

18 December 2016

REDACTED

Dear REDACTED,

I am pleased to advise that you have been recommended as a Sport Science Intern working with Netball with the NSW Institute of Sport.

This role may commence at any time from January 2016 for a 7 to 9 month period. It will involve approximately 10 hours per week and will involve collecting and analysing training data.

In accepting this Internship you are agreeing to:

- Make yourself available from January 2016 for a 7 to 9 month period working approximately 10 hours per week with Netball
- Be passionate about influencing and improving athlete performance
- Demonstrate enthusiasm to learn and develop in High Performance Sport
- Show initiative and drive
- Be reliable, responsible and attend to detail
- Be flexible in your attendance
- Work independently and within a team
- Remain focused and motivated throughout the Internship
- Abide by the attached Code of Conduct

Copies of the following documentation are to be provided on the first day of the Internship:

- Proof of identity name Birth Certificate, Passport or Drivers License
- Copy of current First Aid Certificate
- Evidence of Working with Children Check
- Signed Acceptance of this Offer
- Evidence of enrolment in your Under/ Post graduate degree

Details pertaining to your Internship are outlined in this letter and the attached Code of Conduct. Please note that Interns are not eligible to be paid, to accrue sick or annual leave and may have their Internship terminated at any time should services no longer be required, for poor performance and/or non-compliance with the conditions of the Internship or NSWIS Policies and Procedures, including the Code of Conduct.

Interns will be privileged to confidential information throughout their time at NSWIS. Interns will not at any time, neither during the continuance of this Internship nor within a reasonable period after ceasing, for any reason divulge any of the affairs or secrets of the Institute to any other company, person or persons without the previous consent in writing of the Institute.

If you wish to accept this Offer, please sign the attached form and, together with copies off the listed documents, return it to Liz Akerboom, Human Resources Manager by Tuesday, 22 December 2016.

On behalf of the Board and staff at the NSW Institute of Sport, I would like to take this opportunity to welcome you and I look forward to working with you as we support our athletes to become world's best.

Yours sincerely,

  
 Charles Turner  
**CEO NSW Institute of Sport**

Human Resources Manager  
NSW Institute of Sport  
PO Box 476  
SYDNEY MARKETS NSW 2129

**ACCEPTANCE OF OFFER – Intern, Sport Science, Netball**

I, REDACTED, wish to accept the above-mentioned Internship.

I understand the offer of internship may commence from January 2016 for a 7 to 9 month period for approximately 10 hours per week.

I agree to the conditions as outlined in the attached Offer Letter and adherence to NSWIS Policies and Procedures, particularly the Code of Conduct. I understand my Internship may be terminated should I breach these conditions.

I agree to:

- Make yourself available from January 2016 for a 7 to 9 month period working approximately 10 hours per week with Netball
- Be passionate about influencing and improving athlete performance
- Demonstrate enthusiasm to learn and develop in High Performance Sport
- Show initiative and drive
- Be reliable, responsible and attend to detail
- Be flexible in your attendance
- Work independently and within a team
- Remain focused and motivated throughout the Internship
- Abide by the attached Code of Conduct

I agree to produce the following documents:

- Proof of identity name Birth Certificate, Passport or Drivers License
- Copy of current First Aid Certificate
- Evidence of Working with Children Check
- Signed Acceptance of this Offer
- Evidence of relevant insurance cover (public liability and professional indemnity)
- Evidence of enrolment in your Under/ Post graduate degree

**Signed:**

**Name:**

**Date:**