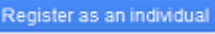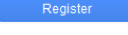# How to Enrol and complete Basic Wildfire Awareness (BWA) Course Online in LaDIS (External Students only)

IMPORTANT: If you have previously completed the BWA Course online with DELWP (through www.firetraining.org.au) 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 ladis.info@delwp.vic.gov.au first to check so that you do not create a duplicate Account in LaDIS.
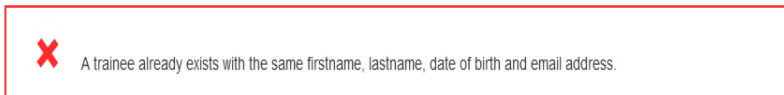
Step 1: Enrol as a Student

External Users including contractors, volunteers

1. Go to https://depi-prod.bluegemexplore.com.au
2. **CLICK** on [Register]
3. **SELECT** [Register as an individual]. Do NOT select 'Register as a Company'.
4. 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 e.g. John Smith Plant Operators Pty Ltd.

Please note; if when you click on the last [Register] button, you get an '**Oops Page'** click on **HOME** and you will be able to access your account. The LaDIS home page then displays. Also note, you will receive an email acknowledging your Account Registration, for your future reference, you do NOT need to wait for this email to continue to Step 2.

If after clicking on [Register] you get the following error message or similar:

> ✗ 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 **ladis.info@delwp.vic.gov.au** to request your log in details. Then log in on the login **page https://depi-prod.bluegemexplore.com.au** and go to Step 2.

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 **Members** menu 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.

delwp.vic.gov.au

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 [Save] at the bottom of the screen.

Step 4: Complete the BWA Course Online

1. Log into LaDIS, ensure you tick the Privacy Agreement tickbox.
2. Once logged in, if you have a Login Switch option, select **Student.**
3. Go to **Search for Course**.
4. In Search by Keyword, enter Basic Wildfire Awareness. Click on [Find Course].
5. Click on   22288VIC - Basic Wildfire Awareness (BWA) Online
6. Select the appropriate Schedule of the Course (1/1/2016 – 31/12/2016). Click on [Book Course]. If any error messages appear on the screen regarding clashing schedules, ignore these for now.
7. On the **Confirmation Enrolment Page**, tick the two tick boxes regarding Terms and Conditions and Prerequisites. Then click on [Finalise Enrolment]
8. Complete the details on the **Post Registration Details Page**. Click on [Update].
9. 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 Admin 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 **Enrolment Approval Confirmation** email. Once you have received this email, log back into LaDIS (ensure you tick the Privacy Agreement tickbox) and continue to follow this User Guide.

10. Click on the [Online Courses] menu option.

11. Under the [Online Courses] menu option. Find the BWA Course and click on Launch

12. Once you have passed the Assessment, click on the (>) at the bottom right hand corner.

13. On the Conclusion Page, click on [Submit your Result]. You may have to activate Adobe Acrobat and/or allow pop ups.

14. You will be taken back to the **Training Records Page**. Click on **Courses** and then **Print Certificate**. Click on the [Print AQF Certificate]

15. Once a certificate is printed, it is saved in the student's folder at **Members>Useful Resources>Student>Certificates**.

16. 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 **LADIS: Training & Capabilities QRG** in **Links** in the bottom right of the screen.