Assigning Assessment and Validation Access in LaDIS - Quick Reference Guide

This QRG shows how to nominate a specific person to have assessment and validation access in LaDIS.

To be able to assign a specific person against an assessor or validator role in the resulting process, they first need to be granted permission and assigned this authority.

Assign Trainer Permission

Prior to assignment assessment and validation authority, a user needs to be assigned **Trainer** permission.

1. Locate the user profile you wish to assign **Trainer** permission to (**MEMBERS > PEOPLE**) and check the **Trainer** checkbox in their profile. Click **Save**.

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ītle Me		* First Name Sarah		Ν	Aiddle Name		* Last Name Brown	Preferred Name
Email sarah.brown@delwp.vic		Telephone		Ν	Nobile		Personal Mobile	Fax
Username		* Password			Date of Birth	Ē	* Gender	
Dietary Requirements		Old Trainee ID		A [ctive trainee? Yes 👻			
Relationship								

2. Go to **MEMBERS > STAFF QUALIFICATIONS REGISTER.** From the drop down list, select the individual you wish to nominate. The screen will automatically move to the next page.

Department of Environment, Land, Water & Planning	la 📃	Administrator's Portal				
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Staff Qua	lification Regist	ers » Home » Membe	ers » Staff Qualification	Registers		
Select a staff member:	Select a staff member	× 01				
Staff Qualification Register Repo	n					

Click the Assign Trainer, Assessor or Validator button.



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Cartino Da	ASSIGN TRAINER, ASSESSOR OR VALIDATOR	+ C - O X	
ification Reg	Select at least one from short course or program.		_
Kylie Hodge	Program:* Select Program Short Course:* Select Short Course	Hide Short Course	
Experience CPD Activ	Can Assess: Can Train: Can Validate:		
Name	Save Cancel Close		Can Validate

3. Search for the Program and short course from the drop down tab and check the boxes underneath according to the permission you wish to grant. Click **Save** to action these permissions.

The name of the person you have assigned access to will now be visible as an option to mark as an assessor or validator in the Program and short course you have just assigned to them

	Assessments								
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	Category	Assessment	Туре	Due Date	Marking Date	Status	Mark	Assessor	RPL RCC Update
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>	29958		29/08/1981		Satisfactory	▼ Mark		Allan Parfett	6/01/2016
•	29960		18/01/1966		Satisfactory	▼ Mark		Bryan Rees	6/01/2016
•	29962		25/08/1992		Satisfactory	← Mark		Graeme Briggs	6/01/2016
>	29964		17/11/1995		Satisfactory	▼ Mark		Paul Reichenbach	6/01/2016
>	29966		20/01/1996		Satisfactory	▼ Mark			6/01/2016



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