



# Acquittal Template

## Professional Development and Paid Practicum subsidies

**NOTE:** This form is a SmartForm designed to be used in Adobe Acrobat Reader. It is recommended that you fill in this document using Adobe Acrobat Reader or you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

This form is for early childhood education and care providers to acquit funding received in the 2023–24 financial year under the:

- professional development subsidy
- paid practicum subsidy

You must acquit all funding received across 4 quarters in the 2023-24 financial year under these subsidies. Please refer to your grant agreement(s), noting there may be multiple grant agreements if funding was received in more than one quarter.

**A separate acquittal is to be completed by the provider for each individual service under it.**

This form must be completed by a [person with management or control](#) (PMC).

Please send the completed form to [ECECworkforce@education.gov.au](mailto:ECECworkforce@education.gov.au).

Read more about these subsidies [on our website](#).

Acquittal type:

Financial Year:

Provider CRN:

Provider name:

Service CRN:

Service name:

## Financial Acquittal

Funding received	\$	Funded PD days supported*	Funded PP weeks supported*
Professional development			
Paid practicum			
Total funding received			

\*As per your final signed grant agreement(s)

Expenditure	\$	No. staff supported	No. days supported	No. weeks supported
Previous acquitted amount				
Professional development				
Paid practicum				
Total expenditure and staff				
Remaining balance				

If this is final acquittal, any remaining balance will need to be reimbursed to the Department.

Professional development and paid practicum expenditure amounts must not exceed the respective funding received for each component.

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## Privacy Statement

Personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act). Personal information is collected by the Australian Government Department of Education (the department) for the purposes of administering the professional development and paid practicum subsidies program, including for the purposes of acquitting funding for the program and related purposes. Personal information may also be disclosed to other parties where agreed, or where it is otherwise permitted under the Privacy Act. Personal information will not be disclosed to overseas recipients.

If you do not provide some or all of the personal information requested, the department may not be able to acquit funding, resulting in the requirement to return unacquitted funds.

To the extent that the information you provide in this acquittal template constitutes personal information about another individual, by submitting the acquittal template, you represent that you have obtained that individual's consent to include their personal information in this acquittal template and for their personal information to be handled by the department in accordance with this privacy statement.

The department's Privacy Policy contains more information about how the department will manage personal information, including information about how to make a complaint and seek access to and correction of personal information. To contact the department about personal information, email [privacy@education.gov.au](mailto:privacy@education.gov.au).

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## Statutory Declaration

I confirm that:

The above is a true and fair representation of expenditure associated with funding received, and the funds were expended in accordance with the program guidelines and grant funding agreement.

Attachment A details are accurate and can be supported by documentary evidence.

I have read and understood the privacy statement above and agree to the department's handling of personal information in accordance with this privacy statement.

If applicable, professional development funding was administered to staff member(s) to supplement paid training outside of work hours or used to backfill while undertaking training during work hours (and not to pay for course fees).

If applicable, paid practicum funding was administered to staff member(s) for paid leave to partake in practicum placement. For this reason, it is expected that paid practicum placements will occur outside the employee's usual service.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under *section 11 of the Statutory Declarations Act 1959*.

I am authorised to make this declaration on behalf of the approved provider being the PMC (person with management or control).

Signature:

Date:

Given Name:

Family Name:

Position:

Email:



