

# Enrol in Units of Competency Stage in LaDIS - Quick Reference Guide

This QRG is specific to enrolment for Units of Competency. Also refer to **Enrol Student In Existing Training Stage** for further guidelines.

## Check Enrolment Status

Before you begin, you need to determine if the student is already enrolled. You can do this by clicking **TRAINING RECORDS > ENROLMENTS** then selecting the **Program and Stage** tab. From here you can search for the specific course name (R\_GFF or R\_CL)

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### Enrolments

» Home » Training Records » Enrolments

Person	Schedule	Program and Stage	AQF Program (Qualification)	Company/Group	Stream	Duration	Is Active	Enrolment Count
R_GFF								
> R_GFF			0	General Firefighter			True	1786

Click on the chevron to display. Select the General Firefighter Unit of Competency by clicking on the arrow next to it

Person	Schedule	Program and Stage	AQF Program (Qualification)	Company/Group	Stream	Duration	Is Active	Enrolment Count
R_GFF								
> R_GFF			0	General Firefighter			True	1786
Stage								
General Firefighter Training Event								
General Firefighter Accreditation								
General Firefighter Units of Competency								
General Firefighter Reaccreditation								

Search for the student using their full name in the **Person** search box. If the student is there, you do not need to enrol them.

Enrolment ID	Person	Stage Schedule	Enrolment Date	Status	Payment Details (\$)	Prerequisite Checked	
87192	AARON DOMEYER	General Firefighter Units of Competency - Inflight assessments	1/01/2015	Completed	View	<input checked="" type="checkbox"/>	Selected
94109	Adam Galpin	General Firefighter Units of Competency - Inflight assessments	19/01/2016	Completed	View	<input checked="" type="checkbox"/>	Selected
94261	Alexanda Thorpe	General Firefighter Units of Competency - Midlands	21/11/2016	Approved	View	<input checked="" type="checkbox"/>	Selected
89685	Alexander Lines	General Firefighter Units of Competency - Inflight assessments	23/05/2016	Completed	View	<input checked="" type="checkbox"/>	Selected
76402	ALLAN STOTT	General Firefighter Units of Competency - Inflight assessments	20/04/2015	Completed	View	<input checked="" type="checkbox"/>	Selected
88121	ANDREW MCLEOD	General Firefighter Units of Competency - Inflight assessments	1/01/2015	Completed	View	<input checked="" type="checkbox"/>	Selected
94321	ANDREW SAUNDERS	General Firefighter Units of Competency - Midlands	21/11/2016	Approved	View	<input checked="" type="checkbox"/>	Selected
76410	Andrew Wall	General Firefighter Units of Competency - Inflight assessments	13/04/2015	Completed	View	<input checked="" type="checkbox"/>	Selected
92260	Angela Ison	General Firefighter Units of Competency - Wimmera	24/10/2016	Approved	View	<input checked="" type="checkbox"/>	Selected
92261	Angus Robinson	General Firefighter Units of Competency - Wimmera	24/10/2016	Approved	View	<input checked="" type="checkbox"/>	Selected

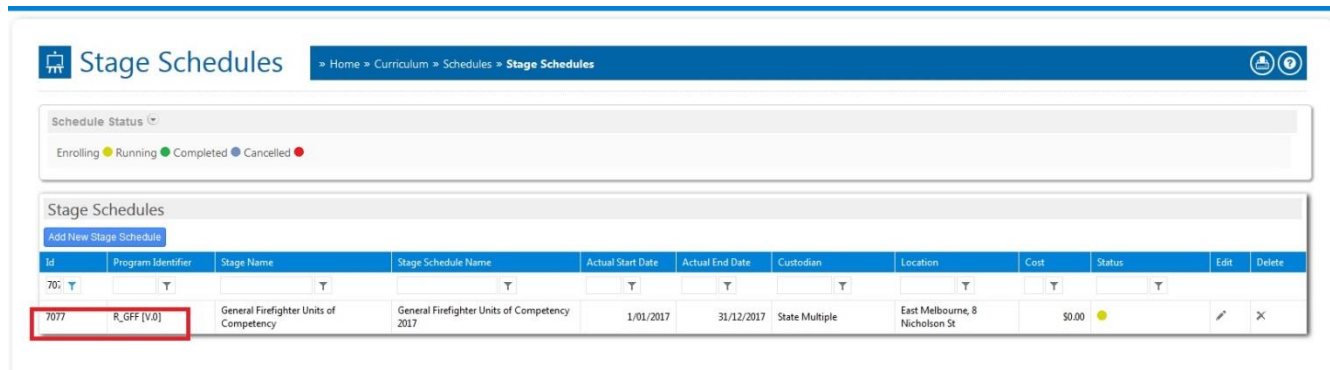
Page size: 10 | 123 items in 13 pages

# Enrol in Units of Competency Stage in LaDIS - Quick Reference Guide

## Enrol Students into the Units of Competency Stage

The first step is to locate and select the **correct** Stage Schedule.

