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:

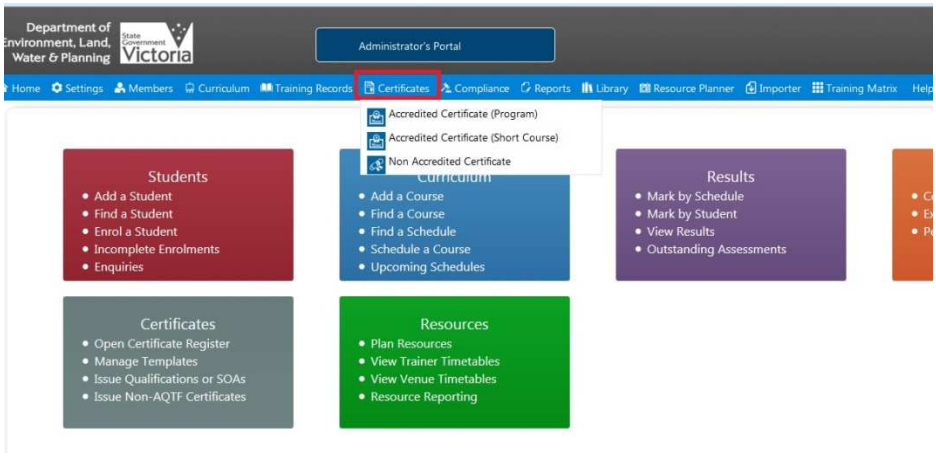
1. **Departmental Fire Accreditation Certificates** (BlueGem calls this a 'Non-Accredited Certificate')
2. **Statement of Attainment for National Units of Competency (NUCs)**
3. **Statement of Attainment for Nationally Accredited Short Courses**

1.Departmental Fire Accreditation Certificates

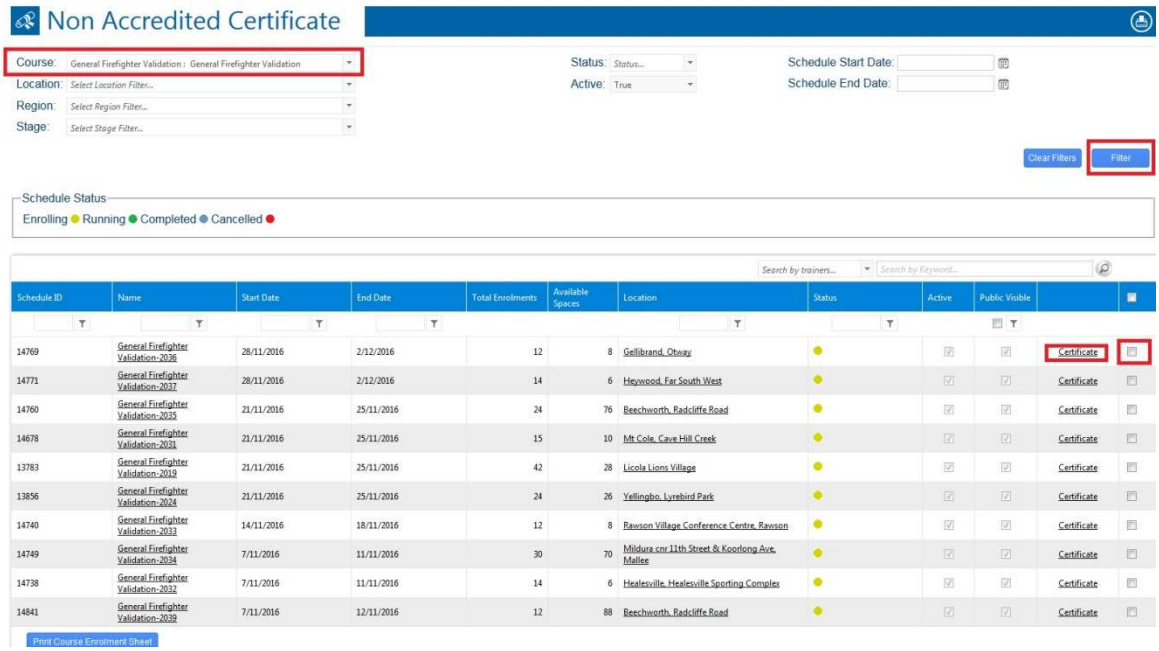
This process applies to all programs which have Departmental Fire Accreditations, for example General Firefighter, Burn Officer in Charge.

