

Generating and Printing Certificates in LaDIS – Quick Reference Guide

This Quick Reference Guide (QRG) describes how to generate and print certificates of accreditation and attainment in LaDIS.

Reminder: Before you generate a certificate, when marking your assessments (in the validation Course) ensure that you change the Completion Date to the same date as the Marking Date. This will ensure that the correct dates appear on your certificate. Please refer to the **Manage Assessments** Quick Reference Guide, 'Marking Validation Assessments' for more information. Eventually this function will be automated.

There are 3 types of certificates that can be generated in LaDIS and each requires a different process:

1. **Departmental Fire Accreditation Certificates** (BlueGem calls this a 'Non-Accredited Certificate')
2. **Statement of Attainment for National Units of Competency (NUCs)**
3. **Statement of Attainment for Nationally Accredited Short Courses**

1. Departmental Fire Accreditation Certificates

This process applies to all Programs/Roles which have Departmental Fire Accreditations, for example General Firefighter, Burn Officer in Charge.

To Generate a Departmental Fire Accreditation Certificate:

GO to Certificates>Non-Accredited Certificate when a course schedule has been marked and finalised.

The screenshot shows the 'Administrator's Portal' for Forest Fire Management Victoria. The navigation menu includes 'Home', 'Settings', 'Members', 'Curriculum', 'Training Records', 'Certificates', 'Compliance', 'Reports', 'Library', 'Resource Planner', 'Importer', and 'Help'. The 'Certificates' menu is expanded, showing three options: 'Accredited Certificate (Program)', 'Accredited Certificate (Short Course)', and 'Non Accredited Certificate'. The 'Non Accredited Certificate' option is highlighted with a red box. Below the navigation menu, there are several main content areas: 'Quick Links' (Online Progress, SCORM Overview, Support Tickets), 'Students' (Add a Student, Find a Student, Enrol a Student, Unsatisfactory Attendance, Unsatisfactory Course Progress), 'Curriculum' (Add a Course, Find a Course, Find a Schedule, Schedule a Course, Upcoming Schedules), 'Results' (Mark by Schedule, Mark by Student, View Results, Outstanding Assessments), 'Important Tasks' (Company Requests, Expiry Notices, Enquiries 191, Pending Enrolments 50), 'Certificates' (Open Certificate Register, Manage Templates, Issue Qualifications or SOAs, Issue Non-AQTF Certificates), and 'Resources' (Plan Resources, View Trainer Timetables, View Venue Timetables, Resource Reporting).

1. SEARCH for the Course Schedule you want to result (e.g. General Firefighter Validation Course) untick any tickboxes under the **Status** drop down box and click **Filter**. Select the correct course and check the check box then click **Certificate**.

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The screenshot shows the 'Non Accredited Certificate' search interface. At the top, there are filters for Course, Location, Region, and Stage. There are also fields for Status, Active, Schedule Start Date, and Schedule End Date. A 'Filter' button is highlighted with a red box. Below the filters is a 'Schedule Status' section with 'Enrolling', 'Running', 'Completed', and 'Cancelled' options. The main part of the page is a table of certificates with columns for Schedule Name, Start Date, End Date, Location, Status, Active, Public Visible, and a 'Certificate' column with a checkbox. The first row is highlighted, and its 'Certificate' checkbox is checked and highlighted with a red box.


2. Select the correct course that your student is enrolled in (if you are unsure, go to **Training Records>Enrolments** to determine the correct course date). Select students who have a **Satisfactory** status by ticking the tick box. Select **Department DFA** under the certificate template section at the bottom of the page then click **Generate Certificates**.

This screenshot shows the 'Non Accredited Certificate' page with a specific schedule selected: '16000 Ultra-Light Tanker Driver/Operator Reassessment As-2000'. Below this, 'Step 1: Select Students' shows a table of students with columns for Trainee ID, Trainee Name, Competency Status, Control No., Completion Date, and Expiry Date. The first student, Charles Falconer-Pritchard, has a 'Satisfactory' status and a checked box in the 'Multiple Selection' column, both highlighted with red boxes. Below the table, 'Step 2: Select Template' shows a dropdown menu for 'Certificate Template' set to 'Department DFA', also highlighted with a red box. Finally, 'Step 3: Generate Certificate' shows two buttons: 'Generate Certificates' (highlighted with a red box) and 'Generate and Edit Certificates'.

