Assigning Assessor and Validator Roles - in LaDIS - Quick Reference Guide
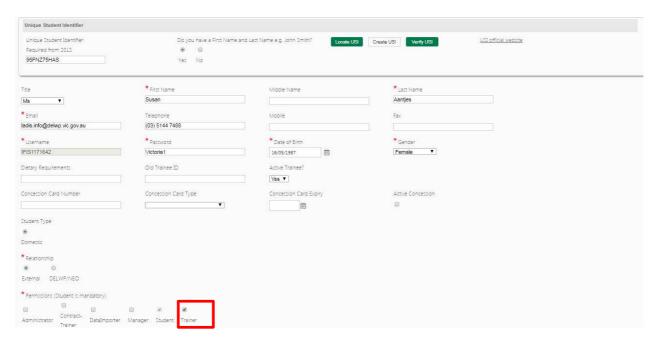
This QRG shows how to nominate a specific person to have Assesor and Validator Roles in LaDIS.

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.
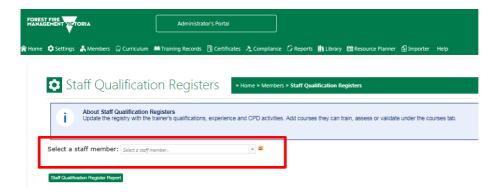
Assign Trainer Permission

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>Actions>Personal Details**) and check the **Trainer** Permission Level checkbox in their profile. Click **Save.**
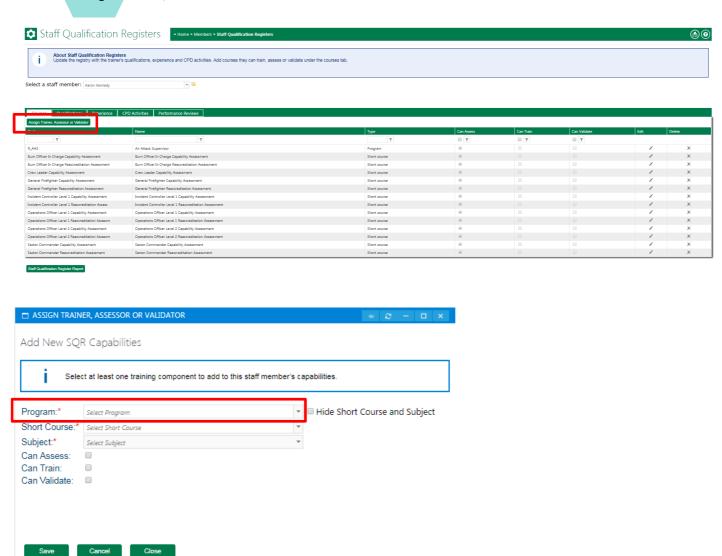

2. Go to **Members>Staff Qualifications register.** From the drop down list, select the individual you wish to nominate. The screen will automatically move to the next page.

Click the **Assign Trainer, Assessor or Validator** button.

3. Search for the Program from the drop down box 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 you have just assigned to them

delwp.vic.gov.au