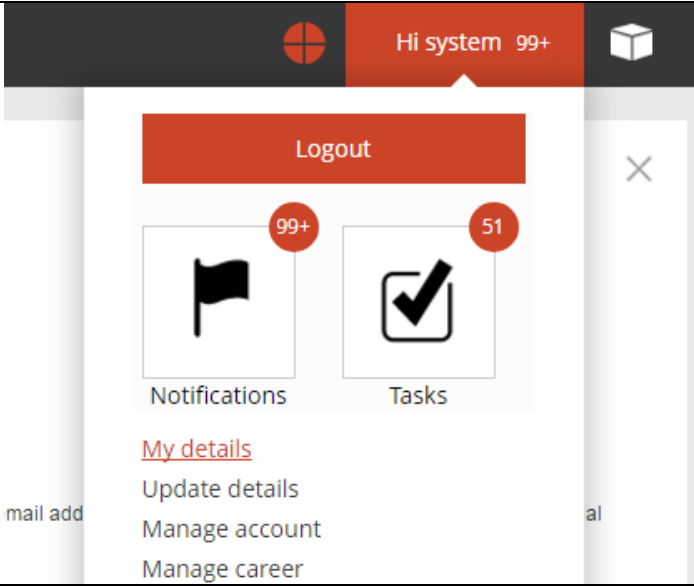
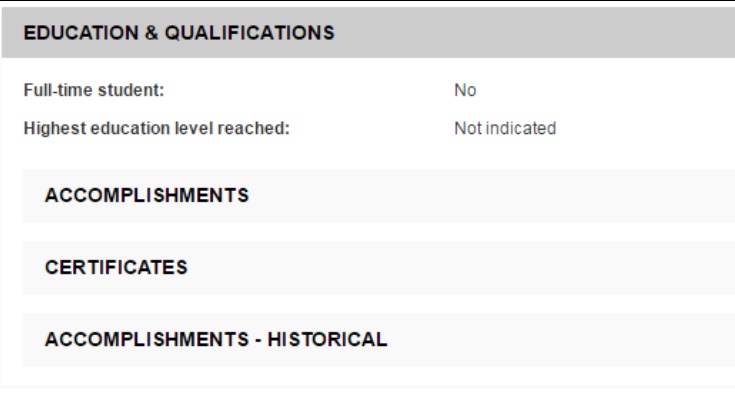
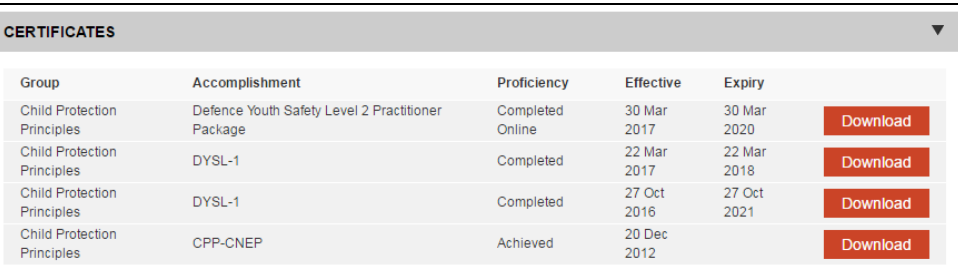




Defence Youth Safety Fact Sheet

How To Print Your Course Completion Certificate From CadetNet

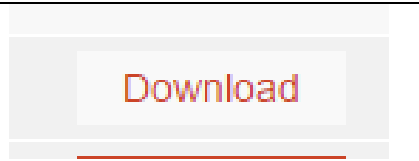
Once you have completed an online learning package in CadetNet it will take between 50-60 minutes for your Accomplishment and Certificate to appear in your profile.

