Manage Informal Training Events Quick Reference Guide

This Quick Reference Guide (QRG) outlines how to schedule Informal Training Events.

In LaDIS, Formal Training Events are created under Stages. When new Stage Schedules are created, they are scheduled as Short Courses available for enrolment. Informal Training Events are those Short Courses not related to the awarding of a capability; these can be briefings, refreshers or related to specific skill sets. These are set up as Short Courses in LaDIS (but not associated with Stages).

Under no circumstances must you create any new Courses or Stages in LaDIS – schedule those created for you. If what you want to schedule does not exist in LaDIS, contact the Workforce Development Unit by going to the following website and raising a support ticket:
https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33

This QRG assumes you are logged into LaDIS with the relevant access level and permissions.

Public Visibility

When scheduling Training Events in LaDIS, you have the ability to make them **Public Visible**.

Not clicking the **Public Visible** check box effectively means the scheduled Training Event is draft; it can't be seen by LaDIS users unless they are authorised users and it does not display as available for enrolments.

Checking the **Public Visible** check box makes the schedule visible to all LaDIS users and available for enrolments.

Schedule an Informal Training Event

Informal Training Events are not part of an accredited program (that leads to a capability) but are scheduled from time to time to meet specific needs; for example, refreshers and briefings. Informal courses are created by the Workfoce Development Unit and are available for you to schedule as required; contact them if the Informal course type you need is not available by going to the following website and raising a support ticket:
https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33

The following steps outline how to schedule an Informal Training Event.

1. From the LaDIS home page, hover your mouse over the **Curriculum>Schedules** menu then click **Course Schedules** from the drop-down list
2. The list of courses currently scheduled displays.
3. Click [Add New Schedule]
4. Click the **Course** drop-down menu then locate and select the required Informal Course.
5. Click [Create Schedule]. A new schedule for the selected Informal Training Event displays.
6. Click in the **Start Date** field then select the Training Event start date using the calendar selector pop-up.
7. Click in the **End Date** field then select the Training Event end date using the calendar selector pop-up.
8. Click in the **Duration** field and drop-down menu then set the Training Event duration.
9. Click the **Is Active** checkbox.
10. Click the **Public Visible** checkbox.
11. Click in the **Minimum No of Students** field then type a number equal to or greater than 1.
12. Click in the **Maximum No of Students** field then type the relevant number.
13. Select one or more of the catering check boxes if required.
14. Click the **Delivery** drop-down menu then select the relevant training delivery mode.

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15. Click the **Location** drop-down menu then select the relevant Training Event location from the list.
16. Click the **Custodians** tab.
17. Locate and click the relevant Custodian option by clicking on the Owner name (not the radio button).
18. Click [Save And Continue]. The Informal Training Event is now scheduled.

Manually Enrol Students into an Informal Training Event

This section describes how to add participants to an Informal Training Event. There are three steps to this process; these are described in this section.

Step 1 Pick Schedules

The first step is to locate and select the relevant Course Schedule. The following steps outline how to do this.

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 with the **Course** Tab active.
2. In the **Course** Tab, click in the list field then locate and click the required Informal Course in the drop-down list
3. Identify the Course Schedule into which you want to enrol fire role holders then click ⊕
   The selected Course displays in the **Selected Course** section to the right of the screen.
4. Click [2. Select Students]. The process moves to the next step.

🛑 OOPS! Wrong Course Schedule selected

To remove a Course, click 🔴 adjacent to the Course name in the Selected Course list.

Step 2: Pick Trainee

The second step is to identify and select the students you want to enrol into the selected Course Schedule. The following steps outline how to do this.

5. Click in the **Last Name** search field and type the last name of a relevant fire role holder

6. Click the [▼] and select **Contains** from the menu
   Matching fire role holders display.

7. Identify the relevant fire role holder and click ⊕
   Repeat steps 5 to 7 to add additional students.
8. Click [3. Finalise Enrolment]. The process moves to the next step.

🛑 OOPS! Wrong Student selected

To remove a fire role holder, click 🔴 adjacent to their name in the Selected Trainees list.

Step 3: Finalise Enrolment

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

9. Click the **As the nominator and/or trainee requesting…** check box
10. Click the **The customer understands the terms and conditions** check box

11. Click [Finalise Enrolment]

The selected students are enrolled into the selected Course Schedule.

Marking the Training Event Assessments

For this Step, pls refer to the **Manage Assessments Quick Reference Guide.**

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