

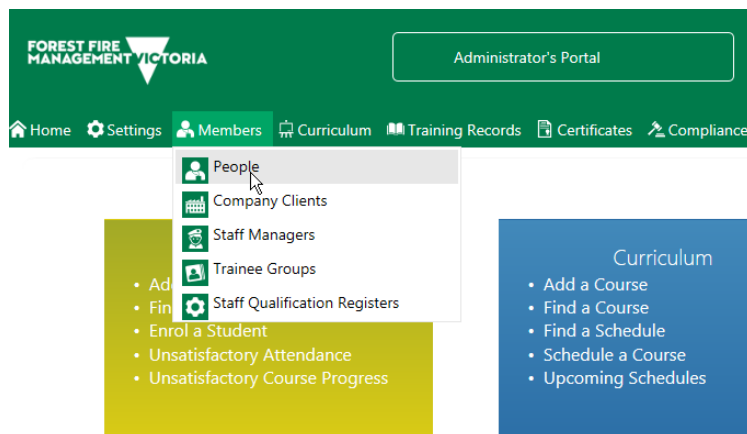
Training Profile – Quick Reference Guide

This Quick Reference Guide (QRG) describes the sections and fields contained in the Training Profile tab (for those with Administrator access only).

How to Locate the Training Profile:

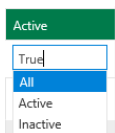
Step 1

Once logged into LaDIS as an Administrator, hover over the **Members** tab and click on **People**.

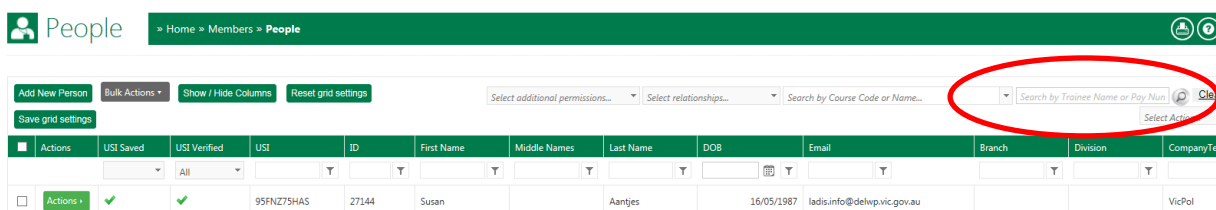


Step 2

Once the People screen appears, ensure the **Active** column Status is changed from **True** to **All**. This will ensure that all students (Active or Inactive) are included in your search.



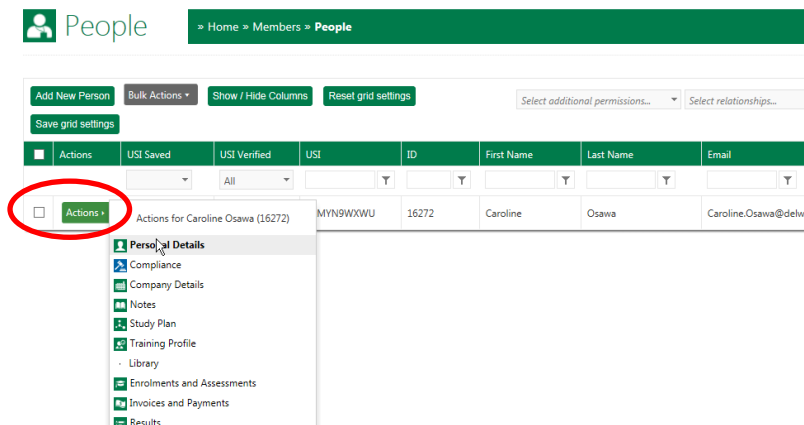
Then, using the **Search field** in the upper right corner, type the student name and click on the magnifying glass search icon.



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Step 3

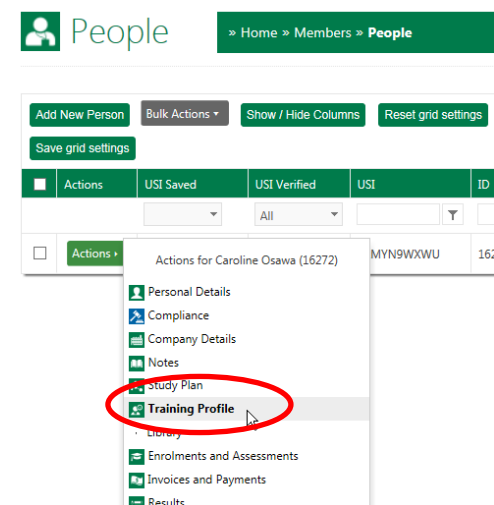
Once the individual is located, click on the **Actions** button to access that Person's LaDIS Record.



The screenshot shows the 'People' page in a web application. At the top, there is a breadcrumb trail: 'Home » Members » People'. Below this, there are several buttons: 'Add New Person', 'Bulk Actions', 'Show / Hide Columns', and 'Reset grid settings'. A dropdown menu is open, showing 'Actions' circled in red. The main table below has columns for 'Actions', 'USI Saved', 'USI Verified', 'USI', 'ID', 'First Name', 'Last Name', and 'Email'. A row is visible for 'Caroline Osawa' with ID '16272'. A dropdown menu is open for 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'.

Step 4

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



The screenshot shows the 'People' page with the 'Actions' dropdown menu open. The 'Training Profile' option is circled in red. The table below shows the same row for 'Caroline Osawa' with ID '16272'.

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.

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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

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	• 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">• Draft• Ready for Supervisor Approval• Ready for Fire Business Approval• Approved• Deferred
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

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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).

Printing out a Training Profile

In Chrome, in the Training Profile screen, go to the far right hand corner, click on the Print icon . To ensure that all the information appears fully in each column - in the Print settings, ensure the **Layout** is set to Landscape, **Margins** are set to Minimum, and the **Scale** is set to Customised at 75%. Then click the Print button.