

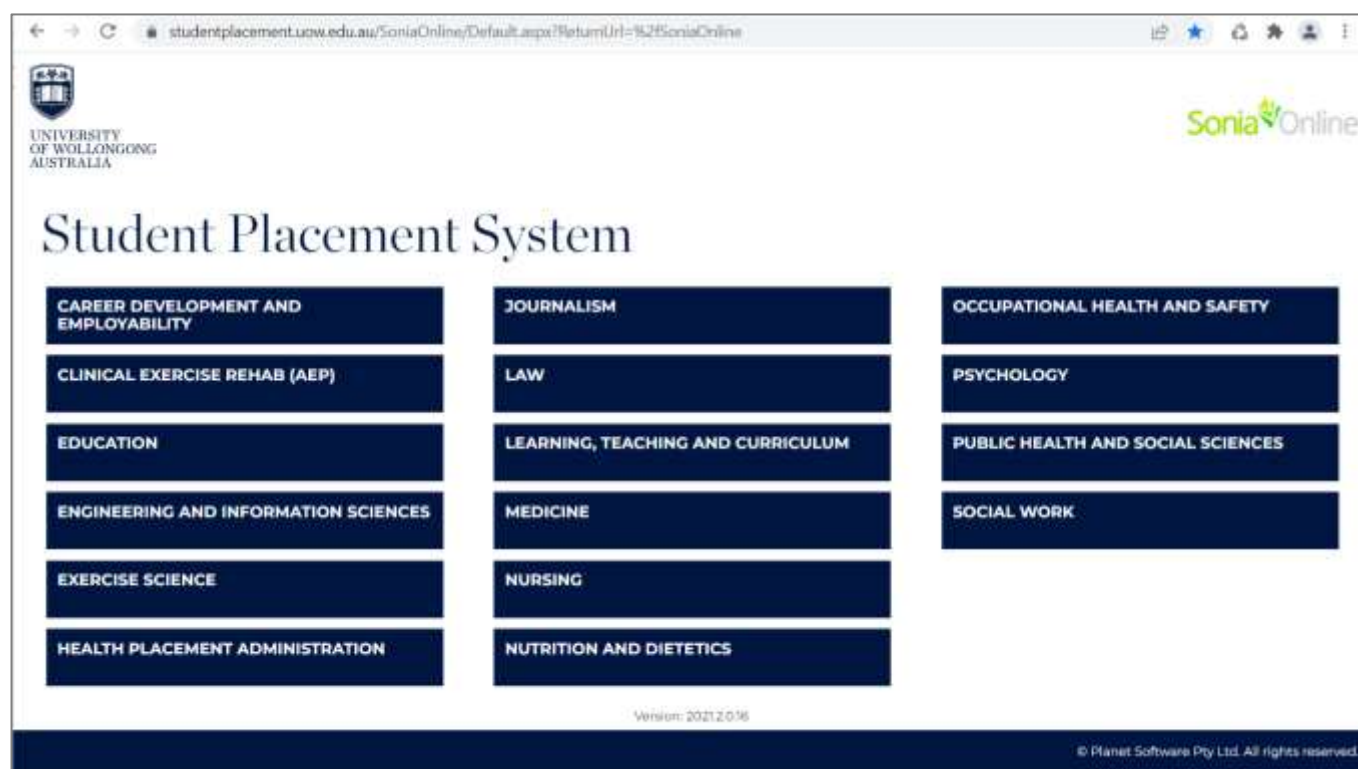


How to upload “check” evidence and how to navigate the Check Tab within SONIA for NSW Health student compliance & verification.

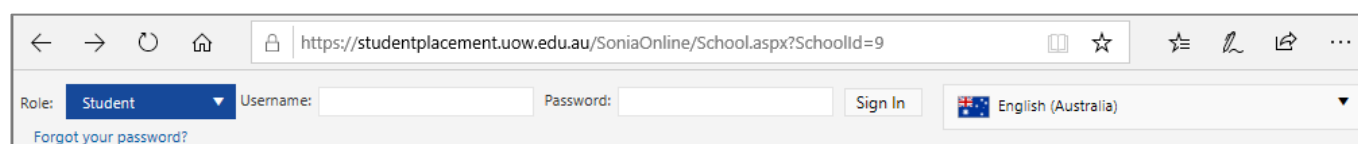
1. Sign into SONIA

Access SONIA via: <https://studentplacement.uow.edu.au/SoniaOnline>

Select your appropriate school.