To Generate a Departmental Fire Accreditation Certificate:

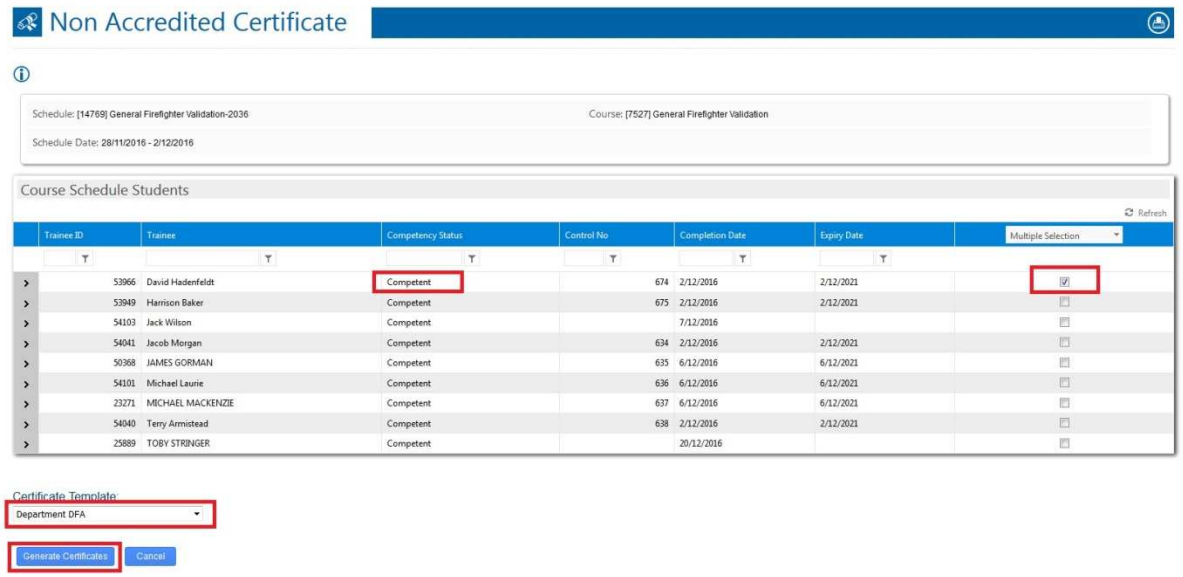
GO to **Certificates>Non-Accredited Certificate** when a course schedule has been marked and finalised



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.**



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.**



To Print a Departmental Fire Accreditation Certificate:

