

# Enrol Students in Existing Training Stage 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 **Y** and select **Contains** from the menu. Matching Stage Schedules display.
4. Identify the relevant Stage Schedule and click **Select**.

Add Course Enrolment > Home > Training Records > Add Course Enrolment

1. Pick Schedules 2. Select Students 3. Finalise Enrolment Cancel Enrolment

Step 1: Pick Schedules

Course: Stage

Selected Stage

Schedule Status

Enrolling Running Completed Canceled

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	IsActive	Public/Private	Status
Select 6568	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator-Training Event- Horsham May 2015	1/05/2015	1/05/2015	Custodian	Horsham, Horsham Office, Natimuk Rd, Wimmera	5	0	\$0.00	Y	Y	●
Select 6572	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Support Crew Member-Training Event-Grampians April 2015	13/04/2015	13/04/2015		Beaufort Workcentre, Midlands	3	0	\$0.00	Y	Y	●
Select 6574	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator-Training Event- Latrobe March 2015	3/03/2015	3/03/2015		Noojee, Baw Baw	9	0	\$0.00	Y	Y	●
Select 6807	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Event- Marysville	13/03/2016	13/03/2016		Marysville, Murrindindi	0	0	\$0.00	Y	Y	●
Select 6822	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Event Loch Sport April 2016	1/04/2016	1/04/2016		Loch Sport, Heyfield	2	0	\$0.00	Y	Y	●
Select 6823	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Event Briagolong April 2016	3/04/2016	3/04/2016		Briagolong	1	0	\$0.00	Y	Y	●
Select 6826	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Horsham 2014	23/10/2014	24/10/2014		Horsham, Horsham Office, Natimuk Rd, Wimmera	1	0	\$0.00	Y	Y	●
Select 6832	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Event Noojee 2016	17/03/2016	17/03/2016	State Multiple	Noojee, Baw Baw	0	0	\$0.00	Y	Y	●
Select 6833	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Event Noojee 2016	17/03/2016	17/03/2016	State Multiple	Noojee, Baw Baw	0	0	\$0.00	Y	Y	●
Select 6835	R_ADD [V.0]	Aerial Dripstorch Operator Training Event	Aerial Dripstorch Operator Training Event Noojee 22/03/2016	22/03/2016	23/03/2016	State Multiple	Noojee, Baw Baw	4	0	\$0.00	Y	Y	●

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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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Add Course Enrolment | Home > Training Records > Add Course Enrolment

1. Pick Schedules | 2. Select Students | 3. Finalise Enrolment | Cancel Enrolment

Step 1: Pick Schedules

Course | **Stage**

Selected Stage

S210 - General Firefighter - Training Event MW Healesville



## 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 | Home > Training Records > Add Course Enrolment

1. Pick Schedules | 2. Select Students | 3. Finalise Enrolment | Cancel Enrolment

Step Two: Pick Trainee

Trainees | Companies | Manager | Groups

Enter search keyword

Add new member

Username	First Name	Last Name	
BS01602972	Benjamin	Aalbers	
BS03442652	Scott	Aarons	
BS01158897	Bamie	Aarons	
AS01	Jenny	Aarons	
BS01228872	Paul	Aarons	
SAS21	Sharon	Aarons	
BS01018899	Amal	Aarons	
CLARE-ABAKUMBEVIC	CLARE	ABAKUMBEVIC	
BS01981738	Jane	Abate	
BS01981268	Muhammad Ali	Abbas	

Selected Trainees:

Benjamin Aalbers



## 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 Enrolment** | Home > Training Records > Add Course Enrolment

1. Pick Schedules | 2. Select Students | 3. Finalise Enrolment | Cancel Enrolment

Step Three: Finalise Enrolment

**Billing Address**

MR BENJAMIN AALBERS  
18 YOUNG HUSBAND STREET  
CORNHOUS VIC 3107  
AUSTRALIA  
Phone: (02) 8071 5300

**Enrolment Details**

Stage selected	Stage Name	Location	Start Date	End Date	Price	Concession Price
General Firefighter Training Event			10/12/2018	14/12/2018	0.00	0.00

Student(s) selected	Name	Price	Discount	GST	Amount to pay	Payment Method	Initial Payment	Description
1	Benjamin Aalbers	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.  
customer understands the [Terms and Conditions](#) and [Privacy Notice](#).

