



NANGAK TAMBOREE WILDLIFE SANCTUARY

LA TROBES OUTDOOR LABORATORY | LA TROBE UNIVERSITY

WORK EXPERIENCE FAQ

Congratulations on securing a work experience placement with Nangak Tamboree Wildlife Sanctuary. Please ensure that you read the following information carefully prior to starting placement.

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

<i>Plant production</i>	Planting and watering seedlings, removing weeds, labelling plants and sorting seeds.
<i>Education experiences</i>	Assisting education presenters to run activities for school groups and maintenance of equipment and facilities.
<i>Marketing & interpretation</i>	Coordinating mail outs, attending promotional events on campus, producing signage and creating interpretation resources.
<i>Office administration</i>	Assisting in the Sanctuary office with desktop publishing, entering data and developing resources.
<i>Workshops & tours</i>	Assisting with workshops and tours around the Sanctuary.
<i>Land management</i>	Removing weeds, planting, track maintenance.
<i>Wildlife monitoring</i>	Surveying, recording and entering data on the distribution and abundance of invertebrates, frogs and wetland birds.

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

2. How long is my work day?

Work experience hours are from 9.30am – 4.00pm. Please refer to the WEAFF for dates of your placement.

There may be opportunities to assist with exciting projects at the sanctuary outside of these hours. We will discuss these opportunities with you should they arise within your work experience week.

3. 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 seasons!

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.

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

- evaluation forms (so that we can report on your performance during work experience)
- rain jacket/hat/sunglasses
be prepared to work outside in any weather
- lunch & snacks
- water bottle
- your mobile phone
we prefer students to carry their mobile phones at all times in case of emergency

5. 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.

Time management is an important skill to develop in the workplace. Therefore, it is the student's responsibility to manage their own schedule during their work experience here. You will be provided with a timetable to follow on your first day denoting where you need to be and when. We recommend setting a timer for your breaks if you need it.

6. 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.

7. Why do I need to be vaccinated again COVID-19?

In order to keep La Trobe University staff, students and visitors safe, any visiting one of our campuses must be fully vaccinated against COVID-19; this include work experience students. You will need to provide us with a copy of your vaccine certificate prior to commencing your placement.

In addition to being fully vaccinated, the following will also help us to ensure that we are COVIDSafe:

- Getting fully vaccinated before attending our campuses
- Signing in to every building with the QR code using the Service Vic app
- Maintaining appropriate physical distancing of 1.5m
- Wearing masks as directed
- Cleaning or wiping down equipment used
- Practicing good hand hygiene
- Practicing cough etiquette
- Not attending if feeling unwell

8. Where do I go on my first day?

On your first day, please come up to the Visitor Centre and press the doorbell.

The Visitor Centre is directly in front of the entry gate.

Your supervisor will come out to greet you.



9. How do I get to the NTWS?

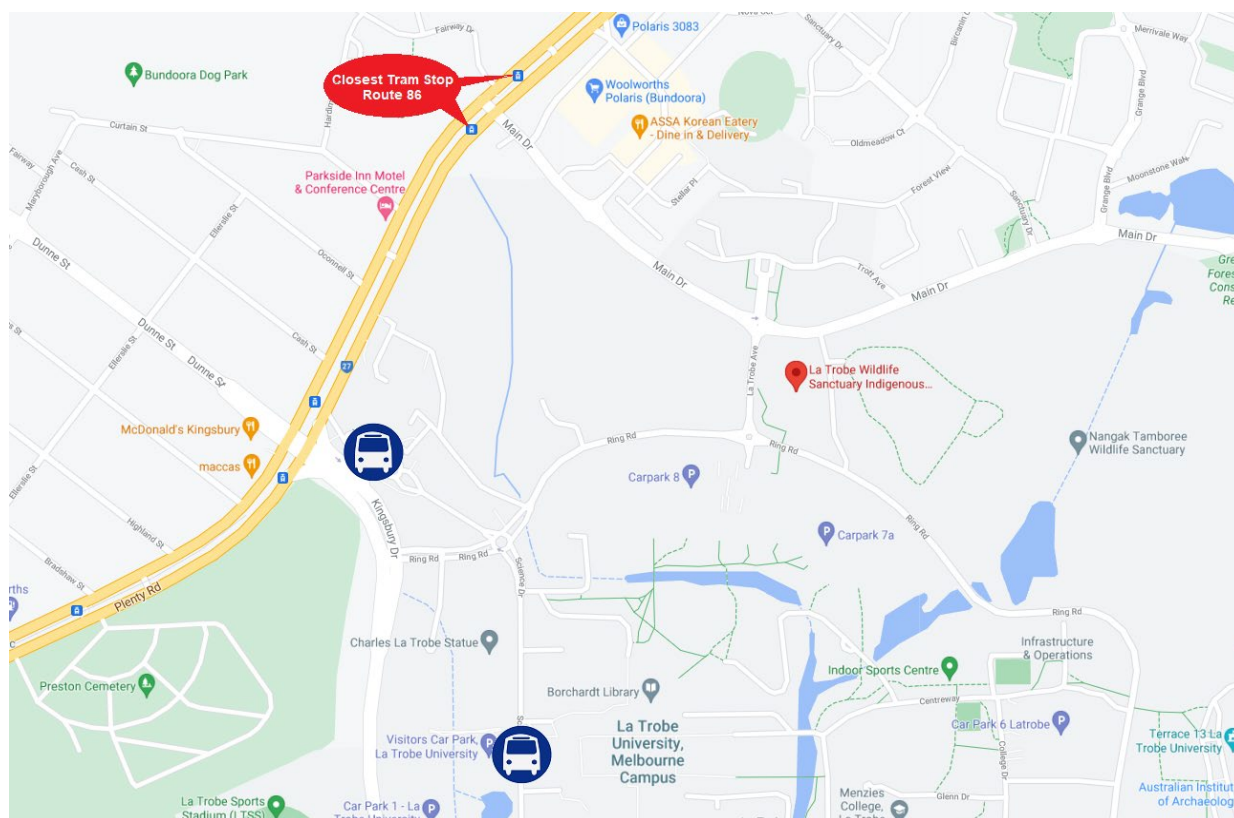
The Nangak Tamboree Wildlife Sanctuary is located at the La Trobe University campus, on La Trobe Avenue, Bundoora VIC 3083. The Sanctuary entry is near the roundabout on Main Drive, opposite Carpark 8. You can [find us on google maps](#).

Students can be dropped off and collected from our carpark. If you need to be dropped off early, there is generally a staff member onsite from 9am and students are welcome to hang out in the tea room before starting at 9:30am.

Public transport

There are several buses which travel to and from La Trobe University, including a direct express bus route (route 301) from Reservoir train station. The closest bus stops are marked on the map below and are both around a 10minute walk from the sanctuary (marked "La Trobe Wildlife Sanctuary Indigenous Nursery" in the map below).

The closest train station is Macleod station on the Hurstbridge/Eltham line. For more information about getting here by public transport visit - www.latrobe.edu.au/transport-central



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

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