

Thank you for your interest in undertaking Work Experience at the La Trobe Wildlife Sanctuary. Please ensure that you read the following information carefully before contacting us with any questions.

1. What do Work Experience students do at the LTWS?

Work Experience students may assist in the following areas*:

Land management & revegetation – Removing weeds, planting of tube stock and collecting seeds.

Wildlife monitoring surveys – Surveying, recording and entering data on the distribution and abundance of invertebrates, frogs and wetland birds.

Plant production & seed sorting – Planting and watering seedlings, removing weeds, labelling plants and sorting seeds.

Education experiences – Assisting education presenters to run activities for school groups and helping to prepare education resources.

Marketing & interpretation – Coordinating mail outs, attending promotional events on campus, producing signage and creating interpretation resources.

Office administration – Assisting in the Sanctuary office with desktop publishing, entering data and developing resources.

Nesting box construction – Assisting staff to construct or repair nesting boxes for birds and arboreal mammals.

Workshops & tours – Assisting with workshops and tours around the Sanctuary.

**Actual tasks undertaken will depend on what projects are happening at the sanctuary at the time of placement*

2. How do I apply for a Work Experience placement?

Visit www.latrobe.edu.au/wildlife. Follow the links to *Get Involved* and then *Secondary School Students* to complete the online application form. As part of your application we want you to tell us *why* you want to undertake work experience at the La Trobe Wildlife Sanctuary.

If your application is successful, we will send you information about the forms that we require you to complete.

3. How long do placements run for?

Work Experience placements run for one week (Monday – Friday), unless otherwise arranged. Work hours are from 9.30am – 4.00pm. Please indicate these days and times on the WEA Form.

La Trobe Wildlife Sanctuary – Work Experience FAQs

4. What should I bring along to my first day?

On your first day please bring along the completed La Trobe University Payment Request form (unless you have already emailed it) and any other relevant paperwork (e.g. evaluation forms).

Also, remember to bring your mobile phone, lunch, snacks, a water bottle, rain jacket, hat and sunglasses. Sunscreen will be supplied. We prefer students to carry their mobile phones at all times in case of emergencies.

5. What should I wear to my placement?

We strongly recommend that Work Experience students wear sturdy shoes (e.g. hiking boots or runners) and long pants. It is also important to dress for the weather and be prepared for all four seasons! Remember to bring a rain jacket, hat and sunglasses.

It is very likely that you will get dirty while on placement, so please make sure that you don't wear "good clothes". Not wanting to get your clothes/shoes dirty, is not an excuse for not participating in a particular task.

6. What about lunch and breaks?

Work Experience students receive two breaks throughout the day: a 15 minute morning tea break and 1 hour lunch break. We recommend that students bring a packed lunch and snacks (fridge and microwave are available for use), however, there are shops and cafés within a 10 minute walk for lunch.

7. How do I get to the LTWS? (See map below)

The La Trobe Wildlife Sanctuary is located at the La Trobe University Melbourne campus, on La Trobe Avenue, Bundoora VIC 3083. The Sanctuary entry is near the roundabout on Main Drive, opposite Carpark 8. There are several buses and trams which travel to and from La Trobe University. The closest train station is Macleod station on the Hurstbridge/Eltham line. Alternatively, students can be dropped off and collected from our carpark.

For more information about getting here by public transport visit - www.latrobe.edu.au/transport-central

8. Do Work Experience students get paid?

Unfortunately, Work Experience students do not get paid.

However, all Victorian Work Experience students can apply for a reimbursement for their travel via the Payment Request Form. This reimbursement is \$5.00 per day. It is important to complete this form prior to your first day.

9. How do I complete the Work Experience Arrangement Form (WEAF)?

Business Address: La Trobe University, La Trobe Avenue, Bundoora VIC 3083

Type of Industry: Horticulture / Conservation / Education

Primary Activities: Variety – See above

Work Placement Supervisors / Contact – Ally Borgelt / Steph Chan

La Trobe Wildlife Sanctuary – Work Experience FAQs

10. Do I need to complete the Travel Arrangement Form?

Yes, we require students complete the Travel section (the Accommodation section is not required). Some of the activities that we undertake may require us to drive.

11. Can I do a Community Service placement at the LTWS?

The LTWS does provide opportunities for students to undertake Community Service placements. We have a number of existing partnerships with local high schools. If you are interested in undertaking Community Service at the LTWS, speak to your relevant school teacher.

12. What do I do if I have other questions?

If you have any further questions, please contact us via wildlife@latrobe.edu.au or on (03) 9479 1206.

The La Trobe Wildlife Sanctuary and Retail Shop are open from 10am – 3pm on Sunday to Friday.

