

Supervisor Quick Reference Guide

Supervisor Introduction

Coupled with the LaDIS features available to you as a Student, as a Supervisor you have additional functionality available to you.



For LaDIS support, contact your regional training coordinator. If they are unable to assist, they will escalate your issue accordingly and come back to you with a solution.

This Quick Reference Guide (QRG) assumes you are logged into LADIS with the relevant user access and permissions.

View Staff Training Information

As a supervisor you have the ability to view the Personal Details and Training Profile information for the staff you manage.

The following steps outline how to access staff information in LADIS.

1. From the LADIS home page, hover your mouse over the **Members** menu then click **Staff Managers** from the drop-down list

The **Staff Managers** screen displays; any staff for whom you are the supervisor display as a list.

2. Click the **Payroll Number** link for any staff member training details for the selected staff member display, opening on the **Personal Details** tab.

Changes to Organisation Structure

As changes to the organisation structure are reflected in the relevant HR systems, these will flow through into LADIS. This means you will always have visibility of your current staff – there are no actions for you to perform.

Emergency Role Development Plan (ERDP) Workflow

Supervisors play a role in the ERDP approval workflow. ERDPs are driven by a status which is updated to reflect the approval status of the plan. The table below describes each ERDP status.

| Status | Description |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Draft | Editing status; to make any changes to an ERDP, it must be reverted to a status of Draft. |
| Ready for Supervisor Approval | Set by the creator of the ERDP, this status informs student's supervisor the ERDP is ready for their approval. |
| Ready for Fire Business Approval | Set by the student's supervisor, this status informs the regional training coordinator the ERDP is ready for their approval. |
| Approved | Set by the regional training coordinator, this status informs the student and their supervisor the ERDP is approved. You are not able to set this status for an ERDP. |
| Deferred | ERDP is deferred for a set period of time. You are not able to set this status for an ERDP. |

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You will receive an email notification when an ERDP for one of the staff you manage is ready for your approval. The following steps outline how to provide supervisor approval of an ERDP.

1. From the LADIS home page, hover your mouse over the **Members** menu then click **Emergency Role Development Plans** from the drop-down list

ERDPs for the staff you manage display. The **Status** column will indicate those in a status of **Ready for Supervisor Approval**.

2. Click **More Details**

The **More Details** pop-up window displays allowing you to edit the student's ERDP.

Review the ERDP

Selecting any Program in an ERDP will display more of its composite parts.



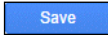

| ERDP Element | Description |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program | The name of the emergency role the student is aspiring to achieve. |
| Stages | Each program will contain a Training Event stage and an Accreditation stage. |
| Courses | Selecting the Training Event stage will display the actual course to be attended Selecting the Accreditation stage displays any relevant capability assessments and validation/endorsement activities to be completed. |

These sections are linked to assessment items associated with training event attendance, capability assessments and validation/endorsement tasks.

As assessments are completed, these sections will update to show completion dates, last updated dates and the user to last update.

Respond to the Approval Request

The following steps outline how to respond to an approval request for an ERDP.

3. Click the  to close the **More Details** pop-up window.
4. Click the .
5. Click the **Status** drop-down menu and select **Ready for Fire Business Approval**
6. Click the  button
7. Click  on the confirmation pop-up

The ERDP is approved at the supervisor level and has progressed to your fire business representative (usually your regional training coordinator) for their approval.

If you do not agree with the ERDP, you will need to contact the individual or district or regional training coordinator to discuss your concerns and agree further actions before approval.



Other Items?

There is no need for you to use the **Change Password**, **Enrolments**, **Pending Approvals** or **Formal Training Plans** options.