LaDIS Data Entry
Departmental Fire Accrediation Checklist

This checklist is intended to provide some guidance around the steps that need to be completed to successfully enter data in LaDIS. The checklist contains links to the relevant Quick Reference Guides (QRG's) that might need to be referenced with each step – depending on the user's familiarity with LaDIS.

1. Training Event

☐ **Schedule the 'Training Event'**
- o Curriculum > Schedules > Stage Schedules > Check that the Training Event is not already scheduled, if not > "Add New Stage Schedule"
- o Schedule for the dates of the Training Event – for more information follow the **'Add a New Stage Schedule QRG'**

☐ **Enrol the attendees in the 'Training Event'**
- o Training Records > Add Course Enrolment > Pick Schedules > **Stage** > Filter to find your Scheduled Training Event
- o For more detail follow the **'Enrol in an Existing Stage Schedule QRG'**

☐ **Result Attendance**
- o Training Records > Result Manager > Schedules > Filter to find your Scheduled Training Event
- o After Marking results make sure you click **'Save All Changes"** at the top of the page
- o For more detail follow the **'Manage Assessments QRG'**

2. Accreditation

☐ **Enrol the Attendees in the Accreditation Stage**
- o **Note:** The LaDIS Support Team sets up annual accreditation schedules for capabilities – if the stage has not been created raise a **Jira Support ticket** to request for an annual schedule to be set up. Alternatively, schedule the Accreditation stage to match the dates of the Training Event following the **'Add a New Stage Schedule QRG'**
- o Training Records > Add Course Enrolment > Pick Schedules > **Stage** > Filter to find the annual accreditation Schedule
- o For more detail follow the **'Enrol in an Existing Stage Schedule QRG'**

☐ **Result Assessment**
- o An Accreditation Stage is made up of two 'Courses', these are the Capability Assessment and the Validation Courses. Both need to be resulted in order for the Accreditation to save.
- o Training Records > Result Manager > Schedules > Filter to find the Capability Assessment and Validation
- o After marking results make sure you click **'Save All Changes"** at the top of the page
- o For more detail follow the **'Manage Assessments QRG'**

3. Reaccreditation

☐ **Enrol the Attendees in the Reaccreditation Stage**
- o **Note:** The LaDIS Support Team sets up annual accreditation schedules for capabilities – if the stage has not been created raise a **Jira Support ticket** to request for an annual schedule to be set up. Alternatively, schedule the Reaccreditation stage to match the dates of the Training Event following the **'Add a New Stage Schedule QRG'**
- o Training Records > Add Course Enrolment > Pick Schedules > **Stage** > Filter to find the annual reaccreditation Schedule
- o For more detail follow the **'Enrol in an Existing Stage Schedule QRG'**

☐ **Result attendance**
- o A Reaccreditation Stage is made up of two 'Courses', these are the Reaccreditation Assessment and the Reaccreditation Validation Courses. Both need to be resulted in order for the Reaccreditation to save.
- o Training Records > Result Manager > Schedules > Filter to find the Capability Assessment and Validation
- o After Marking results make sure you click **'Save All Changes"** at the top of the page

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LaDIS Data Entry
Departmental Fire Accreditation Workflow