**Finalise Enrolment**

3. 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 106684

Enrolment ID: 106684  
Enrollee: Pedram Faei Samarin (58189)  
Course:   
Enrolment Date: 10/12/18  
Enrolment Type: Program Stage

Enrolment Status: Completed  
COE Status: Select Status  
COE Code:   
Change Status  
Change COE Status  
Change COE Code

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

Id	Course Schedule	Course	Person	WV/PO	Start Date	End Date	Location	Actions	Logs
15842	Emergency Vehicle Operations Capability Assessment	Emergency Vehicle Operations Capability Assessment	Pedram Faei Samarin		1/01/2018	31/12/2018	Ballarat Office, 400 Mar & Doveton St	Withdraw Transfer	Result
15843	Emergency Vehicle Operations Validation	Emergency Vehicle Operations Validation	Pedram Faei Samarin		1/01/2018	31/12/2018	Ballarat Office, 400 Mar & Doveton St	Withdraw Transfer	Result

Email Enrolment | Print Enrolment

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 of the screen:

The screenshot shows the 'Add Program Enrolment' wizard with the 'Search Program' step active. The search results list 'R\_GFF - General Firefighter' as the selected program. The 'Program Details' section on the right shows the selected program name.

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 in the 'Select' column. The first three students (IDs 1039, 7144, and 9779) have their checkboxes selected.

Select	Student Id	First Name	Last Name	Dob	Email	Company
<input checked="" type="checkbox"/>	1039	Benjamin	Aalbers	27/09/1985	benjamin.aalbers@delwp.vic.gov.au	
<input checked="" type="checkbox"/>	7144	Susan	Aarjies	16/05/1987	ladi.info@delwp.vic.gov.au	VicPol
<input checked="" type="checkbox"/>	9779	Barrie	Aarons	19/01/1919	ladi.info@delwp.vic.gov.au	CFA District 5 HQ (South West Region)
<input type="checkbox"/>	3997	Jeremy	Aarons	06/02/1968	jeremy.aarons@delwp.vic.gov.au	ENVIRONMENT, LAND, WATER & PLANNING
<input type="checkbox"/>	11632	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	Aarson	02/09/1984	import@blugamesplora.com.au	
<input type="checkbox"/>	59445	CLARE	ABAKUMENKO	27/11/1979	CLARE.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"/>	55162	Muhammad Ali	Abbas	19/06/1983	muhammadali.abbas@delwp.vic.gov.au	ENVIRONMENT, LAND, WATER & PLANNING

Click on **Next**.

## Step 2: Select Stage Schedules

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

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Add Program Enrolment Home > Training Records > Add Program Enrolment > Pre-Defined Wizard

1 Search Program 2 Select Student 3 Choose Option 4 Confirm Enrolment

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

Program Stages and Schedules

State: All Location: All Start Date: Show Available Only

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

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.

Add Program Enrolment Home > Training Records > Add Program Enrolment > Pre-Defined Wizard

1 Search Program 2 Select Student 3 Choose Option 4 Confirm Enrolment

Payment Method: Payment Not Required

Program Enrolment Details:

Program: R\_GFF (V.0) - General Firefighter  
 Stage(s): General Firefighter Training Event  
 Stage Schedule(s): General Firefighter - Accreditation (starting from 27/11/2017 to 1/12/2017)  
 Courses: (General Firefighter Capability Assessment) General Firefighter Capability Assessment (General Firefighter Accreditation)  
 Offer Discount: 0

Selected Student:

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

I have read and understood the Terms and Conditions.

I am willing 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):

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 ID 108684, enrollee Pedram Faal Samarin (92189), and course Emergency Vehicle Operations. The enrolment date is 10/1/2018 and the type is Program Stage. There are dropdown menus for 'Enrolment Status' (set to Completed), 'COE Status' (set to Select Status), and 'COE Code'. Below this, there are fields for 'Rejected Reason' and 'Reason Code'. A tabbed interface shows 'Course Schedules' selected, displaying a table with two rows. The first row is for 'Emergency Vehicle Operations Capability Assessment 2000' with a 'Capability Assessment' assessment type. The second row is for 'Emergency Vehicle Operations Validation 2000' with a 'Validation' assessment type. Both rows show the enrollee's name, start and end dates (1/01/2018 to 31/12/2018), location (Ballarat Office), and actions (Withdraw, Transfer, Result). At the bottom, there are 'Email Enrolment' and 'Print Enrolment' buttons.

Id	Course Schedule	Course	Assessment	Person	WCI/PO	Start Date	End Date	Location	Actions	Log
15842	Emergency Vehicle Operations Capability Assessment 2000	Emergency Vehicle Operations	Capability Assessment	Pedram Faal Samarin		1/01/2018	31/12/2018	Ballarat Office - cnr Mar & Douglas St	Withdraw Transfer	Result
15843	Emergency Vehicle Operations Validation 2000	Emergency Vehicle Operations	Validation	Pedram Faal Samarin		1/01/2018	31/12/2018	Ballarat Office - cnr Mar & Douglas 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**.