

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:

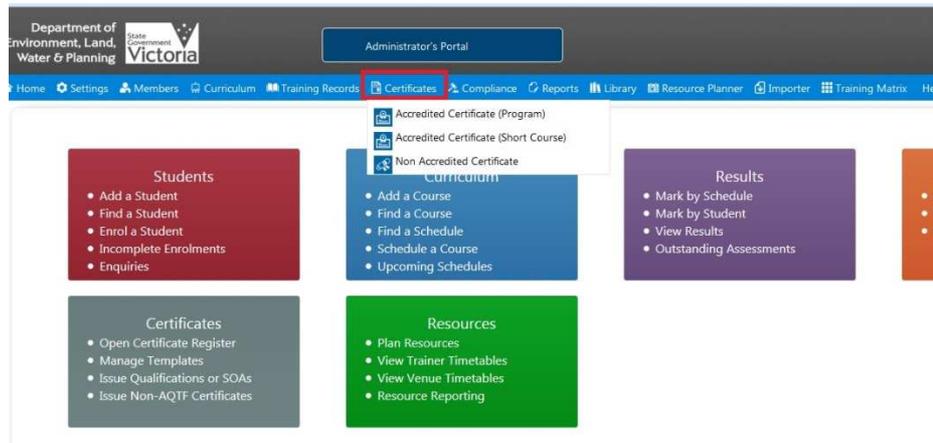
1. **Departmental Fire Accreditation Certificates** (BlueGem calls this a 'Non-Accredited Certificate')
2. **Statement of Attainment for National Units of Competency (NUCs)**
3. **Statement of Attainment for Nationally Accredited Short Courses**

1. Departmental Fire Accreditation Certificates

This process applies to all programs 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



1. SEARCH for the Course Schedule you want to result (e.g. General Firefighter Validation Course) uncheck any checkboxes 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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Non Accredited Certificate

Course: General Firefighter Validation - General Firefighter Validation
 Location: Select Location Filter...
 Region: Select Region Filter...
 Stage: Select Stage Filter...

Status: Status...
 Active: True
 Schedule Start Date:
 Schedule End Date:

Clear Filters Filter

Schedule Status
 Enrolling ● Running ● Completed ● Cancelled ●

Schedule ID	Name	Start Date	End Date	Total Enrolments	Available Spaces	Location	Status	Active	Public Visible	
14769	General Firefighter Validation-2036	28/11/2016	2/12/2016	12	8	Gellibrand Obsoy	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input checked="" type="checkbox"/>
14771	General Firefighter Validation-2037	28/11/2016	2/12/2016	14	6	Hogwood, Far South West	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
14760	General Firefighter Validation-2033	21/11/2016	25/11/2016	24	76	Beechworth, Radcliffe Road	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
14678	General Firefighter Validation-2031	21/11/2016	25/11/2016	15	10	Mt Cole, Cava Hill Creek	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
13783	General Firefighter Validation-2029	21/11/2016	25/11/2016	42	28	Licola Lions Village	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
13856	General Firefighter Validation-2024	21/11/2016	25/11/2016	24	26	Yellingbo, Lyrebird Park	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
14740	General Firefighter Validation-2033	14/11/2016	18/11/2016	12	8	Rawson Village Conference Centre, Rawson	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
14749	General Firefighter Validation-2034	7/11/2016	11/11/2016	30	70	Mildura cor 11th Street & Koolong Ave, Mildura	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
14738	General Firefighter Validation-2033	7/11/2016	11/11/2016	14	6	Healesville, Healesville Sporting Complex	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>
14841	General Firefighter Validation-2039	7/11/2016	12/11/2016	12	88	Beechworth, Radcliffe Road	●	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate <input type="checkbox"/>

Print Course Enrolment Sheet

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 **Competent** status by ticking the check box. Select **Department DFA** under the certificate template section at the bottom of the page then click **Generate Certificates**.

