



Web: unet.org.au
 E: admin@unet.org.au



Ph: 1300 660 809
 Int: +61 7 5451 0909



PO Box 6145, Maroochydore BC
 Queensland, 4558, Australia

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 piece 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.	Before a student commences the course.	As soon as the student is ready to enrol (application is completed online).
Entry Testing	All students must participate in an entry skills test to determine if they are adequately prepared to undertake study and if they meet the minimum entry requirements for the qualification.	As soon as possible – a link will be supplied with the enrolment submission email	When a student completes the enrolment application.
Orientation Checklist (for in-person classes) or Study Guide for online learning	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.



Web: unet.org.au
E: admin@unet.org.au



Ph: 1300 660 809
Int: +61 7 5451 0909



PO Box 6145, Maroochydore BC
Queensland, 4558, Australia

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 against in the unit requirements. Detailed feedback should be recorded in the online system along with the assessment outcome.	Recorded in the online system each time a student attempts an assessment task.	When a student is assessed as competent in a unit.
Completed Assessment	All assessment items for all students must be retained in the online system. 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 <u>AQTF learner satisfaction survey</u> data (Quality Indicator Data). Also used to determine what aspects of the course work well and opportunities for improvement.	Emailed by UNET admin at the end of a course.	At the end of a course.