

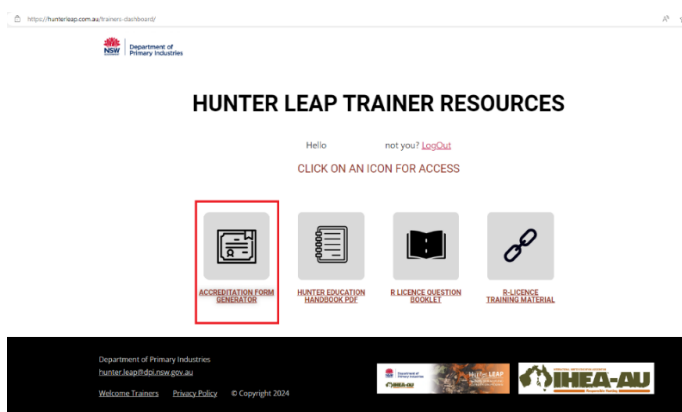
Help guide: using the new accreditation form generator

These instructions cover:

- Setting up your digital signature, and
- Generating an accreditation form

Setting up your digital signature

1. After logging in to the portal, click the first icon on the main menu: 'Accreditation Form Generator'.



2. A new browser window will open, showing a page of instructions. After you've read the instructions, click 'Next'.

Instructions for trainers

Use this generator to create an electronic version of the R-Licence Accreditation Form.

When the generator opens, a new sequential R-Licence accreditation number will appear on the form in red.

Important: You must complete each field on the template to generate an R-Licence Accreditation Form.

Applicant details

Complete the applicant's details, including their full name. The details you enter must match the identification they provided to you.

Your trainer details

Your trainer name, number and digital signature will auto-populate. These details were provided by you when you actioned your HunterLEAP welcome email.

Approved Hunting Organisation (AHO)

Enter AHO membership details if applicant has provided them. If the applicant does not have a current membership, enter TBA in each AHO field.

Accreditation details

Use the check boxes to indicate which licence categories the applicant has completed. These must match the accreditation answer sheet you marked. Retain the marked answer for your records as you may be randomly audited.

HL-L (Language and learning assistance)

Check this box if the applicant required assistance to complete the accreditation course. This indicates that special conditions should be added to the applicant's licence.

If an applicant required assistance, you should have completed the HL-L form you received with the R-Licence training package before they attempted the course.

The signed HL-L form must be submitted to DPI Hunting within 48 hours of the completion of the course, in addition to checking this box.

Generating the R-Licence Accreditation Form

When you have completed all the form fields, click the 'Generate' button at the bottom of the screen.

You will be able to review the details you have entered. If they are correct, click 'Next' or click 'Back' to make changes.

Once the form has been completed, a pop up appears asking where the form should be sent. Enter the applicant's email address and click 'Send'. A PDF copy of the R-Licence Accreditation Form you have generated will be sent directly to the applicant. A duplicate copy of the form will be retained by DPI Hunting.

Click 'Close' to exit the generator.

Contact the Hunter Education and Training Team on hunter.leap@dpi.nsw.gov.au or 02 9842 8351 if you experience any issues with this generator.

NEXT

3. You will be prompted to upload your digital signature – your signature will automatically populate on each Accreditation Form you generate using this file.

A digital signature is an image of your written signature.

R-Licence Accreditation Form Generator

 DIGITAL SIGNATURE

Upload your **Digital Signature** here.

Preview of the Signature

100x200

Select an image (jpg, pdf, png)

Choose File | No file chosen

Upload Signature

4. Click 'Choose file' and upload your image. Please note digital signatures can be .pdf, .jpg or .png files and must be no larger than 2mb.

R-Licence Accreditation Form Generator

 DIGITAL SIGNATURE

Upload your **Digital Signature** here.

