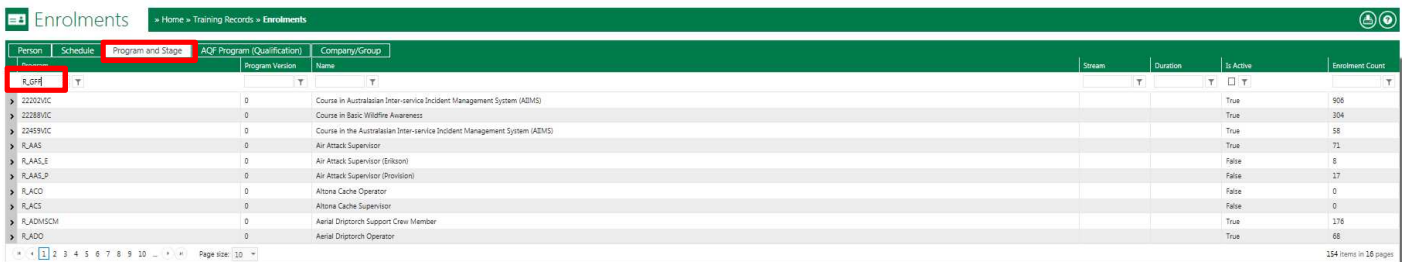


Enrol in Units of Competency Stage Schedule in LaDIS - Quick Reference Guide

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

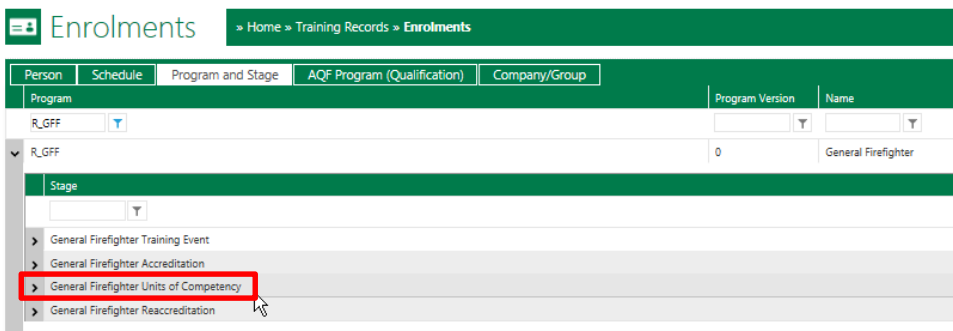
Check Enrolment Status

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)



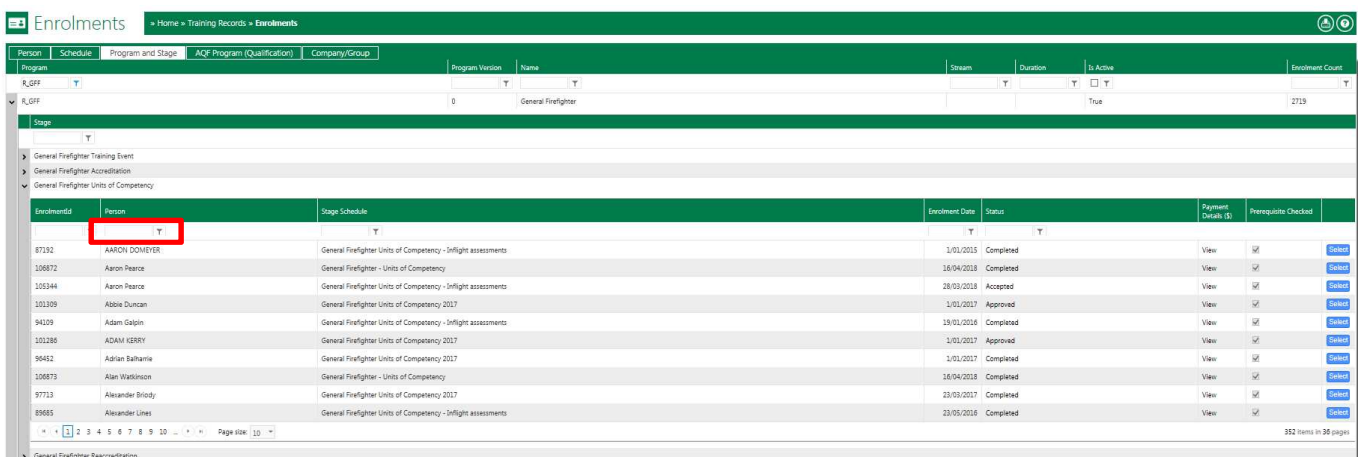
Person	Schedule	Program and Stage	AQF Program (Qualification)	Company/Group	Stream	Duration	Is Active	Enrolment Count
R_GFF	Y							
> 2202VIC			0	Course in Australian Inter-service Incident Management System (AIMS)			True	906
> 2228VIC			0	Course in Basic Wildfire Awareness			True	304
> 2249VIC			0	Course in the Australian Inter-service Incident Management System (AIMS)			True	58
> R_AAS			0	Air Attack Supervisor			True	71
> R_AASL			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_AASOP			0	Alarms Callie Supervisor			False	0
> R_AADSM			0	Aerial Dismount Support Crew Member			True	174
> R_AASO			0	Aerial Dismount Operator			True	68

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	Program Version	Name
R_GFF	Y					
> R_GFF			0	General Firefighter		
Stage						
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.



