

Enrol Students in an Existing Training Stage Schedule Quick Reference Guide

This Quick Reference Guide (QRG) outlines how to add new students to existing training stages in laDIS.

Manually Enrol students into a single Stage Schedule (eg. Training Event Stage Schedule or Accreditation Stage Schedule)

This section describes how to add participants to **any** Stage Schedule. There are three steps to this process; these are described in this section.

Step 1: Pick Schedule

1. From the LaDIS home page, hover your mouse over the **Training Records** menu then select **Add Course Enrolment**. The **Add Course Enrolment** screen displays.
2. Click the **Stage** tab
3. Click in the **Stage Name** or **Stage Schedule name** field and type a key word contained in the name of the relevant accreditation. It is recommended to use the Stage Name as this relies on generic wording. Click the **T** and select **Contains** from the menu. Matching Stage Schedules display.
4. Identify the relevant Stage Schedule and click **Select**.

The screenshot shows the 'Add Course Enrolment' page with the 'Stage' tab selected. Below the navigation tabs, there is a search bar and a list of stage schedules. The first row in the list is highlighted, and the 'Select' button is visible next to it.

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	%Active	Public/Visible	Status
Select 792	R_4WD_B [V.0]	4WD Operator (Basic) Training Event	PPR 2018 4WD 3-7 Dec - Yellingbo	3/12/2018	7/12/2018	Port Phillip Multiple	Yellingbo, Lyrebird Park	0	50	\$0.00	100%	100%	●
Select 794	R_4WD_B [V.0]	4WD Operator (Basic) Training Event	PPR 2018 4WD 10-14 Dec - Yellingbo	10/12/2018	14/12/2018	Port Phillip Multiple	Yellingbo, Lyrebird Park	0	50	\$0.00	100%	100%	●
Select 7782	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event - Loddon Mallee	7/12/2018	7/12/2018	Loddon Mallee Multiple	Alexandra, Alexandra Adventure Resort	5	95	\$0.00	100%	100%	●
Select 7783	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event - Loddon Mallee	5/11/2018	5/11/2018	Loddon Mallee Multiple	Sandigo Office, off Midland Hwy & Taylor St, (Esom)	20	80	\$0.00	100%	100%	●
Select 7801	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	PPR 2018 4WD 3-14 Dec - Yellingbo	3/12/2018	14/12/2018	Port Phillip Multiple	Yellingbo, Lyrebird Park	0	100	\$0.00	100%	100%	●
Select 8068	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event - Loddon Mallee	7/11/2018	7/11/2018	Loddon Mallee Multiple	Ouyen, Mallee	19	81	\$0.00	100%	100%	●
Select 8235	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event - HUME - 2018	1/01/2018	31/12/2018	Hume Multiple	Benalla Office, Sydney Rd	145	0	\$0.00	100%	100%	●
Select 8236	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event - HUME - 2019	1/01/2019	31/12/2019	Hume Multiple	Benalla Office, Sydney Rd	0	100	\$0.00	100%	100%	●
Select 8246	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event	19/02/2019	21/02/2019	Barviom South West Multiple	Heywood, Far South West	1	0	\$0.00	100%	100%	●
Select 8289	R_4WD_CD [V.0]	4WD Operator (Complex) Training Event	4WD Operator (Complex) Training Event - HUME - 2016	1/01/2016	31/12/2016	Hume Multiple	Benalla Office, Sydney Rd	4	296	\$0.00	100%	100%	●

5. The selected stage is highlighted and displays in the **Selected Stage** section in the top section of the screen.

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Add Course Enrolment » Home » Training Records » Add Course Enrolment

1. Pick Schedules 2. Enrol By 3. Finalise Enrolment Cancel Enrolment

Step 1: Pick Schedules

Course Stage

Selected Stage

S212 - General Firefighter - Training Event



OOPS! Wrong Stage Schedule selected

To remove the Schedule, click adjacent to the Schedule Name in the Selected Stage Panel.