Preview of the Signature

100x200

Select an image (jpg, pdf, png)

Choose File | No file chosen

Upload Signature

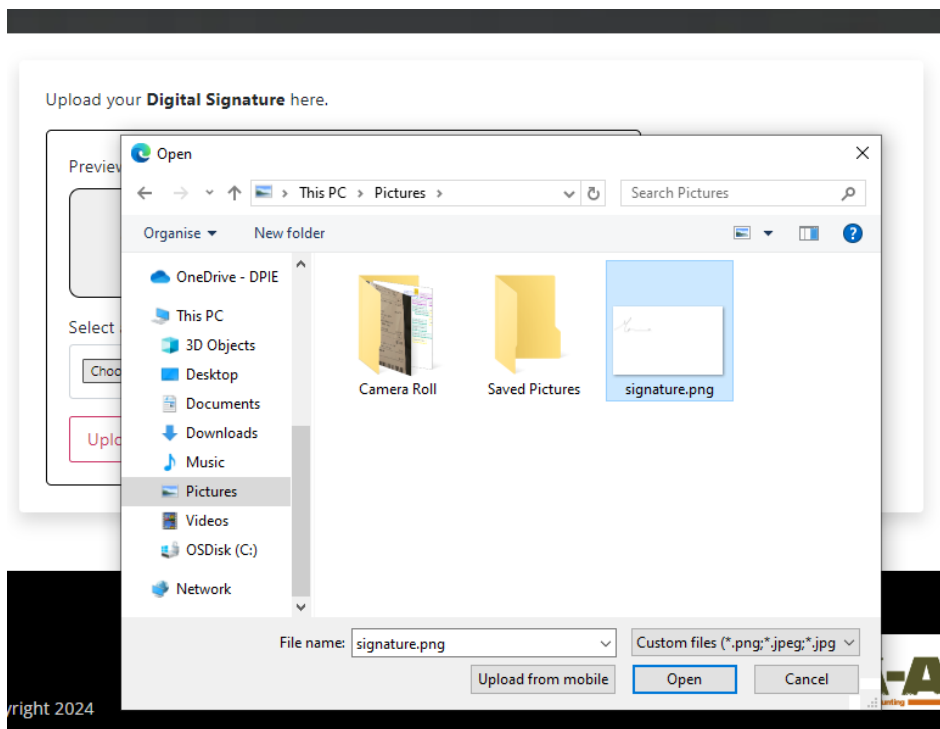
Creating a digital signature

If you don't already have a digital signature, follow these steps to create one:

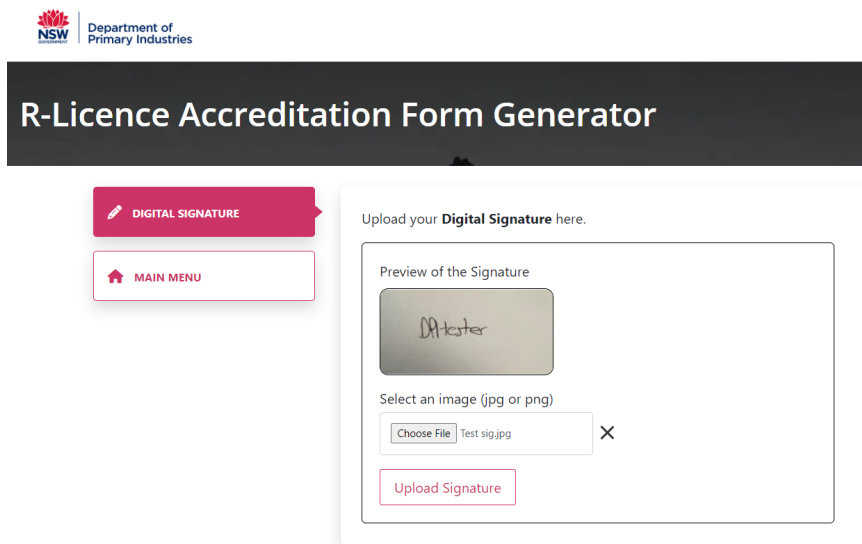
- a. Find a clean piece of white paper and sign it. Then, use your phone or other device with a camera to take a photo of your signature. The image will automatically be available in your photo library. We recommend using the 'Share' function to send the file to yourself, as you will be able to change the file size.

