

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

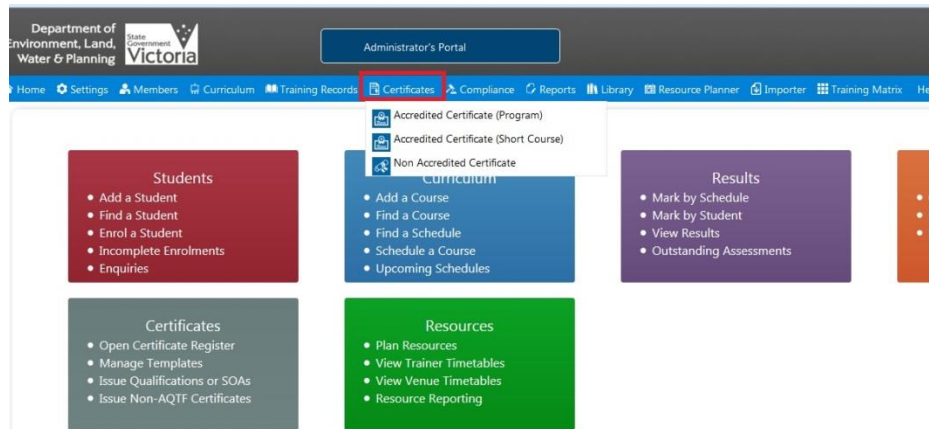
1. **Departmental Fire Accreditation Certificates** (BlueGem calls this a 'Non-Accredited Certificate')
2. **Statement of Attainment for National Units of Competency (NUCs)**
3. **Statement of Attainment for Nationally Accredited Short Courses**

Departmental Fire Accreditation Certificates

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

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 Ctway	●	<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, Cave 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	Yallingbo, Lyrabird 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-2024	7/11/2016	11/11/2016	30	70	Mildura cor 11th Street & Koorlong 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

Trainees ID	Trainees	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

Print a 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.

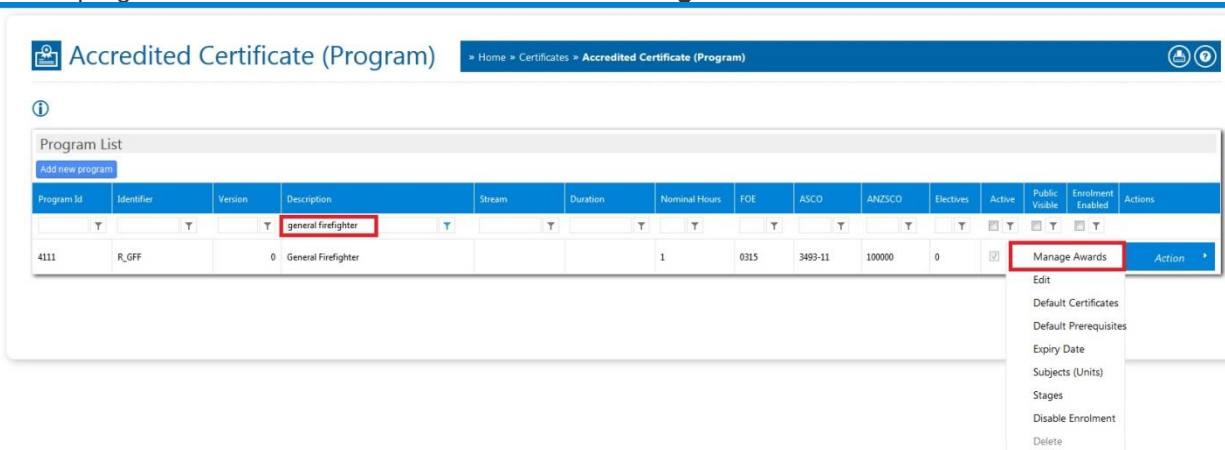
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Please note, in order to see which students have a Certificate from the Non-Accredited Certificate Page, click on the chevron  beside the student's name, the Certificate details will show. Do NOT use the Reissue and Reprint buttons in this part of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

