Enrol Students in Exisiting Training Stage Quick Reference Guide

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

Manually Enrol into Training Event Stage

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

AC	dd Course	e Enrolment	» Home » Training Records » Add	Course Enrolmen	t						٨
j j	Navigating away from	this page will result in loss of data	1								
Pick Sched	dules 2. Pick Train	cancel Enrolment									
ep 1:	Pick Schedul	es									
ourse	Stage										
Schedu	ule Status 🕐										
Stago	Schodulos										
Stage	Schedules Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status		
Stage	Schedules Program Identifier	Stage Name public information O	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	Ť	
Stage	Schedules Program Identifier T R_PIO3 [V.0]	Stage Name public information 0 Y Public Information Officer Level 3 Reaccreditation	Stage Schedule Name T Public Information Officer Level 3 - Reacceditation: 1 Jan 2015 - 31 Dec 2015	Actual Start Date T 1/01/2015	Actual End Date	Custodian T State Multiple	Location T East Melb 8 Nicholson St	Cost T S0.00	Status	Ţ	Select
Stage 1d T 2134 2156	Schedules Program Identifier T R_PIO3 (V.0) R_PIO3RR (V.0)	Stage Name public information O Y Public Information Officer Level 3 Reaccredition Public Information Officer Level 3 R&R Rendorsement	Stage Schedule Name Public Information Officer Level 3 - Reaccreditation Jan 2015 - 31 Dec 2015 Public Information Officer Level 3 R&R - Re-endorsement 1 Jan 2015 - 31 Dec 2015	Actual Start Date T 1/01/2015 1/01/2015	Actual End Date T 31/12/2015 31/12/2015	Custodian T State Multiple State Multiple	Location T East Melb 8 Nicholson St East Melb 8 Nicholson St	Cost T \$0.00 \$0.00	Status	Ţ	<u>Select</u>
Stage 14 2134 2156 2194	Schedules Program Identifier T R_PI03 [V.0] R_PI03RR [V.0] R_PI03-CFA [V.0]	Stage Name public information O Y Public Information Officer Level 3 Reaccreditation Public Information Officer Level 3 R&R Rendorsement Public Information Officer Level 3 CFA Rendorsement	Stage Schedule Name T Public Information Officer Level 3 - Reaccreditation: 1 Jan 2015 - 31 Dec 2015 Public Information Officer Level 3 R&R - Re-endorsement: 1 Jan 2015 - 31 Dec 2015 Public Information Officer Level 3 CFA - Re-endorsement: 1 Jan 2015 - 31 Dec 2015	Actual Start Date T 1/01/2015 1/01/2015 1/01/2015	Actual End Date	Custodian Y State Multiple State Multiple	Location T East Melb 8 Nicholson St East Melb 8 Nicholson St East Melb 8 Nicholson St	Cost	Status •	Ţ	Select Select

- 5. The selected stage is highlighted and displays in the **Selected Stage** section in the top section of the screen.
- 6. Click ^{2. Pick Trainee}. The process moves to the next step.

Add Course Enrolment	» Home » Training Records » Add Course Enrolment	۲
Navigating away from this page will result in loss of da	la.	
1. Pick Schedules 2. Pick Trainee Cancel Enrolment		
Step 1: Pick Schedules		
Course Stage		
Selected Stage		
6381 - Stage 2 - Public Information Officer Level 3 Accreditation		٥



Environment, Land, Water and Planning



Enrol Students in Exisiting Training Stage Quick Reference Guide

Step 2: Pick Trainees

- 1. The second step is to identify and select the fire role holders 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 T and select Contains from the menu. Matching fire role holders display.
- 3. Identify the relevant fire role holder and click [©]
- 4. Repeat steps 7 to 8 to add additional fire role holders.

1. Pick Schedules 2. Pick Trainee 3. Finalise Enrolment Cancel Enrolment

Step Two: Pick Trainee

Trainees	Companies	Manager	Groups						
Enter search	keyword		Ø						
Add new m	ember								
Trainee	e List								
Username				First Name	Last Name			Selected Trainees:	
	Ŧ			T	Taylor 🛛 🝸				0
IFIS1659779				Joshua	Taylor	G		June Taylor	0
IFIS123474				Julian	Taylor	G			
IFIS149574				Julie	Taylor	G			
junetaylor				June	Taylor		2		
IF1S956586				Kane	Taylor	G	7		
<u>KT61</u>				Kellie	Taylor	G			
IFIS1273999				Ken	Taylor	G			
IFIS1884450				Kerry-Ann	Taylor	G			
<u>KT41</u>				Kerry-Ann	Taylor	G			
IFIS1595522				Kevin	Taylor	G			
	2 3 4 5 6 7	8 9 10	(F)	Page size: 10 💌		150 items in 15 pag	es		

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. Click the 'As the nominator and/or trainee requesting...' check box
- 2. Click the 'The customer understands the terms and conditions' check box. Click Process Enrolment

Pick Bdtedules 2 Pick Trainee 3 Finalise Errolment Cancel Errolment			
ep Three: Finalise Enrolment			
is a multiple enrolment. The selected students will be the customer for their own enrolment.			
Selected Students			
ine Taylor			
Selected Schedules			
m 81 - Stage 2 - Public Information Officer Level 3 Accreditation	Location	Start Date 1/01/2015	End Date 31/12/2015
k the nominator and/or trainee requesting this course, I declare that the pre-requistes outlined in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am willing to provide eviden in the course descriptor have been met and I am will be eviden in the course descriptor have been met and I am will be eviden in the course descriptor have been met and the course descriptor have been met and the course descriptor have been met an	ace if required.		
			Process Enrolme



Environment, Land, Water and Planning





3. The selected fire role holders are enrolled into the selected Stage Schedule.

STOP OOPS! Wrong Person Added

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

To ensure that you have enrolled a student correctly, you can go to their enrolment (**TRAINING RECORDS** > **ENROLMENTS** > **EDIT ICON LOCATED NEXT TO STUDENT ENROLMENT RECORD**) and check:

=8	Enrolmen	» Home » Training Records » Enrolments » Enrolm	ent 85539							۵0
Enro	iment ID: 85539					5	Status: App	roved	▼ Change St	atus
Enro June	illee: Taylor (49858)	Course:		Enrolment Date: 1/01/2015	rolment Date: Enrolment Type: 1/2015 Course					
Reje	cted Reason 🕐									
Reas	son Code 🕑									
Cou	rse Schedules Stage	Schedules Australian Compliance Invoices and Paym	ents Comments	Withdrawals						
Cou	rse Schedules									
Id	Course Schedule	Course		Person	WO/PO	Start Date	End Date	Location	Actions	Logs
<u>13620</u>	Public Information Officer Level 3 Capability Asse-2000	Public Information Officer Level 3 Capability Assessment		June Taylo	ſ	1/01/2015	31/12/2015	East Melb 8 Nicholson St	<u>Withdraw</u> <u>Transfer</u>	9
<u>13621</u>	Public Information Officer Level 3 Validation-2000	Public Information Officer Level 3 Validation		June Taylo	1	1/01/2015	31/12/2015	East Melb 8 Nicholson St	<u>Withdraw</u> <u>Transfer</u>	9

If enrolled correctly in an accreditation or re-accreditation, you will see both the Capability Assessment and the Validation unit that comprise these particular courses. To learn how to add an assessment once training is completed, please see **Manage Assessments – Quick Reference Guide**



delwp.vic.gov.au