

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** and **Enrol in Units of Competency** 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

Program	Program Version	Name	Stream	Duration	Is Active	Enrolment Count
> R_AAAS	0	Air Attack Supervisor			True	54
> R_AAAS_E	0	Air Attack Supervisor (Enkson)			False	8
> R_AAAS_P	0	Air Attack Supervisor (Provision)			False	15
> R_ACO	0	Altona Cache Operator			False	0
> R_ACS	0	Altona Cache Supervisor			False	0
> R_ADMSCM	0	Aerial Driptorch Support Crew Member			True	124
> R_ADO	0	Aerial Driptorch Operator			True	55
> R_AHRCM	0	Aircraft Hot Refuelling Crew Member			True	157
> R_ABMS	0	Australasian Inter-Service Incident Management System (AIMS)			True	505
> R_AM	0	Airbase Manager			True	41

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.)

Program	Program Version	Name	Stream	Duration	Is Active	Enrolment Count
> R_ADMSCM	0	Aerial Driptorch Support Crew Member			True	124
> R_ADO	0	Aerial Driptorch Operator			True	55
> R_ASMLCMI	0	Aerial Suppressant Mixing and Loading Crew Member			True	226

Stage
> Aerial Suppressant Mixing & Loading Crew Member Training Event
> Aerial Suppressant Mixing & Loading Crew Member Accreditation
> Aerial Suppressant Mixing & Loading Crew Member Rescriditation

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.

Enrolment ID	Person	Stage Schedule	Enrolment Date	Status	Payment Details (\$)	Prerequisite Checked
86241	Adam Galpin	Aerial Suppressant Mixing & Loading - Training event 31/12/2015	31/12/2015	Completed	View	<input checked="" type="checkbox"/>