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To Print a Departmental Fire Accreditation Certificate:

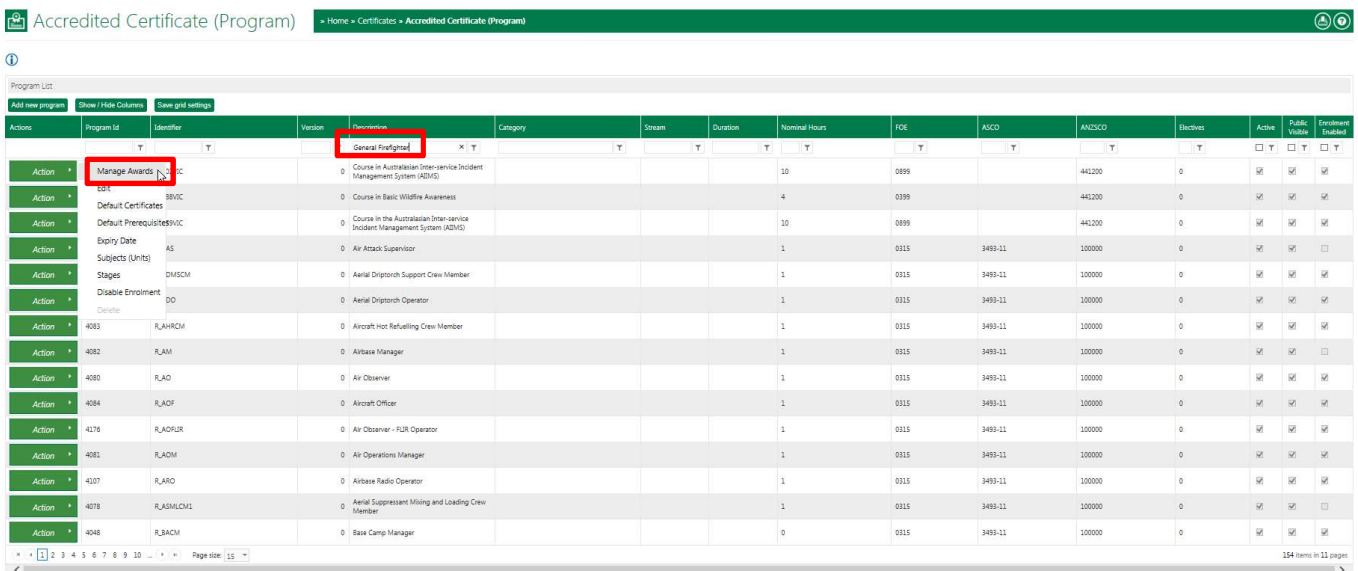
The certificate should automatically open in Adobe Reader. Print the certificate with Adobe Reader (once the certificate is generated it will automatically save in the Student's Library). Exit Adobe Reader and save unless you require a copy on your computer.

Please note, in order to see which students have a Certificate from the Non-Accredited Certificate Page, click on the chevron  beside the student's name, the Certificate details will show. Do NOT use the Reissue and Reprint buttons in this part of the screen [Reissue](#) [Reprint](#). Also, a Control No. will appear for the student if they already have a certificate.

2.Statement of Attainment for National Units of Competency (NUCs)

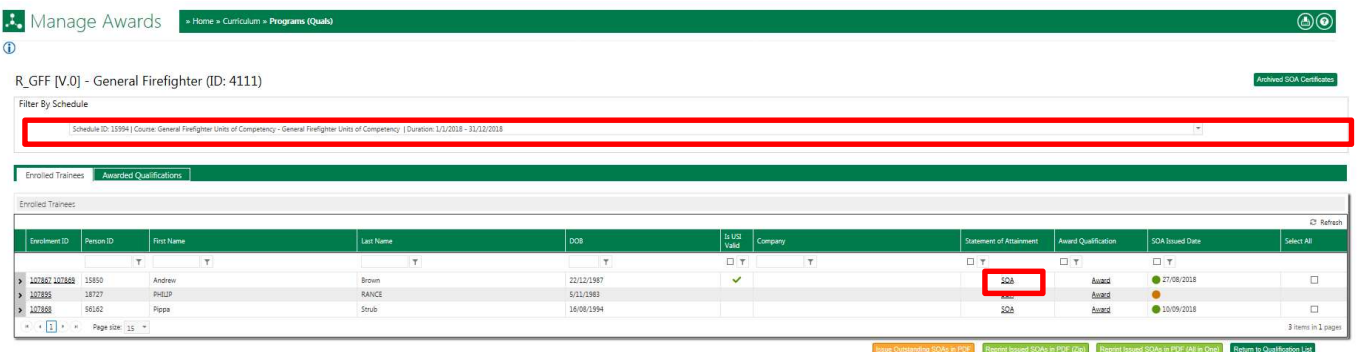
This process applies to Programs that have National Units of Competencies such as **General Firefighter** and **Crew Leader**.