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**



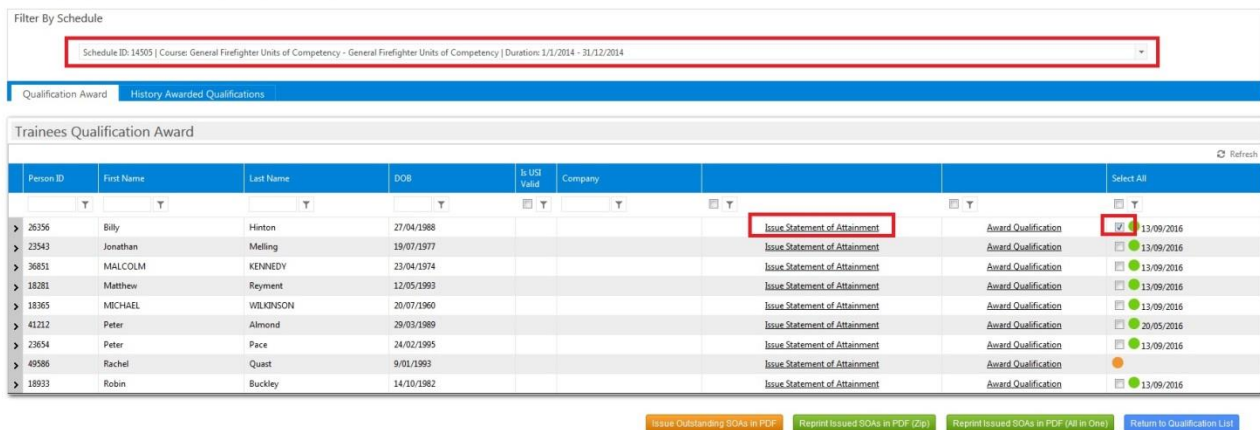
Accredited Certificate (Program) > Home > Certificates > Accredited Certificate (Program)

Program List

Program Id	Identifier	Version	Description	Stream	Duration	Nominal Hours	FOE	ASCO	ANZSCO	Electives	Active	Public Visible	Enrolment Enabled	Actions
4111	R_GFF	0	General Firefighter			1	0315	3493-11	100000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manage Awards Edit Default Certificates Default Prerequisites Expiry Date Subjects (Units) Stages Disable Enrolment Delete

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 and date. Click the **checkbox** 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: 14505 | Course: General Firefighter Units of Competency - General Firefighter Units of Competency | Duration: 1/3/2014 - 31/12/2014

Qualification Award History Awarded Qualifications

Trainees Qualification Award

Person ID	First Name	Last Name	DOB	Is UoI Valid	Company	Issue Statement of Attainment	Award Qualification	Select All
> 26356	Billy	Hinton	27/04/1988	<input type="checkbox"/>		<input checked="" type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input checked="" type="checkbox"/> 13/09/2016
> 23543	Jonathan	Melling	19/07/1977	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016
> 36851	MALCOLM	KENNEDY	23/04/1974	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016
> 18281	Matthew	Reyment	12/05/1993	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016
> 18365	MICHAEL	WILKINSON	20/07/1960	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016
> 41212	Peter	Almond	29/02/1989	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 20/05/2016
> 23654	Peter	Pace	24/02/1995	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016
> 49586	Rachel	Quast	9/01/1993	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016
> 18933	Robin	Buckley	14/10/1982	<input type="checkbox"/>		<input type="checkbox"/> Issue Statement of Attainment	Award Qualification	<input type="checkbox"/> 13/09/2016

Issue Outstanding SOAs in PDF Reprint issued SOAs in PDF (Zip) Reprint issued SOAs in PDF (All in One) Return to Qualification List

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

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Trainee: Billy Hinton

Issue Date | Cert Number | Issue Number

Issue Date	Cert Number	Issue Number
13/09/2016 9:39:46 AM	SOA_8_GFF_26356_1	StatementOfAttainment_26356_1_13/09/2016 9:39:46 AM

Print

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 and online Courses of **AIIMS** and **BWA**.

