

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 > ENROLMENTS** then selecting the **Program and Stage** tab. From here you can search for the specific course name (R_GFF or R_CL)

The screenshot shows the 'Enrolments' page in the LaDIS Administrator's Portal. The 'Program and Stage' tab is active. The 'Program' dropdown is set to 'R_GFF'. The table below shows the details for the 'General Firefighter' program.

Person	Schedule	Program and Stage	AQF Program (Qualification)	Company/Group	Stream	Duration	Is Active	Enrolment Count
		Program	Program Version	Name				
		R_GFF		General Firefighter			True	1786

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

The screenshot shows the 'Enrolments' page with the 'General Firefighter Units of Competency' stage selected. The 'Person' search box is highlighted.

Person	Schedule	Program and Stage	AQF Program (Qualification)	Company/Group	Stream	Duration	Is Active	Enrolment Count
		Program	Program Version	Name				
		R_GFF		General Firefighter			True	1786

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.

The screenshot shows the 'Enrolments' page with a list of students enrolled in the 'General Firefighter Units of Competency' stage. The 'Person' search box is highlighted.

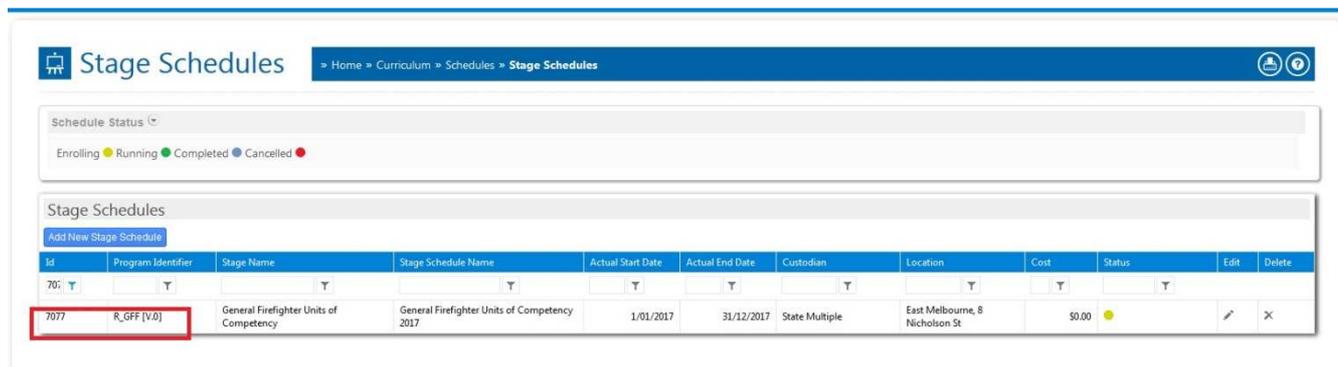
Enrolment ID	Person	Stage Schedule	Enrolment Date	Status	Payment Details (\$)	Prerequisite Checked	
87192	AARON DOMEYER	General Firefighter Units of Competency - Inflight assessments	1/01/2015	Completed	View	<input checked="" type="checkbox"/>	Select
94109	Adam Galpin	General Firefighter Units of Competency - Inflight assessments	19/01/2016	Completed	View	<input checked="" type="checkbox"/>	Select
94261	Alexanda Thorpe	General Firefighter Units of Competency - Midlands	21/11/2016	Approved	View	<input checked="" type="checkbox"/>	Select
89685	Alexander Lines	General Firefighter Units of Competency - Inflight assessments	23/05/2016	Completed	View	<input checked="" type="checkbox"/>	Select
76402	ALLAN STOTT	General Firefighter Units of Competency - Inflight assessments	20/04/2015	Completed	View	<input checked="" type="checkbox"/>	Select
88121	ANDREW MCLEOD	General Firefighter Units of Competency - Inflight assessments	1/01/2015	Completed	View	<input checked="" type="checkbox"/>	Select
94321	ANDREW SAUNDERS	General Firefighter Units of Competency - Midlands	21/11/2016	Approved	View	<input checked="" type="checkbox"/>	Select
76410	Andrew Wall	General Firefighter Units of Competency - Inflight assessments	13/04/2015	Completed	View	<input checked="" type="checkbox"/>	Select
92260	Angela Ison	General Firefighter Units of Competency - Wimmera	24/10/2016	Approved	View	<input checked="" type="checkbox"/>	Select
92261	Angus Robinson	General Firefighter Units of Competency - Wimmera	24/10/2016	Approved	View	<input checked="" type="checkbox"/>	Select