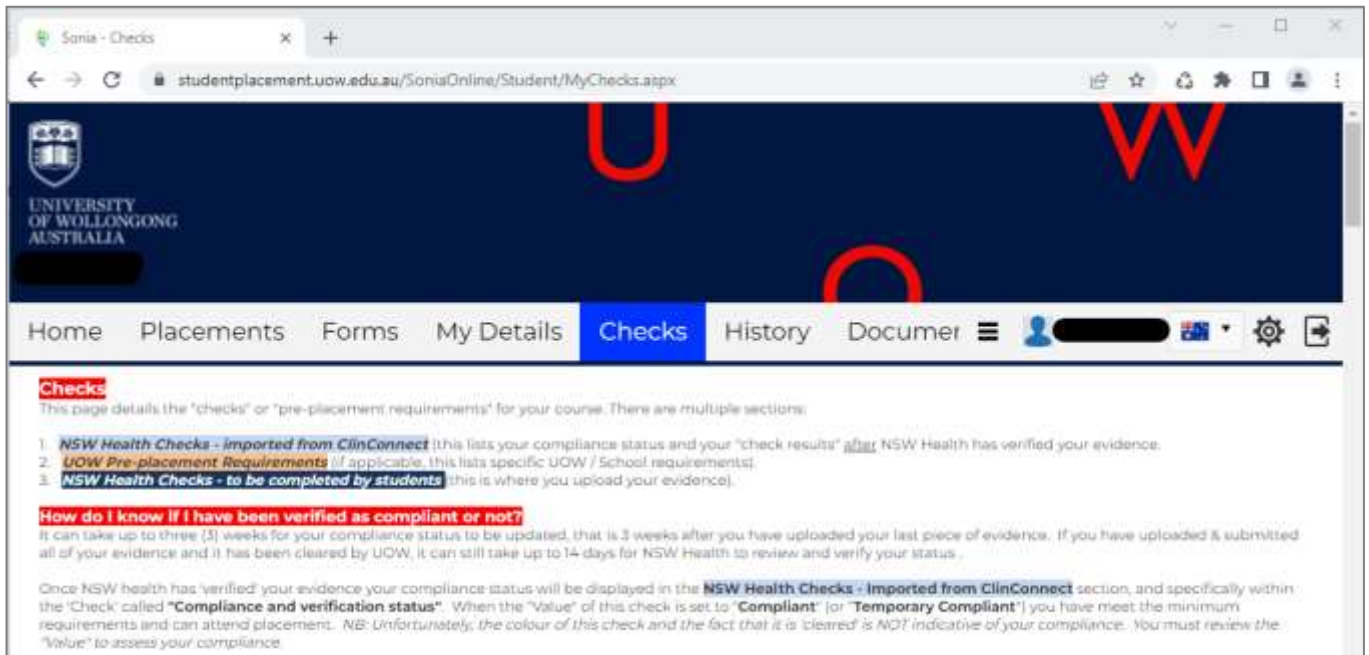


Ensure you select the role of Student and use your UOW Username and Password to Sign in. *NB: Despite there being a 'Forgot your password link' on this page, all passwords are managed through UOW SOLS – refer to the SOLS Login Help page <https://www.uow.edu.au/student/UOW009736.html>*



2. Select the Checks TAB from the SONIA Home Page

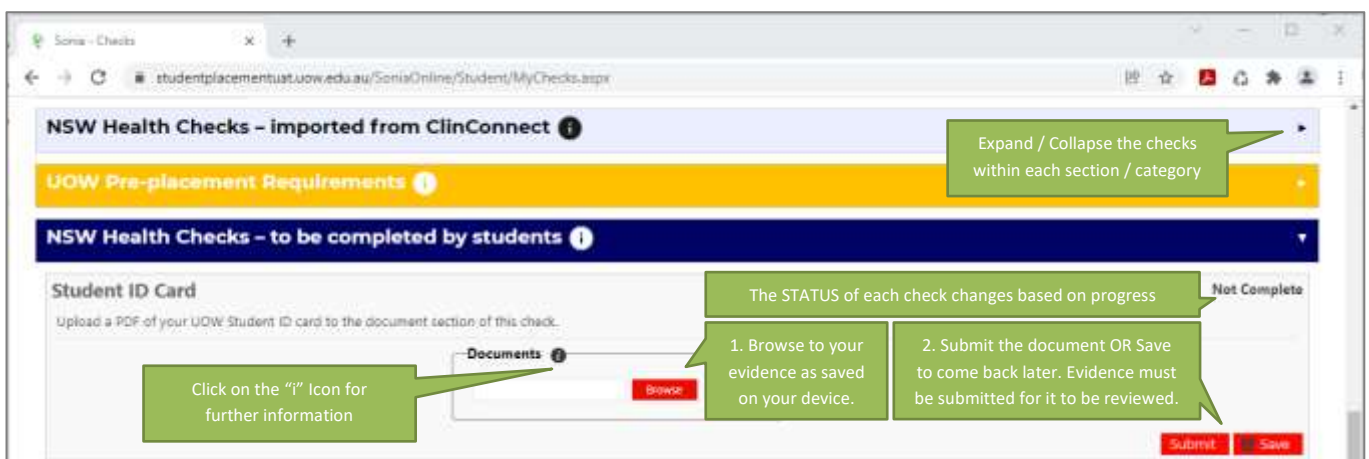
The **Checks Tab** summarises the pre-placement requirements / checks for your course. For more detailed information on the requirements see the [UOW Health Placements website](#).



3. Upload your evidence

Within the **Checks Tab**, navigate below the Summary Table to the **Dark Blue** section / category called **NSW Health Checks - to be completed by students**; the other sections can be collapsed.

