

Application for Award

Complete your personal details below:

Last name:	
First name:	Date of birth:
Email:	Mobile:
Address:	
Course code and title:	

Before you apply for your award, can you answer yes to the following?

- I have paid all fees and do not owe Phillips Institute any further amounts.
- I have submitted all assessment tasks according to my Training Plan
- I have received results of Competent, Credit Transfer, or RPL for every unit enrolled
- I have completed the AQTF Learner Questionnaire and submitted it to the office or online
- I have completed my practical placement/s (if applicable) and all required hours
- I have fully completed and submitted my placement book including (if applicable)

If you answer no to any of the above, please check with our staff before proceeding.

Declaration:

- I have read the above instructions and confirm that I have met all the requirements.
- I acknowledge that submission of false documents and/or provision of false information will delay and may result in cancellation of my application for award.

Signed: _____ Date: _____

Delivery Instructions

- I will pick up my award from Phillips Institute Carnegie Head Office as agreed
OR
- I would like my award to be sent by post and confirm my address as given above

Save and send this completed form to train@phillips.edu.au or post to:

Phillips Institute, Head Office, 75A Koornang Road,
 Carnegie, VIC 3163

OFFICE USE ONLY: Staff members checks and records date and initials against each check when completed			
USI Check:	Qualification Check: Core units _____ Electives _____	Evidence Check:	Fee Check:
Award Produced:	Testamur Date and Number:	Date sent / picked up:	