6. Click **2. Enrol By** to select students to enrol. The process moves to the next step.

Step 2: Select Students

1. The second step is to identify and select the students you want to enrol into the selected Stage Schedule. The following steps outline how to do this.
2. Click in the **Last Name** search field and type the last name of a relevant fire role holder. Click the and select **Contains** from the menu. Matching students display. Do not use the search filter in the top left hand side of the screen as this currently does not work.
3. Identify the relevant student and click .
4. Repeat steps 2 to 4 (of Step 2) to add additional students.

Add Course Enrolment » Home » Training Records » Add Course Enrolment

1. Pick Schedules 2. Enrol By 3. Finalise Enrolment Cancel Enrolment

Step Two: Select By

Trainees Companies Manager Groups

Enter search keyword...

Add new member

Username	First Name	Last Name
IFIS1602577	Benjamin	Aalbers
IFIS1171642	Susan	Aantjes
IFIS1158697	Barrie	Aarons
JADE	Jeremy	Aarons
IFIS1226877	Paul	Aarons
SA21	Sharon	Aarons
IFIS1076699	Amiel	Aarsen
CLAIRE ARAKUMENKO	CLAIRE	ABAKUMENKO
IFIS1057735	Jose	Abalo
MADI	Muhammad Ali	Abbas

Selected Trainees:

Benjamin Aalbers

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OOPS! Wrong Person selected

To remove a student, click adjacent to their name in the Selected Trainees list.

- Click **3. Finalise Enrolment**. The process moves to the next step.

Step 3: Finalise Enrolment

The third step is to finalise the enrolment of the selected fire role holders into the selected Stage Schedule. The following steps outline how to do this.

- Tick the **'As the nominator and/or trainee requesting...'** tick box
- Tick the **'The customer understands the terms and conditions'** tick box. Click **Finalise Enrolment** at bottom of the screen.

Add Course Enrolment » Home » Training Records » Add Course Enrolment

1. Pick Schedules 2. Enrol By 3. Finalise Enrolment Cancel Enrolment

Step Three: Finalise Enrolment

Billing Address

MR BERIAMIN AALIBDI
18 YOUNG HUSBAND STREET
CORRYONG VIC 3707
AUSTRALIA
Phone: (02) 6071 5300

Enrolment Details

Stage selected	Location	Start Date	End Date	Price	Concession Price
General Firefighter Training Event		24/11/2014	28/11/2014	0.00	0.00

Student(s) selected	Name	Price	Discount	GST	Amount to pay	Payment Method	Initial Payment	Description
1	Beramin Aalibdi	0.00	0.00	0.00	0.00	Payment Not Required	0.00	

I, the nominator and/or trainee requesting this course, I declare that the pre-requisites outlined in the course descriptor have been met and I am willing to provide evidence if required.

I, the customer understands the [Terms and Conditions](#) and [Privacy Notice](#).

Finalise Enrolment

- The selected students are now enrolled into the selected Stage Schedule.

To ensure that you have enrolled a student correctly, you can go to their enrolment (**Training Records>Enrolments>Edit icon** located next to the student enrolment record):

Enrolment » Home » Training Records » Enrolments » Enrolment 108684

Enrolment ID: 108684
Enrollee: **Peqram Faal Samarin (58180)**
Course: **Emergency Vehicle Operations (Assessment)**

Enrolment Date: 10/12/18
Enrolment Type: Program Stage

Enrolment Status: Completed
COE Status: Select Status
COE Code: **Emergency Vehicle Operations (Assessment)**

Rejected Reason:
Reason Code:
Course Schedules: **Stage Schedules** Australian Compliance Invoices and Payments Comments Withdrawals

Id	Course Schedule	Course	Person	WVPO	Start Date	End Date	Location	Actions	Logs
15842	Emergency Vehicle Operations (Assessment)	Emergency Vehicle Operations (Assessment)	Peqram Faal Samarin		1/01/2018	31/12/2018	Ballarat Office, cnr Mar & Doueton St	Withdraw Transfer	Basic
15842	Emergency Vehicle Operations (Validation)	Emergency Vehicle Operations (Validation)	Peqram Faal Samarin		1/01/2018	31/12/2018	Ballarat Office, cnr Mar & Doueton St	Withdraw Transfer	Basic

Email Enrolment Print Enrolment

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For example, if enrolled correctly in an Accreditation or Re-accreditation Stage Schedule, you will see both the Capability Assessment and the Validation Assessment Courses. To learn how to mark a training event assessment or a capability or validation assessment, please see **Manage Assessments – Quick Reference Guide**.