Non Accredited Certificate

Schedule: [14769] General Firefighter Validation-2036 Course: [7527] General Firefighter Validation
 Schedule Date: 28/11/2016 - 2/12/2016

Course Schedule Students

Trainee ID	Trainee	Competency Status	Control No	Completion Date	Expiry Date	Multiple Selection
53966	David Hadenfeldt	Competent	674	2/12/2016	2/12/2021	<input checked="" type="checkbox"/>
53949	Harrison Baker	Competent	675	2/12/2016	2/12/2021	<input type="checkbox"/>
54103	Jack Wilson	Competent		7/12/2016		<input type="checkbox"/>
54041	Jacob Morgan	Competent	634	2/12/2016	2/12/2021	<input type="checkbox"/>
50368	JAMES GORMAN	Competent	635	6/12/2016	6/12/2021	<input type="checkbox"/>
54101	Michael Laurie	Competent	636	6/12/2016	6/12/2021	<input type="checkbox"/>
23271	MICHAEL MACKENZIE	Competent	637	6/12/2016	6/12/2021	<input type="checkbox"/>
54040	Terry Armistead	Competent	638	2/12/2016	2/12/2021	<input type="checkbox"/>
25889	TOBY STRINGER	Competent		20/12/2016		<input type="checkbox"/>

Certificate Template
 Department DFA

Generate Certificates Cancel

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.

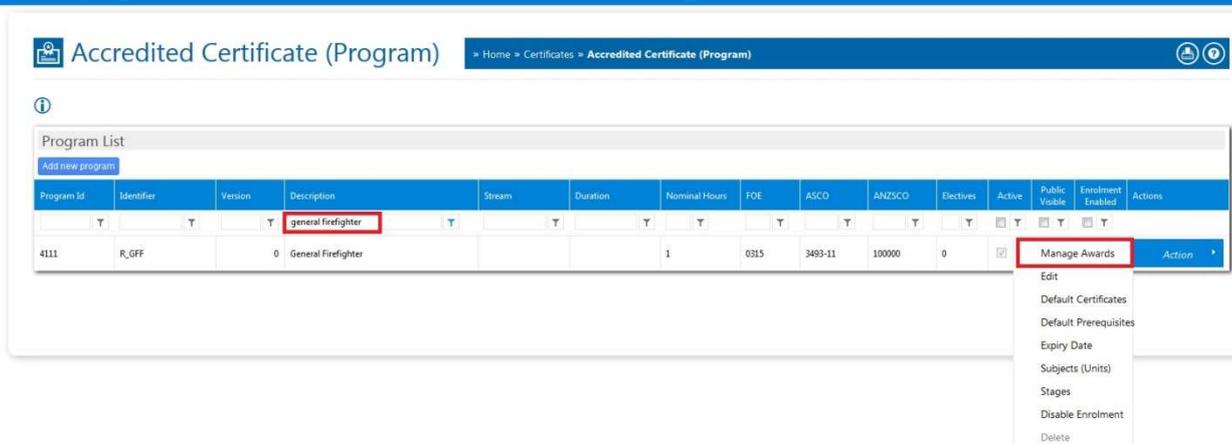
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Please note, in order to see which students have a Certificate from the Non-Accredited Certificate Page, click on the chevron  beside the student's name, the Certificate details will show. Do NOT use the Reissue and Reprint buttons in this part of 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**.

