Add new Training Stages **Quick Reference Guide**

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

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, contact fireweb@delwp.vic.gov.au

Schedule a Training Event, Accrediation or Re-Accreditation

Scheduling a Training Stage has two steps:

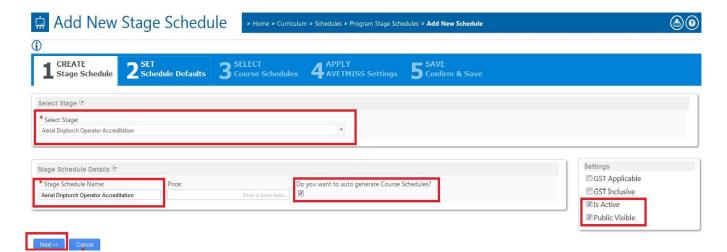
- 1. Schedule the Training Event Stage
- Schedule the related Accreditation Stage for the same dates

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.

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 Select 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.
- 5. Check the 'Do You Want to Auto Generate Course Schedules?', Is Active and Public Visibility checkbox. Click Next.

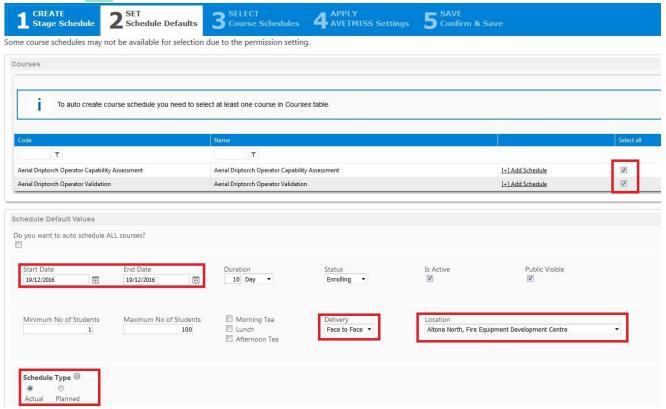


- 6. The 2 SET Schedule Defaults screen displays. You can use the auto schedule or complete manually.
- 7. Click in the **Start Date** and **End Date** field then select the Training Event start date using the calendar selector pop-up
- 8. Click in the **Duration** field and drop-down menu then set the Training Event duration
- 9. Click the Minimum No of Students field then type a number equal to or greater than 1
- 10. Click the **Delivery** drop-down menu then select the relevant training delivery mode (nearly always face-to-face)

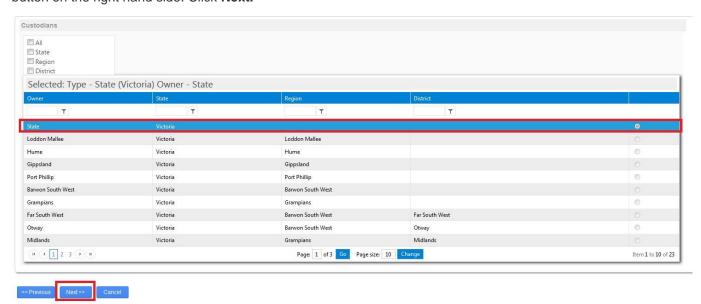


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- 11. Click the Location drop-down menu then select the relevant Training Event location from the list
- 12. Select the **Schedule Type** (Leave as the auto-generated selection)



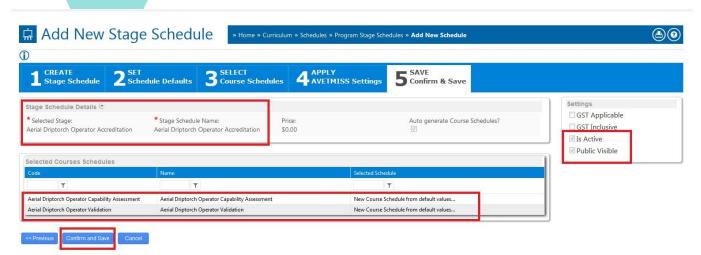
16. From the Custodians section at the lower part of this screen, click word **State** which will activate the radio button on the right hand side. Click **Next.**



17. Click through tabs 3 (Select Course Schedule) and 4 (Apply Avetmiss Settings) until you arrive at 5 (Save and Confirm.)



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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.**

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. Informal courses are created by the Learning & Development Unit, Fire and Emergency Management Division and are available for you to schedule as required; contact them if the Informal course type you need is not available.

