**Professional Dev - Attachments and Internships: Acquittal Form**

* **To be completed by the *Attachment / Intern***

***THIS REPORT IS IN CONFIDENCE.***

Please attach this form as the cover sheet to your Narration Report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attachment/ Intern Details** | | | | |
| **Name:** |  | | | |
| **Company worked with:** |  | | | |
| **Project worked on:** |  | | | |
| **Advisor attached to name:** |  | | | |
| **Advisor’s position:** |  | | | |
| **Actual Dates of Attachment / Internship opportunity:** | **From:** |  | **To:** |  |

|  |
| --- |
| **Narration report details guide (approx. 1-2 pages)** |
| * List the activities/tasks undertaken during this Attachment / Internship and the outcomes achieved by undertaking this opportunity. * How has your project slate benefitted? Please resubmit your project slate denoting any forward movement or altered future plans. * Outline the next steps you will take to continue to build your career. * Please list two highlights from this experience. * Were there any disappointments? * Any further comments? |

**Please also resubmit your budget the denoting *actual* expenditure.**

***Emailed acquittals (preferred)***

Acquittals and support materials can be emailed to [funding@screenwest.com.au](mailto:funding@screenwest.com.au). Acquittals materials are not to be emailed directly to individual staff members.

For emails larger than 8MB, send via Screenwest’s Hightail Account by following this link: [hightail.com/u/Screenwest](file:///\\SW-FPS-01\Common\2.%20Operations\Fund%20Guidelines%20&%20Materials\PROFESSIONAL%20DEVELOPMENT%20-%20ATTACHMENTS%20&%20INTERNSHIPS\4.%20Acquittal%20Materials\hightail.com\u\ScreenWest).

***Hard copy acquittals***

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| *Post acquittals to:*  Attn Funding Admin Officer - Development  Screenwest  PO Box 3275  EAST PERTH WA 6892 | *Hand deliver acquittals to:*  Attn Funding Admin Officer -Development  Screenwest  30 Fielder Street East Perth WA |