

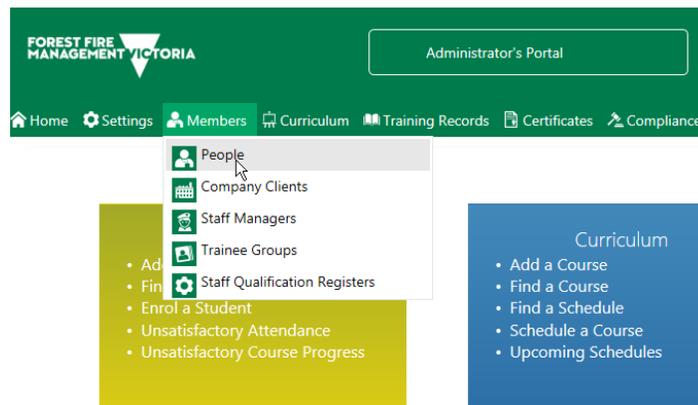
Training Profile – Quick Reference Guide

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

How to Locate the Training Profile:

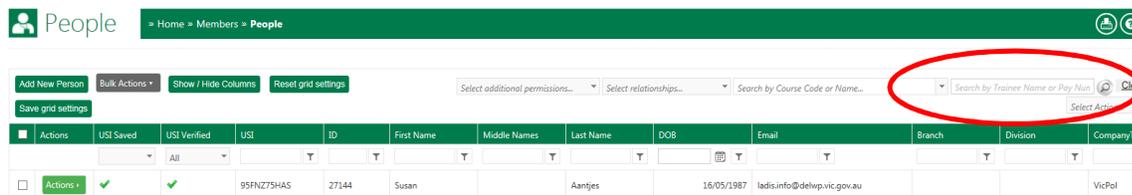
Step 1

Once logged into LaDIS hover over the **Members** tab and click on **People**.



Step 2

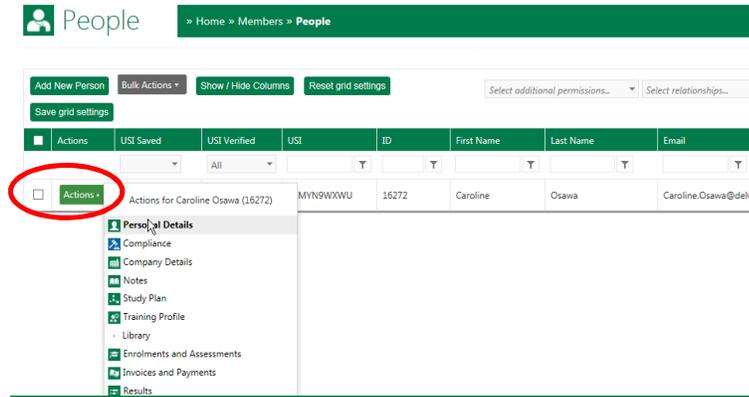
Using the **Search** field in the upper right corner, type the student name and click on the magnifying glass search icon.



Training Profile – Quick Reference Guide

Step 3

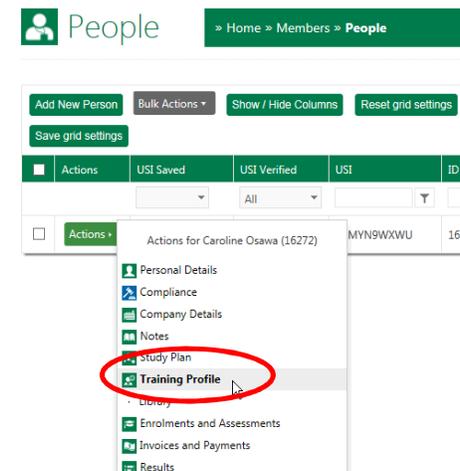
Once the individual is located, click on the **Actions** button to access that Person's LaDIS Record.