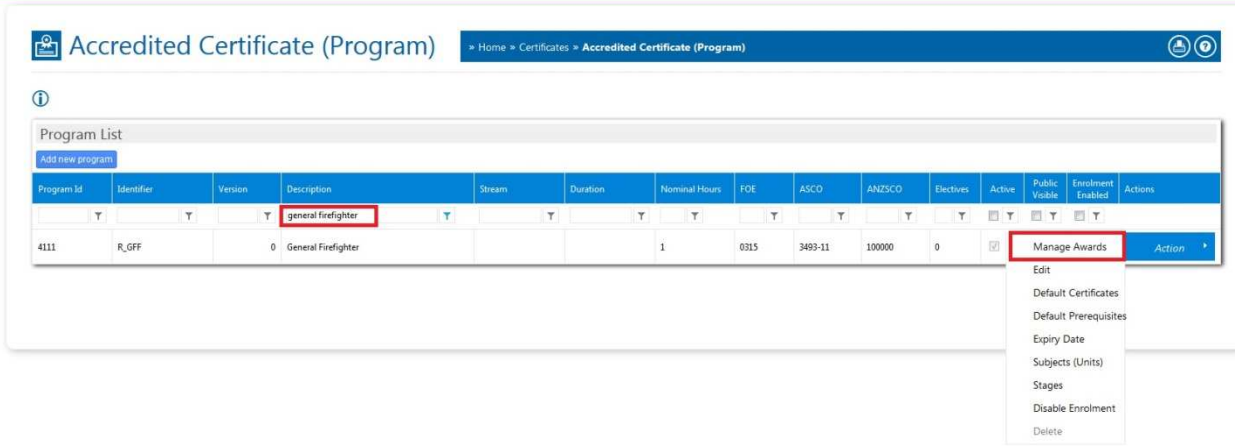
The certificate should automatically open in Adobe Reader. Print the certificate with Adobe Reader (once the certificate is generated it will automatically save in the Student's Library). Exit Adobe Reader and save unless you require a copy on your computer.

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.

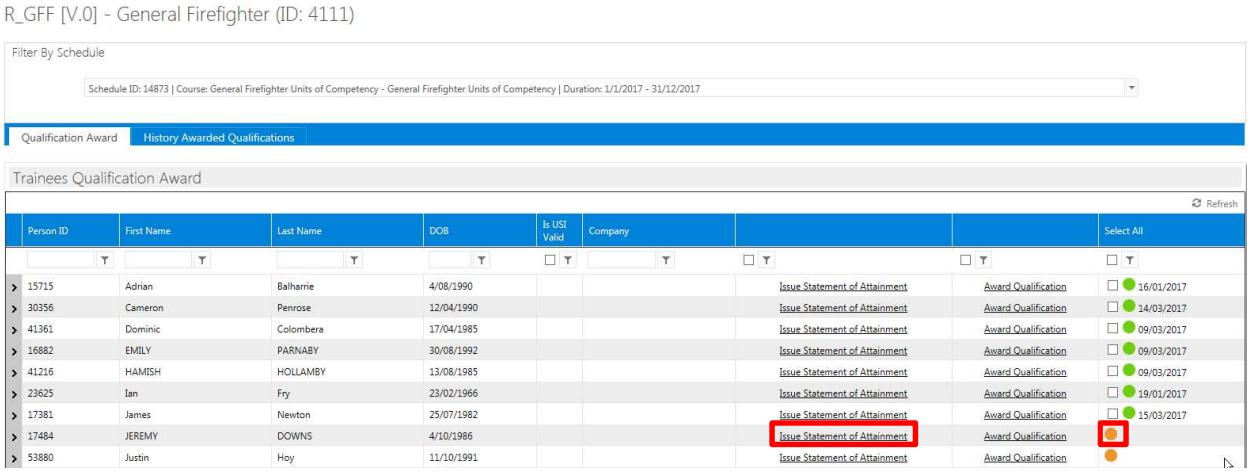
2.Statement of Attainment for National Units of Competency (NUCs)

