

# Royal Botanic Gardens Victoria Horticulture Internship Program



## ROYAL BOTANIC GARDENS VICTORIA HORTICULTURE INTERNSHIP PROGRAM Frequently Asked Questions

### Where is the internship program?

The internships take place at Royal Botanic Gardens Melbourne.

### Why would I do an internship at the RBG?

- To gain practical experience with horticultural tasks, methods, and equipment.
- To develop an understanding of the wider role of horticulture in botanic gardens and the RBGV.
- To expand your plant knowledge

### What will I be doing whilst undertaking this placement?

Tasks undertaken will include, but not be limited to:

- hands on, day to day practical maintenance such as pruning, weeding, mulching.
- landscape development including planting and site preparation.
- assisting in the curation, development, and maintenance of plant collections.
- assisting the Nursery team with seasonal propagation
- Assisting the Landscape Systems team with water management

### Will I be paid whilst undertaking this internship?

No, the program is an unpaid, practical, hands-on horticultural internship.

### How long is the internship?

Internships are a minimum of 4 weeks and a maximum of 8 weeks. The working week for this placement is from Tuesday to Friday.

### How do I know if I am eligible to apply?

This program is open to applicants currently enrolled in and studying horticulture or a horticulture-relevant field at a trade or tertiary level, or who have graduated from such a course within the last 12 months.

Please note that all internships are subject to the receipt of a satisfactory Volunteer Working with Children Check (WWCC). Other than Excepted Persons, all employees, volunteers and interns are also required to provide evidence of their Minimum Vaccination Requirement (two doses) of COVID-19 Vaccination in order to perform work for RBGV outside their ordinary place of residence. For more information please request a copy of the RBGV COVID-19 Vaccination policy

### Do I have to be eligible to work in Australia?

Applicants must be eligible to work in Australia for the duration of the program. The following documents are accepted as proof of eligibility:

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian Passport
- Evidence of Permanent Resident Status
- A valid and current visa permitting work within Australia

**Who will I work with whilst I am undertaking my internship?**

Interns will work with the Horticulture and Arboriculture teams from Tuesday to Friday.

**What do I do on Mondays?**

Mondays will be personal time and could be used for research, travel, study etc.

**How many interns will be at Melbourne Gardens at any one time?**

There will be a maximum of 2 interns participating at any one time, commencing the program at the same time.

**Who will tell me what to do whilst I am doing my work?**

Interns will have day to day monitoring and guidance by RBG Melbourne horticulture staff and supervision by the Horticulture Team Leaders.

**Who is my main contact whilst I am doing my internship?**

A primary contact will be assigned at the commencement of the placement.

**Is there a selection and recruitment process?**

From the applications received, a shortlist will be selected and those applicants on the list will be invited to attend an informal interview. This may be in-person or online.

**How do I know what to do when I first arrive?**

An Induction will be provided to each intern upon their arrival at the Gardens.

**Where will I keep my belongings when I am doing my work?**

There are lockers available in the Works Yard staff room.

**What do I receive at the conclusion of my placement?**

Interns will receive a Letter of Completion at the completion of their internship, signed by the Manager Horticulture.

**Can I provide feedback about my experiences at the conclusion of my placement?**

Yes, interns will be given a questionnaire and the opportunity to provide feedback to the RBG about their experience.

## When do applications open and close, when do I find out if I have been successful or not and when do I start?

Full details of below.

Applications Open	Applications Close	Approximate date of notification	Commencement
1 April 2024	1 May 2024	1 June 2024	First Tuesday July 2024
1 July 2024	1 August 2024	1 September 2024	First Tues. October 2024
1 December 2024	1 January 2025	1 February 2025	First Tues. March 2025

### Is there accommodation?

Limited opportunities for accommodation on site are available, dependent upon availability. Applicants are encouraged to enquire as soon as possible. If the on-site accommodation is not available, interns are responsible for seeking alternative accommodation.

Whether on or off site, accommodation is at the intern's expense.

### How will I learn about the RBG when I first arrive?

Interns will also undergo an orientation and induction process on their first day.

### Do I need to worry about OHS?

Interns will be required to follow all RBG OHS policies, procedures, Covid-19 public health guidelines, safety management system, direction, and documentation, which will be outlined and provided.

### What clothing or protective equipment will the RBG provide me?

- Shirt
- Jumper
- Rain jacket
- Hat
- PPE including sunscreen, safety glasses, gloves and any other PPE deemed necessary for the tasks being undertaken.

### What clothing or protective equipment do I need to provide for myself?

Interns are required to provide their own work pants and safety toe-capped work boots. Interns that arrive without safety toe-capped work boots will not be able to start their placement until they have acquired a pair.

### Do I need to organise insurance whilst I am doing my placement?

Yes, students currently studying must be covered by their institutional insurance. Those who have graduated in the last 12 months are covered by RBGV insurances. International students are strongly encouraged to take out travel insurance for the duration of their visit to Australia.

### Are there any fees associated with my placement?

There are no fees associated with this program; however, students are responsible for financing themselves for the full duration of the program, including accommodation and meals.