This Quick Reference Guide (QRG) describes how to generate and print certificates of accreditation and attainment in LaDIS.

Reminder: Before you generate a certificate, when marking your assessments (in the validation Course) ensure that you **change the Completion Date to the same date as the Marking Date**. This will ensure that the correct dates appear on your certificate. Please refer to the **Manage Assessments** Quick Reference Guide, 'Marking Validation Assessments' for more information. Eventually this function will be automated.

There are 3 types of certificates that can be generated in LaDIS and each requires a different process:

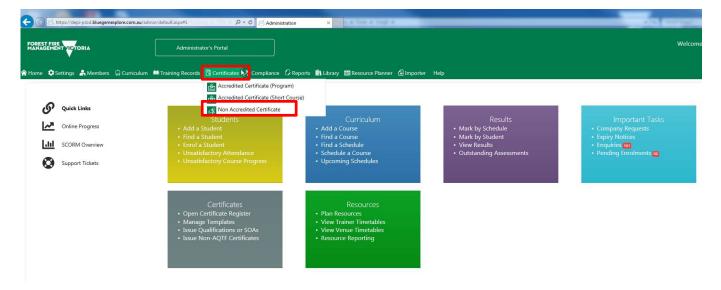
- 1. Departmental Fire Accreditation Certificates (BlueGem calls this a 'Non-Accredited Certificate')
- 2. Statement of Attainment for National Units of Competency (NUCs)
- 3. Statement of Attainment for Nationally Accredited Short Courses

1. Departmental Fire Accreditation Certificates

This process applies to all Programs/Roles which have Departmental Fire Accreditations, for example General Firefighter, Burn Officer in Charge.

To Generate a Departmental Fire Accreditation Certificate:

GO to Certificates>Non-Accredited Certificate when a course schedule has been marked and finalised.



1. SEARCH for the Course Schedule you want to result (e.g. General Firefighter Validation Course) untick any tickboxes under the **Status** drop down box and click **Filter.** Select the correct course and check the check box then click **Certificate.**



| Generating and Printing Certificates in |
|--|
| LaDIS – Quick Reference Guide |

| | Administrator's Portal | | | | | | | | Welcome |
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2. Select the correct course that your student is enrolled in (if you are unsure, go to Training

Records>Enrolments to determine the correct course date). Select students who have a **Satisfactory** status by ticking the tick box. Select **Department DFA** under the certificate template section at the bottom of the page then click **Generate Certificates**.

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| Schedule Date: 2 | 2/10/2018 - 3/10/2018 | | | | | |
| | ct Students | | | | | |
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| Trainee ID | Trainee | Competency Status | Control No | Completion Date | Expiry Date | Multiple Selection |
| т | т | T | т | T | T | |
| | 16309 Charles Falconer-Pritchard | Satisfactory | | 3/10/2018 | | - PA |
| | 41229 CONOR WILSON | Satisfactory | | 3/10/2018 | | |
| | 16469 Craig Lang | Satisfactory | | 3/10/2018 | | |
| | 41357 Daniel Barr | Satisfactory | | 3/10/2018 | | |
| | 54061 Ellen Dwyer | Satisfactory | | 3/10/2018 | | |
| | 17052 Geoffrey Pike | Satisfactory | | 3/10/2018 | | |
| | 17377 James Cameron | Satisfactory | | 3/10/2018 | | |
| | 17348 James Noonan | Satisfactory | | 3/10/2018 | | |
| | 18069 Luke Smith | Satisfactory | | 3/10/2018 | | |
| | 18233 Mathew Gordon | Satisfactory | | 3/10/2018 | | |
| | 18925 Robert Drakeford | Satisfactory | | 3/10/2018 | | |
| | 23676 Ronald Bragg | Satisfactory | | 3/10/2018 | | |
| | 23557 Sean Cormack | Satisfactory | | 3/10/2018 | | |
| | 54021 Shane Bailey | Satisfactory | | 3/10/2018 | | |
| | 37048 Thomas Fricker | Satisfactory | | 3/10/2018 | | |



Environment, Land, Water and Planning

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Step 3: Generate Certificate
Generate Certificate
Generate and Edit Certificates

To Print a Departmental Fire Accreditation Certificate:

The certificate should automatically open in Adobe Reader. Print the certificate with Adobe Reader (once the certificate is generated it will automatically save in the Student's Library). Exit Adobe Reader and save unless you require a copy on your computer.

