

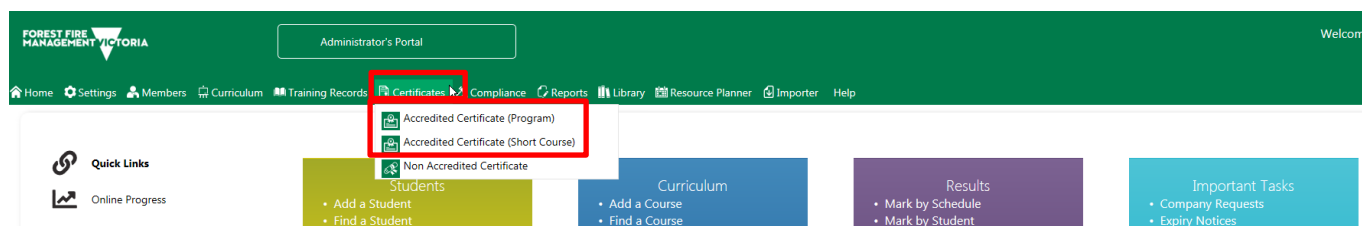
Generating Statement of Attainment in LaDIS

Quick Reference Guide

This guide describes how to generate and print a Statement of Attainment for National Units of Competency (NUCs).

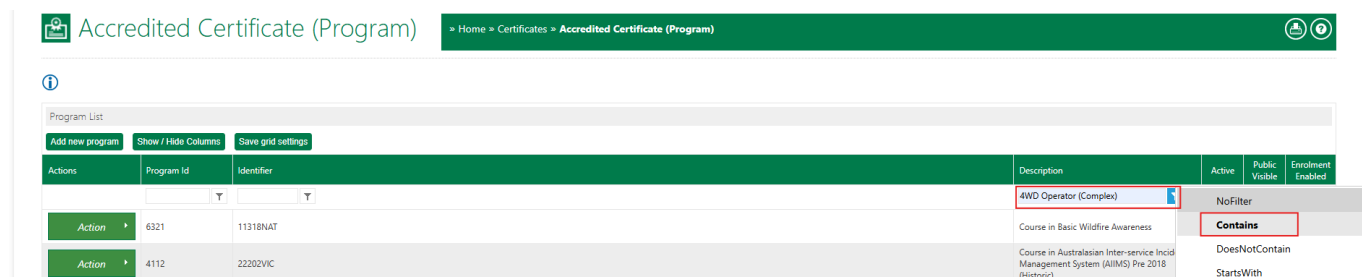
1. Open the Accredited Certificate Screen

Certificates > Accredited Certificate (Program)

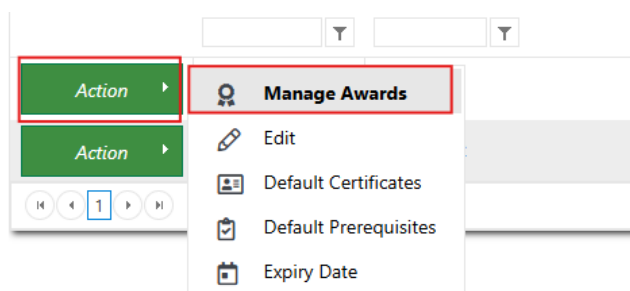


2. Filter the list to find the relevant program the units of competency are associated with e.g. 4WD Operator (Complex)

In the **Description** column enter the program name e.g 4WD Operator (Complex) then click the filter button and select "Contains"



3. Once filtered to the required program, hover over the **Action** button and select **Manage Awards** from the menu.



4. In the Manage Awards screen, you can filter down the range by:

1. Filtering for a specific learner by name
2. Using the drop-down tab at the top of the screen to filter to a particular course schedule.

Note, if the Manage Awards screen does not appear after clicking on Manage Awards, ensure your pop-ups are not blocked in your browser.

R_4WD_CO [V.0] - 4WD Operator (Complex) (ID: 6207)

Archived SOA Certificates

Filter By Schedule

Select a course schedule...

Enrolled Trainees										
Enrolment ID	Person ID	First Name	Last Name	DOB	Is USI Valid	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
169707	74234	Aaldert	Vanderberg	07/12/1956			SOA			
161742	28479	Aaron	Bamblett	20/02/1992	✓		SOA		04/03/2022	
218311	86478	Aaron	Bloink	03/03/2000	✓		SOA	Award	24/12/2025	
161709	74301	Aaron	McKinnon	18/01/1992	✓		SOA		03/03/2022	

5. Make sure the learner's USIs is valid and verified by checking that there is a green tick in the 'Is USI Valid' column. A learner must have a valid USI to issue the Statement of Attainment.

If there is no green tick in the 'Is USI Valid' column see the section further down in this document on **USI Verification**

6. Generate the statement of attainment by clicking on the SOA link in the learner's row

R_4WD_CO [V.0] - 4WD Operator (Complex) (ID: 6207)

Archived SOA Certificates

Filter By Schedule

Select a course schedule...