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Enrol Students into the Units of Competency Stage

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

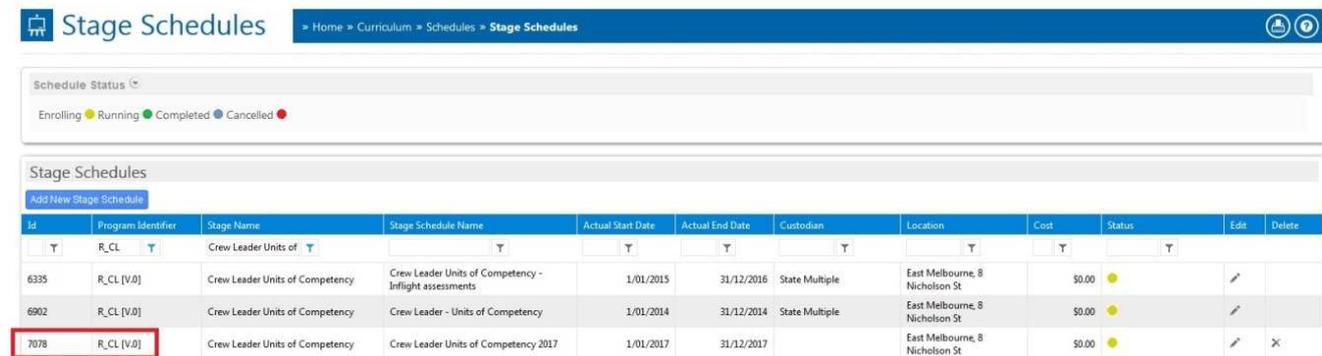
There is an annual schedule for both General Firefighter and Crew Leader, ensure that you chose the **correct** annual Stage Schedule. Eg. for 2017, the correct Stage Schedule for General Firefighter would be 'General Firefighter Units of Competency 2017' as per below:



The screenshot shows the 'Stage Schedules' interface. At the top, there is a breadcrumb trail: Home » Curriculum » Schedules » Stage Schedules. Below this is a 'Schedule Status' filter with options: Enrolling (yellow dot), Running (green dot), Completed (blue dot), and Cancelled (red dot). The main table is titled 'Stage Schedules' and has a button 'Add New Stage Schedule'. The table has the following columns: Id, Program Identifier, Stage Name, Stage Schedule Name, Actual Start Date, Actual End Date, Custodian, Location, Cost, Status, Edit, and Delete. The first row is highlighted with a red box, showing Id: 7077, Program Identifier: R_GFF [V.0], Stage Name: General Firefighter Units of Competency, Stage Schedule Name: General Firefighter Units of Competency 2017, Actual Start Date: 1/01/2017, Actual End Date: 31/12/2017, Custodian: State Multiple, Location: East Melbourne, 8 Nicholson St, Cost: \$0.00, and Status: Enrolling (yellow dot).