GO to Certificates>Accredited Certificate (Short Course) 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. Click **Filter**. Identify the course you need and then click **Certificate**.

Course: 2288VIC - Basic Wildfire Awareness (BWA) Online

Location: Select Location Filter...

Region: Select Region 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	
14871	2288VIC-2006	1/01/2017	31/12/2017	13	987	Online	●	<input type="checkbox"/>	<input type="checkbox"/>	Certificate
14226	2288VIC-2000	1/01/2016	31/12/2016	520	1480	Online	●	<input type="checkbox"/>	<input type="checkbox"/>	Certificate
13666	2288VIC-2001	1/01/2015	31/12/2015	395	605	Online	●	<input type="checkbox"/>	<input type="checkbox"/>	Certificate

Print Course Enrolment Sheet

Search for the student you need to create the certificate for using any of the search field boxes. Select the template **Department SOA Short Course** from the drop down menu. Select the check box against the student name then select the check box against the **Select Units to Appear on SOA**. Once selected click **Generate Certificates**.

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Accredited Certificate (Short Course) > Home > Certificates > Accredited Certificate (Short Course)

About Issuing AQF Statement Of Attainment (Short Course)
This page is used to issue AQF statement of attainment (short course) only.
Select units to appear on Statement Of Attainment.
If no unit is associated to this course, then Statement Of Attainment can not be generated.

Step 1: Select Template
AQF SOA (short course) Template: Department SOA Short Course

Step 2: Select Students
Course Schedule Students

Person ID	First Name	Last Name	DOB	Competency Status	Is USI Valid	Company	Multiple Selection
53736	Sarah	Brown	23/01/1983	Competent	✓		<input checked="" type="checkbox"/>

Step 3: Select UOCs
Select units to appear on SOA

Identifier	Description	Select all
22288VIC	22288VIC - Course in Basic Wildfire Awareness	<input checked="" type="checkbox"/>

Step 4: Generate Certificate
Generate Certificates Cancel

Print a Statement of Attainment

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/SOA 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

Select additional permissions... Select relationships... Search by Course Code or Name... Sarah Brown Clear Filter

Advanced Filter

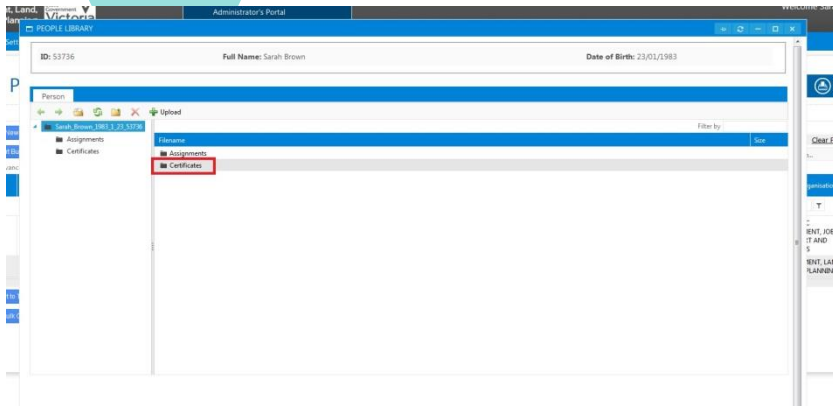
	Edit	Delete	USI Saved	USI Verified	USI	Library	ID	First Name	Last Name	DOB	Email	State	Agency/Organisation
							24275	Sarah	Brown	12/01/1991	sarah.brown@ecodev.vic.gov.au	VIC	ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES
			✓	✓	MFEFNFA	<input checked="" type="checkbox"/>	53736	Sarah	Brown	23/01/1983	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

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

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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.