Individual evidence files must be in **PDF format** and preferably **no larger than 1MB in size**. *NB: SONIA will allow larger files to be uploaded, however your files will be combined into one document before they are sent to NSW Health. File size limits apply, and larger files may be rejected.*



Find the "Check" you are uploading evidence for. (e.g., Student ID Card). **Browse** to your evidence as saved on your device & **upload** it into SONIA (e.g., a PDF copy of your Student ID Card).

*NB: Some checks require multiple files to be uploaded. Upload ALL files before **submitting** the check. If you only have part of your evidence press **Save** to come back to it later. If you submit a check in error or want to change it, contact the UOW Verification Team uow-verification@uow.edu.au or your [Placement Team](#) for help.*

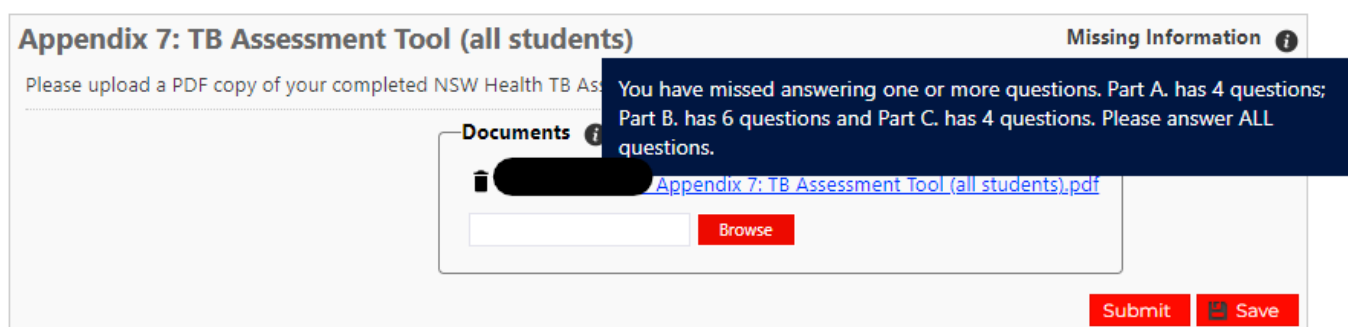
Pressing the **Submit** button will change the Status of the check to **Submitted**, it also initiates a **review process** by the UOW Verification Team or your Placement Team.

IMPORTANT: IF YOU DO NOT PRESS "SUBMIT", THE REVIEW PROCESS WILL NOT BE TRIGGERED & NO-ONE WILL KNOW THAT YOU HAVE EVIDENCE TO REVIEW.

4. Feedback on Checks regarding progress or further advice

You will receive direct email communication to your UOW email account once your check/s have been reviewed. The team will also update the **status** of each check. A status indicating that the check is:

- **Cleared** – No further action is required at this point (NB: This may change if Health notice something that the UOW Verification team have missed)
- **Missing Information** – Something is missing (see example image below). Please review your emails for advice OR click on the “i” (information icon) next to the Status within the Check and action appropriately.
- **Rejected** – Something is wrong. Please review your emails OR click on the “i” (information icon) next to the Status within the Check and action appropriately
- **Submitted** – This has yet to be processed by the UOW Verification Team but should be within approximately 3-5 working days.



The screenshot shows a web interface for the 'Appendix 7: TB Assessment Tool (all students)'. At the top right, there is a 'Missing Information' notification icon. A dark blue notification box is overlaid on the page, stating: 'You have missed answering one or more questions. Part A. has 4 questions; Part B. has 6 questions and Part C. has 4 questions. Please answer ALL questions.' Below the notification, there is a 'Documents' section with an information icon. A document titled 'Appendix 7: TB Assessment Tool (all students).pdf' is listed with a 'Browse' button next to it. At the bottom right of the interface, there are 'Submit' and 'Save' buttons.

5. How do I know if I have been verified as compliant or not?

Compliance and Verification checking is a multistep process with multiple pieces of evidence. It starts with you uploading your individual pieces of evidence. The UOW Verification Team then checks your evidence and when you meet the minimum requirements (i.e. have provided ALL or most of your documents), the team combine ALL your evidence into one document and provide it to NSW Health for verification. Individual documents are NOT sent to NSW Health.

The whole process can take up to three (3) weeks from when you have uploaded your last piece of evidence. If you have uploaded & submitted all your evidence and it has been cleared by UOW, it can still take up to 14 days for NSW Health to review and verify your status.

Once NSW health has 'verified' your evidence, your compliance status will change. This change is displayed in the **NSW Health Checks - Imported from ClinConnect** section, and specifically within the 'Check' called "**Compliance and verification status**". When the "Value" of this check is set to "**Compliant**" (or "**Temporary Compliant**") you have met the minimum requirements and can attend placement. *NB: Unfortunately, the colour of this check and the fact that it is 'cleared' is NOT indicative of your compliance. You must review the "Value" to assess your compliance.*

If you are deemed "Temporary compliant", you will have a set timeframe (up to 6 months) to meet the full requirements.

6. Need help?

If you require any assistance with the uploading of evidence etc., please discuss this with the **UOW Verification Team** uow-verification@uow.edu.au or your [Placement Team](#).