



AUSTRALIAN DEFENCE FORCE
RESERVES AND EMPLOYER SUPPORT

Reserve and Cadet Support Division
Australian Defence Reserves and Employer Support

PRINCE OF WALES AWARD POST ACTIVITY REPORT

Full Name:	
Name of POWA Activity:	
Name of Civilian Employer:	
Year of Activity:	

Activity:

Brief description of the activity undertaken including:

- a. Name of activity and provider
- b. Dates and locations of the activity
- c. Key components of the activity (e.g. Course completion, qualification earned, training in specialised field, attendance at an industry conference with recognised speakers etc.)

Outcomes:

A description of the outcomes of your activity including:

- a. Benefits to you
- b. Benefits to your employer
- c. A reflection on how/whether the outcomes achieved align with the objectives you outlined in your application

<div>Administration: Do you or your employer have any feedback or suggestions, regarding your POWA experience? Consider:<ul style="list-style-type: none">a. Financial supportb. Clarity of communicationsc. Clarity of processd. Unexpected/ unplanned outcomes</div>

Finance:

Please fill in the below with a breakdown of the way in which your POWA funds were spent.

<u>Item</u>	<u>Cost</u>
<i>Training/Activity</i>	
<i>Travel</i>	
<i>Accommodation</i>	
<i>Miscellaneous</i>	
<i>Total</i>	

Supportive Employer Program:

Have you heard of the Supportive Employer program? YES NO

Would you be willing to suggest that your employer sign up to the Supportive Employer Program? YES NO

Were you aware that you could nominate your Employer for a Supportive Employer Award?
YES NOFound out more on our website - [Reserves and Employer Support](#)

Unclassified

As per Chapter 3 of the MILSPERSMAN, all funds provided through the Prince of Wales Awards (POWA) must be acquitted. In addition to the above cost breakdown, POWA recipients must also provide a scanned PDF of receipts for their POWA activity.

Defence is obligated to recover any unspent monies. If upon completion of your POWA activity you have unspent funds, please advise ADFRES by sending an email to ADFRES.NPP@defence.gov.au, specifying the amount of unspent funds. We will raise an invoice via Defence Accounts Receivable and forward that to you with instructions on how to repay the unspent funds.

Prepared by:

Name:		Signature:	
Position:		Date:	