Add a new Stage Schedule Quick Reference Guide

This Quick Reference Guide (QRG) outlines how to add new Training Events, Accreditation and Re-Accreditation Stage Schedules.

In LaDIS, Training Events are defined as Stages. When new Stage Schedules are created, they are scheduled as events available for enrolment.

Under no circumstances must you create any new Stages in LaDIS – schedule those created for you. If what you want to schedule does not exist in LaDIS, go to the following website and raise a support ticket: https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33

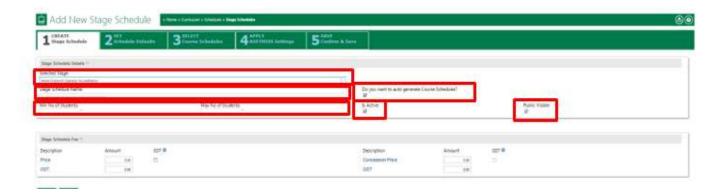## Schedule a Training Event, Accrediation or Re-Accreditation

Scheduling a Training Stage has two steps:

1. Schedule the **Training Event Stage**
2. Schedule the related **Accreditation Stage** *for the same dates.*

This ensures fire role holders are enrolled into both the Training Event and have the requisite Capability and Validation Assessments assigned to them through the Nominations Process. **Failure to do this will mean fire role holders cannot be accredited in the relevant capability. However, from 2019, the Workforce Development Unit (WDU) have recently added an annual Accreditation Stage Schedule for most DFA Roles and R&Rs eg. General Firefighter Accreditation Stage 1/1/2019 – 31/12/2019. Check first whether the annual Accreditation Stage Schedule has been created first before adding your Accreditation Stage Schedule.**

Schedule the Stage

1. From the LaDIS home page, hover your mouse over the **Curriculum>Schedules** menu then click **Stage Schedules** from the drop-down list. The **Stage Schedule** screen displays. Click [Add New Stage Schedule]
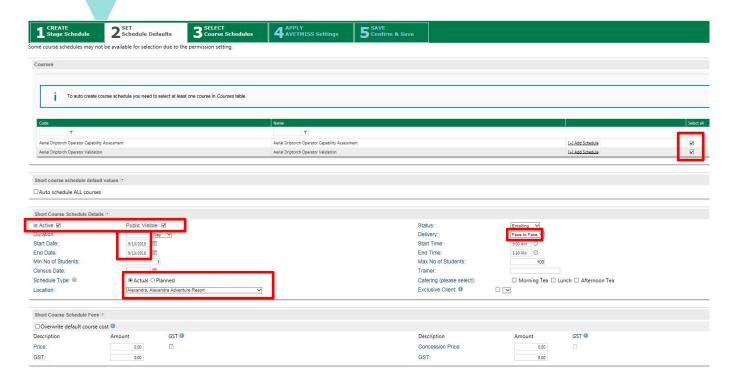2. The Schedule screen displays the **1 CREATE Stage Schedule**.

3. Go to **Selected Stage** and search and select the correct Stage from the drop down menu.
4. Click in the **Stage Schedule Name** field and type a name; the required convention is [Capability Name] Training Event. eg. Resources Officer Level 2 Training Event, eg. General Firefighter Accreditation.
5. Ensure the '**Do You Want to Auto Generate Course Schedules?'** tickbox is ticked, (although it may have defaulted to being ticked).
6. Tick the **Is Active** and **Public Visibility** tickboxes.
7. Click in the **Min No of Students** field then type a number equal to or greater than 1. Click in the **Max No of Students and** type a number.
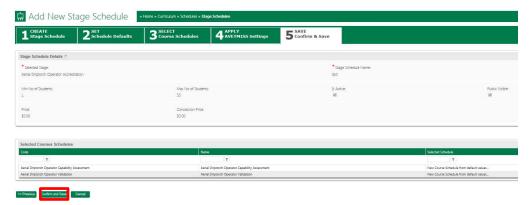8. Click on the **Next** button at the bottom of the screen.

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9. The **2 SET Schedule** Defaults screen displays.

10. Tick the box or boxes next to the courses that appear at the top of the screen under the Select All column (if you selected 'Do You Want to Auto Generate Course Schedules' in the previous screen).
11. Tick the **Is Active** and **Public Visibility** tick boxes.
12. Click in the **Start Date** and **End Date** field then select the Training Event start date using the calendar selector pop-up.
13. Click in the **Duration** field and drop-down menu then set the Training Event duration.
14. Select the **Schedule Type** (usually the auto-generated selection which is Actual).
15. Click the **Location** drop-down menu then select the relevant Training Event location from the list.
16. Click the **Delivery** drop-down menu then select the relevant training delivery mode (usually face-to-face).
17. From the **Custodians** section at the lower part of this screen, click on the Owner (Custodian) eg. Gippsland, which will activate the radio button on the right hand side. Click Next.

18. Click through Tab 3 (Select **Course Schedules**), click **Next**.
19. Click through to Tab 4 (Apply **AVETMISS** Settings), click **Next.**

20. On Tab 5 (**Confirm and Save**). From this screen you can confirm the name of your Stage Schedule and ensure that the Is Active and Public Visible check boxes are checked. Once all data is confirmed, click Confirm and Save click on the Confirm and Save button.

STOP **Do Not Change Any Course Data!**

If any fields on this screen other than those described above are editable, it is important you do not edit any information as this information is set centrally.

Schedule an Informal Training Event

Informal Training Events are not part of an accredited program (that leads to a capability) but are scheduled from time to time to meet specific needs; for example, refreshers and briefings. Please see the **Manage Informal Training Events QRG.**

Informal courses are created by the Workforce Development Unit and are available for you to schedule as required; contact them if the Informal course you need is not available.

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