

Checking a Student Enrolment LaDIS - Quick Reference Guide

This QRG is specific to checking a student enrolment status. Also refer to **Enrol Student In Existing Training Stage Schedule** and **Enrol Students in Units of Competency Stage Schedule** for further guidelines.

Check Enrolment Status

Before you begin, you need to determine if the student is already enrolled. You can do this by clicking **Training Records > Enrolments** then selecting the **Program and Stage** tab. From here you can search for the specific Program Name:

Enrolments > Home > Training Records > Enrolments

Person	Schedule	Program and Stage	AQF Program (Qualification)	Company/Group	Stream	Duration	Is Active	Enrolment Count
Program	Program Version	Name						
>	22202VIC	0	Course in Australasian Inter-service Incident Management System (AIBMS)				True	906
>	22288VIC	0	Course in Basic Wildfire Awareness				True	304
>	22459VIC	0	Course in the Australasian Inter-service Incident Management System (AIBMS)				True	58
>	R_AAS	0	Air Attack Supervisor				True	71
>	R_AAS_E	0	Air Attack Supervisor (Erikson)				False	8
>	R_AAS_P	0	Air Attack Supervisor (Provision)				False	17
>	R_ACO	0	Altona Cache Operator				False	0
>	R_ACS	0	Altona Cache Supervisor				False	0
>	R_ADMSM	0	Aerial Driptorch Support Crew Member				True	176
>	R_ADDO	0	Aerial Driptorch Operator				True	68

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Once the Program has been located, click on the arrow next to it to display all the courses attached, then click on the arrow next to the course you wish to search (e.g. the Training Event, the Accreditation or the Reaccreditation).

Enrolments > Home > Training Records > Enrolments

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Stage

- > Aerial Driptorch Support Crew Member Training Event
- > Aerial Driptorch Support Crew Member Accreditation
- > Aerial Driptorch Support Crew Member Reaccreditation

R_ADDO 0 Aerial Driptorch Operator True 68

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Search for the student using their full name in the **Person** search box. If the student is there, you do not need to enrol them.

R_ADMSM 0 Aerial Driptorch Support Crew Member True 176

Stage

- > Aerial Driptorch Support Crew Member Training Event
- > Aerial Driptorch Support Crew Member Accreditation

EnrolmentId	Person	Stage Schedule	Enrolment Date	Status	Payment Details (0)	Prerequisite Checked
97594	Allan Parfett	Aerial Driptorch Support Crew Member Accreditation	1/01/2017	Completed	View	<input checked="" type="checkbox"/>
97589	Ashley Rowland	Aerial Driptorch Support Crew Member Accreditation	1/01/2017	Completed	View	<input checked="" type="checkbox"/>
88920	Cornelis Schreuders	Aerial Driptorch Support Crew Member Reaccreditation Nowa Nowa-Ildon 2016	1/04/2016	Completed	View	<input checked="" type="checkbox"/>
98099	CORY EADE	Aerial Driptorch Support Crew Member Accreditation	1/01/2017	Completed	View	<input checked="" type="checkbox"/>
88045	Craig Lewis	Aerial Driptorch Operator Accreditation Eldon 2016	22/03/2016	Completed	View	<input checked="" type="checkbox"/>
97203	Craig Perry	Aerial Driptorch Support Crew Member Accreditation 27/4/16	27/04/2016	Completed	View	<input checked="" type="checkbox"/>
77884	David Elliott	Aerial Driptorch Support Crew Member - Accreditation	22/05/2015	Completed	View	<input checked="" type="checkbox"/>
97595	David Elliott	Aerial Driptorch Support Crew Member Accreditation	1/01/2017	Completed	View	<input checked="" type="checkbox"/>
97593	Emily Farrugia	Aerial Driptorch Support Crew Member Accreditation	1/01/2017	Completed	View	<input checked="" type="checkbox"/>
97378	GAVIN DAWES	Aerial Driptorch Support Crew Member Accreditation Bambill 2016	10/04/2016	Completed	View	<input checked="" type="checkbox"/>

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