Step	Screenshot																														
<p>1. Click on “My Details” from the Member Self Service drop down</p>	 <p>The screenshot shows a user profile dropdown menu. At the top, it says "Hi system 99+" with a plus icon and a cube icon. Below this is a "Logout" button. There are two main sections: "Notifications" with a flag icon and a "99+" badge, and "Tasks" with a checkmark icon and a "51" badge. Underneath these are links for "My details", "Update details", "Manage account", and "Manage career".</p>																														
<p>2. Scroll down until you reach the “Education and Qualifications” section and click to expand</p>	 <p>The screenshot shows the "EDUCATION & QUALIFICATIONS" section. It contains two rows of information: "Full-time student: No" and "Highest education level reached: Not indicated". Below this are three expandable sections: "ACCOMPLISHMENTS", "CERTIFICATES", and "ACCOMPLISHMENTS - HISTORICAL".</p>																														
<p>3. Expand the “Certificate” section by clicking on the title</p>	 <p>The screenshot shows the expanded "CERTIFICATES" section. It features a table with columns for Group, Accomplishment, Proficiency, Effective, and Expiry. Each row has a "Download" button.</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Accomplishment</th> <th>Proficiency</th> <th>Effective</th> <th>Expiry</th> <th></th> </tr> </thead> <tbody> <tr> <td>Child Protection Principles</td> <td>Defence Youth Safety Level 2 Practitioner Package</td> <td>Completed Online</td> <td>30 Mar 2017</td> <td>30 Mar 2020</td> <td>Download</td> </tr> <tr> <td>Child Protection Principles</td> <td>DYSL-1</td> <td>Completed</td> <td>22 Mar 2017</td> <td>22 Mar 2018</td> <td>Download</td> </tr> <tr> <td>Child Protection Principles</td> <td>DYSL-1</td> <td>Completed</td> <td>27 Oct 2016</td> <td>27 Oct 2021</td> <td>Download</td> </tr> <tr> <td>Child Protection Principles</td> <td>CPP-CNEP</td> <td>Achieved</td> <td>20 Dec 2012</td> <td></td> <td>Download</td> </tr> </tbody> </table>	Group	Accomplishment	Proficiency	Effective	Expiry		Child Protection Principles	Defence Youth Safety Level 2 Practitioner Package	Completed Online	30 Mar 2017	30 Mar 2020	Download	Child Protection Principles	DYSL-1	Completed	22 Mar 2017	22 Mar 2018	Download	Child Protection Principles	DYSL-1	Completed	27 Oct 2016	27 Oct 2021	Download	Child Protection Principles	CPP-CNEP	Achieved	20 Dec 2012		Download
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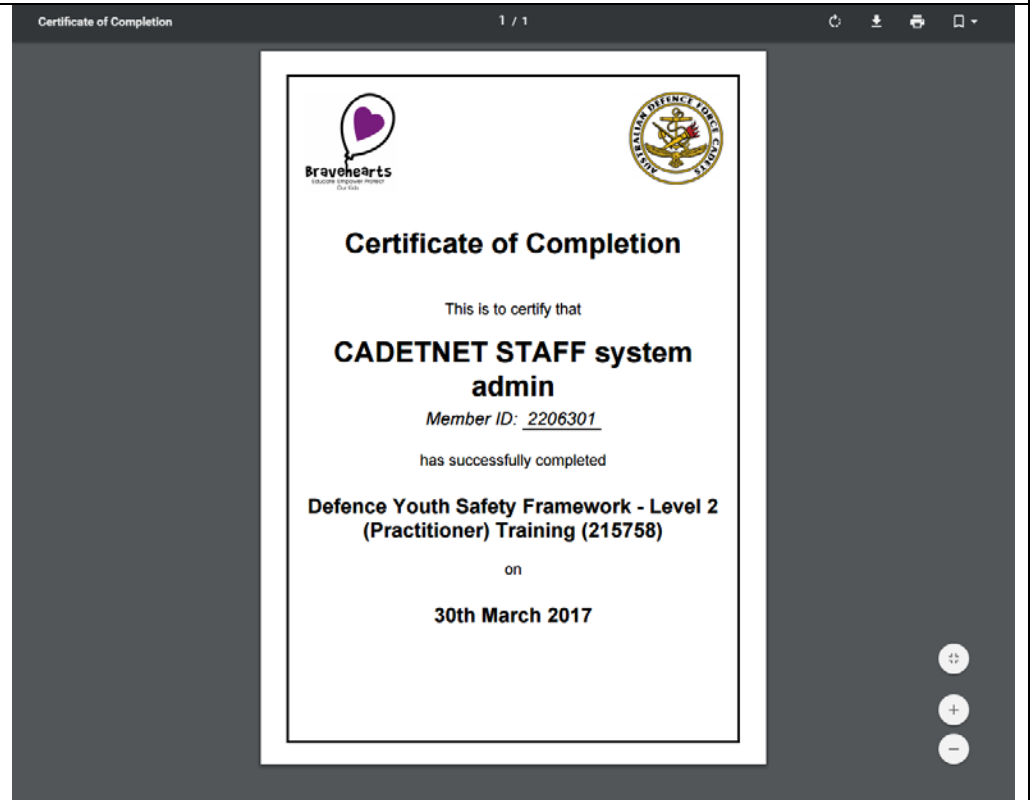




4. Click the “Download” button next to the required Certificate



5. Save or view the certificate, then print



Further Information

If you have any further questions, please contact the Directorate of Youth:
defence.youth@defence.gov.au