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

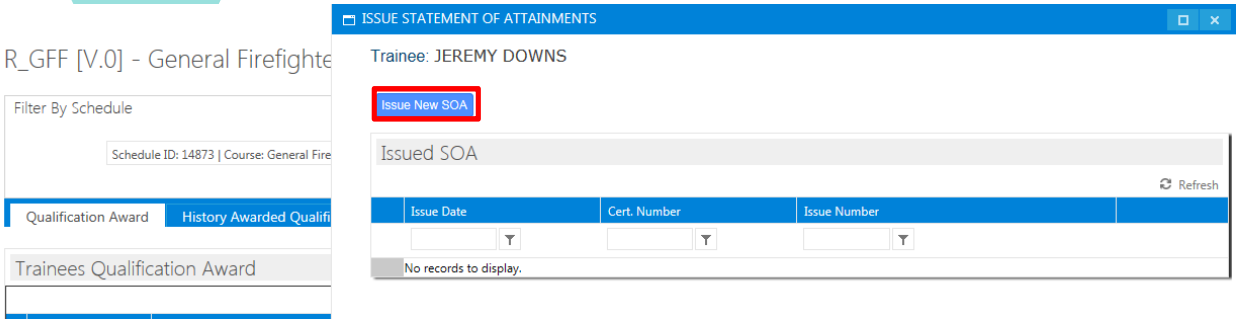
When National Units of Competency (NUCs) have been marked and finalised go to **Certificates>Accredited Certificate (Program)** Locate the relevant Program (eg. General Firefighter) via a search in the **Description** field, on the program list. Hover over **Action** and click on **Manage Awards**



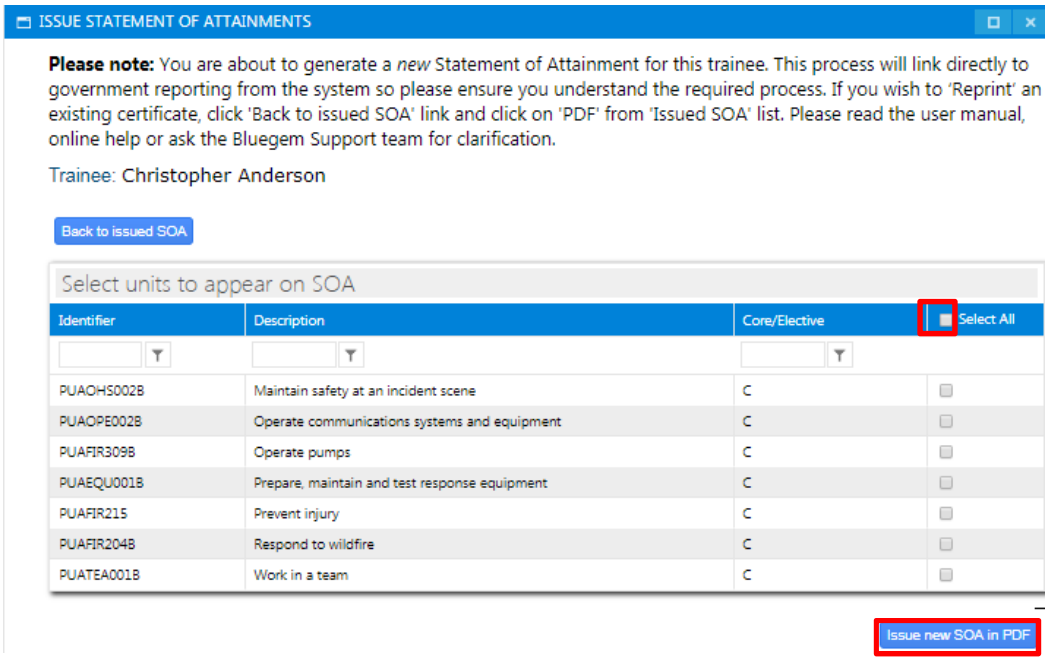
You can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date.



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.