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	Edit	Delete
7077	R_GFF [V.0]	General Firefighter Units of Competency	General Firefighter Units of Competency 2017	1/01/2017	31/12/2017	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling		X

Eg. for 2017, the correct Stage Schedule for Crew Leader would be 'Crew Leader Units of Competency 2017' as per below:



The screenshot shows the 'Stage Schedules' interface. At the top, there is a breadcrumb trail: Home » Curriculum » Schedules » Stage Schedules. Below this is a 'Schedule Status' filter with options: Enrolling (yellow dot), Running (green dot), Completed (blue dot), and Cancelled (red dot). The main table is titled 'Stage Schedules' and has a button 'Add New Stage Schedule'. The table has the following columns: Id, Program Identifier, Stage Name, Stage Schedule Name, Actual Start Date, Actual End Date, Custodian, Location, Cost, Status, Edit, and Delete. The last row is highlighted with a red box, showing Id: 7078, Program Identifier: R_CL [V.0], Stage Name: Crew Leader Units of Competency, Stage Schedule Name: Crew Leader Units of Competency 2017, Actual Start Date: 1/01/2017, Actual End Date: 31/12/2017, Custodian: State Multiple, Location: East Melbourne, 8 Nicholson St, Cost: \$0.00, and Status: Enrolling (yellow dot).

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	Edit	Delete
6335	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader Units of Competency - Inflight assessments	1/01/2015	31/12/2016	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling		
6902	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader - Units of Competency	1/01/2014	31/12/2014	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling		
7078	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader Units of Competency 2017	1/01/2017	31/12/2017	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling		X

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Enrolling Students into the Units of Competency Stage

1. Click **Training Records > Add Course Enrolment**. Click on the **Stage** tab and search for the unit of competency you need to enrol students into. Click **Select** once located.

1. Pick Schedules 2. Pick Trainee Cancel Enrolment

Step 1: Pick Schedules

Course Stage

Schedule Status

Enrolling Running Completed Cancelled

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location	Cost	Status	
6335	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader Units of Competency - Inflight assessments	1/01/2015	31/12/2016	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling	Select
6902	R_CL [V.0]	Crew Leader Units of Competency	Crew Leader - Units of Competency	1/01/2014	31/12/2014	State Multiple	East Melbourne, 8 Nicholson St	\$0.00	Enrolling	Select

You can also use the **ID** search bar to locate the course by simply typing in either **7077** OR **7078** and clicking **Equals to** from the search button located next to the search box.

Stage Schedules

Home > Curriculum > Schedules > Stage Schedules

Schedule Status

Enrolling Running Completed Cancelled

Add New Stage Schedule

Id	Program Identifier	Stage Name	Stage Schedule Name	Actual Start Date	Actual End Date	Custodian	Location
7077	R_GFF [V.0]	General Firefighter Units of Competency	General Firefighter Units of Competency 2017	1/01/2017	31/12/2017	State Multiple	East Melbourne, 8 Nicholson St

2. The next step is exactly the same as QRG **Enrolling Students into an Existing Training Stage**. Click **Pick Trainee** and then search for the desired student. Click the green 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

ⓘ Navigating away from this page will result in loss of data.

1 Pick Schedules 2 Pick Trainee **3 Finalise Enrolment** Cancel Enrolment

Step Two: Pick Trainee

Trainees Companies Manager Groups

Enter search keyword...
Add new member

Username	First Name	Last Name
	Sarah	Brown
SB2F	Sarah	Brown
SB3Q	Sarah	Brown

Selected Trainees:
Sarah Brown

3. 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**.

Step Three: Finalise Enrolment

This is a multiple enrolment. The selected students will be the customer for their own enrolment.

Selected Students
Sarah Brown

Selected Schedules

Item	Location	Start Date	End Date	Fee (Tax Excl)
6335 - Stage 3 - Crew Leader Units of Competency - Inflight assessments		1/01/2015	31/12/2016	\$0.00

No. of Students: 1
Total Fees: \$0.00

Payment Details
Amount to pay: \$0.00
Payment Method: Payment Not Required
Description: Payment Not Required

ⓘ is the 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](#)

Process Enrolment

Mark the Assessments

Manage Assessments Quick Reference Guide.

Generate the Certificates

Please see the **Generating and Printing Certificates Quick Reference Guide**.