When National Units of Competency (NUCs) have been marked and finalised go to **Certificates>Accredited Certificate (Program)** Locate the relevant Program (eg. General Firefighter) via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**.



The screenshot shows the 'Accredited Certificate (Program)' interface. At the top, there is a breadcrumb trail: Home > Certificates > Accredited Certificate (Program). Below this is a 'Program List' table with columns: Action, Program ID, Identifier, Version, Description, Category, Stream, Duration, Nominal Hours, FDE, ASCO, ANZSCO, Electives, Active, Public Visible, and Enrolment Enabled. The 'General Firefighter' program is highlighted with a red box. The 'Manage Awards' button is also highlighted with a red box.

In the Manage Awards screen, you can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date. Note, if the Manage Awards screen does not appear after clicking on Manage Awards, ensure your pop-ups are not blocked in your browser.



The screenshot shows the 'Manage Awards' interface. At the top, there is a breadcrumb trail: Home > Curriculum > Programs (Query). Below this is a 'Filter By Schedule' section with a dropdown menu. The 'Awarded Qualifications' tab is selected. Below this is a table with columns: Enrolment ID, Person ID, First Name, Last Name, DOB, SLIS Valid, Company, Statement of Attainment, Award Qualification, SOA Issued Date, and Select All. The 'Awarded Qualifications' column is highlighted with a red box.

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If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on SOA on the student's row. A pop up box will appear.

Manage Awards | Home » Curriculum » Programs (Quals)

R_GFF [V.0] - General Firefighter (ID: 4111)

Filter By Schedule: Schedule ID: 15594 | Course: General Firefighter Units of Competency - General Firefighter Units of Competency

Trainees: PHILIP RANCE (18727) | Program: R_GFF [V.0] General Firefighter (ID:4111)

Enrolled Trainees: Andrew, Philip, Pippa

Issue New SOA | Bulk Actions

Statement of Attainment	Award Qualification	SOA Issued Date	Select All
SOA	Award	27/06/2018	<input type="checkbox"/>
SOA	Award		<input type="checkbox"/>
SOA	Award	10/09/2018	<input type="checkbox"/>

Print Issued SOAs in PDF (Zip) | Reprint Issued SOAs in PDF (All in One) | Return to Qualification List

Click on **Issue New SOA**.

ISSUE STATEMENT OF ATTAINMENTS

Trainees: PHILIP RANCE (18727) | Program: R_GFF [V.0] General Firefighter (ID:4111)

Back to issued SOAs

Select Subject: (Units) to appear on SOA

Select All	Identifier	Description	Core/Elective	Outcome Identifier
<input type="checkbox"/>	PUAEQU001B	Prepare, maintain and test response equipment	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAFIR204B	Respond to wildfire	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAFIR215	Prevent injury	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAFIR309B	Operate pumps	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAOHS002B	Maintain safety at an incident scene	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUAOPE002B	Operate communications systems and equipment	C	20 - Competency achieved/pass
<input type="checkbox"/>	PUATEA001B	Work in a team	C	20 - Competency achieved/pass

Issue new SOA | Generate and Edit Certificates

Tick the **Select All** tickbox, and then click on **Issue new SOA**. The certificate will now generate.

If the student **DOES** have a certificate already, a tickbox and a green dot will appear in the student's row. If you wish to reprint the certificate, click the **tickbox** next to the student you wish to generate the certificate for, then click SOA.

