



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.

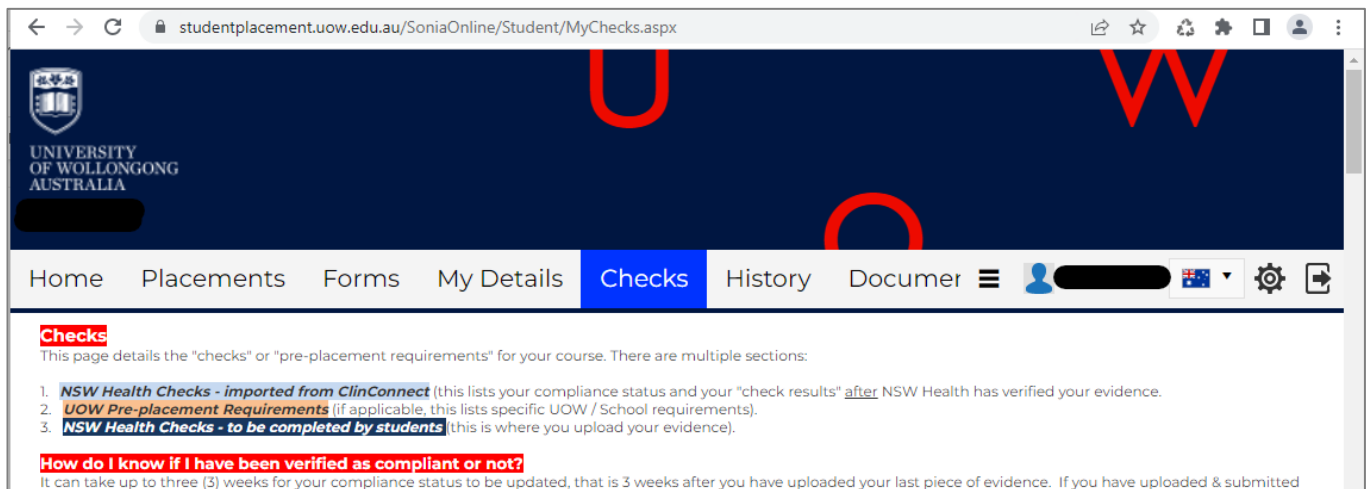
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Ensure you select the role of **Student** and use your **UOW / UOWC Username** and **Password** to Sign in.

Role: Student Username: Password: Sign In English (Australia)
Forgot your password?

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](#).

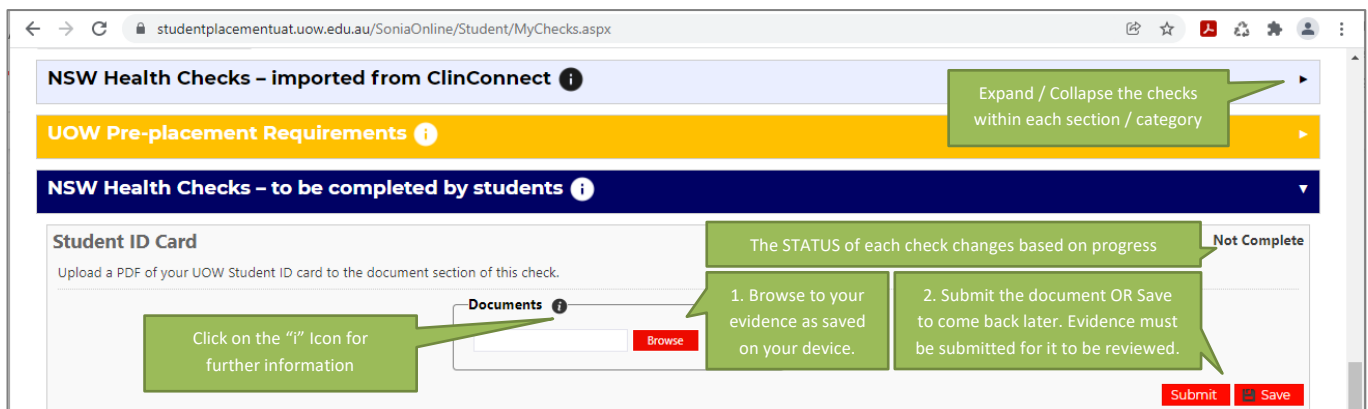


3. Upload your evidence

Within the **Checks Tab**, navigate to the appropriate section, i.e.

- The **Orange** section for UOW & Other checks OR
- The **Dark Blue** section / category called **NSW Health Checks - to be completed by students**.

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 as many of 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.*

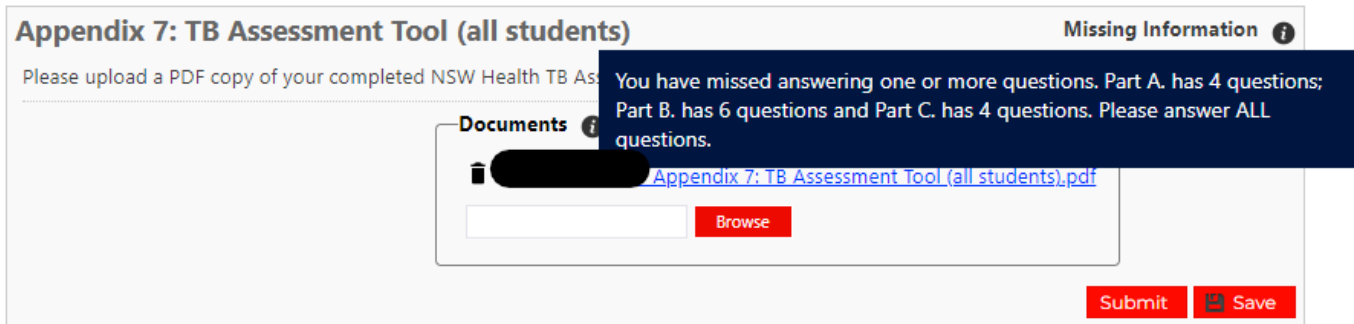
Pressing the **Submit** button will change the Status of the check to **Submitted**, it also initiates a **review process** by the UOW Verification Team or your Placement Team.

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 requires further information or cannot accept this evidence)
- **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 5 working days.



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](#).