EnrolmentID	Person	Stage Schedule	Enrolment Date	Status	Payment Details (B)	Prerequisites Checked
87182	AARON DOMAYER	General Firefighter Units of Competency - Inflight assessments	1/01/2015	Completed	View	☑
108872	Aaron Pearce	General Firefighter - Units of Competency	16/04/2018	Completed	View	☑
103344	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	18/01/2016	Completed	View	☑
101285	ADAM KERRY	General Firefighter Units of Competency 2017	1/01/2017	Approved	View	☑
96482	Adrian Bathania	General Firefighter Units of Competency 2017	1/01/2017	Completed	View	☑
108873	Alan Wilkinson	General Firefighter - Units of Competency	16/04/2018	Completed	View	☑
97713	Alexander Brindy	General Firefighter Units of Competency 2017	23/03/2017	Completed	View	☑
89665	Alexander Lines	General Firefighter Units of Competency - Inflight assessments	23/05/2016	Completed	View	☑

Enrol in Units of Competency Stage Schedule 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:

Stage Schedules

Schedule Status: Enrolling, Running, Completed, Canceled

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	IsActive	PublicVisible	Status
1694	R_GFF IV (I)	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	Y	\$0.00	Y	Y	●

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.

Add Course Enrolment

Step 1: Pick Schedules

Course: **Stage**

Selected Stage

Schedule Status: Enrolling, Running, Completed, Canceled

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Booked	Available	Cost	IsActive	PublicVisible	Status
6568	R_ADDO IV (I)	Crew Leader Nasic-K	Aerial Drip torch Operator Training Event	1/05/2015	1/05/2015	Custodian	Horsham, Horsham Office, Naticmuk Rd, Wimmera	5	Y	\$0.00	Y	Y	●
6572	R_ADDO IV (I)	Aerial Drip torch Operator Training Event	Aerial Drip torch Support Crew Member-Training Event-Geelong April 2015	13/04/2015	13/04/2015		Beaufort Workcentre, Midlands	3	Y	\$0.00	Y	Y	●
6574	R_ADDO IV (I)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event-Latrobe March 2015	3/03/2015	3/03/2015		Noojee, Baw Baw	5	Y	\$0.00	Y	Y	●
6807	R_ADDO IV (I)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event- Marysville	18/03/2016	18/03/2016		Marysville, Murrindindi	0	Y	\$0.00	Y	Y	●
6822	R_ADDO IV (I)	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	Y	\$0.00	Y	Y	●
6823	R_ADDO IV (I)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event Brigalolong April 2016	3/04/2016	3/04/2016		Brigalolong	1	Y	\$0.00	Y	Y	●
6826	R_ADDO IV (I)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Horsham 2014	23/10/2014	24/10/2014		Horsham, Horsham Office, Naticmuk Rd, Wimmera	1	Y	\$0.00	Y	Y	●
6832	R_ADDO IV (I)	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	Y	\$0.00	Y	Y	●
6833	R_ADDO IV (I)	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	Y	\$0.00	Y	Y	●
6835	R_ADDO IV (I)	Aerial Drip torch Operator Training Event	Aerial Drip torch Operator Training Event Noojee 20/3/2016	22/03/2016	23/03/2016	State Multiple	Noojee, Baw Baw	4	Y	\$0.00	Y	Y	●

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 Schedule in LaDIS - Quick Reference Guide

1. Pick Schedules 2. Select Students 3. Finalise Enrolment Cancel Enrolment

Step Two: Pick Trainee

Trainers Companies Manager Groups

Enter search keyword:

Add new member

Username	First Name	Last Name	
US010020377	Benjamin	Aalbers	
US011314242	Susan	Aarons	
US011448897	Brian	Aarons	
US011448897	Jeremy	Aarons	<input checked="" type="checkbox"/>
US012068777	Paul	Aarons	
US012068777	Sharon	Aarons	
US012798899	Aerial	Aarons	
US012798899	CLARE ABRAMMENICO	ABALLMENICO	
US012798899	Jose	Abao	
US012811844	Muhammad Ali	Abbas	

Selected Trainees:

Jeremy Aarons

45482 items in 4548 pages

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**.

1. Pick Schedules 2. Select Students 3. Finalise Enrolment Cancel Enrolment

Step Three: Finalise Enrolment

Billing Address

MR JEREMY AARONS
104 GROSVENOR STREET
ST CLAIR EAST VICTORIA 3189
AUSTRALIA
Phone: (03) 9837 8287

Change

Enrolment Details

Stage selected: Aerial Diptorch Operator Training Event

Stage Name: Location: Start Date: 13/04/2018 End Date: 13/04/2018 Price: 0.00 Concession Price: 0.00

Students(s) 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](#).