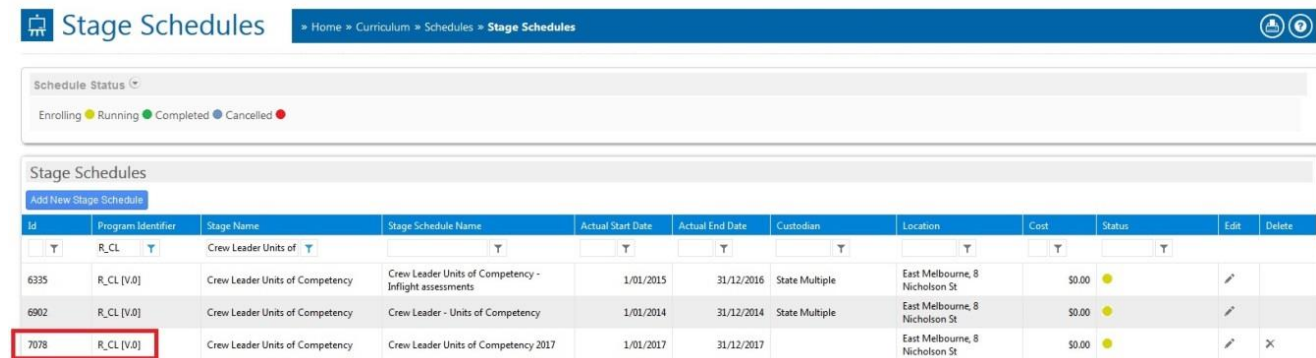
For 2017, there are only two Units of Competency that you will need to enrol students into. For General Firefighter it will be **R\_GFF 7077**



The screenshot shows the 'Stage Schedules' page in LaDIS. The breadcrumb trail is 'Home > Curriculum > Schedules > Stage Schedules'. Below the breadcrumb is a 'Schedule Status' filter with options: Enrolling (yellow dot), Running (green dot), Completed (blue dot), and Cancelled (red dot). The main table lists stage schedules with columns: Id, Program Identifier, Stage Name, Stage Schedule Name, Actual Start Date, Actual End Date, Custodian, Location, Cost, Status, Edit, and Delete. The row for '7077 R\_GFF [V.0]' is highlighted with a red box. The 'Status' column for this row shows a yellow dot.

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	Edit	Delete
7077	R_GFF [V.0]	General Firefighter Units of Competency	General Firefighter Units of Competency 2017	1/01/2017	31/12/2017	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	●		

And for Crew Leader it will be **R\_CL 7078**



The screenshot shows the 'Stage Schedules' page in LaDIS. The breadcrumb trail is 'Home > Curriculum > Schedules > Stage Schedules'. Below the breadcrumb is a 'Schedule Status' filter with options: Enrolling (yellow dot), Running (green dot), Completed (blue dot), and Cancelled (red dot). The main table lists stage schedules with columns: Id, Program Identifier, Stage Name, Stage Schedule Name, Actual Start Date, Actual End Date, Custodian, Location, Cost, Status, Edit, and Delete. The row for '7078 R\_CL [V.0]' is highlighted with a red box. The 'Status' column for this row shows a yellow dot.

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	Edit	Delete
6335	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader Units of Competency - Inflight assessments	1/01/2015	31/12/2016	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	●		
6902	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader - Units of Competency	1/01/2014	31/12/2014	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	●		
7078	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader Units of Competency 2017	1/01/2017	31/12/2017		East Melbourne, 8 Nicholson St	\$0.00	●		

Please **DO NOT** enrol any students for the 2017 calendar year into any other schedule other than above..

# Enrol in Units of Competency Stage in LaDIS - Quick Reference Guide

## Enrolling Students into the Units of Competency Stage

1. Click **Training Records > Add Course Enrolment**. Click on the **Stage** tab and search for the unit of competency you need to enrol students into. Click **Select** once located.

1. Pick Schedules 2. Pick Trainee Cancel Enrolment

Step 1: Pick Schedules

Course Stage

Schedule Status  
Enrolling Running Completed Cancelled

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	
6335	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader Units of Competency - Inflight assessments	1/01/2015	31/12/2016	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling	Select
6902	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader - Units of Competency	1/01/2014	31/12/2014	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling	Select

You can also use the **ID** search bar to locate the course by simply typing in either **7077** OR **7078** and clicking **Equals to** from the search button located next to the search box.

Stage Schedules

Home > Curriculum > Schedules > Stage Schedules

Schedule Status  
Enrolling Running Completed Cancelled

Stage Schedules

Add New Stage Schedule

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location
7077	R_GFF [V.0]	General Firefighter Units of Competency	General Firefighter Units of Competency 2017	1/01/2017	31/12/2017	State Multiple	East Melbourne, 8 Nicholson St

2. The next step is exactly the same as QRG **Enrolling Students into an Existing Training Stage**. Click **Pick Trainee** and then search for the desired student. Click the green circle next to their name so that they appear under the **Selected Trainees** side column. Once students are selected click **Finalise Enrolment** at the top of the screen.

# Enrol in Units of Competency Stage in LaDIS - Quick Reference Guide

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

Navigating away from this page will result in loss of data.

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

## Step Two: Pick Trainee

Trainees Companies Manager Groups

Enter search keyword...  
Add new member

Username	First Name	Last Name
	Sarah	Brown
SB2F	Sarah	Brown
SB3Q	Sarah	Brown

Selected Trainees:  
Sarah Brown

3. Check that the details are all correct for the proposed enrolments, then check both the check boxes at the bottom of the screen before clicking **Finalise Enrolments**.

## Step Three: Finalise Enrolment

This is a multiple enrolment. The selected students will be the customer for their own enrolment.

**Selected Students**  
Sarah Brown

Item	Location	Start Date	End Date	Fee (Tax Excl)
6395 - Stage 3 - Crew Leader Units of Competency - Inflight assessments		1/01/2015	31/12/2016	\$0.00
No. of Students:				1
Total Fees:				\$0.00

**Payment Details**  
Amount to pay: \$0.00  
Payment Method: Payment Not Required  
Description: Payment Not Required

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

Process Enrolment

## Mark the Assessments

Manage Assessments Quick Reference Guide.

## Generate the Certificates

Please see the **Generating and Printing Certificates Quick Reference Guide**.