Enrolled Trainees										
Enrolment ID	Person ID	First Name	Last Name	DOB	Is USI Valid	Company	Statement of Attainment	Award Qualification	SOA Issued Date	Select All
225128	41370	Christopher	Mitchell	19/11/1980	✓		SOA	Award		

Page size: 15

1 items in 1 pages

Issue Outstanding SOAs in PDF

Reprint Issued SOAs in PDF (Zip)

Reprint Issued SOAs in PDF (All in One)

Return to Qualification List

7. The **Issue Statement of Attainments** screen will appear, click issue new SOA

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Christopher Mitchell (41370)

Program: R_4WD_CO [V.0] 4WD Operator (Complex) (ID: 6207)

Issued SOA

Issue New SOA Bulk Actions

Issue Date	Cert. Number	Issue Number	Format

No records to display.

8. The screen will refresh and all units available to issue will appear.

- Confirm the correct outcome identifier was selected when the unit was marked. This only needs to be changed in the case of RPL or Credit Transfer.

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

Select All	Identifier	Description	Core/Elective	Outcome Identifier
☐	PUAEQU001B	Prepare, maintain and test response equipment	C	20 - Competency achieved/pass
☐	PUAFIR204B	Respond to wildfire	C	20 - Competency achieved/pass
☐	PUAFIR215	Prevent injury	C	20 - Competency achieved/pass
☐	PUAFIR309B	Operate pumps	C	20 - Competency achieved/pass
☐	PUAHS002B	Maintain safety at an incident scene	C	20 - Competency achieved/pass
☐	PUAOP002B	Operate communications systems and equipment	C	20 - Competency achieved/pass
☐	PUATEA001B	Work in a team	C	20 - Competency achieved/pass

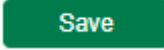
USI Verification

1. In a new window navigate to the Members>People page
2. Search for the learner
3. Hover over the **Actions** button next to the relevant learner's name and then select **Profile** from the menu

4. Check if there is a USI entered in the USI field

- If there is a USI in the USI Field, click

Verify USI

- If it is a valid USI, the  **USI matched.** message will appear
- Scroll down the page and click 
- If there is no USI in the USI Field, try using the Locate USI function, if this doesn't work request the USI from the learner.
- Once you have the USI, add it to the USI field, scroll to the bottom of the page and click 
- Once it has been saved click 
- If it is a valid USI, the  **USI matched.** message will appear
- Scroll down and click  again

USI Error Messages:

When a USI is verified, 4 checks are completed against the USI database

- Is the USI a valid USI in the database?
- Does the first name, Last Name and Date of Birth on the LaDIS profile, match the data held for this USI in the database?

• Invalid USI

 **USI is Invalid.**
Date Of Birth match status: NoMatch
First Name match status: NoMatch
Last Name match status: NoMatch

- This means the USI does not match any record in the USI database.
- Check the USI for entry errors e.g. Z entered as 2, S entered as 5. If possible, ask the learner to send a screenshot of their USI from their USI Profile.

• USI unable to be Verified

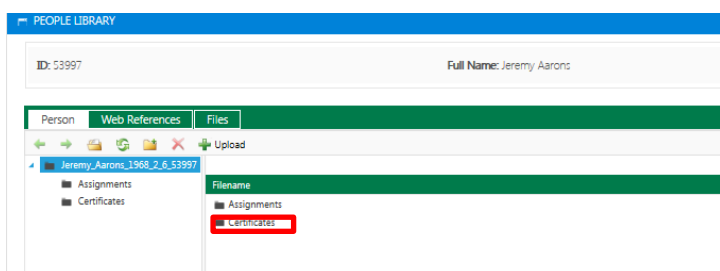
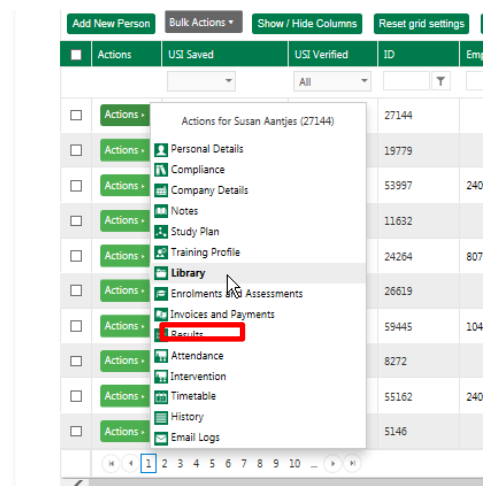
 **USI is Valid.**
Date Of Birth match status: Match
First Name match status: Match
Last Name match status: NoMatch

- The USI is valid, but one or more of the fields on the LaDIS Profile does not match what is on the USI Database.
- The common cause for this is a name change that has been reflected in LaDIS but not updated in the USI System or vice versa.
- Contact the learner to update their information either in People Central or the USI Database.

If you're ever unsure how to resolve a USI error – raise a ticket with the [RTO Support Team](#)

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

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



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.

