

# 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)

Program	Program Version	Name	Stream	Duration	Is Active	Enrolment Count
R_GFF	0	Course in Australian Inter-service Incident Management System (AIMS)			True	906
2202VIC	0	Course in Basic Wildfire Awareness			True	304
2249VIC	0	Course in the Australian Inter-service Incident Management System (AIMS)			True	58
R_AAS	0	Air Attack Supervisor			True	71
R_AASLE	0	Air Attack Supervisor (Erikson)			False	8
R_AASLP	0	Air Attack Supervisor (Provisional)			False	17
R_AASO	0	Alarms Callie Operator			False	0
R_AASL	0	Alarms Callie Supervisor			False	0
R_AADMSM	0	Aerial Dipstorch Support Crew Member			True	176
R_AASO	0	Aerial Dipstorch Operator			True	68

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

Program: R\_GFF, Program Version: 0, Name: General Firefighter

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 (R)	Prerequisite Checked
87792	AARON DOMAYER	General Firefighter Units of Competency - Inflight assessments	1/01/2015	Completed	View	☑
106872	Aaron Pearce	General Firefighter - Units of Competency	16/04/2018	Completed	View	☑
105344	Aaron Pearce	General Firefighter Units of Competency - Inflight assessments	28/03/2018	Accepted	View	☑
101309	Abbie Duncan	General Firefighter Units of Competency 2017	1/01/2017	Approved	View	☑
94109	Adam Galpin	General Firefighter Units of Competency - Inflight assessments	19/01/2016	Completed	View	☑
101286	ADAM KERRY	General Firefighter Units of Competency 2017	1/01/2017	Approved	View	☑
96482	Adrian Beharrie	General Firefighter Units of Competency 2017	1/01/2017	Completed	View	☑
106873	Alan Wilkinson	General Firefighter - Units of Competency	16/04/2018	Completed	View	☑
97713	Alexander Brody	General Firefighter Units of Competency 2017	23/09/2017	Completed	View	☑
89885	Alexander Lines	General Firefighter Units of Competency - Inflight assessments	23/05/2016	Completed	View	☑

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## 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:

ID	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	IsActive	PublicVisible	Status
7854	R_ADO IV (E)	General Firefighter Units of Competency	General Firefighter Units of Competency 2018	1/05/2018	31/12/2018	State Multiple	East Melbourne, 8 Nicholson St	3	247	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>

## 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.

ID	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	IsActive	PublicVisible	Status
4988	R_ADO IV (E)	Crew Leader Unit of Competency	Aerial Drip torch Operator Training Event-Horsham May 2015	1/05/2015	1/05/2015		Horsham, Horsham Office, Natimuk Rd, Wimmera	5	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6572	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Support Crew Member-Training Event-Grampians April 2015	13/04/2015	13/04/2015		Beaufort Workcentre, Midlands	3	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6574	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event-Lanrobe March 2015	3/03/2015	3/03/2015		Noojee, Baw Baw	9	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6807	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event-Marysville	13/03/2016	13/03/2016		Marysville, Murrindindi	0	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6822	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event-Loch Sport April 2016	1/04/2016	1/04/2016		Loch Sport, Heyfield	2	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6823	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event-Braggalong April 2016	3/04/2016	3/04/2016		Braggalong	1	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6826	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Horsham 2014	23/10/2014	24/10/2014		Horsham, Horsham Office, Natimuk Rd, Wimmera	1	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6832	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event Noojee 2016	17/03/2016	17/03/2016	State Multiple	Noojee, Baw Baw	0	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6833	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event Noojee 2016	17/03/2016	17/03/2016	State Multiple	Noojee, Baw Baw	0	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>
6835	R_ADO IV (E)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event Noojee 22/3/2016	22/03/2016	23/03/2016	State Multiple	Noojee, Baw Baw	4	0	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="color: green;">●</span>

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.

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

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

Step Two: Pick Trainee

Trainees | Companies | Manager | Groups

Enter search keyword:

Add new member

Username	First Name	Last Name	
US01052837	Benjamin	Aalbers	<input type="checkbox"/>
US01171424	Susan	Aalbers	<input type="checkbox"/>
US01188887	Brian	Aarons	<input type="checkbox"/>
US01188887	Jeremy	Aarons	<input checked="" type="checkbox"/>
US01226877	Paul	Aarons	<input type="checkbox"/>
US01226877	Sharon	Aarons	<input type="checkbox"/>
US01279833	Aerial	Aarons	<input type="checkbox"/>
US01279833	CLARE ABRAHAMENKO	ABALLMENICO	<input type="checkbox"/>
US01279833	Josie	Abbas	<input type="checkbox"/>
US01281184	Muhammad Ali	Abbas	<input type="checkbox"/>

Selected Trainees:

Jeremy Aarons

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**.

**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 JEREMY AARONG  
104 GROSVENOR STREET  
ST CLAIR EAST VICTORIA 3183  
AUSTRALIA  
Phone: (03) 9837 8287

Change

Enrolment Details

Stage selected: Aerial Dip torch Operator Training Event | Stage Name: | Location: | Start Date: 13/04/2018 | End Date: 13/04/2018 | Price: 0.00 | Concession Price: 0.00

Students selected	Name	Price	Discount	GST	Amount to pay	Payment Method	Initial Payment	Description
1	Jeremy Aarons (*) Internal student discount offered	0.00	0.00	0.00	0.00	Payment Not Required	0.00	

As a 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](#).

**Finalise Enrolment**

## Mark the Assessments

Manage Assessments Quick Reference Guide.

## Generate the Certificates

Please see the [Generating and Printing Certificates Quick Reference Guide](#).