

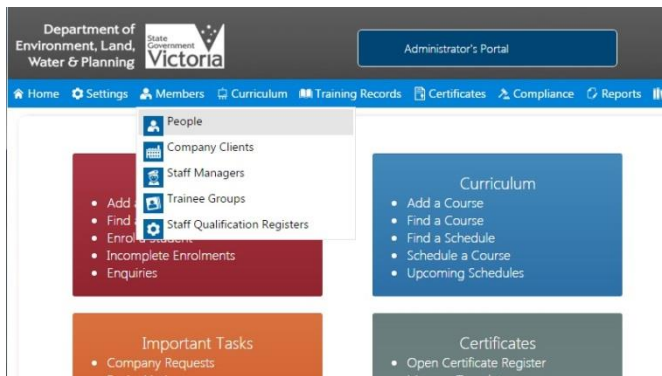
# Training Profile – Quick Reference Guide

This Quick Reference Guide (QRG) describes the sections and fields contained in the Training Profile tab.

## How to Locate the Training Profile:

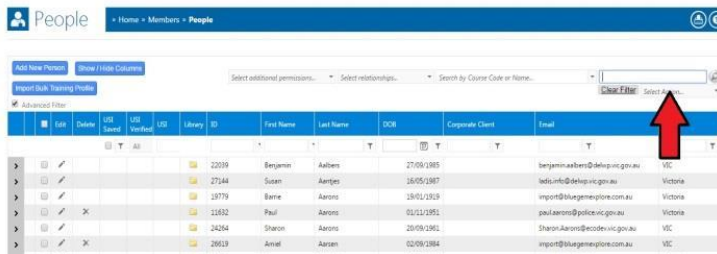
### Step 1

Once logged into LaDIS hover over the **MEMBERS** tab and click on **PEOPLE**



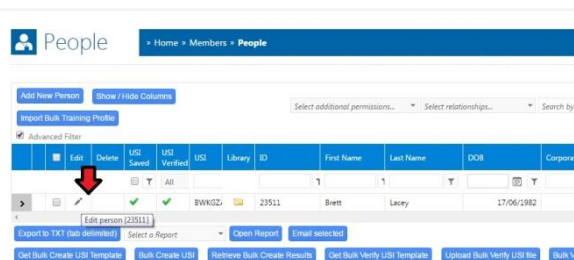
### Step 2

Using the **SEARCH BOX** in the upper right corner, type the student name and click on the search icon



### Step 3

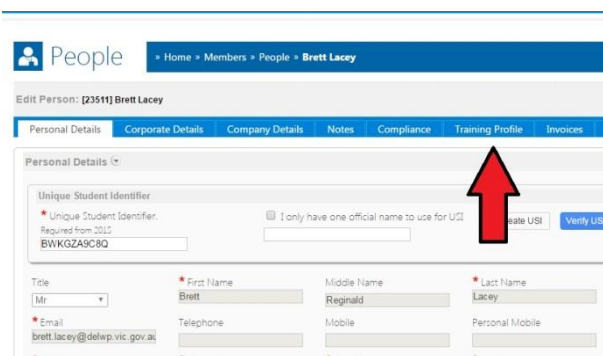
Once the individual is located, click on the **PENCIL ICON** to access the editing page for that specific record



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## Step 4

This will take you to the records page for that student where you can click on the **TRAINING PROFILE** tab to access further information



The screenshot shows the 'People' system interface. At the top, there is a navigation bar with 'Home > Members > People > Brett Lacey'. Below this, there is a tabbed interface with tabs for 'Personal Details', 'Corporate Details', 'Company Details', 'Notes', 'Compliance', 'Training Profile', and 'Invoices'. The 'Training Profile' tab is selected and highlighted in blue. A red arrow points to the 'Training Profile' tab. The 'Personal Details' section is visible below the tabs, showing fields for 'Unique Student Identifier', 'Title', 'First Name', 'Middle Name', 'Last Name', 'Email', 'Telephone', 'Mobile', and 'Personal Mobile'. The 'Unique Student Identifier' field contains the value 'BWKGZAG9Q'. The 'First Name' field contains 'Brett', the 'Middle Name' field contains 'Reginald', and the 'Last Name' field contains 'Lacey'.

## Training Profile Tab

The Training Profile tab contains a series of sub-tabs that display your fire and emergency management training and capability history. All information displayed in the Training Profile tab is read only.

## Training & Capabilities Tab

The Training & Capabilities tab displays your training history and other information related to your training and capabilities for fire and emergency management roles.

## Capabilities Section

The capabilities section lists any fire and emergency management roles you have been accredited or endorsed to perform. The table below describes the key information displayed in this section.

