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

* **To be completed by the *Company OR Advisor***

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

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

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

|  |
| --- |
| **Narration report details guide (approx. 1-2 pages)** |
| * Did the Attachment / Intern complete the activity as contracted? * Identify strengths and weaknesses of Attachment/Intern if appropriate. * Identify key duties and activities Attachment/Intern was involved with. * Overall thoughts on the progress of the attachment/Intern and potential next steps for their career. * Overall thoughts on your experience with this funding program and process. |

***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:///\\dcaslfp03\newcommon$\scw\Folders\Common\GUIDELINES%20&%20SW%20POLICIES\GUIDELINES\Rebranded%20Guidelines%20for%20new%20website\AAAAAStill%20to%20do\Acquittal%20templates\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 |