



INTERNSHIP PLAN

It is required that an **Internship Plan** be established prior to your intern commencing work. This plan incorporates basic details of both host and intern, as well as specifying required work hours, any documentation they require (e.g. vaccination, working with children check, police check).

Host name	
Description of work expected by the intern	
Intern name	
Intern contact information	
Description of learning objectives of internship	
Specific goals of internship (e.g. specific capabilities or skills)	





AURORA

INTERNSHIP
PROGRAM



Internship start date	
Internship completion date	
Location/address of internship	
Where to go on day 1	
Name of supervisor	
Supervisor contact details	
Name of point of contact (for HR/Logistics/Induction)	
Point of contact details	
Expected working hours	
Required documentation & equipment (i.e. vaccination record, working with children check, police check)	