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Manage Awards » Home » Curriculum » Programs (Quals)

R_GFF [V.0] - General Firefighter (ID: 4111) Archived SOA Certificates

Filter By Schedule
Schedule ID: 15994 | Course: General Firefighter Units of Competency - General Firefighter Units of Competency | Duration: 1/1/2018 - 31/12/2018

Enrolled Trainees Awarded Qualifications

Enrolled Trainees

Enrollment ID	Person ID	First Name	Last Name	DOB	Is MS Valid	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
> 1073607	15850	Andrew	Brown	22/12/1987	<input checked="" type="checkbox"/>		SOA	Award	27/08/2018	<input checked="" type="checkbox"/>
> 1073606	18727	PHILIP	RANCE	5/11/1983			SOA	Award		<input type="checkbox"/>
> 1073608	56162	Pippa	Stub	16/06/1994			SOA	Award	10/09/2018	<input type="checkbox"/>

Page size: 10 | 3 items in 1 page

A pop up window will appear where you can click **Reprint** using Adobe Reader.

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Andrew Brown (15850) Program: R_GFF IV.01 General Firefighter (ID:4111)

Issued SOA

Issue New SOA Bulk Actions

Issue Date	Cert. Number	Issue Number	Format	
> 27/08/2018 11:45:31 AM	SOA_R_GFF_15850_1	StatementOfAttainment_15850_1_27/08/2018 11:45:31 AM	Pdf	<input checked="" type="checkbox"/> Reprint

3.Statement of Attainment for Nationally Accredited Short Courses

This process applies to Programs that have Nationally Accredited Short Courses such as the face to face courses of **AIIMS** and **BWA**.

GO to Certificates>Accredited Certificate (Program) when a course schedule has been marked and finalised and find the relevant Program eg. AIIMS, via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**.

FOREST FIRE MANAGEMENT VICTORIA Administrator's Portal Welcome Caroline

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

Accredited Certificate (Program) » Home » Certificates » Accredited Certificate (Program)

Program List

Actions	Program ID	Identifier	Version	Description	Category	Stream	Duration	Normal Hours	FOE	ASCO	ANZSCO	Electives	Active	Public Visible	Enrolled
Action				Course in Australian Inter-service Incident Management System (AISIMS)				10	0899		441200	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action				Course in Basic Wildfire Awareness				4	0199		441200	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action				Courses in the Australian Inter-service Incident Management System (AISIMS)				10	0899		441200	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action				Air Attack Supervisor				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action				Aerial Dispatch Support Crew Member				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action				Aerial Dispatch Operator				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4083	FLAHRDM	0	Aircraft Hose Refuelling Crew Member				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4082	FLAM	0	Airbase Manager				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4080	FLAD	0	Air Observer				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4084	FLAOF	0	Aircraft Officer				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4176	FLAOFUR	0	Air Observer - FLR Operator				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4081	FLADM	0	Air Operations Manager				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4107	FLARD	0	Airbase Radio Operator				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4078	FLASMLM1	0	Aerial Support/air Lifting and Loading Crew Member				1	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action	4048	FLBACM	0	Base Camp Manager				0	0315	3493-11	100000	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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In the Manage Awards screen, you can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date. Note, if the Manage Awards screen does not appear after clicking on Manage Awards, ensure your pop-ups are not blocked in your browser.

Manage Awards → Home » Curriculum » Programs (Quals)

22202VIC [V.0] - Course in Australasian Inter-service Incident Management System (AIIMS) (ID: 4112) Awarded SOA Certificates

Filter By Schedule

Select a course schedule.