Please note, in order to see which students have a Certificate from the Non-Accredited Certificate Page, click on the chevron beside the student's name, the Certificate details will show. Do NOT use the Reissue and Reprint buttons in this part of the screen Reissue Reprint . Also, a Control No. will appear for the student if they already have a certificate.

2. Statement of Attainment for National Units of Competency (NUCs)

This process applies to Programs that have National Units of Competencies such as **General Firefighter** and **Crew Leader**.

When National Units of Competency (NUCs) have been marked and finalised go to **Certificates>Accredited Certificate (Program)** Locate the relevant Program (eg. General Firefighter) via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**.

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| | Т | General Firefighter × T | | T | T | T | T | T | т | т | T | | T | |
| Manage | e Awards 💭 to | 0 Course in Australasian Inter-service Incident Management System (AIIMS) | | | | | 10 | 0899 | | 441200 | 0 | 2 | 2 | 8 |
| NO. P. | Certificates | 0 Course in Basic Wildfire Awareness | | | | | 4 | 0399 | | 441200 | 0 | 2 | 92 | R |
| | Prerequisite\$9VIC | 0 Course in the Australasian Inter-service Incident Management System (AIIMS) | | | | | 10 | 0899 | | 441200 | 0 | 2 | 20 | 10 |
| Subjects | AS | 0 Air Attack Supervisor | | | | | 1 | 0315 | 3493-11 | 100000 | ٥ | 2 | 82 | |
| xn • Stages | DMSCM | 0 Aerial Driptorch Support Crew Member | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | 1 | 2 |
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| xn • 4083 | R_AHRCM | 0 Aircraft Hot Refuelling Crew Member | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | 2 | 8 |
| an 🔸 4082 | R_AM | 0 Al/base Manager | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | 2 | |
| wa 🔸 4080 | R_AO | 0 Air Observer | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | N | × | 12 |
| xn + 4084 | R_AOF | 0 Aircraft Officer | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | 2 | 8 |
| an • 4176 | R_AOFLIR | 0 Air Observer - FLIR Operator | | | | | 1 | 0315 | 3493-11 | 100000 | 0. | × | 1 | × |
| an • 4081 | R_AOM | 0 Air Operations Manager | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | 1 | 12 |
| 4107 | R_ARO | 0 Airbase Radio Operator | | | | | 1 | 0315 | 3493-11 | 100000 | 0 | N | 2 | 12 |
| 4078 | R_ASMLCM1 | 0 Aerial Suppressant Mixing and Loading Cree Member | N | | | | 1 | 0315 | 3493-11 | 100000 | ٥ | × | Z | |
| 4048 | R_BACM | 0 Base Camp Manager | | | | | 0 | 0315 | 3493-11 | 100000 | 0 | 2 | 2 | 2 |

In the Manage Awards screen, you can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date. Note, if the Manage Awards screen does not appear after clicking on Manage Awards, ensure your pop-ups are not blocked in your browser.

| GFF [V.0 | - General | Firefighter (ID: 4111) | | | | | | | | Archived SOA Certific |
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| iled Trainees | Person ID | First Name | T | T | | Ŧ | ΠŢ | D Y | ΠŢ | Select All |





If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on <u>SOA</u> on the student's row. A pop up box will appear.

| | ded Qualifications | Trainee: PHLIP RANCE (19727) Program: R | GFF [V.0] General Firefighter (ID:4111) | |
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| on | Issue New SOA | | | |
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| Trainee: lack to iss elect Sub Select A | PHILIP RANCE (18727) ued SOAs jects (Units) to appear on SO Identifier PUAEQu0018 PUAFIR2048 PUAFIR2048 PUAFIR205 PUAFIR3098 | A Description T Prepare, maintain and test response equipment Respond to wildfire Prevent injury Operate pumps | Core/Elective T C C C C C C | UD:4111). Outcome Identifier 20 - Competency achieved/pass 20 - |

Tick the **Select All** tickbox, and then click on **Select All** tickbox. The certificate will now generate.

