

# How to Enrol and complete Basic Wildfire Awareness (BWA) Course Online in LaDIS (External Students only)

**IMPORTANT:** If you have previously completed the BWA Course online with DELWP (through [www.firetraining.org.au](http://www.firetraining.org.au)) you may ALREADY have an existing account in LaDIS, hence you do NOT have to Register (for an Account) below. If you are not sure, or you think you may have an account, please email [support@ffm.vic.gov.au](mailto:support@ffm.vic.gov.au) first to check so that you do not create a duplicate account in LaDIS.

**Please Note:** To complete the Basic Wildfire Awareness (BWA) Course online, participants will need basic computer and literacy skills. If you need assistance or would like to discuss learner support options, please contact [support@ffm.vic.gov.au](mailto:support@ffm.vic.gov.au)

## Step 1: Enrol as a Student

### External Users including contractors, volunteers

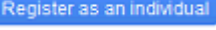
Go to following web page: <https://fireweb.ffm.vic.gov.au/ladis.html>

Go to the **External** users section of the web page and follow the instructions on the web page.

If you are an **External** user and already have a LaDIS account, log in by clicking on the 'Login Here' button provided on the web page in the External users section, and enter your username and password. Then go to **Step 2** of this guide.

If you are an **External** user and do not have a LaDIS account please register on the LaDIS website at the following address: <https://depi-prod.bluegemexplore.com.au/> and go to **Step 1.(a)** below of this guide.

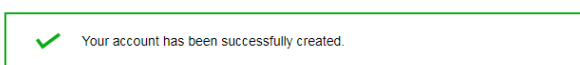
**Step 1.(a).** CLICK on 

**Step 1.(b).** SELECT . Do NOT select 'Register as a Company'.

Follow the prompts and complete the Registration process.

For '**First Name**' state your FULL first name e.g. Michael, not Mike. **YOU MUST COMPLETE THE 'Company' FIELD or your enrolment will not be processed** - state the FULL name of your Company or organisation in relation to the fire ground e.g. Wildlife Victoria or ABC Plant Operators Pty Ltd. Note if you are wildlife carer volunteer or ambulance volunteer, this field refers to your volunteer organisation not your normal/regular employer.

After completing all the account details, click on . You will see the following screen:

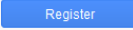
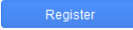




Click on **Continue**. Go to **Step 2** of this guide.

You will receive an email acknowledging your account registration, however you do NOT need to wait for this email to continue to **Step 2** of this guide.

However:

- If after clicking on  you get an '**Oops Page**', click on **HOME** and you will be able to access your account. The LaDIS home page then displays.
- If after clicking on  you get the following error message or similar:

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**X** A trainee already exists with the same firstname, lastname, date of birth and email address.

This may mean that you have a pre-existing account, for example, if you have completed training with DELWP previously e.g. BWA Course online. Contact [support@ffm.vic.gov.au](mailto:support@ffm.vic.gov.au) to request your log in details.

**Tip: Next time you log into LaDIS**, you can go directly to the LaDIS website at <https://depi-prod.bluegemexplore.com.au> Log in on the front screen, entering your username and password. Hence, take note of your username and password in your LaDIS account (In Personal Details) from the first time you access your account.

## Step 2: Check Your Personal Details

If you are an **External Student**, i.e. you do not work for DELWP, Parks Victoria or VicForests, you will be asked to provide personal details when you first register. If you are returning, check whether your details are still up-to-date.

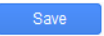
1. From the LADIS home page, hover your mouse over the **My Account** menu option then click **Personal Details** from the drop-down list.
2. Review and update the information in the **Personal Details**, **Company Details** and **Compliance** tabs.

**Please Note:** Under the **Compliance** Tab, under **ATEMISS Details**, if you select 'English' as the 'Main language spoke at home?' you must select 'Not stated' for the next field of 'How well do you speak English?'

## Step 3: Create a Unique Student Identifier (USI)

If you currently have a USI go straight to **Step 4 Complete the BWA Course Online** below. You can check to see whether you have a USI recorded in LaDIS by going to **Members>Personal Details** and clicking the Compliance tab.

If you do **NOT** have a USI, you will be required to obtain one.

1. Go to **Members>Personal Details**.
2. In the section headed **Unique Student Identifier** click [USI official website](#) this will open the USI web site
3. In the USI official website, select the **Student Entry** icon.
4. Select **Create your USI**.
5. You will need to provide details about a form of identification that will be used by the USI system to confirm your identity. This may be in the form of a:
6. Driver's Licence, Medicare Card, Australian Passport or other forms as listed on the website. Please note; you will need to provide your Town/City of Birth.
7. Follow the simple prompts on the USI to obtain your USI.
8. Once you have obtained a USI, go back to **Members>Personal Details** and enter it in the **\* Unique Student Identifier** box. Then click on  at the bottom of the screen.



## Step 4: Complete the BWA Course Online

1. Log into LaDIS, ensure you tick the Privacy Agreement tickbox. Once logged in, if you have a Login Switch option, select **Student**.

2. Go to **Search for Course**.
3. In the **Select a Category** box, select **Online Courses**. Click on .

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4. Click on [22288VIC - Basic Wildfire Awareness \(BWA\) Online](#)
5. Select the appropriate Schedule of the Course (eg. 1/1/2018 – 31/12/2018). Click on [Book Course](#).
6. On the **Confirmation Enrolment Page**, tick the two tick boxes regarding Terms and Conditions and Prerequisites. Then click on [Finalise Enrolment](#).
7. Complete the details on the **Post Registration Details Page**. Click on [Update](#).
8. The **Enrolment Summary Page** will inform you that your enrolment is has been successfully registered. Click on [Return to Homepage](#)

If you are an **External Student** the following message will appear:

Your enrolment has been successfully registered and is awaiting approval.

A confirmation of registration email has been sent to your address.

External Student Enrolments require administrator approval. Approval will be granted within two business days. You should receive an email that your **Enrolment Approval is Pending**, and then once approved, you will receive an email of acknowledging the approval (Successful Training Event Nomination). Once you have received this email, log back into LaDIS (ensure you tick the Privacy Agreement tickbox) and continue to follow this User Guide.

9. Click on the [Online Courses](#) menu option.
10. Under the [Online Courses](#) menu option. Find the BWA Course and click on [Launch](#). Activate Adobe and allow pop-ups if prompted.
11. Once you have passed the Assessment, click on the  at the bottom right hand corner.
12. On the Conclusion Page, click on [Submit your Result](#). You may have to activate Adobe Acrobat and/or allow pop ups.
13. You will be taken back to the **Training Records Page**. Click on **Courses** and then **Print Certificate**. Click on the [Print AQF Certificate](#)
14. Once a certificate is printed, it is saved in the student's folder at **Members>Useful Resources>Student>Certificates**.
15. If you would like to see your Capability (**22288VIC Basic Wildfire Awareness Nationally Accredited Short Course**) display in your LaDIS **Training Profile** follow these steps:  
From the LADIS home page, hover your mouse over the **Members** menu then click **Personal Details** from the drop-down list.  
Click on the **Training Profile** Tab. The Training Profile tab contains a series of sections that display your training and capability history. All information displayed in the Training Profile tab is read only.  
Go to the Capabilities section of the Training Profile and you will see your Capability there.  
For more information about your Training Profile tab, see the **My Training Profile QRG** in **Links** in the bottom right of the screen.