

# 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**.

Unique Student Identifier

Unique Student Identifier  
Required from 2015  
95FNZ75SHAS

Do you have a First Name and Last Name e.g. John Smith?  
Yes No

Locate USI Create USI Verify USI [USI official website](#)

Title: Ms

\* First Name: Susan

Middle Name:

\* Last Name: Aantjes

\* Email: ledis.info@delwp.vic.gov.au

Telephone: (03) 5144 7488

Mobile:

Fax:

\* Username: IFIS1171642

\* Password: Victoria1

\* Date of Birth: 16/05/1987

\* Gender: Female

Dietary Requirements:

Old Trainee ID:

Active Trainee?: Yes

Concession Card Number:

Concession Card Type:

Concession Card Expiry:

Active Concession:

Student Type:  
Domestic

\* Relationship:  
External DELWP/VEO

\* Permissions (Student is mandatory):  
Administrator Contract-Trainer DataImporter Manager Student **Trainer**

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.

FOREST FIRE MANAGEMENT VICTORIA

Administrator's Portal

Home Settings Members Curriculum Training Records Certificates Compliance Reports Library Resource Planner Importer Help

Staff Qualification Registers

About Staff Qualification Registers  
Update the registry with the trainer's qualifications, experience and CPD activities. Add courses they can train, assess or validate under the courses tab.

Select a staff member: Select a staff member...

Staff Qualification Register Report

# Assigning Assessor and Validator Roles - in LaDIS - Quick Reference Guide

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

**Staff Qualification Registers** Home > Members > Staff Qualification Registers

**About Staff Qualification Registers**  
Update the registry with the trainer's qualifications, experience and CPD activities. Add courses they can train, assess or validate under the courses tab.

Select a staff member:

**Assign Trainer, Assessor or Validator**

|  | Name   | Type         | Can Assess                          | Can Train                | Can Validate             | Edit | Delete |
|--|--|--------------|-------------------------------------|--------------------------|--------------------------|------|--------|
| RLAAS  | Air Attack Supervisor                                  | Program      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Burn Officer In Charge Capability Assessment           | Burn Officer In Charge Capability Assessment           | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Burn Officer In Charge Reaccreditation Assessment      | Burn Officer In Charge Reaccreditation Assessment      | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Crew Leader Capability Assessment                      | Crew Leader Capability Assessment                      | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| General Firefighter Capability Assessment              | General Firefighter Capability Assessment              | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| General Firefighter Reaccreditation Assessment         | General Firefighter Reaccreditation Assessment         | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Incident Controller Level 1 Capability Assessment      | Incident Controller Level 1 Capability Assessment      | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Incident Controller Level 1 Reaccreditation Assessment | Incident Controller Level 1 Reaccreditation Assessment | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Operations Officer Level 1 Capability Assessment       | Operations Officer Level 1 Capability Assessment       | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Operations Officer Level 1 Reaccreditation Assessment  | Operations Officer Level 1 Reaccreditation Assessment  | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Operations Officer Level 2 Capability Assessment       | Operations Officer Level 2 Capability Assessment       | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Operations Officer Level 2 Reaccreditation Assessment  | Operations Officer Level 2 Reaccreditation Assessment  | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Sector Commander Capability Assessment                 | Sector Commander Capability Assessment                 | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |
| Sector Commander Reaccreditation Assessment            | Sector Commander Reaccreditation Assessment            | Short course | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |      |        |

[Staff Qualification Register Report](#)

**ASSIGN TRAINER, ASSESSOR OR VALIDATOR**

Add New SQR Capabilities

Select at least one training component to add to this staff member's capabilities.

**Program:**  ☐ Hide Short Course and Subject

**Short Course:**

**Subject:**

Can Assess: ☐

Can Train: ☐

Can Validate: ☐

**Save** **Cancel** **Close**

- 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

**Assessments**

[Add New Assessment](#)

| Category         | Assessment             | Type       | Due Date   | Marking Date       | Status       | Mark | Assessor         | RPL | RCC | Update    |
|------------------|------------------------|------------|------------|--------------------|--------------|------|------------------|-----|-----|-----------|
| Dept Fire Accred | Aerial Suppressant Mod | Assessment |            | 6/01/2016 12:00 AM | Satisfactory |      | Graeme Briggs    |     |     |           |
|                  | 29958                  |            | 29/08/1981 |                    | Satisfactory |      | Allan Parfett    |     |     | 6/01/2016 |
|                  | 29960                  |            | 18/01/1966 |                    | Satisfactory |      | Bryan Rees       |     |     | 6/01/2016 |
|                  | 29962                  |            | 25/08/1992 |                    | Satisfactory |      | Graeme Briggs    |     |     | 6/01/2016 |
|                  | 29964                  |            | 17/11/1995 |                    | Satisfactory |      | Mark Conlon      |     |     | 6/01/2016 |
|                  | 29966                  |            | 20/01/1996 |                    | Satisfactory |      | Paul Reichenbach |     |     | 6/01/2016 |