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

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 **r** and select **Contains** from the menu. Matching Stage Schedules display.
- 4. Identify the relevant Stage Schedule and click Select.

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- 5. The selected stage is highlighted and displays in the Selected Stage section in the top section of the screen.
- 6. Click 2. Select Students. The process moves to the next step.



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Last Updated 18 Oct 2018

Add Course Enrolment	Training Record; > Add Course EaroInnent	۵۵
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1. Pick Schedules 2. Select Students 3. Finalise Enrolment Cancel En	anat .	
Step 1: Pick Schedules		
Course Stage		
5210 - General Firefighter - Training Event MW Healesville		0

OOPS! Wrong Stage Schedule selected

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

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	Training Records » Add Course Enrolment				۵0
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1. Pick Schedules 2. Select Students 3. Finalise Enrolment Cancel Education	noiment				
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Trainees Companies Manager Groups					
Enter search keyword.					
Add new member					
Trainee List Usemame	First Name	Last Name	2	Selected Trainees:	
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JFI51171642	Susan	Aantjes	0		
1FI51158697	Barrie	Aarons	0		
JAOF	Jeremy	Aarons	0		
<u>IFI51226877</u>	Paul	Aarons	0		
<u>5421</u>	Sharon	Aarons	•		
1F151076899	Amiel	Aarsen	•		
CLAIRE ABAKUMENKO	CLAIRE	ABAKUMENKO	•		
IFIS1057735	Jose	Abalo	0		
IFIS1981164	Muhammad Ali	Abbas	0		

STOP

OOPS! Wrong Person selected

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

5. 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.

1. Tick the 'As the nominator and/or trainee requesting...' tick box



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2. Tick the 'The customer understands the terms and conditions' tick box. Click Finalise Enrolment at bottom of the screen.

🕫 Add Course Enrolm	nent » Home » Training Record	s » Add Course Enrolment				٥٩
Navigating away from this page will resu	ult in loss of data.					
1. Pick Schedules 2. Select Students 3. Finalis	ise Enrolment Cancel Enrolment					
Step Three: Finalise Enrolment						
Billing Address						
MR BENUAMIN AALBERS 18 YOUNIG HUSBAND STREET CORRYONG WG 5707 AUSTRALIA Prione: (02) 6071 5300 Change						
Enrolment Details						
Stage selected Stage Name General Firefighter Training Event				Location	Start Date End Date Price 10/11/2014 14/11/2014 0.00	* All prices are in \$ Concession Price 0.00
Student(s) selected Name 1 Benjamin Aalbers	Price Discount 0.00 0.00	GST Amount to pay Payment Method	Initial Payment Description			
If A the nominator and/or trainee requesting this course of the nominator and/or trainee requesting this course of the trainee requestion of the	urse, I declare that the pre-requistes outlined i <u>is and Privacy Notice</u> .	n the course descriptor have been met and I am willing to	provide evidence if required.			
Finalise Enrolment						

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

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💷 Enrolment	» Home » Training Records » Enrolments » Enroln	nent 108684							۵	0
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Id Course Schedule Emergency Vehicle Operations Capability Assmt-2008	Course Emergency Vehicle Operation Capability Assessment			Person Pedram Faal Samarin	WO/PO	Start Date End Date 1/01/2018 31/12/201	Location Ballarat Office_onr Mair & Doveton St	Actions Withdraw Transfer	Logs S)	Result
15943 Emergency Vehicle Operations Validation- 2007	Emergency Vehicle Operation			Pedram Faal Samarin		1/01/2018 31/12/201	Ballarat Office, onr Mair & Doveton St	<u>Withdraw</u> <u>Transfer</u>	9	<u>Result</u>

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**:

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.



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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 fo the screen:

Add Program Enrolment » Home » Training Records » A	Idd Program Enrolment > Pre-Defined Wizard	٥٥
1 Search Program 2 Student 3 Option 4 Enrolment		
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rcus - increasing contractioner (V.0) Total 80 results	Press Net Cond	

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:

d Program: R_GFF [V.0] - Gen	neral Firefighter			Selected Student(s): Susan Aant	jes "Barrie Aarons "Benjamin Aalbers	
r student Student Id	First Name	Last Name	Do8	Errall	Company -	
T	т	Ť	т	T	т	
2039	Benjamin	Aalbers	27/09/1985	benjamin.aalbers@delwp.vic.gov.au		
7144	Susan	Aantjes	16/05/1987	ladis.info@delwp.vic.gov.au	VicPol	
9779	Barrie	Aarons	19/01/1919	ladis.info@delwp.vic.gov.au	CFA District 5 HQ (South West Region)	
3997	Jeremy	Aarons	06/02/1968	jeremy.aarons@delwp.vic.gov.au	ENVIRONMENT, LAND, WATER & PLANNING	
11632	Paul	Aarons	01/11/1951	paul.aarons@police.vic.gov.au	Victoria Police - Dandenong	
24264	Sharon	Aarons	20/09/1961	Sharon.Aarons@ecodev.vic.gov.au	ECONOMIC DEVELOPMENT, JOBS TRANSPORT AND RESOURCES	
26619	Amiel	Aarten	02/09/1984	import@bluegemexplore.com.au		
59445	CLAIRE	ABAKUMENKO	27/11/1979	CLAIREABAKUMENKO@PARKS.VIC.GOV.AU	PARKS VICTORIA.	
272	Jose	Abalo	07/02/1957	jose@abalo.org	Victorian Bushfire Case Managment Service	
5162	Muhammad Ali	Abbas	19/06/1983	muhammadali.abbas@delwp.vic.gov.au	ENVIRONMENT, LAND, WATER & PLANNING	
123456789	10 _ + +					45499 items in 4

Step 2: Select Stage Schedules

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





Add Program Enrolment	Records » Add Program Enrolment » Pre-Defined Wizard			۵
1 ^{Search} 2 ^{Select} 3 ^{Choose} 4 ^{Confirm} Program				
elected Program: R_GFF [V.0] - General Firefighter [4111]	Selected Student Barrie Aarons, Benja	nin Aalbers Susan Aantjes		
elected Stage Schedule(s): GFF Training Event Healesville, General Firefighter - Accreditation				
Program Stages and Schedules (*				
State: All V Location: All V Start Date:	🗊 🖉 Show Available Only			
Stage: General Firefighter Training Event				
Schedule Name	Start Date End Date Location	Status	Concession Price (ex GST)	Price (ex GS
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GFF Training Event Healesville	12/11/2018 16/11/2018 Healesville, Healesville Sporting Complex	Enrolling	\$0.00	\$0.
GFF Training Event Rawson	10/11/2014 14/11/2014 Healesville, Healesville Sporting Complex	Enrolling	\$0.00	so
 Stage: General Firefighter Accreditation 				
Schedule Name	Start Date End Date Location	Status	Concession Price (ex GST)	Price (ex G
т	ТТТТ	т	т	т
General Firefighter - Accreditation	27/11/2017 1/12/2017 Yellingbo, Lyrebird Park	Enrolling	\$0.00	\$0.
 Stage: General Firefighter Units of Competency 				
Schedule Name	Start Date End Date Location	Status	Concession Price (ex GST)	Price (ex G
Т		T	Т	т
General Firefighter Units of Competency 2018	1/01/2018 31/12/2018 East Melbourne, 8 Nicholson St	Enrolling	\$0.00	50.
belect None				

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.

🞜 Ad	d Program Enrolment » Home » Training Records » Add Program Enrolment	t » Pre-Defined Wizard				۵۵
1 Sear	rch 2 ^{Select} 3 ^{Choose} 4 ^{Confirm}					
Payment Met	hod 5 Requires Decoption					
Program Enn Program: Stage(s): Stage Schedu Courses :	Verweit Details: R. GFT [V0] - General Firefighter General Firefighter Training Sevet General Firefighter Accessitation General Firefighter Accessitation General Firefighter Accessitation (General Firefighter Capability Accessment) General Firefighter Capability Accessment [General Firefighter Capability Accessment] General Firefighter Capability Accessment] General Firefighter Capability Accessment [General Firefighter Capability Accessment] General Firefighter Capability Accessment] Genera	rediation]				
Selected Stur	dent .					
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Index 1 2 3	Name Barrie Aarono Berjamin Aalberd Sucan Aarges	Price 0.00 0.00 0.00 Treat-	Discount 0.00 0.00 0.00	GST 0.00 0.00 0.00	Amount to pay 0.00 0.00 0.00	Initial Payment 0.00 0.00 0.00
Ø i have re	ad and understood the Terms and Conditions					
🖉 i am will	ng to provide evidence of the prerequisites if required.					
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**:

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									malakad		_
Enrollee: Pedram Faal Samari	n.(59180)						COE Statu	status: 00	lect Status	Change State Change COB	E Status
Course:							COE Code			Change CO	E Code
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1/01/2018		Program Stage									
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Course Schedules Stage Sc	nedules Australian Compliance Invoices and Pay	ments Comments Withdrawa	ls								
Course Schedules											
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15842 Operations Capability Er Assmit-2008	tergency Vehicle Operation Tapability Assessment				Pedram Faal Samarin		1/01/2018	81/12/2018	Ballarat Office_cnr Mair & Doveton St	Withdraw Transfer	S Result
15843 Emergency Vehicle Operations Validation- 2007 Er	rergency Vehicle Operation				Pedram Faal Samarin		1/01/2018	81/12/2018	Ballarat Office, onr Mair & Doveton St	Withdraw Transfer	S 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**.



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