

Course Documentation overview

Please note: The below is an overview only of documentation for accredited training. Documentation requirements may vary between courses. Talk to UNET about documentation specific to your area of Training.

Form / Documentation	Why is it needed?	When does it need to be completed?	When to send to UNET
Training & Assessment Strategy	The training and assessment strategy is used to document who, when, where and how you will be conducting the course. It is a key bit of documentation and is especially important in an audit.	First thing –before any advertising, etc.	As soon as you make plans to run a course.
Enrolment Form	As evidence of the student enrolling in the course, accepting the course terms & conditions and acknowledging that they have read the pre-enrolment information. This also collects AVETMISS information for Total VET Activity reporting requirements.	Upon enrolment into the course.	As soon as you receive it.
Evidence of meeting Entry Requirements (if applicable)	To show that the student meets the minimum entry requirements for the qualification.	To be supplied with the enrolment form	When you send the enrolment form.
Orientation Checklist	To provide evidence that the students are informed about the trainers, facilities, RTO, course content assessment requirements and OHS their responsibilities and hours of involvement (not applicable for distance education)	At the first session of the course.	As soon as possible after the first course session.
Student Attendance Sheets	To show class attendance (not applicable for distance education)	Recorded at each face-to-face session.	At the conclusion of the face-to-face sessions.
Assessment Record (Sign-off Form)	As evidence of a student being assessed as competent in the unit requirements.	Recorded on each time a student completes an assessment task.	When a student is assessed as competent in a unit.
Completed Assessment	All assessment items for all students must be retained by UNET. This is needed for audit and moderation purposes.	When a student completes assessment.	When a student is assessed as competent in a unit.
End of Course Feedback Form	Collection of the mandatory AQTF learner satisfaction survey data (Quality Indicator Data). Also used to determine what aspects of the course work well and opportunities for improvement.	At the end of a course.	At the end of a course.