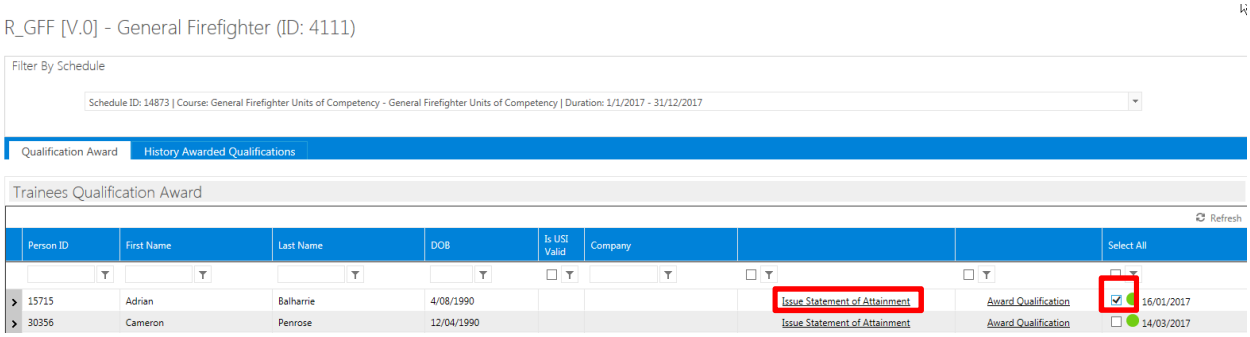


Click on Issue New SOA.

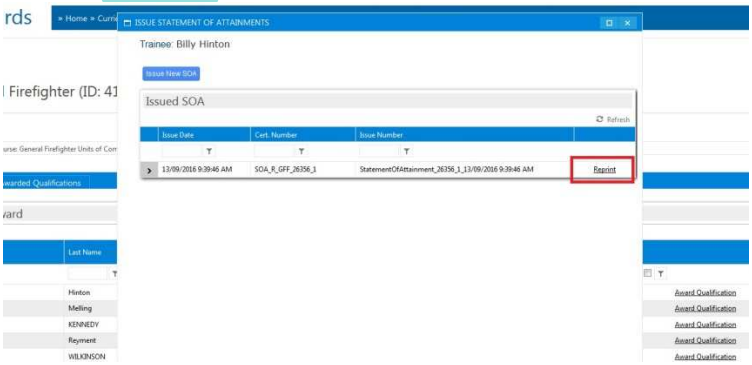


Tick the **Select All** tickbox, and then click on Issue new SOA in PDF. The certificate will now generate.

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.



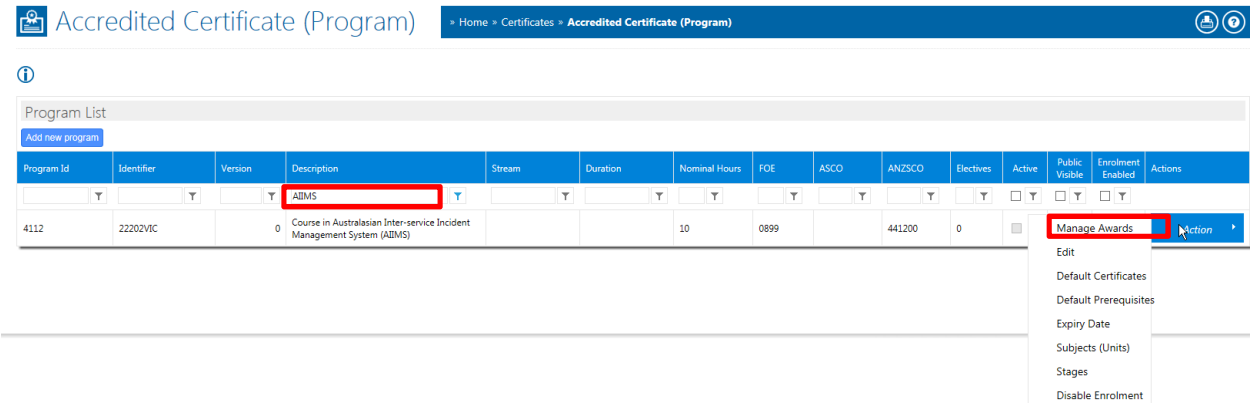
A pop up window will appear where you can **click Reprint** using Adobe Reader.



