**Acknowledgement of Understanding**

**Reportable Conduct Scheme**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have completed the following:

 (Employee name)

1. Centre of Excellence in Child & Family Welfare eLearning module:

‘Reportable Conduct’. <https://www.cfecfw.asn.au/reportable-conduct-scheme-elearning/#/>

*&* taken a screen shot or printed a copy of the ‘Congratulations’ page at the end of the training, *and*

1. I have read and understood the ‘Child Safety Reporting Process Flow Chart’ (page 2) as part of the Child Safe Environment Policy.

I also confirm that I have sought clarification from a Nominated Supervisor or Early Years Advisor on any matters relating to point 1 or 2 or any other general matter relating to the Reportable Conduct Scheme.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: 

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once completed please return this form and a copy of ‘Congratulations’ page to:

*Shine Bright, Central Office* *elly.gowler@shinebright.org.au*

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