



## HOW TO SUBMIT DOCUMENTS TO UNET

*In an effort to increase efficiency of processing Certificate Requests and associated documentation, the following standard for document submissions has been created.*

### OPTION 1: ONLINE LEARNING

If assessment is completed through an online learning system that is not created and maintained by UNET, then a UNET Compliance or Administration Officer needs to be given access to the online system to view / save / keep a record of completed assessment for each student.

If assessment is completed through an online learning system that is created and maintained by UNET, then once a Certificate Request is completed and sent to UNET, we can easily access and process the documentation / evidence online.

### OPTION 2: HARD COPY OR ELECTRONIC COPIES

If you / your students choose to submit student assessment evidence and documentation via hard copy or electronic copy; then the documentation and evidence must be **clearly organised** so that it is easy for staff / an auditor to see that a student has met the course requirements and submitted all of the supporting documents and evidence.

Clearly organised means that:

- **Electronic files and folders are labelled appropriately** - e.g. *BLOGGS, Joe – Unit 2 Workbook Tasks*
- If more than one student is being submitted then there needs to be **clear separation between students** - e.g. hard copies are clearly separated into different student's documentation / evidence or if electronic files are submitted, then there is a separate folder for each student
- Hard copies are **organised into units** – e.g. all the workbook tasks for unit 1 are kept together (not shuffled into the rest of the paperwork).