

# Add new Training Stage Schedule Quick Reference Guide

This Quick Reference Guide (QRG) outlines how to add new Training Events, Accreditation and Re-Accreditation stages.

In LaDIS, Training Events are defined as Stages. When new Stage Schedules are created, they are scheduled as events available for enrolment.

**Under no circumstances must you create any new Stages in LaDIS** – schedule those created for you. If what you want to schedule does not exist in LaDIS, contact [support@ffm.vic.gov.au](mailto:support@ffm.vic.gov.au)

## Schedule a Training Event, Accreditation or Re-Accreditation

Scheduling a Training Stage has two steps:

1. Schedule the **Training Event Stage**
2. Schedule the related **Accreditation Stage for the same dates**

This ensures fire role holders are enrolled into both the Training Event and have the requisite Capability and Validation Assessments assigned to them through the Nominations Process. **Failure to do this will mean fire role holders cannot be accredited in the relevant capability.**

## Schedule the Stage

1. From the LaDIS home page, hover your mouse over the **Curriculum>Schedules** menu then click **Stage Schedules** from the drop-down list. The **Stage Schedule** screen displays. Click [Add New Stage Schedule](#)
2. The Schedule screen displays the **1 CREATE Stage Schedule**.
3. Go to **Select Stage** and search and select the correct Stage from the drop down menu
4. Click in the **Stage Schedule Name** field and type a name; the required convention is [Capability Name] Training Event. eg. Resources Officer Level 2 Training Event. Eg. General Firefighter Accreditation.
5. Check the **'Do You Want to Auto Generate Course Schedules?'**, **Is Active** and **Public Visibility** checkbox. Click **Next**.

**Add New Stage Schedule** » Home » Curriculum » Schedules » Program Stage Schedules » Add New Schedule

**1 CREATE Stage Schedule** **2 SET Schedule Defaults** **3 SELECT Course Schedules** **4 APPLY AVETMISS Settings** **5 SAVE Confirm & Save**

Select Stage

\* Select Stage:  
Aerial Driptorch Operator Accreditation

Stage Schedule Details

\* Stage Schedule Name:  
Aerial Driptorch Operator Accreditation

Price:  
Enter a price here...

Do you want to auto generate Course Schedules?

Settings

GST Applicable  
 GST Inclusive  
 Is Active  
 Public Visible

[Next >>](#) [Cancel](#)

6. The **2 SET Schedule Defaults** screen displays. Check the boxes next to the courses that appear at the top of the screen (if you selected 'Do You Want to Auto Generate Course Schedules')
7. Click in the **Start Date** and **End Date** field then select the Training Event start date using the calendar selector pop-up
8. Click in the **Duration** field and drop-down menu then set the Training Event duration
9. Click the **Minimum No of Students** field then type a number equal to or greater than 1

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10. Click the **Delivery** drop-down menu then select the relevant training delivery mode (nearly always face-to-face)
11. Click the **Location** drop-down menu then select the relevant Training Event location from the list
12. Select the **Schedule Type** (Leave as the auto-generated selection)

**1** CREATE Stage Schedule
**2** SET Schedule Defaults
**3** SELECT Course Schedules
**4** APPLY AVETMISS Settings
**5** SAVE Confirm & Save

Some course schedules may not be available for selection due to the permission setting.

**Courses**

*To auto create course schedule you need to select at least one course in Courses table.*

Code	Name	Add Schedule	Select all
<input type="text" value="Aerial Driptorch Operator Capability Assessment"/>	Aerial Driptorch Operator Capability Assessment	<a href="#">[+] Add Schedule</a>	<input checked="" type="checkbox"/>
<input type="text" value="Aerial Driptorch Operator Validation"/>	Aerial Driptorch Operator Validation	<a href="#">[+] Add Schedule</a>	<input checked="" type="checkbox"/>

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**Schedule Default Values**

Do you want to auto schedule ALL courses?

Start Date:  
 End Date:  
 Duration:  
 Status: 
 Is Active: 
 Public Visible:

Minimum No of Students: 
 Maximum No of Students: 
 Morning Tea: 
 Lunch: 
 Afternoon Tea: 
 Delivery: 
 Location:

Schedule Type:  Actual  Planned

16. From the Custodians section at the lower part of this screen, click word **State** which will activate the radio button on the right hand side. Click **Next**.

**Custodians**

All  
 State  
 Region  
 District

Selected: Type - State (Victoria) Owner - State

Owner	State	Region	District	
<input type="text" value="State"/>	Victoria			<input checked="" type="radio"/>
Loddon Mallee	Victoria	Loddon Mallee		<input type="radio"/>
Hume	Victoria	Hume		<input type="radio"/>
Gippsland	Victoria	Gippsland		<input type="radio"/>
Port Phillip	Victoria	Port Phillip		<input type="radio"/>
Barwon South West	Victoria	Barwon South West		<input type="radio"/>
Grampians	Victoria	Grampians		<input type="radio"/>
Far South West	Victoria	Barwon South West	Far South West	<input type="radio"/>
Otway	Victoria	Barwon South West	Otway	<input type="radio"/>
Midlands	Victoria	Grampians	Midlands	<input type="radio"/>

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<< Previous
Next >>
Cancel

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17. Click through tabs **3 (Select Course Schedule)** and **4 (Apply Avetmiss Settings)** until you arrive at **5 (Save and Confirm.)**

The screenshot shows the 'Add New Stage Schedule' form with the following elements:

- Navigation:** Home » Curriculum » Schedules » Program Stage Schedules » Add New Schedule
- Progress Tabs:** 1 CREATE Stage Schedule, 2 SET Schedule Defaults, 3 SELECT Course Schedules, 4 APPLY AVETMISS Settings, 5 SAVE Confirm & Save
- Stage Schedule Details:**
  - \* Selected Stage: Aerial Driptorch Operator Accreditation
  - \* Stage Schedule Name: Aerial Driptorch Operator Accreditation
  - Price: \$0.00
  - Auto generate Course Schedules?
- Settings:**
  - GST Applicable
  - GST Inclusive
  - Is Active
  - Public Visible
- Selected Courses Schedules Table:**

Code	Name	Selected Schedule
Aerial Driptorch Operator Capability Assessment	Aerial Driptorch Operator Capability Assessment	New Course Schedule from default values...
Aerial Driptorch Operator Validation	Aerial Driptorch Operator Validation	New Course Schedule from default values...
- Buttons:** << Previous, Confirm and Save, Cancel

From this screen you can confirm the name of your Stage Schedule and ensure that the **Is Active** and **Public Visible** check boxes are checked. Once all data is confirmed, click **Confirm and Save**.



## Do Not Change Any Course Data!

If any fields on this screen other than those described above are editable, it is important you do not edit any information as this information is set centrally.

## Schedule an Informal Training Event

Informal Training Events are not part of an accredited program (that leads to a capability) but are scheduled from time to time to meet specific needs; for example, refreshers and briefings. Informal courses are created by the Workforce Development Unit, Office of the Chief Fire Officer and are available for you to schedule as required; contact them if the Informal course type you need is not available.