**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.

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| **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:**  |  |

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|  **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.
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***Emailed acquittals (preferred)***

Acquittals and support materials can be emailed to 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:///%5C%5Cdcaslfp03%5Cnewcommon%24%5Cscw%5CFolders%5CCommon%5CGUIDELINES%20%26%20SW%20POLICIES%5CGUIDELINES%5CRebranded%20Guidelines%20for%20new%20website%5CAAAAAStill%20to%20do%5CAcquittal%20templates%5Chightail.com%5Cu%5CScreenWest).

***Hard copy acquittals***

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|  *Post acquittals to:*Attn Funding Admin Officer - DevelopmentScreenwest PO Box 3275 EAST PERTH WA 6892 | *Hand deliver acquittals to:*Attn Funding Admin Officer -DevelopmentScreenwest30 Fielder StreetEAST PERTH WA |