If the student **DOES** have a certificate already, a tickbox and a green dot will appear in the student's row. If you wish to reprint the certificate, click the tickbox next to the student you wish to generate the certificate for, then click SOA.



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| CEE DUG | | l Firefighter (ID: 4111) | | | | | | | Archived SOA Certi |
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A pop up window will appear where you can **click Reprint** using Adobe Reader.

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| Trair | nee: Andrew Brown (15850) | | Program: R. GFF (V.0) General Firefighter (ID:4111) | | |
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3.Statement of Attainment for Nationally Accredited Short Courses

This process applies to Programs that have Nationally Accredited Short Courses such as the face to face courses of **AIIMS** and **BWA**.

GO to **Certificates>Accredited Certificate (Program)** when a course schedule has been marked and finalised and find the relevant Program eg. AIIMS, via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**.

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| Action + 4083 | R_AHROM | 0 Aircraft Hot Refuelling Crew Member | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 8 | 8 | × |
| Action + 4082 | R_AM | 0 Airbase Manager | | | | 1 | 0315 | 3493-11 | 100000 | 0 | ×. | SZ. | |
| Action + 4080 | RJAD | 0 Air Observer | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | × | 2 |
| Action + 4084 | R_AOF | 0 Aircraft Officer | | | | 1 | 0315 | 3493-11 | 100000 | 0 | × | 82 | 2 |
| Action + 4176 | R_AOFUR | 0 Air Observer - FUR Operator | | | | 1 | 0315 | 3493-11 | 100000 | 0 | × | 2 | 20 |
| Action + 4081 | R,AOM | 0 Air Operations Manager | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 2 | 82 | 2 |
| Action + 4107 | RJARO | 0 Airbase Radio Operator | | | | 1 | 0315 | 3493-11 | 100000 | 0 | N | 8 | R |
| Action 4078 | R_ASMLCM1 | Aerial Suppressant Mixing and Loading Crew Member | | | | 1 | 0315 | 3493-11 | 100000 | 0 | 80 | 82 | |
| Action 4048 | R_BACM | 0 Base Camp Manager | | | | 0 | 0315 | 3493-11 | 100000 | o | 2 | 8 | 2 |





In the Manage Awards screen, you can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date. Note, if the Manage Awards screen does not appear after clicking on Manage Awards, ensure your pop-ups are not blocked in your browser.

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| 3642 | 53845 | Thomas | O'Halloran | 22/07/1983 | ~ | | | | 29/06/2018 | |
| 568 | 40534 | THOMAS | DODEMAIDE | 20/01/1992 | × | | | | 20/09/2017 | |
| 1628 | 14558 23507 | Tim Timothy | Burge Borstner | 5/07/1988 17/01/1985 | ~ | | SOA | Accessed. | 9/11/2017 31/05/2017 | |
| 196 99260 1975 97301 | 23507 | Timothy | Drakeford | 23/12/1982 | × | | SOA | Award Award | 31/05/2017 | 1 |
| 12/3 2/2014 174 | 55824 | Timothy | Kohiman | 20/04/1984 | ~ | | 205 | Award | 9/11/2017 | |
| 149 149 | 49501 | Timothy | Miler | 22/10/1990 | | | SOA | Award | | |
| 567 | 44502 | Timothy | Von Carate | 14/03/1982 | ~ | | 100 | Critera | 0 20/09/2017 | [|
| 195 | 19485 | Todd | Featherstone | 22/11/1991 | ~ | | SOA | Award | 31/05/2017 | 1 |
| 077 | 19491 | Tracey | Dawson | 26/06/1968 | ~ | | SOA | Award | 9 31/05/2017 | 1 |
| 569 | 19492 | TRACEY | O'KEEFFE | 20/02/1965 | ~ | | 250 | | 0 20/09/2017 | 1 |
| 521 | 1950B | Travis | Goodwin | 2/09/1981 | | | SOA | Award | 31/05/2017 | |
| 197 | 19524 | Troy | Butler | 1/04/1992 | ~ | | SOA | Award | 31/05/2017 | |
| 214 | 55304 | Tyson | Coombes | 20/10/1989 | | | | | 9 31/05/2017 | 1 |
| 875 | 55825 | Vanessa | McLeod | 25/02/1971 | | | | | 9/11/2017 | [|
| 867 | 50851 | Victoria | Butcher | 22/05/1984 | ~ | | SOA | Award | 31/05/2017 | [|
| 207 | 19562 | Victoria | Purdue | 23/11/1980 | ~ | | SOA | Award | 31/05/2017 | [|
| 124 | 55565 | Warren | Norton | 28/07/1973 | | | | | 8/08/2017 | [|
| 762 | 19583 | Warren | Shields | 20/09/1963 | ~ | | SQA | Award | 31/05/2017 | 1 |
| 629 | 56911 | Wayne | 8el | 27/05/1975 | | | | | | |
| 102 | 19591 | Wayne | Broomfield | 25/05/1961 | ~ | | SOA | Award | 31/05/2017 | ſ |
| 22 | 19610 | Wendy | Adams | 6/10/1963 | ~ | | SOA | Award | 31/05/2017 | (|
| 557 | 24839 | Yu Yu | Zhuang | 4/05/1979 | ~ | | | | 0 20/09/2017 | 1 |
| 323 | 45542 | Yvonne | Anson | 8/09/1964 | ~ | | SOA | Award | 31/05/2017 | C |
| 5101 | 19660 | Yvonne | Fagan | 13/12/1966 | | | 50A | Award | 31/05/2017 | C |
| | 54459 | Zeeshan | Pirzada | 3/10/1983 | ~ | | | | 8/08/2017 | |

