

Work Experience

Frequently Asked 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.

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

Business Address: La Trobe University, Bundoora. 3086

Type of Industry: Horticulture / Conservation / Education

Primary Activities: Variety – See above

Work Placement Supervisors / Contact – Andrew Stocker / Amanda Dare

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

Yes, some of the activities that we undertake are in locations further away from the office area and require us to drive. We can make arrangements if you prefer not to fill out this form, but it may reduce the sort of outdoor activities you undertake.

4. How long do placements run for?

Work Experience placements run for 1 week (Monday – Friday), unless otherwise arranged.

Work hours are from 9.30am – 4.00pm. Indicate the dates and times on the WEAF

5. 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 (eg. 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.

6. What should I wear to my placement?

We strongly recommend that Work Experience students wear sturdy shoes (eg. 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.

7. 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, however, there are shops and cafés within a 10 minute walk.

8. 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. 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.

9. Do Work Experience students get paid?

Unfortunately, Work Experience students do not get paid. However, all Work Experience students at the LTWS can apply for a reimbursement for their travel via the Payment Request form. We pay \$5.00 per day. It is important to complete this form prior to your first day.

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

Please visit the [Secondary School Students](#) webpage and complete the online [Volunteer Application](#) form. If your application is successful, you will be required to complete a Work Experience Arrangement form and a Travel and Accommodation form – [found here](#). Once these forms are signed and returned, you are ready for your placement!

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.