Manually Enrol students into multiple Stage Schedules (eg. Training Event Stage Schedule and an Accreditation Stage Schedule)

This new feature allows users to enrol a student (or a number of students) into multiple Stage Schedules (of the **same** Program/Role) at once eg. General Firefighter Training Event Stage Schedule and General Firefighter Accreditation Stage Schedule. This is as opposed to enrolling a student in one stage at a time.

Step 1: Search for Program

1. From the LaDIS home page, hover your mouse over the **Training Records** menu then select **Add Program Enrolment** and then **Pre-Defined Wizard**.
2. Search for the relevant Program eg. R_GFF - General Firefighter under Skillsets, Full Courses and Qualifications (or under Search for Keyword) and click on the Program. The Program will then appear under Program Details on the right hand side of the screen:

The screenshot shows the 'Add Program Enrolment' wizard with the 'Search Program' step active. The search results list includes 'R_GFF - General Firefighter' which is highlighted with a red box. The 'Program Details' section on the right also shows 'R_GFF - General Firefighter' highlighted with a red box.

Click on **Next**.

Step 2: Select Student/s

1. Select a Student or students by ticking the tickbox next to the Student/s Student Id:

The screenshot shows the 'Add Program Enrolment' wizard with the 'Select Student' step active. A table of students is displayed with checkboxes next to their IDs. The first two rows are checked. The table has columns for Select, Student Id, First Name, Last Name, DoB, Email, and Company.

Select	Student Id	First Name	Last Name	DoB	Email	Company
<input checked="" type="checkbox"/>	2039	Benjamin	Aalbers	27/09/1985	benjamin.aalbers@delwp.vic.gov.au	
<input checked="" type="checkbox"/>	7144	Susan	Aarjes	16/05/1987	ladi.info@delwp.vic.gov.au	VicPol
<input type="checkbox"/>	9779	Barrie	Aarons	19/01/1919	ladi.info@delwp.vic.gov.au	CPA District 5 HQ (South West Region)
<input type="checkbox"/>	13997	Jeremy	Aarons	06/02/1968	jeremy.aarons@delwp.vic.gov.au	ENVIRONMENT, LAND, WATER & PLANNING
<input type="checkbox"/>	11682	Paul	Aarons	01/11/1951	paul.aarons@police.vic.gov.au	Victoria Police - Dandenong
<input type="checkbox"/>	24264	Sharon	Aarons	20/09/1961	Sharon.Aarons@ecodev.vic.gov.au	ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES
<input type="checkbox"/>	28619	Amiel	Aarsen	02/09/1984	import@bluegemstone.com.au	
<input type="checkbox"/>	59445	CLAIRE	ABAKUMENKO	27/11/1979	CLAIRE.ABAKUMENKO@PARKS.VIC.GOV.AU	PARKS VICTORIA
<input type="checkbox"/>	8272	Jose	Abalo	07/02/1957	jose@abalo.org	Victorian Bushfire Case Management Service
<input type="checkbox"/>	55182	Muhammad Ali	Abbas	19/06/1983	muhammadaliabbas@delwp.vic.gov.au	ENVIRONMENT, LAND, WATER & PLANNING

Click on **Next**.

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Step 2: Select Stage Schedules

1. Select the relevant Stage Schedules by ticking the tickbox next to the Stage Schedule:

Selected Program: R_GFF (V.0) - General Firefighter (4111) Selected Student: Barrie Aarons, Benjamin Aalbers, Susan Aarjes

Selected Stage Schedule(s): GFF Training Event Healesville, General Firefighter - Accreditation