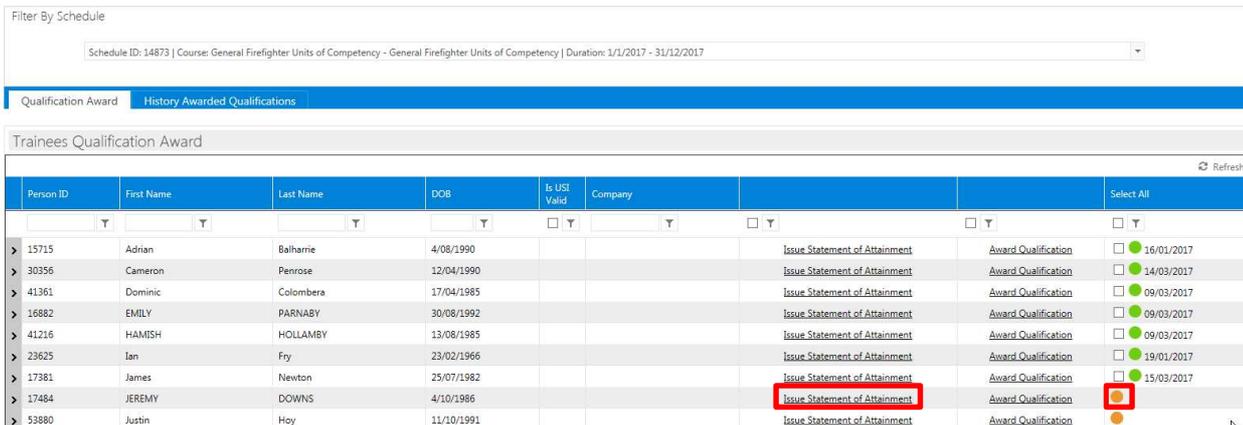
When National Units of Competency (NUCs) have been marked and finalised go to **Certificates>Accredited Certificate (Program)** Locate the relevant Program (eg. General Firefighter) via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**



The screenshot shows the 'Accredited Certificate (Program)' page. At the top, there is a breadcrumb trail: Home > Certificates > Accredited Certificate (Program). Below this is a 'Program List' section with a search bar and a table of programs. The table has columns for Program Id, Identifier, Version, Description, Stream, Duration, Nominal Hours, FOE, ASCO, ANZSCO, Electives, Active, Public Visible, and Enrolment Enabled. The row for 'General Firefighter' (ID: 4111) is highlighted, and the 'Action' column for this row is expanded to show a dropdown menu with options: Edit, Default Certificates, Default Prerequisites, Expiry Date, Subjects (Units), Stages, Disable Enrolment, and Delete. The 'Manage Awards' option is highlighted in red.

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.

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



The screenshot shows the 'Trainees Qualification Award' page. At the top, there is a filter by schedule dropdown menu. Below this is a table of students with columns for Person ID, First Name, Last Name, DOB, Is USI Valid, Company, and Select All. The table lists several students, including Adrian Balharrie, Cameron Penrose, Dominic Colombara, EMLY PARNABY, HAMISH HOLLAMBY, Ian Fry, James Newton, JEREMY DOWNS, and Justin Hoy. The row for Justin Hoy is highlighted, and the 'Issue Statement of Attainment' link is highlighted in red. An orange dot is visible in the 'Select All' column for this row.

If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on the [Issue Statement of Attainment](#) on the student's row. A pop up box will appear.

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R_GFF [V.0] - General Firefighter

Filter By Schedule
Schedule ID: 14873 | Course: General Firefighter Units of Competency

Qualification Award | History Awarded Qualifications

Trainees Qualification Award

Trainee: JEREMY DOWNS

Issue New SOA

Issued SOA

Issue Date	Cert. Number	Issue Number

No records to display.

Click on **Issue New SOA**.

ISSUE STATEMENT OF ATTAINMENTS

Please note: You are about to generate a *new* Statement of Attainment for this trainee. This process will link directly to government reporting from the system so please ensure you understand the required process. If you wish to 'Reprint' an existing certificate, click 'Back to issued SOA' link and click on 'PDF' from 'Issued SOA' list. Please read the user manual, online help or ask the Bluegem Support team for clarification.