Save the file to your device, then click 'Choose file' to select your signature from the location you saved it.

- b. Locate your signature file and click 'Open'.



- c. A preview of your digital signature image will appear. Check that it is appearing correctly. You may need to edit the file on your device and then upload it again if it does not display correctly.



5. Click 'Upload signature'. Your file will upload and you will progress to the form generator.



- The form generator will then open. You will see four navigation tabs on the left-hand side: 'Personal information', 'Digital signature', 'Accreditation form' and 'Main menu'.

The generator opens on the personal information tab. The details displayed are linked to your login and cannot be changed within the generator.

The screenshot shows the 'R-Licence Accreditation Form Generator' interface. On the left, there are four navigation tabs: 'PERSONAL INFORMATION' (selected), 'DIGITAL SIGNATURE', 'ACCREDITATION FORM', and 'MAIN MENU'. The main content area displays the following information:

Hello **Hunter LEAP**, not you [LogOut](#).

First Name: Hunter, Last Name: LEAP

Trainer Number: 01234-1

Email address: huntereducation@dpird.nsw.gov.au

Email hunter.leap@dpi.nsw.gov.au if your details need updating. Do not generate any forms until the auto-populated details are correct.

Generating an accreditation form

- In the accreditation form tab, complete all the form fields, ensuring they match the details on the applicant's identification. Mandatory fields are indicated by an asterisk.

The screenshot shows the 'R-Licence Accreditation Form Generator' interface with the 'ACCREDITATION FORM' tab selected. The form contains the following fields:

Applicant's Full Name*
Enter Applicant's Full Name

Unit/House Number* (Enter House No.) and **Street Name and Type*** (Enter Street)

Suburb* (Enter Suburb) and **State*** (Enter State)

Postcode* (Enter Postcode) and **Phone Number** (Enter Phone Number)

Approved Hunting Organisation
Enter Approved Hunting Organisation Name

Membership Number (Enter Membership Number) and **Membership Expiry Date** (dd/mm/yyyy)

This applicant has successfully completed Section 1: Mandatory ☐

Hunter Education Categories successfully completed by applicant

Licence Category 1- Hunting with Firearms ☐ Licence Category 2- Hunting with Bows ☐ Licence Category 3- Hunting with Dogs ☐

This applicant requires HL-L conditions for added to their licence ☐

Are these details correct?

- Enter the student's full name, address and phone number.
- Enter their Approved Hunting Organisation (AHO) membership details, if you have them.
If the student is not an AHO member yet, enter TBA in each of the AHO fields. The expiry date field will show 01/01/1900 on the form if no value is entered.

Applicant's Full Name*

John Smith

Unit/House Number*

105

Street Name and Type*

Prince Street

Suburb*

Orange

State*

NSW

Postcode*

2800

Phone Number

040000000

Approved Hunting Organisation

1000

Membership Number

TBA

Membership Expiry Date

dd/mm/yyyy

This applicant has successfully completed Section 1: Mandatory ☐

Hunter Education Categories successfully completed by applicant

Licence Category 1- Hunting with Firearms ☒ Licence Category 2- Hunting with Bows ☐ Licence Category 3- Hunting with Dogs ☐

This applicant requires HL-L conditions for added to their licence ☐

- Use the checkboxes to indicate which sections of the course the applicant completed. The categories you select must match the accreditation answer sheet you marked.

Hunter Education Categories successfully completed by applicant

Licence Category 1- Hunting with Firearms ☒ Licence Category 2- Hunting with Bows ☐ Licence Category 3- Hunting with Dogs ☐

- If the applicant needed help to complete the accreditation course, check the HL-L box.

This applicant requires HL-L conditions for added to their licence ☐

- Check the details you've entered. If they're correct, click 'Yes'.

Are these details correct?