If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on <u>SOA</u> on the student's row. A pop up box will appear:

| Trainee: Timothy Miller (49801) | | Program: 22202V/C.[V.0] Course in A (AIIMS) (ID:4112) | ustralasian Inter-service incident Management Syster |
|---------------------------------|--------------|--|--|
| Issued SOA | | | |
| | 205 | | |
| Issue New SOA Bulk Acti | Cert. Number | Issue Number | Format |

Click on Issue New SOA



| Trainee: Timothy Miller (49801) Program: 22202VIC [V.0] Course in Australasian Inter-servit | va lasidant Management Surtes |
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| | e moven management syster |
| (AIIMS) (ID:4112) | |
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| | |
| Back to issued SOAs | |
| | |
| Select Subjects (Units) to appear on SOA | |
| Select All Identifier Description Core/Elective D | utcome Identifier |
| Constituted Description | |
| | |

Tick **Select All** and then click on ^{Issue new SOA} The certificate will now generate.

If the student **DOES** have a certificate already, a tickbox and a green dot will appear in the student's row. If you wish to reprint the certificate, click the **tickbox** next to the student you wish to print certificate for, then click <u>SOA</u>.

| | | * Home * Curriculum * Pro | | | | | | | | |
|--|-----------------------------|--------------------------------|-----------------------------------|--------------------------|----------------------|-----|--|---|---|-------------------|
| 2202VIC | V.0] - Co | urse in Australasian Inter- | service Incident Management Syste | m (AIIMS) (ID: 4112) | | | | | | Archived SOA Cent |
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| olled Trainee: | | Qualifications | Last Name | 008 | is USI Valid Comp | any | Statement of Attainment | Award Qualification | SOA Issued Date | |
| rolled Trainee: | Person ID | | Last Name | DOB | Is USI Valid Comp | anj | Statement of Attainment | Award Qualification | SOA Issued Date | Select All |
| rolled Trainee: Enrolment ID | Person ID | First Name | Last Name T O'Halosa | 200200 | | | and the second | Street of the state of the state | a second second second | Select Al |
| olied Trainee: Enrolment ID 103642 | Person ID | First Name T T | т | T | T | | and the second | Street of the state of the state | T | Select Al |
| rolled Trainees Enrolment ID 103642 99588 | Person ID 53845 | First Name T T T | O'Halloran | 22/07/1983 | □ T ✓ | | and the second | Street of the state of the state | ▼ 29/06/2018 | Select Al |
| Enrolled Trainees Enrolment ID 103642 99588 100628 97885 99280 | Person ID 53845 40534 | Fest Name T Tomas THOMAS | O'Halloran DODEMAIDE | 22/07/1983 20/01/1992 | □ T ✓ | | and the second | and the state of the | 23/06/2018 20/09/2017 | |

A pop up window will appear where you can click **Reprint** using Adobe Reader.