Trainee: Christopher Anderson

Back to issued SOA

Select units to appear on SOA

Identifier	Description	Core/Elective	Select All
PUAOHS002B	Maintain safety at an incident scene	C	<input type="checkbox"/>
PUAOPE002B	Operate communications systems and equipment	C	<input type="checkbox"/>
PUAFIR309B	Operate pumps	C	<input type="checkbox"/>
PUAERU001B	Prepare, maintain and test response equipment	C	<input type="checkbox"/>
PUAFIR215	Prevent injury	C	<input type="checkbox"/>
PUAFIR204B	Respond to wildfire	C	<input type="checkbox"/>
Puatea001B	Work in a team	C	<input type="checkbox"/>

Issue new SOA in PDF

Tick the **Select All** tickbox, and then click on **Issue new SOA in PDF**. 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 the SOA for, then click **Issue Statement of Attainment**.

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

Filter By Schedule
Schedule ID: 14873 | Course: General Firefighter Units of Competency - General Firefighter Units of Competency | Duration: 1/1/2017 - 31/12/2017

Qualification Award | History Awarded Qualifications

Trainees Qualification Award

Person ID	First Name	Last Name	DOB	Is List Valid	Company	Issue Statement of Attainment	Award Qualification	Select All
15715	Adrian	Balharrie	4/08/1990	<input type="checkbox"/>		Issue Statement of Attainment	Award Qualification	<input checked="" type="checkbox"/> 16/01/2017
30356	Cameron	Penrose	12/04/1990	<input type="checkbox"/>		Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 14/03/2017

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

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Traineer Billy Hinton

Issue Date Cert Number Issue Number

Issue Date	Cert Number	Issue Number	Report
13/09/2016 9:39:46 AM	SOA_R_GFF_26356_1	StatementOfAttainment_26356_1_13/09/2016 9:39:46 AM	Report

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**.

Accredited Certificate (Program)

Program List

Program Id	Identifier	Version	Description	Stream	Duration	Nominal Hours	FOE	ASCO	ANZSCO	Electives	Active	Public Visible	Enrolment Enabled	Actions
4112	22202VIC	0	Course in Australasian Inter-service Incident Management System (AIIMS)			10	0899		441200	0				Manage Awards

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.

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

Filter By Schedule

Schedule ID: 11378 | Course: AIIMS Validation - Australasian Inter-Service Incident Management Sys... | Duration: 13/11/2014 - 14/11/2014

Qualification Award History Awarded Qualifications

Trainees Qualification Award

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Person ID	First Name	Last Name	DOB	If LPR Valid	Company			Select All
15715	Adrian	Balharrie	4/08/1990			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 16/01/2017
30356	Cameron	Penrose	12/04/1990			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 14/03/2017
41361	Dominic	Colombiera	17/04/1985			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 09/03/2017
16882	EMILY	PARNABY	30/08/1992			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 09/03/2017
41216	HAMISH	HOLLAMBY	13/08/1985			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 09/03/2017
23625	Ian	Fry	23/02/1966			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 19/01/2017
17381	James	Newton	25/07/1982			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 15/03/2017
17484	JEREMY	DOWNS	4/10/1986			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/>
53880	Justin	Hoy	11/10/1991			Issue Statement of Attainment	Award Qualification	<input type="checkbox"/>

If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row. Click on the [Issue Statement of Attainment](#) on the student's row. A pop up box will appear:

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Wayne Bell

[Issue New SOA](#)

Issued SOA Refresh

Issue Date	Cert. Number	Issue Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

Click on [Issue New SOA](#).

ISSUE STATEMENT OF ATTAINMENTS

Please note: You are about to generate a *new* Statement of Attainment for this trainee. This process will link directly to government reporting from the system so please ensure you understand the required process. If you wish to 'Reprint' an existing certificate, click 'Back to issued SOA' link and click on 'PDF' from 'Issued SOA' list. Please read the user manual, online help or ask the Bluegem Support team for clarification.