Yes

2. A preview of the accreditation form is generated with a unique accreditation number in the top-right corner.

Accreditation Form Preview

NSW | Department of Primary Industries

250066

New South Wales
Certificate of Completion R-Licence Accreditation Form
This Accreditation is presented to

John Smith
(Applicants full name)

In recognition of successful completion of the NSW R-Licence Accreditation Course

Unit/House Number: 105 Street Name and Type: Prince Street
Suburb: Orange Phone Number: 040000000
State: NSW Postcode: 2800
Accredited Trainer Name:
Accredited Trainer Number: 12345-3 Date Issued: 21/06/2024
Approved Hunting Organisation: 1000
Membership Number: TBA Membership Expiry Date: 01/01/1900

This applicant has successfully completed Section 1: Mandatory ☐

Hunter Education Categories successfully completed by applicant

Licence Category 1 - ☒ Hunting with Firearms
Licence Category 2 - ☐ Hunting with Bows
Licence Category 3 - ☐ Hunting with Dogs

This applicant requires HL-L conditions for added to their licence ☐ (Applicant required assistance to complete the R-Licence Accreditation Course due to language or learning difficulties)

I, Maria Salem, certify that the above mentioned applicant has successfully completed the R-Licence Accreditation Course for the purpose of applying for a NSW Restricted Game Hunting Licence.

Accredited Trainer Signature: Date: 21/06/2024

The applicant acknowledges:

1. It is illegal to alter or tamper with the information contained on this document;
2. It is a violation for anyone but myself to use this document;
3. I must attach this accreditation form to my R-Licence application.

Submitting this form
You must attach a copy of this Accreditation Form to your application when you apply for a NSW Restricted Game Hunting Licence

Certificate copies
Email copy of Accreditation form can be printed or saved for your records.
Electronic copy of Accreditation form is retained by NSW DPI

PRIVACY INFORMATION - The personal information provided by you on this form is subject to the Privacy & Personal Information Protection Act 1998. It is being collected by the NSW Department of Regional NSW and will be used for purposes related to your application under the Game and Feral Animal Control Act 2002. Provision of this information is voluntary and where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by the Department. Further information regarding privacy can be obtained from the NSW Department of Regional NSW website (which includes the Department of Primary Industries) at www.regional.nsw.gov.au/privacy.

Information provided by you on this form may be disclosed to third parties for law enforcement, research or training purposes. Third parties may include NSW Police Force (including NSW Police Force Firearms Registry), Forestry Corporation of NSW, insurance partners, Hunter LEAP Partners and other agencies where appropriate.

IHEA-AU | **Hunter LEAP**
REAL TIME, REAL ACTION, REAL ACCREDITATION PROGRAM

3. Beneath the form is another prompt: 'Are these details correct?'. Check the details you've entered again.

If you need to make changes, click 'No back to edit' to correct the information.

If you're sure the details are correct, click 'Yes send email'.

Are these details correct?

YES SEND EMAIL **NO BACK TO EDIT**

4. A pop-up box will appear once you have clicked 'Yes send email'.
Enter the applicant's email address and click 'Submit'

Send Accreditation Form via email

Email address
Enter email

Close Submit

Are these details correct?

YES SEND EMAIL NO BACK TO EDIT

5. The system will confirm the email is sent.
Click 'Close' to return to the 'Personal information' tab of the form generator.

Send Accreditation Form via email

✓ The R-Licence Accreditation Form has been sent.

Close

6. If you don't need to generate another form, simply close the browser windows for the form generator and instructions.
7. You can return to the portal dashboard at any time by clicking on the 'Main menu' tab.

R-Licence Accreditation Form Generator

PERSONAL INFORMATION

DIGITAL SIGNATURE

ACCREDITATION FORM

MAIN MENU

Hello Hunter LEAP, not you [LogOut](#).

First Name: Hunter Last Name: LEAP

Trainer Number: 01234-1

Email address: huntereducation@dpi.nsw.gov.au