Stage	Schedule Name	Start Date	End Date	Location	Status	Concession Price (ex GST)	Price (ex GST)
General Firefighter Training Event	<input checked="" type="checkbox"/> GFF Training Event Healesville	12/11/2018	16/11/2018	Healesville, Healesville Sporting Complex	Enrolling	\$0.00	\$0.00
	<input type="checkbox"/> GFF Training Event Reason	10/11/2014	14/11/2014	Healesville, Healesville Sporting Complex	Enrolling	\$0.00	\$0.00
General Firefighter Accreditation	<input checked="" type="checkbox"/> General Firefighter - Accreditation	27/11/2017	1/12/2017	Yellingbo, Lynelyst Park	Enrolling	\$0.00	\$0.00
	<input type="checkbox"/> General Firefighter Units of Competency	1/02/2018	31/12/2018	East Melbourne, 8 Nicholson St	Enrolling	\$0.00	\$0.00

Buttons: Previous, Next, Cancel

Click on **Next**.

Note, if you cannot find the Stage Schedule, untick the 'Show Available Only' tickbox.

Step 4: Finalise Enrolment

1. Next, tick the 'As the nominator and/or trainee requesting...' tick box. Also tick the 'The customer understands the terms and conditions' tick box. Click **Finalise Enrolment** at bottom of the screen.

Payment Method: Payment Not Required

Program Enrolment Details:

- Program: R_GFF (V.0) - General Firefighter
- Stage(s): General Firefighter Training Event
- General Firefighter - Accreditation (starting from 27/11/2017 to 1/12/2017)
- Stage Schedule(s): GFF Training Event Healesville (starting from 12/11/2018 to 16/11/2018)
- Courses:
 - (General Firefighter Capability Assessment) General Firefighter Capability Assessment (General Firefighter Accreditation)
 - (General Firefighter Validation) General Firefighter Validation (General Firefighter Accreditation)
 - (TE55) General Firefighter (General Firefighter Training Event)

Offer Discount: 0

Index	Name	Price	Discount	GST	Amount to pay	Initial Payment
1	Barrie Aarons	0.00	0.00	0.00	0.00	0.00
2	Benjamin Aalbers	0.00	0.00	0.00	0.00	0.00
3	Susan Aarjes	0.00	0.00	0.00	0.00	0.00
Total:					0.00	0.00

Selected Student:

- I have read and understood the Terms and Conditions.
- I am willing to provide evidence of the prerequisites if required.

Buttons: Previous, Finalise Enrolment, Cancel

The selected students are now enrolled into the selected Stage Schedules.

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To ensure that you have enrolled a student correctly, you can go to their enrolment (**Training Records>Enrolments>Edit icon** located next to the student enrolment record):

The screenshot shows the 'Enrolment' management interface. At the top, there is a breadcrumb trail: Home > Training Records > Enrolments > Enrolment 108684. The main area displays enrolment details for enrolment ID 108684, enrollee Pedram Faal Samarin (98189), and course Emergency Vehicle Operations. The enrolment status is 'Completed' and the COE status is 'Select Status'. Below this, there are fields for 'Rejected Reason' and 'Reason Code'. A tabbed interface shows 'Course Schedules' selected, displaying a table with columns for ID, Course Schedule, Course, Person, WVOPO, Start Date, End Date, Location, Actions, and Logs. Two rows are visible: one for 'Capability Assessment' and one for 'Validation', both highlighted with red boxes. At the bottom, there are buttons for 'Email Enrolment' and 'Print Enrolment'.

ID	Course Schedule	Course	Person	WVOPO	Start Date	End Date	Location	Actions	Logs
13882	Emergency Vehicle Operations Capability Assessment	Emergency Vehicle Operations	Pedram Faal Samarin		1/01/2018	31/12/2018	Ballarat Office -cbr Mar & Doughton St	Withdraw Transfer	Result
13883	Emergency Vehicle Operations Validation	Emergency Vehicle Operations	Pedram Faal Samarin		1/01/2018	31/12/2018	Ballarat Office -cbr Mar & Doughton St	Withdraw Transfer	Result

For example, if enrolled correctly in an Accreditation or Re-accreditation Stage Schedule, you will see both the Capability Assessment and the Validation Assessment Courses. To learn how to mark a training event assessment or a capability or validation assessment, please see **Manage Assessments – Quick Reference Guide**.