


# 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:

Once logged into LaDIS as a Student, hover over **Training Records Tab** and select **Training Profile**.



Member's Portal

Home My Account **Training Records** Online Courses Library Search For Course

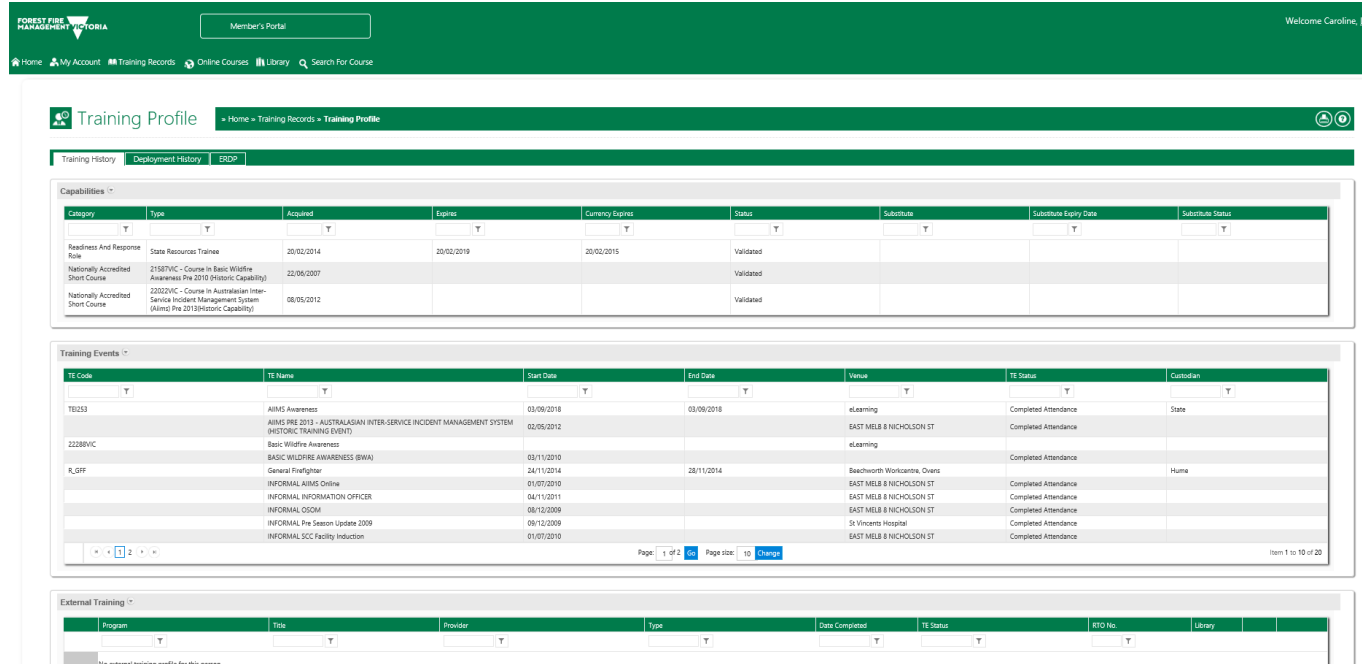
Welcome to your Member Portal

All registered users can view their personal profile and training and capability history by hovering their mouse over the My Account menu then clicking Personal Details from the drop-down list. Internal users (i.e. staff from DELWP and its Forest Fire Management Vic partners) can search for courses by clicking the Search for Course menu and typing the course name in the Search field. For online courses, click in the Select a category box and choose Online Courses. Please note, staff can only self-enrol in Online training courses. For all other courses, nominations are typically generated by an confirmed by a DELWP district, regional or State training coordinator.

External users can also enrol in online Basic Wildfire Awareness (BWA). External enrolments in BWA must be approved. For more information click Links in the bottom right corner of the screen, go to External User Reference Guides have been developed to assist users. Please go to Links in the bottom right corner of the screen.

- Available Courses
- My Capabilities
- Leave Feedback or Lodge a Query
- Portal Reference Guide

The following screen will appear:



Member's Portal Welcome Caroline, L...

Home My Account **Training Records** Online Courses Library Search For Course

### Training Profile

Home > Training Records > Training Profile

Training History | Deployment History | ERDP

#### Capabilities

Category	Type	Acquired	Expires	Current Expires	Status	Substitute	Substitute Expiry Date	Substitute Status
Readiness And Response Role	State Resource Trainee	20/02/2014	20/02/2019	20/02/2015	Validated			
Nationally Accredited Short Course	2105VIC - Course in Basic Wildfire Awareness (Pre 2010 Historic Capability)	22/05/2007			Validated			
Nationally Accredited Short Course	2202VIC - Course in Australian Inter-Services Incident Management System (AIMS) Pre 2013(Historic Capability)	08/05/2012			Validated			

#### Training Events

TE Code	TE Name	Start Date	End Date	Venue	TE Status	Custodian
TR253	AIMS Awareness	03/06/2018	03/06/2018	eLearning	Completed Attendance	State
	AIMS PRE 2013 - AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (HISTORIC TRAINING EVENT)	01/05/2012		EAST MILE 8 NICHOLSON ST	Completed Attendance	
2228VIC	Basic Wildfire Awareness			eLearning	Completed Attendance	
	BASIC WILDFIRE AWARENESS (BWA)	03/11/2010			Completed Attendance	
R_GFF	General Firefighter	24/11/2014	28/11/2014	Beechworth Workcentre, Ovens	Completed Attendance	Home
	INFORMAL AIMS Online	01/07/2010		EAST MILE 8 NICHOLSON ST	Completed Attendance	
	INFORMAL INFORMATION OFFICER	04/11/2011		EAST MILE 8 NICHOLSON ST	Completed Attendance	
	INFORMAL OSOM	08/12/2009		EAST MILE 8 NICHOLSON ST	Completed Attendance	
	INFORMAL Pre Season Update 2009	09/12/2009		St Vincent's Hospital	Completed Attendance	
	INFORMAL SCC Facility Induction	01/07/2010		EAST MILE 8 NICHOLSON ST	Completed Attendance	

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#### External Training

Program	Title	Provider	Type	Date Completed	TE Status	RTO No.	Library
No external training profile for this person.							

## 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.

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## 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.

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. Note, this function is currently not working in LaDIS.
<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. Note this function is currently not working in LaDIS.
<b>Substitute Expiry Date</b>	The expiry date of the higher level capability. Note this function is currently not working in LaDIS.
<b>Substitute status</b>	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
<b>TE Code</b>	Training event code
<b>TE Name</b>	Name of the training event
<b>Start Date</b>	Date the training event commenced
<b>End Date</b>	Date the training event ended
<b>Venue</b>	Location in which the training event was held
<b>TE Status</b>	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
<b>Program</b>	N/A

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<b>Title</b>	Name of the external training event
<b>Provider</b>	Provider of the external training event
<b>Type</b>	High-level descriptor or category of the training event content
<b>Date Completed</b>	Date the training event ended
<b>TE Status</b>	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>
<b>Library</b>	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
<b>First Attack</b>	The resources required for effective initial attack.
<b>Core Operational Fireline Firefighter</b>	The skill mix required of the Core Operational Fireline Firefighter at a work centre.
<b>Regional Critical Incident</b>	The resources that may be required to cater for a regional fire load.
<b>MFC Extended Fire Attack Accreditation</b>	The resources required to mount an extended fire attack.
<b>State Coordination and Support</b>	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
<b>Name</b>	Name of the ERDP, usually your name.
<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>Last Updated By</b>	Username of the person to last update the ERDP
<b>Last Updated</b>	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.

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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
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 your 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.