| Trainee: Timothy Drakeford (2: | 3841) | Program: 22202VIC [V.0] Course in Australasian Inter- (AIIIMS) (ID:4112) | service Incident Manageme | nt System |
|--------------------------------|---------------------|---|---------------------------|-----------|
| | | | | |
| sued SOA | | | | |
| | ons | | | |
| Issue New SOA Bulk Acti | Ons Cert. Number | İssue Number | Format | |
| ssue New SOA Bulk Acti | | Issue Number | Format | |

Another way to reprint a certificate is to click the tickbox next to the student you wish to print the SOA for, then

click on either of the Green Reprint buttons: Reprint Issued SOAs in PDF (Zip) or Reprint Issued SOAs in PDF (All in One). Then select Open.



Print a Statement of Attainment (for either a National Unit of Competency or a Nationally Accredited Short Course):

PRINT certificate with Adobe Reader. Exit Adobe Reader. Don't save unless you require a copy on your computer The Statement of Attainment will **automatically** save to the Student's Library under the **Certificate** sub-folder.

Reprint/Access a Generated Certificate (Departmental Fire Accreditation Certificate or Statement of Attainment) via Student Library:

Go to **Members>People** to search for the student you need to access. Once located, click on the **Action** button near the student name and click on Library. Open the **Certificate Folder.**

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| 1 New Person Bulk Actions • Show / Hide Columns | Reset grid settin | gs Save grid settings | | | Select | odditional permissions. * Select rel | lationships. * Search by i | Course Code or Name. 🔹 Search by Trainee Name or Displaye 🥥 😡 | ear Filter Select Action. |
| Actions USI Saved USI Verified | Ð | Employee Number | First Name | Last Name | Email | Region/Division | District/Branch | Agency/Organisation | Acti |
| • AI | - T | т | т | т | T | т | Υ | T | Tri |
| Actions - Actions for Susan Aarrijes (27144) | 27144 | | Susan | Aartjas | ladis.info@delvp.vic.gov.au | | | VicPol | Yes |
| Actions + I Personal Details | 19779 | | Barrie | Aarons | ladis.info@delup.vic.gov.au | | | CFA District 5 HQ (South West Region) | Yes |
| Actions - Compliance | 53997 | 24002560 | Janamy | Aarons | jeremy.aarons@delvip.vic.gov.au | MELBOURNE | Other | ENVIRONMENT, LAND, WATER & PLANNING | Yes |
| Actions + Notes | 11692 | | Paul | Aarons | paul.aaroro@police.vic.gov.au | | | Victoria Police - Dandenong | Ye |
| Actions - | 24264 | 80779 | Sharon | Aarons | Sharon Aarons@ecodev.vic.gov.au | GEPPSLAND | LATROBE | ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES | Ye |
| Actions · B Ervolments Mp Assessments | 26619 | | Arrial | Aarsen | import@bluegemexplore.com.au | | | | Ye |
| Actions + Involces and Payments | 53445 | 104318 | CLAIRE | ABAKUMENKO | CLAREABACIMENCO@PARKS.MC.0DV.AU | GIPPSLAND | SNOWY | PARKS VICTORIA | Ye |
| Attions - Attendance | 8272 | | Jose | Abalo | jose@ebelo.org | | | Victorian Bushfire Case Managment Service | Yes |
| Actions - Timetable | 55162 | 24015417 | Muhammad Al | Abbas | muhammadali abbas@delvip.vic.gov.au | MELBOURNE | Other | ENVIRONMENT, LAND, WATER & PLANNING | Ye |
| Actions - Email Logs | 5146 | | David | ABBASS | david abbass@police.vic.gov.au | | | Victoria Police | Yes |
| (+ 1 2 3 4 5 6 7 8 9 10 _ + + | | | | | | Page size: 10 Change | | | Iters 1 t |

A pop-up window appears showing two folders, Assessments and Certificates. Click Certificates

| ID: 53997 | | Full Name: Jeremy Aarons | |
|------------------------------|---|--------------------------|--|
| Person Web References | Files | | |
| Jeremy_Aarons_1968_2_6_53997 | 7 Filename | | |
| Certificates | Assignments Certificates | | |
| | | | |

If the certifcate has been previously generated, it will automatically be stored in this location and you can simply double click to open and print.