Enrolled Trainees | Awarded Qualifications

Enrolled Trainees

Enrolment ID	Person ID	First Name	Last Name	DOB	% US Valid	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
103651	53845	Thomas	O'Halloran	22/07/1983	✓				23/06/2018	<input type="checkbox"/>
93561	40534	THOMAS	DODDARDE	20/01/1992	✓				20/09/2017	<input type="checkbox"/>
120064	14659	Tim	Burge	5/07/1988	✓				9/11/2017	<input type="checkbox"/>
97390 97390	25307	Timothy	Borner	17/01/1955	✓			SOA	31/05/2017	<input type="checkbox"/>
106973 97390	25941	Timothy	Drakeford	29/12/1982	✓			SOA	31/05/2017	<input type="checkbox"/>
98624	55824	Timothy	Kiddman	20/06/1984	✓			SOA	31/05/2017	<input type="checkbox"/>
95649	48801	Timothy	Miller	22/05/1990	✓			SOA	31/05/2017	<input type="checkbox"/>
95907	44692	Timothy	Von Caran	14/03/1982	✓			SOA	20/09/2017	<input type="checkbox"/>
97394	15495	Todd	Featherstone	22/10/1991	✓			SOA	31/05/2017	<input type="checkbox"/>
97077	13491	Tracey	Davson	26/06/1968	✓			SOA	31/05/2017	<input type="checkbox"/>
95959	15492	TRACEY	O'KEEFE	20/02/1945	✓			SOA	20/09/2017	<input type="checkbox"/>
88021	15508	Travis	Goodwin	2/09/1981	✓			SOA	31/05/2017	<input type="checkbox"/>
97392	15524	Troy	Butler	1/04/1992	✓			SOA	31/05/2017	<input type="checkbox"/>
88214	95304	Tyson	Coomes	20/10/1989	✓			SOA	31/05/2017	<input type="checkbox"/>
98876	55825	Vanessa	McLeod	15/02/1971	✓			SOA	9/11/2017	<input type="checkbox"/>
95867	90851	Victoria	Butcher	22/09/1984	✓			SOA	31/05/2017	<input type="checkbox"/>
88201	15582	Victoria	Purdue	23/11/1980	✓			SOA	31/05/2017	<input type="checkbox"/>
95024	55585	Warren	Norton	28/07/1973	✓			SOA	8/08/2017	<input type="checkbox"/>
82762	15583	Warren	Shields	20/09/1963	✓			SOA	31/05/2017	<input type="checkbox"/>
103643	56911	Wayne	Bell	27/06/1975	✓			SOA	31/05/2017	<input type="checkbox"/>
97390	15591	Wayne	Broomfield	15/06/1961	✓			SOA	31/05/2017	<input type="checkbox"/>
88824	13610	Wendy	Adams	6/10/1965	✓			SOA	31/05/2017	<input type="checkbox"/>
95645	24639	Yu Yu	Zhuang	4/05/1979	✓			SOA	20/09/2017	<input type="checkbox"/>
93261	45542	Yvonne	Alison	6/09/1964	✓			SOA	31/05/2017	<input type="checkbox"/>
76101	15660	Yvonne	Figan	13/12/1966	✓			SOA	31/05/2017	<input type="checkbox"/>
98912	54459	Zeehan	Pivack	3/10/1983	✓			SOA	8/06/2017	<input type="checkbox"/>

478 items in 10 pages

Issue: Calculating SOAs in PDF (25) Reprint Issued SOAs in PDF (25) Reprint Issued SOAs in PDF (All in One) Return to Qualification List

If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on SOA on the student's row. A pop up box will appear:

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Timothy Miller (49801) Program: 22202VIC [V.0] Course in Australasian Inter-service Incident Management System (AIIMS) (ID:4112)

Issued SOA

Issue New SOA Bulk Actions

Issue Date	Cert. Number	Issue Number	Format

No records to display.

Click on **Issue New SOA**.

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ISSUE STATEMENT OF ATTAINMENTS

Traineer: Timothy Miller (49801) Program: 22202VIC [V.0] Course in Australasian Inter-service Incident Management System (AIIMS) (ID:4112)

Back to issued SOAs

Select Subjects (Units) to appear on SOA

Select All

Identifier	Description	Core/Elective	Outcome Identifier
<input type="checkbox"/> VU20875	Work within Australasian Inter-Service Incident Management System	C	20 - Competency achieved/pass

Issue new SOA

Tick **Select All** and then click on **Issue new SOA**.
The certificate will now generate.

If the student **DOES** have a certificate already, a tickbox and a green dot will appear in the student's row.
If you wish to reprint the certificate, click the **tickbox** next to the student you wish to print certificate for, then click **SOA**.

Manage Awards

22202VIC [V.0] - Course in Australasian Inter-service Incident Management System (AIIMS) (ID: 4112)

Filter By Schedule

Enrollment ID	Person ID	First Name	Last Name	DOB	Is LMS Valid	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
> 103252	53845	Thomas	O'halloran	22/07/1983	✓		<input type="checkbox"/>		29/05/2018	<input type="checkbox"/>
> 95658	40834	THOMAS	DODENMADE	20/01/1992	✓		<input type="checkbox"/>		20/09/2017	<input type="checkbox"/>
> 100628	14658	Tim	Burge	5/07/1988			<input type="checkbox"/>		9/11/2017	<input type="checkbox"/>
> 92858 92820	23507	Timothy	Borner	17/01/1985	✓		<input checked="" type="checkbox"/> SOA	Award	31/05/2017	<input checked="" type="checkbox"/>
> 106828 82365	23641	Timothy	Drakeford	23/12/1982	✓		<input type="checkbox"/>	Award	31/05/2017	<input type="checkbox"/>

A pop up window will appear where you can click **Reprint** using Adobe Reader.