Trainee: Wayne Bell

[Back to issued SOA](#)

Select units to appear on SOA

Identifier	Description	Core/Elective	<input type="checkbox"/>	Select All
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
VU20875	Work within Australasian Inter-Service Incident Management System	C	<input type="checkbox"/>	

[Issue new SOA in PDF](#)

Tick **Select All** and then click on [Issue new SOA in PDF](#). 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 the SOA for, then click [Issue Statement of Attainment](#)

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

Filter By Schedule

Schedule ID: 11378 | Course: AIIMS Validation - Australasian Inter-Service Incident Management Sys... | Duration: 13/11/2014 - 14/11/2014

Qualification Award | History Awarded Qualifications

Trainees Qualification Award

Person ID	First Name	Last Name	DOB	Is USI Valid	Company		Select All
> 16138	Brendan	Purcell	21/03/1983	<input type="checkbox"/>		Issue Statement of Attainment	<input type="checkbox"/>
> 16302	Catriona	King	11/05/1959	<input type="checkbox"/>		Issue Statement of Attainment	<input type="checkbox"/>
> 36925	Christine	Ferguson	11/01/1968	<input type="checkbox"/>		Issue Statement of Attainment	<input type="checkbox"/>
> 16838	ELAINE	THOMAS	6/12/1966	<input type="checkbox"/>		Issue Statement of Attainment	<input type="checkbox"/>

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

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Brendan Purcell

Issue New SOA

Issued SOA

Issue Date	Cert. Number	Issue Number	
> 31/05/2017 1:28:21 PM	SOA_R_AIIMS_16138_2	StatementOfAttainment_16138_2_31/05/2017 1:28:21 PM	Reprint

Another way to reprint a certificate is to click the **checkbox** 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 open in document.

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 **Library Icon** near the student name to open the **Certificate Folder**

People

Home > Members > People

Add New Person | Show / Hide Columns

Import Bulk Training Profile

Advanced Filter

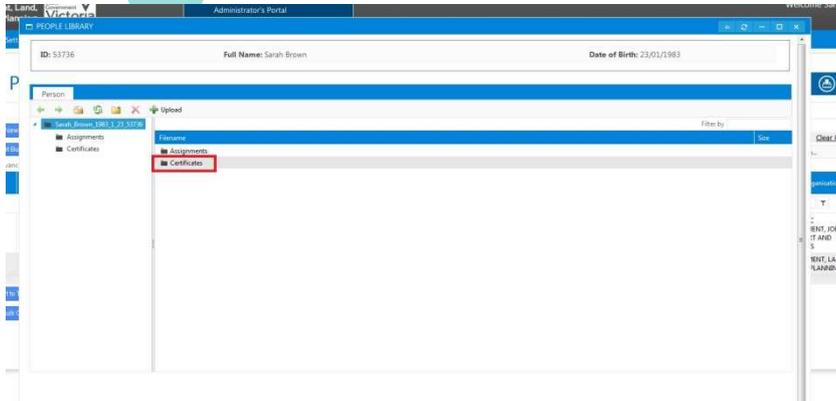
	Edit	Delete	USI Saved	USI Verified	USI	Library	ID	First Name	Last Name	DOB	Email	State	Agency/Organisation
>							24275	Sarah	Brown	12/01/1991	sarah.brown@ecodev.vic.gov.au	VIC	ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES
>			✓	✓	MFEFNFA		53736	Sarah	Brown	23/01/1983	sarah.brown@delwp.vic.gov.au	VIC	ENVIRONMENT, LAND, WATER & PLANNING

Export to TXT (tab delimited) | Select a Report | Open Report | Email selected

Get Bulk Create USI Template | Bulk Create USI | Retrieve Bulk Create Results | Get Bulk Verify USI Template | Upload Bulk Verify USI File | Bulk Verify USI

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A **People Library** pop-up window appears showing two folders; **Assessments** and **Certificates**. Click **Certificates**



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.