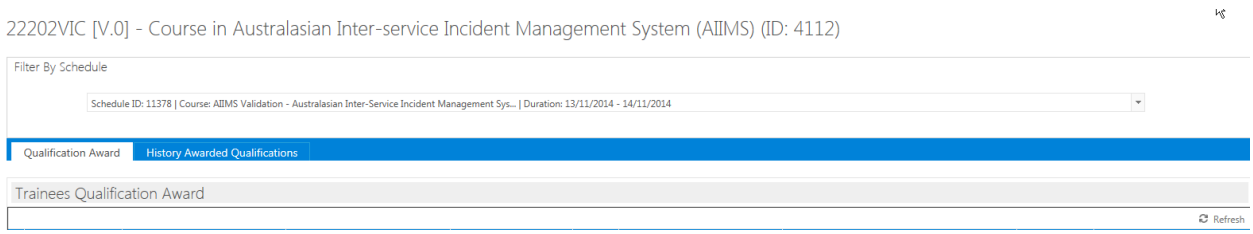
3.Statement of Attainment for Nationally Accredited Short Courses

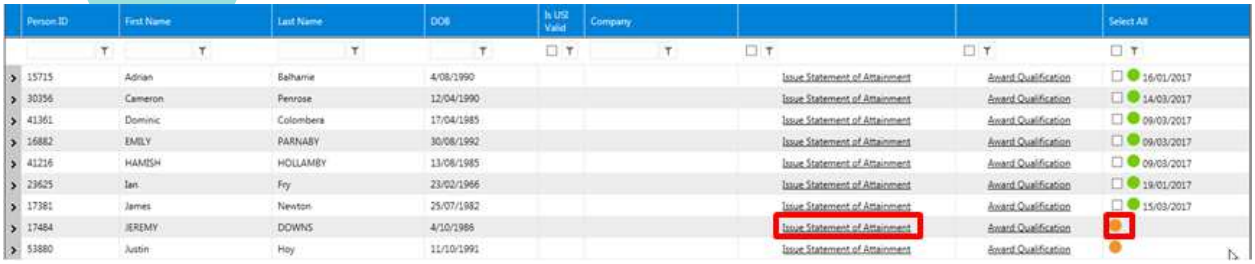
This process applies to Programs that have Nationally Accredited Short Courses such as the face to face courses of **AIIMS** and **BWA.**

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**.

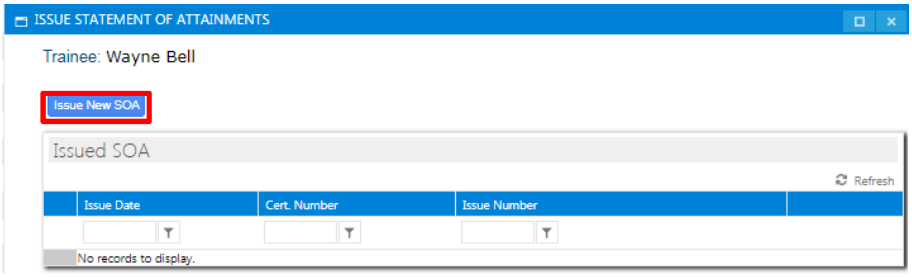


You can filter down your selection range by searching for the student by name, or using the drop down tab at the top of the screen to search for a particular course schedule and date.

