

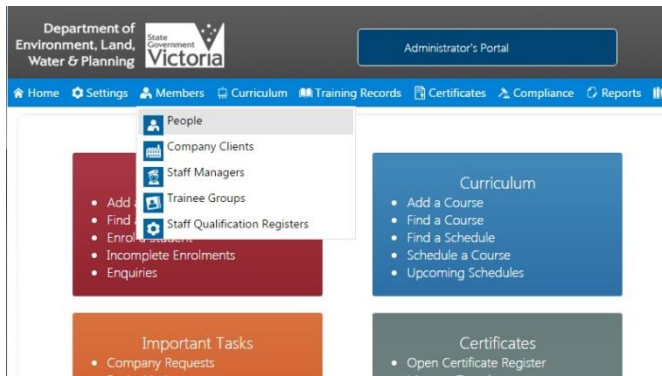
Training Profile – Quick Reference Guide

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

How to Locate the Training Profile:

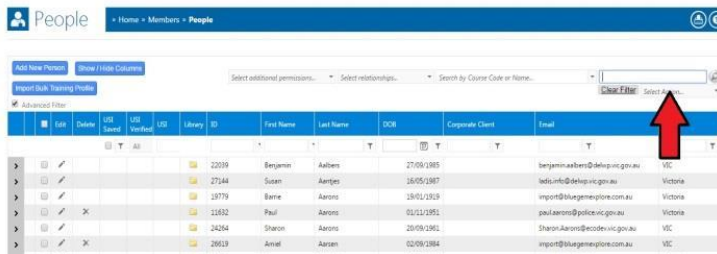
Step 1

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



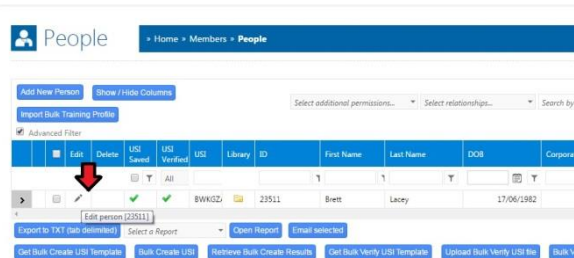
Step 2

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



Step 3

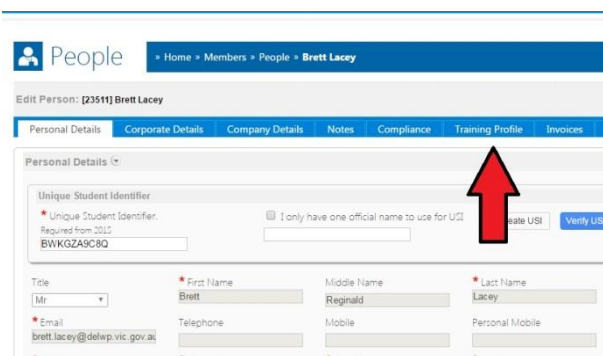
Once the individual is located, click on the **PENCIL ICON** to access the editing page for that specific record



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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 a web interface for managing people. At the top, there's a navigation bar with 'Home > Members > People > Brett Lacey'. Below that, a breadcrumb trail reads 'Edit Person: [23511] Brett Lacey'. A horizontal menu contains several tabs: 'Personal Details', 'Corporate Details', 'Company Details', 'Notes', 'Compliance', 'Training Profile', and 'Invoices'. The 'Training Profile' tab is highlighted with a red arrow. Below the menu, the 'Personal Details' section is visible, containing fields for 'Unique Student Identifier' (with a value 'BWKGZAG9Q'), 'Title' (set to 'Mr'), 'First Name' ('Brett'), 'Middle Name' ('Reginald'), and 'Last Name' ('Lacey'). There are also fields for 'Email', 'Telephone', 'Mobile', and 'Personal Mobile'.

NOTE: If you are logged in as a student, your view will be slightly different. To see the complete range of your capabilities in your student profile, click on MY ACCOUNT > PERSONAL DETAILS and navigate the training profile as listed above. If you click directly on the TRAINING RECORDS only the records that have been generated and created in the LaDIS system (i.e. not those migrated from Fireweb) will be visible.

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
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
Status	Status of the capability. Status options are: <ul style="list-style-type: none">ValidatedExpiredExpired – 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.
Substitute Expiry Date	The expiry date of the higher level capability.
Substitute status	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">Completed AttendanceDid Not AttendEnrolment 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 AttendanceDid Not AttendEnrolment 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 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.

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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.
Program	Name of the first program added to the ERDP
Child Program(s)	N/A
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
Accreditation Period	N/A
Currency Period	N/A
Last Updated By	Username of the person to last update the ERDP
Last Updated	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
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
Is Child Program	N/A.
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).