe.edu.au/wildlife

Does the host organization have Public and Products Liability Insurance to a minimum of \$AU10million? ☒ Yes ☐ No

Organisational Background (What is the key business/activity of the host organisation)

Established in 1998, Latrobe Lifeskills is a NDIS registered Disability Support Service and Registered Training Organisation which provides a variety of group supports, on to one support and accredited training for adults with a disability. Lifeskills focus is to assist Participants to build independence, confidence, and self-worth by creating individualised activities and timetables based on each participant needs and goals. Latrobe Lifeskills is based on Latrobe University Campuses in Bendigo and Bundoora offering a variety of activities on campus and in the community.

Nangak Tamboree Wildlife Sanctuary is a 30 hectare bushland restoration project at La Trobe University; the land is protected by a Trust for Nature Covenant. We undertake a range of land management and biodiversity monitoring activities with the aim to continue to improve and restore the habitat for locally indigenous species, including several rare and threatened species. We also have an indigenous nursery which supplies plants to the local community, local councils and other land managers.

Placement/Project Purpose (What is the key deliverable? What is the main issue this project/placement is addressing? Why does this need to be addressed?)

This is a joint placement between Latrobe Lifeskills and Nangak Tamboree Wildlife Sanctuary. Latrobe Lifeskills will be providing the project location and the Wildlife Sanctuary will support with expertise. The time spent at each host organisations is flexible and will be negotiated as the project develops, but it is expected that the internship will be split 50/50 at each location.

The aim of the project is to revitalise existing garden beds at the Latrobe Lifeskills office to incorporate indigenous plants and other features to create food and habitat for local wildlife. The internship will involve undertaking research into different indigenous species which would be suitable to the location, preparing a plan for what to plant where on any ongoing maintenance that would be required.

There will be the opportunity to gain hands on experience in the Wildlife Sanctuary production nursery and to work with the Lifeskills participants to prepare the garden beds and start planting them out.

Depending on the time of the year of the placement, there may be the opportunity to participate in other Wildlife Sanctuary activities and surveys.

Key duties and responsibilities of the placement/project (Please specify the tasks to be undertaken during this placement)

- Research indigenous plants to determine their appropriateness for in a garden situation.
- Preparation of a planting plan for the Lifeskills Garden.
- Working with Lifeskills participants to prepare garden beds for planting
- Working with Lifeskills participants to undertake onsite planting.
- Plant production such as seed or collection of cuttings and pricking out of plants.
- Educating Lifeskills participants about the plants selected, how to plant them and benefits for local wildlife
- Preparation of content for social media.

Estimated start and completion dates

Common La Trobe placement periods are: Semester 1 (March-May); Winter Semester 2 (July – October); Summer (November – February)

Estimated number of days of placement: Dependent on availability of student. 1-2 day a week for 6-10 weeks (however flexible)	Estimated placement hours: 9.00am – 4.30pm, 1-2 days a week
Estimated starting date: Summer 2022 or Semester 1 2023 (flexible)	Estimated completion date: February/May

Selection Criteria

- Demonstrated ability to work as a team and independently.
- High level of verbal communication skills.
- Excellent attention to detail and ability to undertake repetitive work.
- Confidence in working in a range of terrains in all weather conditions.
- Demonstrated understanding in computer software systems, including Word, Excel and databases.
- Knowledge of and interest in indigenous flora.

How to apply

Email your resume, cover letter and recent academic transcript to a.borgelt@latrobe.edu.au by COB 31 August.

- Your cover letter should outline why you would like to undertake this project, how you have demonstrated the selection criteria and your preferred semester to undertake the placement (eg. summer 2022 or semester 1 2023).
- Shortlisted applicants will be invited to an interview.
- Successful applicants must be eligible to undertake either LTU3IND or a subject of the Industry Placement Minor by confirming with your Course Coordinator that you have the required electives to understand the above.
- Successful applicants will be required to make an application for Placement approval to the Industry placements team - <https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements>
- Please email Ally Borgelt (a.borgelt@latrobe.edu.au) should you have any questions about this position description.

Other requirements (compliance and payment)

Please tick to indicate compliance required of students:	<input type="checkbox"/> Police Check	<input checked="" type="checkbox"/> Working with Children Check (WWCC)	<input checked="" type="checkbox"/> Other (please specify) NDIS Worker Screening Check
Placement type:	<input checked="" type="checkbox"/> Unpaid	<input type="checkbox"/> Stipend	<input type="checkbox"/> Employee