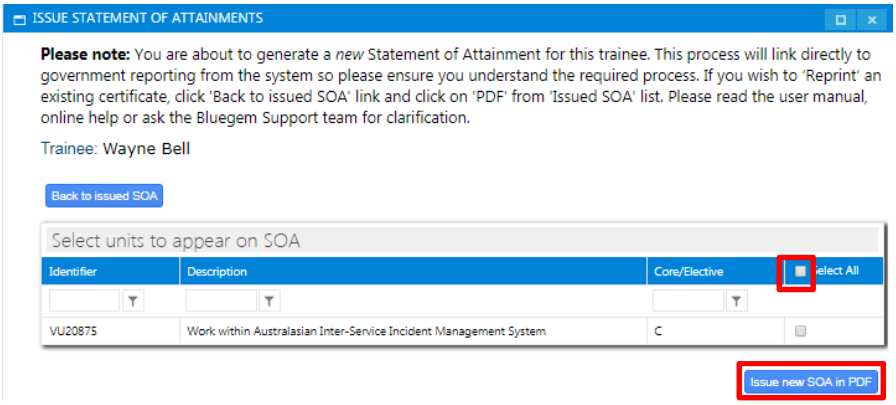




If the student **DOES NOT** have a certificate, an orange dot will appear instead of a tickbox in the student's row.
Click on the Issue Statement of Attainment on the student's row. A pop up box will appear:

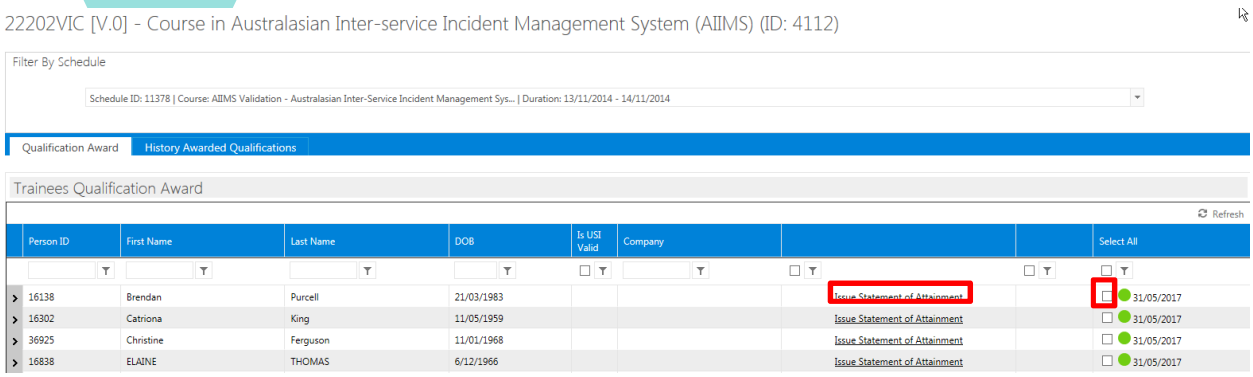


Click on Issue New SOA.

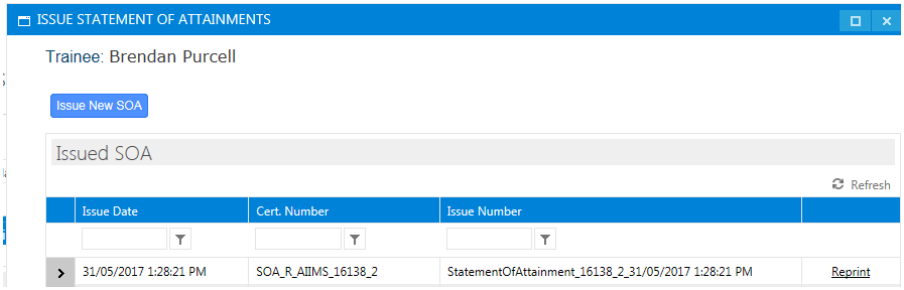


Tick **Select All** and then click on Issue new SOA in PDF.
The certificate will now generate.