Column Heading	Description
<b>Category</b>	Capabilities can be grouped according to category; for example, Departmental Fire Accreditation, Readiness & Response Role or National Unit of Competency.
<b>Type</b>	Name of the capability, skill or unit of competency
<b>Acquired</b>	The date the capability, skill or unit of competency was accredited
<b>Expires</b>	The date the accreditation in the capability expires
<b>Currency Expires</b>	The date the currency in the capability expires
<b>Status</b>	Status of the capability. Status options are: <ul style="list-style-type: none"><li>Validated</li><li>Expired</li><li>Expired – Not to be Reassessed</li></ul>
<b>Substitute</b>	The higher-level capability that supersedes an expired capability. For example, an individual's GFF accreditation may have expired but no action is required to re-accredit because it is substituted by a higher level Crew Leader capability.
<b>Substitute Expiry Date</b>	The expiry date of the higher level capability.
<b>Substitute status</b>	The status of the higher level capability.

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## Training Events Section

The training events section lists all the DEPI-run training events you have been enrolled to attend. The table below describes the key information displayed in this section.

Column Heading	Description
TE Code	Training event code
TE Name	Name of the training event
Start Date	Date the training event commenced
End Date	Date the training event ended
Venue	Location in which the training event was held
TE Status	Status of the Training Event. Status options are: <ul style="list-style-type: none"><li>• Completed Attendance</li><li>• Did Not Attend</li><li>• Enrolment Withdrawn</li></ul>

## External Training Section

The external training events section lists any externally run training events you have attended. The table below describes the key information displayed in this section.

Column Heading	Description
Program	N/A
Title	Name of the external training event
Provider	Provider of the external training event
Type	High-level descriptor or category of the training event content
Date Completed	Date the training event ended
TE Status	Status of the Training Event. Status options are: <ul style="list-style-type: none"><li>• Completed Attendance</li><li>• Did Not Attend</li><li>• Enrolment Withdrawn</li></ul>
Library	N/A

## Health and Fitness

At this stage, these fields will not contain any information.

## Model of Fire Cover

This section identifies the Model of Fire Cover roles assigned to a user based on the MoFC measures currently recorded in FireWeb. The table below describes the key information displayed in this section.

Column Heading	Description
First Attack	The resources required for effective initial attack.
Core Operational Fireline Firefighter	The skill mix required of the Core Operational Fireline Firefighter at a work centre.
Regional Critical Incident	The resources that may be required to cater for a regional fire load.
MFC Extended Fire Attack Accreditation	The resources required to mount an extended fire attack.
State Coordination and Support	The resources required to provide State-wide coordination and support as well as information services to the Minister, Secretary, Executive Directors and the public.

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## Deployment History

This tab is currently unavailable.

## Emergency Role Plan Development (ERDP)

The ERDP tab shows the details of your ERDP. The table below describes the key information displayed in this section.

Column Heading	Description
<b>Name</b>	Name of the ERDP, usually your name.
<b>Program</b>	Name of the first program added to the ERDP
<b>Child Program(s)</b>	N/A
<b>Start Date</b>	Start date of the ERDP
<b>End Date</b>	End date of the last program comprising the ERDP
<b>Status</b>	ERDP Status. Status options are: <ul style="list-style-type: none"><li>• Draft</li><li>• Ready for Supervisor Approval</li><li>• Ready for Fire Business Approval</li><li>• Approved</li><li>• Deferred</li></ul>
<b>Accreditation Period</b>	N/A
<b>Currency Period</b>	N/A
<b>Last Updated By</b>	Username of the person to last update the ERDP
<b>Last Updated</b>	Date the ERDP was last updated



## More Details

More Details shows specific information about the programs comprising the ERDP. The table below describes the key information displayed in this section.






Column Heading	Description
<b>Program</b>	Name of the aspirational fire role or accreditation
<b>Start Date</b>	Planned start date for study in this fire role or accreditation
<b>End Date</b>	Planned end date for study in this fire role or accreditation
<b>Completed</b>	Indicates if the program is completed or not
<b>Is Child Program</b>	N/A.
<b>Completed Date</b>	Date the aspirational fire role or accreditation was achieved
<b>Updated By</b>	Username of person to last update the Program record
<b>Last Updated</b>	Date the Program record was last updated

## General Knowledge

The following table lists general navigation buttons you will need to be familiar with when using LADIS.

Item	Description
	Allows you to filter a list by selected keywords. Click this button to present a range of filtration options. You can filter data in a second column after filtering the initial column.
	Presents a calendar for use in date fields. Click this button to use a calendar to select a specific date.

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Item	Description
	Allows you to filter a list by selected keywords. Click this button to present a range of filtration options. You can filter data in a second column after filtering the initial column.
	Presents a calendar for use in date fields. Click this button to use a calendar to select a specific date.
	Allows editing of selected records.
	Allows deleting of selected records.
	Open a folder to view any associated files (for example, documents or learning materials).