Emergency Role Development Plan Quick Reference Guide

ERDP Introduction

Programs available for selection in Emergency Role Development Plans (ERDP) are set by Learning & Development, Fire & Emergency Management Division. These directly relate to training events and capability assessments a student needs to complete in order to be accredited or endorsed to perform a fire or emergency management role.
In order to be nominated to attend a training event, the role (or program) must first be a part of the student's approved ERDP.
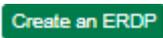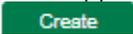
ERDP Status and Workflow

ERDPs are driven by a status which is updated to reflect the approval status of the plan. The table below describes each ERDP status.

Status	Description
Draft	Editing status; to make any changes to an ERDP, it must be reverted to a status of Draft.
Ready for Supervisor Approval	Set by the creator of the ERDP, this status informs student's supervisor the ERDP is ready for their approval.
Ready for Fire Business Approval	Set by the student's supervisor, this status informs the regional training coordinator the ERDP is ready for their approval.
Approved	Set by the regional training coordinator, this status informs the student and their supervisor the ERDP is approved.
Deferred	ERDP is deferred for a set period of time.

Creating an ERDP has two stages. Firstly, create the 'envelope' that contains the plan, and then add the programs and date structure to it.

Create Initial ERDP

The following steps outline how to create the initial ERDP in LADIS.
1. Search for and locate the relevant student in **Members>People** then click on the Actions button and select **Training Profile**.
2. In the **Training Profile** screen click the **ERDP** sub-tab
3. Click the button [Create an ERDP]
An interface displays allowing you to create the ERDP 'envelope' which will contain the student's plan.
4. Click the **Type** drop-down menu then select Aspirational.
5. Add a **Description**, if applicable.
6. Click the button [Create]
7. Click on the confirmation box.
The ERDP 'envelope' is created.

Add a Program to an ERDP

The following steps outline how to add programs to an ERDP in LADIS.
1. Search for and locate the relevant student in **Members>People** then click on the Actions button and select **Training Profile**.

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2. In the **Training Profile** screen click the **ERDP** sub-tab.
3. Click on **View/Edit Plan Details.**
4. A pop-up window opens, click **Add Program**
5. Click the **Programs** drop-down menu then select the relevant additional program from the list.
6. Click the **Start Date** icon and select a start date for the ERDP.
7. Click the **End Date** icon and select a start date for the ERDP.
8. Click **Add**
9. Click **OK** on the confirmation box.

The new program is added to the student's ERDP.

View More Information

Selecting any Program in an ERDP will display more of its composite parts. The table below describes these elements.

ERDP Element	Description
Program	The name of the accreditation or emergency role the student is aspiring to.
Stages	Each program will contain a Training Event stage and an Accreditation stage.
Courses	Selecting the Training Event stage will display the actual course to be attended Selecting the Accreditation stage displays any relevant capability assessments and validation/endorsement activities to be completed.

These sections are linked to assessment items associated with training event attendance, capability assessments and validation/endorsement tasks.

As assessments are completed, these sections will update to show completion dates, last updated dates and the user to last update.

ERDP Program Dates

ERDP dates act as gates to the nominations process. A student will not be nominated for training events occurring before or after the relevant program end dates.

Dates should be edited at the Program level only to ensure Stages and Courses retain the program dates.

The following steps outline how to change the dates of a program on an ERDP.

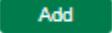The following steps outline how to add programs to an ERDP in LADIS.

1. Search for and locate the relevant student in **Members>People** then click on the Actions button and select **Training Profile**.
2. In the **Training Profile** screen click the **ERDP** sub-tab.
3. Click on **View/Edit Plan Details**.

A pop-up window displays allowing you to edit the student's ERDP, opening on the **Programs** tab.

1. Click the ✎ for the Program to be edited.
2. Click in the **Start Date** field then type the new date or click on the calendar icon and use the calendar function.
3. Click in the **End Date** field then type the new date or clickon the calendar icon and use the calendar function.
4. Click the **Save** button.
5. Click **OK** on the confirmation box.

Add Planned Training (Stand Alone Courses)

If a stand-alone course is required to be added to the student's ERDP, this can be done using the **Planned Training** tab.

The following steps outline how to add a stand-alone course to an ERDP.

1. Search for and locate the relevant student in **Members>People** then click on the Actions button and select **Training Profile**.
2. In the **Training Profile** screen click the **ERDP** sub-tab.
3. Click on **View/Edit Plan Details**.
4. A pop-up window displays allowing you to edit the student's ERDP, opening on the Planned Role tab.
5. Cick on the **Planned Training** tab.
6. Click the **Add Course** button.
7. Click the Course drop-down menu and select the course to be added.
8. Click the in the **Start Date** field and select a start date for the stand-alone course.
9. Click the in the **End Date** field and select a end date for the stand-alone course.
10. Click the [Add] button
11. Click [OK] on the confirmation box

The stand-alone course is added to the student's ERDP.

Update an ERDP Status

Changing the status of the ERDP sends it to the next level of management approval.

The following steps outline how to change the status of an ERDP.

1. Search for and locate the relevant student in **Members>People** then click on the Actions button and select **Training Profile**.
2. In the **Training Profile** screen click the **ERDP** sub-tab.
3. Click the ✏ to Edit the ERDP
4. Click the **Status** drop-down menu and select the relevant status option
5. Click the [Save] button
6. Click [OK] on the confirmation box

Defer an ERDP

An ERDP can be deferred if there is a reason the student is unable to progress it for a period of time.

During the period of deferment, the student will not be included in nominee lists for training events relating to programs comprising their ERDP.

The following steps outline how to change the status of an ERDP.

1. Search for and locate the relevant student in **Members>People** then click on the Actions button and select **Training Profile**.
2. In the **Training Profile** screen click the **ERDP** sub-tab.
3. Click the ✏ to Edit the ERDP
4. Click the **Status** drop-down menu then select **Deferred**

Two additional fields will display to enter details of the deferment.

5. Click the **Reason for Pausing** drop-down menu then select the relevant reason
6. Click in the **Review Date** field then type the new date or click on the calendar icon and use the calendar functions
7. Click the [Save] button
8. Click [OK] on the confirmation box

The ERDP is now deferred.