ISSUE STATEMENT OF ATTAINMENTS

Traineer: Timothy Drakeford (23641) Program: 22202VIC [V.0] Course in Australasian Inter-service Incident Management System (AIIMS) (ID:4112)

Issued SOA

Issue Date	Cert. Number	Issue Number	Format
> 31/05/2017 1:37:22 PM	SOA_R_AIIMS_23641_1	StatementOfAttainment_23641_1_31/05/2017 1:37:22 PM	Pdf

Another way to reprint a certificate is to click the **tickbox** next to the student you wish to print the **SOA** for, then click on either of the Green Reprint buttons: **Reprint Issued SOAs in PDF (Zip)** or **Reprint Issued SOAs in PDF (All in One)**. Then select Open.

Generating and Printing Certificates in LaDIS – Quick Reference Guide

Print a Statement of Attainment (for either a National Unit of Competency or a Nationally Accredited Short Course):

PRINT certificate with Adobe Reader. Exit Adobe Reader. Don't save unless you require a copy on your computer. The Statement of Attainment will **automatically** save to the Student's Library under the **Certificate** sub-folder.

Reprint/Access a Generated Certificate (Departmental Fire Accreditation Certificate or Statement of Attainment) via Student Library:

Go to **Members>People** to search for the student you need to access. Once located, click on the **Action** button near the student name and click on **Library**. Open the **Certificate Folder**.

The screenshot shows the 'People' page in the LaDIS Administrator's Portal. A table lists students with columns for ID, Employee Number, First Name, Last Name, Email, Region/Division, District/Branch, Agency/Organisation, and Active. The 'Library' action button for the student 'Jeremy Aarons' is highlighted with a red box. The table data is as follows:

ID	Employee Number	First Name	Last Name	Email	Region/Division	District/Branch	Agency/Organisation	Active
27344		Susan	Aarons	sals.info@delwp.vic.gov.au			VLPRI	Yes
19779		Baile	Aarons	sals.info@delwp.vic.gov.au			CFA District 5 HQ (South West Region)	Yes
19997	2400260	Jeremy	Aarons	jeremy.aarons@delwp.vic.gov.au	MELBOURNE	Other	ENVIRONMENT, LAND, WATER & PLANNING	Yes
12652		Paul	Aarons	paul.aarons@police.vic.gov.au			Victoria Police - Dandenong	Yes
24264	6079	Sharon	Aarons	Sharon.Aarons@ecdev.vic.gov.au	GISPSLAND	LATROBE	ECONOMIC DEVELOPMENT, JOB TRANSPORT AND RESOURCES	Yes
28529		Annal	Aarons	annal@vapepensions.com.au				Yes
19445	104116	CLARE	ABAKUMENKO	CLARE.ABAKUMENKO@RANKS.VIC.GOV.AU	GISPSLAND	SHAWY	PARKS VICTORIA	Yes
6722		Jose	Akato	jose@delwp.org			Victorian Bushfire Case Management Service	Yes
15142	24019417	Muhammad Ali	AKBIS	muhammadali.akbis@delwp.vic.gov.au	MELBOURNE	Other	ENVIRONMENT, LAND, WATER & PLANNING	Yes
1546		David	ABKAS	david.abkas@police.vic.gov.au			Victoria Police	Yes

A pop-up window appears showing two folders, **Assessments** and **Certificates**. Click **Certificates**

The screenshot shows the 'PEOPLE LIBRARY' pop-up window for student ID 53997, Full Name: Jeremy Aarons. The 'Files' tab is active, showing a folder structure with 'Assessments' and 'Certificates' folders. The 'Certificates' folder is highlighted with a red box.

If the certificate has been previously generated, it will automatically be stored in this location and you can simply double click to open and print.

The screenshot shows the 'PEOPLE LIBRARY' pop-up window for student ID 24713, Full Name: Daniel Catrice. The 'Files' tab is active, showing a folder structure with 'Assessments', 'Certificates', and 'Professional Development' folders. The 'Certificates' folder is highlighted with a red box, and a certificate file '000001D_24713_39_1.pdf' is highlighted with a red box.