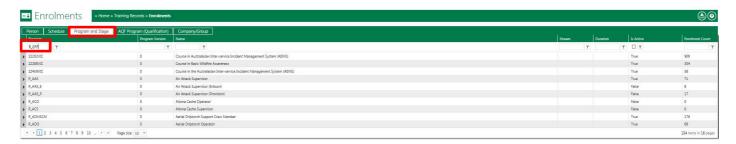
# Enrol in Units of Competency Stage in LaDIS - Quick Reference Guide

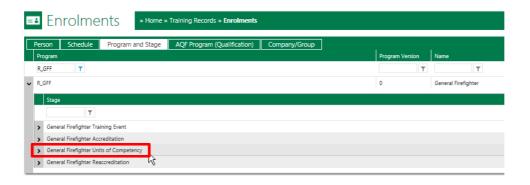
This QRG is specific to enrolment for Units of Competency. Also refer to **Enrol Student**In Existing Training Stage for further guidelines.

#### **Check Enrolment Status**

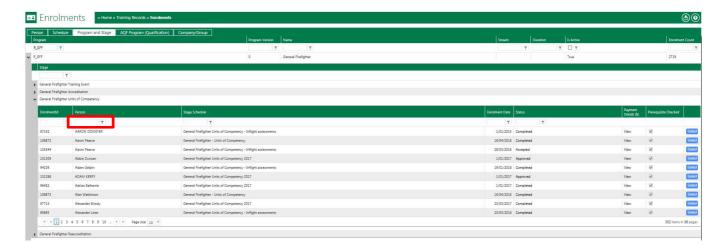
Before you begin, you need to determine if the student is already enrolled. You can do this by clicking **Training Records Records>Enrolments** then selecting the **Program and Stage** tab. From here you can search for the specific course name (R\_GFF or R\_CL)



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



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.



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

#### **Enrol Students into the Units of Competency Stage**

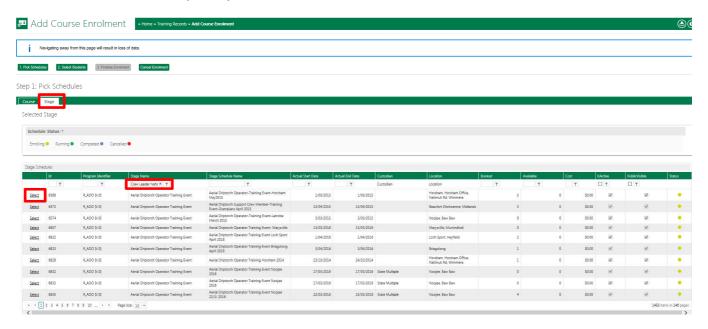
The first step is to locate and select the **correct** Stage Schedule.

There is an annual schedule for both General Firefighter and Crew Leader, ensure that you chose the **correct** annual Stage Schedule. Eg. for 2018, the correct Stage Schedule for General Firefighter would be 'General Firefighter Units of Competency 2018' as per below:



#### **Enrolling Students into the Units of Competency Stage**

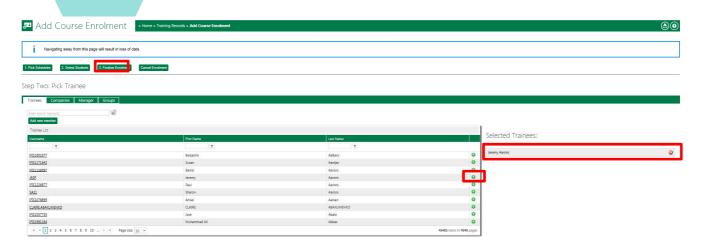
Click **Training Records > Add Course Enrolment**. Click on the **Stage** tab and search for the unit of competency you need to enrol students into eg. Search under **Stage Name** and type in General Firefighter Units of Competency or Crew Leader Units of Competency. Click **Select** once located.



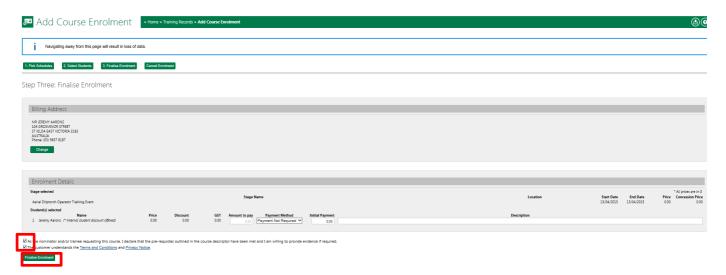
You can also use the **ID** column filter to locate the course by simply clicking on the ID filter symbol and typing the Stage Schedule number (if you know it) and clicking **EqualTo**.

Click **Select Students** and then search for the desired student eg. by using the Last Name search filter. Click the green plus sign 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



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**.



#### **Mark the Assessments**

Manage Assessments Quick Reference Guide.

#### **Generate the Certificates**

Please see the Generating and Printing Certificates Quick Reference Guide.