

National Unit Data Entry

Checklist

Purpose of this Checklist

This checklist should be used with the relevant quick reference guides when entering national units of competency into the system.

Checklist:

- ☐ **Review Evidence**
 - Has all mandatory evidence been provided?
 - Does the learner hold the mandatory pre-requisite units?
 - Are all signature and date fields completed?
- ☐ **Verify Assessor**
 - Does the assessor hold a TAE40112 (or equivalent) or TAESS00019 Assessor Skill Set (or equivalent)
 - Does the assessor have the relevant industry competencies, skills and knowledge to assess this training product?
- ☐ **Enrol learner in the relevant Units of Competency Schedule**
 - Enrol in the annual stage schedule
- ☐ **Confirm the learner has a USI on their LaDIS profile and verify it**
- ☐ **Mark Unit of Competency Results**
 - If the outcome is Not Yet Competent, Recognition of Prior Learning Granted or Recognition of Prior Learning Not Granted → Update the outcome identifier
- ☐ **Generate the Statement of Attainment**
 - Accredited certificate (program)
 - Search for NUC course in description
 - Action → Manage awards
 - Double check USI green tick
 - Click SOA link → Issue new SOA → Select all → Issue new SOA
 - Confirm NUCS are in Library and Profile.
- ☐ **Ensure assessment documentation is stored in a secure location to be accessed in the future if required**