

Internship Confirmation
Between

Company XYZ

(Name of company)

Christoph H

(Name of student)

Start date of Internship

13th September 2004

End date of Internship

28th January 2005

Duration

20 Weeks

Internship area

Logistics

Terms

Full time / Voluntary Unpaid, Monday to Friday 9am to 5pm (Unless otherwise agreed between employer and student)

Insurance

Christoph will be fully covered for Public Liability Insurance by Interswop from 13th Sept 2004 to 28th Jan 2005

Company Profile

Company XYZ is an Australian company, established in early 2000 to provide specialist ultra-low temperature and cryogenic storage services to a wide range of clients including universities, research institutes, biotechnology, veterinary, CRO's and pharmaceutical companies.

In recognition of the demand for the temperature controlled storage and distribution of pharmaceuticals, vaccines, and other trial reagents, Company XYZ has expanded its range of services to include the provision of clinical trial logistics services to the pharmaceutical and clinical research organisations.

The pharmaceutical industry increasingly recognises the value of outsourcing. Outsourcing the management of clinical trial supplies and samples plays a particularly effective role in clinical development and allows CRO's, doctors and researchers to focus their resources on other key aspects of trial management and development. This is particularly beneficial as clinical trials become more complex and costly and CRO's are required to coordinate large scale patient numbers, randomisation, supply distribution and inventory management. Company XYZ can provide pharmaceutical companies and their CRO's with a logistics team that can streamline day-to-day trial logistics including inventory management, movement of trial supplies including drugs, case report forms, and returns, certified destruction and reconciliation both during and at the end of a study.

Internship Training Description and Guidelines

Pharmaceutical Logistics Internship

Previous or Current Studies

Details of Academic history
Christoph is currently studying a Bachelor of Business Administration at the University of Applied Sciences, Ansbach in Germany

Internship relevance to studies/qualifications

Christoph will be given the opportunity to use and develop his skills gained from his degree in Business Administration, particularly in the areas of computer science and trade management

Required Knowledge and Skills

Key: 1 (High), 2 (High to intermediate), 3 (Intermediate), 4 (Entry level), 5 (No experience required)

Please list the existing skills and knowledge required to undertake the internship work based training at **Company XYZ**

Five Key Competencies	Level of Competency 1 - 5
Computer Literacy	2
Scientific Knowledge	4
Knowledge of the handling of Infectious Biological Goods	4
Previous Work Experience in Logistics	5
Previous Work Experience in the Pharmaceutical Industry	5

Key Competencies

By the end of the **20** week internship, **Christoph** should be competent in the following areas:
Please list the five key areas of competency

Areas of Competency
Understanding of the peculiarities and requirements of clinical trial logistics
Receiving and filling client orders
The use of inventory and shipment logs
Use of MS Word and MS Excel in a logistics setting
Understanding the use of audit trails within a logistics environment

Evidence of Demonstrated Competency Upon Completion of Internship (Evidence should be written, verbal or other and provided at the end of the placement)
Upon completion of a successful training / internship Christoph will be provided with a written reference. This will outline his role and responsibilities for the duration of the placement.
Feedback and performance review assessment documents provided from the company to Interswop
Feedback and performance review assessment documents provided from the intern to Interswop

Additional Training

Christoph will be involved in every aspect of the company's operations including inventory control, picking and packing and arranging shipments.

He will also be given the opportunity to make any recommendations or suggest improvements to their current systems as well as being involved in analysis of those systems. This opportunity will be provided if Christoph feels he has the appropriate skills for these tasks.

Training / Internship Summary

The role has been designed to enhance Christoph's existing experience and training in Business Administration with a focus on trade management and to help formalise his business communications skills in a practical environment. The role will be in a supervised environment, and under the guidance of professionals within the industry.

First Day Instructions

Christoph is to arrive at the offices of **Company XYZ** at approx 8:45am and ask for *his supervisor*, from this point he will be given a general orientation of the office and introduced to her team and supervisors for his internship.

Hours and Duties

The employer ultimately decides the working hours and days, job description and the general environment of the office. Experience and communicative ability will obviously determine the type of responsibility the intern is allocated. Interns agree to work the hours agreed with the company.

Punctuality & attendance

Any required absence must be agreed to by the employer in advance. Any absence due to sickness must be reported to the employer immediately. ISPC will also check with the employer and the intern on the progress of the intern on a regular basis.

Dress Code

The student must conform to the dress code of the company.

Confidentiality

Interns agree to keep all information and documents entrusted to them confidential and in accordance with company procedures and ethics.

Misuse of company facilities and property

Any misuse of company facilities or property is not allowed and the intern shall be liable for any expenses incurred as a result of such misuse.

Certificate of completion

The company agrees to give the intern a certificate of completion on an official company document upon completion of the internship.