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



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



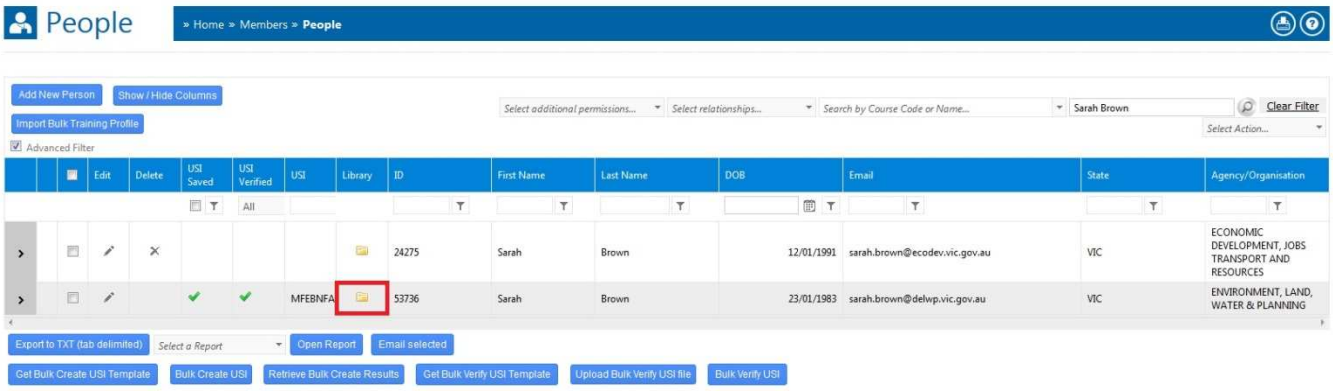
Another way to reprint a certificate is to click the **checkbox** next to the student you wish to print the SOA for, then click on either of the Green Reprint buttons: Reprint Issued SOAs in PDF (Zip) or Reprint Issued SOAs in PDF (All in One). Then open in document.

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

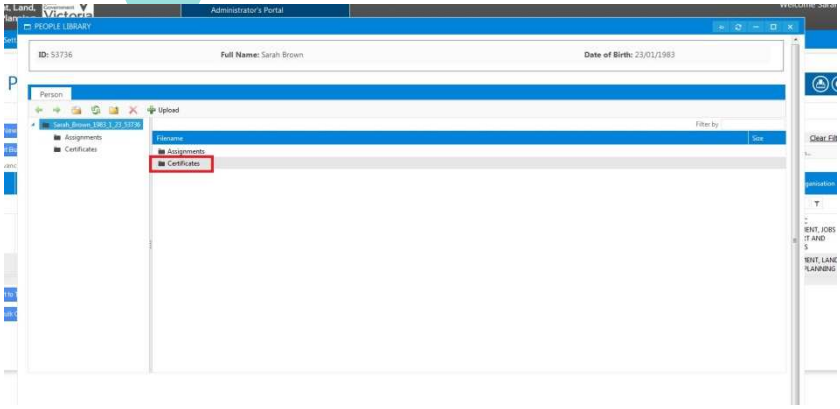
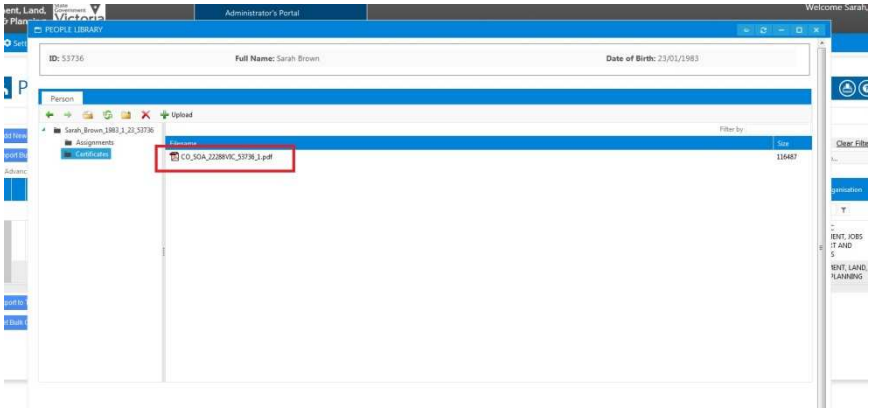
PRINT certificate with Adobe Reader. Exit Adobe Reader. Don't save unless you require a copy on your computer The Statement of Attainment will **automatically** save to the Student's Library under the Certificate sub-folder.

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**



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



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