The screenshot shows the 'People' page in the LaDIS system. The breadcrumb trail is 'Home > Members > People'. The page has a header with 'Add New Person', 'Bulk Actions', 'Show / Hide Columns', and 'Reset grid settings'. Below the header is a table with columns: Actions, USI Saved, USI Verified, USI, ID, First Name, Last Name, and Email. The first row of data is for 'Caroline Osawa' with ID '16272'. The 'Actions' cell for this row is circled in red. A dropdown menu is open from the 'Actions' cell, listing various options: Personal Details, Compliance, Company Details, Notes, Study Plan, Training Profile, Library, Enrolments and Assessments, Invoices and Payments, and Results. The 'Training Profile' option is highlighted.

Step 4

Select **Training Profile** to see a student's Training history.



The screenshot shows the 'People' page in the LaDIS system. The breadcrumb trail is 'Home > Members > People'. The page has a header with 'Add New Person', 'Bulk Actions', 'Show / Hide Columns', and 'Reset grid settings'. Below the header is a table with columns: Actions, USI Saved, USI Verified, USI, and ID. The first row of data is for 'Caroline Osawa' with ID '16272'. The 'Actions' cell for this row is circled in red. A dropdown menu is open from the 'Actions' cell, listing various options: Personal Details, Compliance, Company Details, Notes, Study Plan, Training Profile, Library, Enrolments and Assessments, Invoices and Payments, and Results. The 'Training Profile' option is highlighted.

Training Profile Tab

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

Training History Tab

The Training History tab displays your training events and capability 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.

Training Profile – Quick Reference Guide

| Column Heading | Description |
|-------------------------------|---|
| Category | Capabilities can be grouped according to category; for example, Departmental Fire Accreditation, Readiness & Response Role or National Unit of Competency. |
| Type | Name of the capability, skill or unit of competency |
| Acquired | The date the capability, skill or unit of competency was accredited |
| Expires | The date the accreditation in the capability expires |
| Currency Expires | The date the currency in the capability expires. Note, this function is currently not working in LaDIS. |
| Status | Status of the capability. Status options are: <ul style="list-style-type: none"> Validated Expired Expired – Not to be Reassessed |
| Substitute | 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. Note this function is currently not working in LaDIS. |
| Substitute Expiry Date | The expiry date of the higher level capability. Note this function is currently not working in LaDIS. |
| Substitute status | The status of the higher level capability. Note this function is currently not working in LaDIS. |

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"> Completed Attendance Did Not Attend Enrolment Withdrawn |

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"> Completed Attendance Did Not Attend |

Training Profile – Quick Reference Guide

| | |
|----------------|---|
| | <ul style="list-style-type: none">Enrolment Withdrawn |
| 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 (MoFC) 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. |

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 |
|------------------------|---|
| Name | Name of the ERDP, usually your name. |
| Start Date | Start date of the ERDP |
| End Date | End date of the last program comprising the ERDP |
| Status | ERDP Status. Status options are: <ul style="list-style-type: none">DraftReady for Supervisor ApprovalReady for Fire Business ApprovalApprovedDeferred |
| Last Updated By | Username of the person to last update the ERDP |
| Last Updated | Date the ERDP was last updated |

View/Add Program

View/Add Program shows specific information about the programs comprising the ERDP. The table below describes the key information displayed in this section.

| Column Heading | Description |
|-------------------|---|
| Program | Name of the aspirational fire role or accreditation |
| Start Date | Planned start date for study in this fire role or accreditation |
| End Date | Planned end date for study in this fire role or accreditation |
| Completed | Indicates if the program is completed or not |

Training Profile – Quick Reference Guide

| | |
|-----------------------|---|
| Completed Date | Date the aspirational fire role or accreditation was achieved |
| Updated By | Username of person to last update the Program record |
| Last Updated | 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. |
|  | Allows editing of selected records. |
|  | Allows deleting of selected records. |
|  | Open a folder to view any associated files (for example, documents or learning materials). |