**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. 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%5CSW-FPS-01%5CCommon%5C2.%20Operations%5CFund%20Guidelines%20%26%20Materials%5CPROFESSIONAL%20DEVELOPMENT%20-%20ATTACHMENTS%20%26%20INTERNSHIPS%5C4.%20Acquittal%20Materials%5Chightail.com%5Cu%5CScreenWest).

***Hard copy acquittals***

|  |  |
| --- | --- |
|  *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 |