

Generating Non-Accredited Certificates in LaDIS

Quick Reference Guide

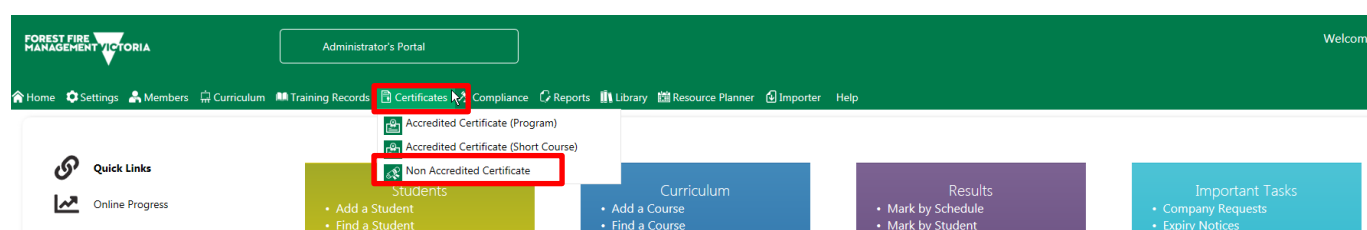
This guide describes how to generate and print certificates in LaDIS.

Non-Accredited Certificates (Departmental Fire Accreditation/Readiness and Response Role Certificates)

Non-Accredited Certificates

1. Open the Non Accredited Certificate Screen

Certificates > Non Accredited Certificate



2. Filter to Search for the Validation Course Schedule of the capability you want to generate a certificate for (e.g. General Firefighter Validation Course). The certificate should always be generated from the Validation Course Schedule.

- Select the course name from the **Course** dropdown menu
- Enter the Course Schedule **Start Date** and **End Date**
- Click 

3. Find the correct course schedule row from the filtered results, then click on the **Certificate** link

Schedule Name	Start Date	End Date	Location	Status	Active	Public Visible	Certificate
ELBN026-2007	03/07/2026	31/08/2026	Online	●	☐	☐	Certificate
ELBN047-2004	02/07/2026	31/12/2026	Online	●	☐	☒	Certificate

4. Tick the tickbox to Select learners you need to generate a certificate for
 - Only generate a certificate for learners with a have a **Satisfactory** status.

Non Accredited Certificate

» Home » Certificates » Non Accredited Certificate » **Schedule 24173**

Schedule: [24173] 4WD Operator (Complex) Validation-2090

Course: [10931] 4WD Operator (Complex) Validation

Schedule Date: 01/01/2026 - 31/12/2026

Step 1: Select Students

Multiple Selection		Trainee ID	Trainee	Competency Status	Control No	Completion Date	Expiry Date
>	☒	61315	Lauren Stark	Satisfactory		06/07/2026	

Step 2: Select Template

Certificate Template: Department DFA

Step 3: Generate Certificate

Generate Certificates

Generate and Edit Certificates

5. Each Validation Course has a default certificate template allocated to it, if required to change this, select the desired template from the **Certificate Template** dropdown and then click Generate Certificates

Template Name	Use for
Certificate of Participation	Training Event Attendance Not mandatory to generate however some learners may request a certificate.
Department DFA	Departmental Fire Accreditation Certificates
Department DFA Technical Training	Departmental Fire Accreditation Certificates for Technical Skills
Department DFA Reaccred 2	Departmental Fire Accreditation Certificates for Reaccreditation
Readiness & Response Role	Readiness and Response Role Endorsement Certificate
Readiness & Response Re-Endorsement	Readiness and Response Role Re-Endorsement Certificate

The certificate will generate and automatically save to the learners LaDIS Library folder

To Print a Non-Accredited Certificate:

The certificate will automatically download after it has been generated. Use your default PDF Viewer to view and print the certificate if required.