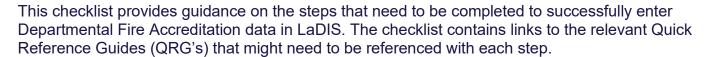
Departmental Fire Accreditation Data Entry

Checklist



1. Training Event

□ Schedule the 'Training Event'

- Curriculum > Schedules > Stage Schedules > Check that the Training Event is not already scheduled, if not > "Add New Stage Schedule"
- Schedule for the dates of the Training Event for more information follow the '<u>Creating a new</u>
 Training Event Stage Schedule'

☐ Enrol the attendees in the 'Training Event'

- Training Records > Add Course Enrolment > Pick Schedules > Stage > Filter to find your
 Scheduled Training Event
- 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
- After Marking results make sure you click 'Save All Changes" at the top of the page
- o For more detail follow the 'Managing Assessments QRG'

2. Accreditation

☐ Enrol the Attendees in the Accreditation Stage

- Note: The LaDIS Support Team sets up annual Accreditation Stage Schedules for capabilities if
 the Schedule has not been created raise a <u>Jira Support ticket</u> to request for an annual schedule
 to be set up.
- Training Records > Add Course Enrolment > Pick Schedules > <u>Stage</u> > Filter to find the Accreditation Schedule
- For more detail follow the 'Enrol in an Existing Stage Schedule QRG'

□ Result Assessment

- An Accreditation Stage is made up of two 'Courses', these are the Capability Assessment and the Validation Courses. Both need to be resulted for the Reaccreditation to save properly.
- Training Records > Result Manager > Schedules > Filter to find the Capability Assessment and Validation
- For more detail follow the 'Managing Assessments QRG'



3. Reaccreditation

☐ Enrol the Attendees in the Reaccreditation Stage

- Note: The LaDIS Support Team sets up annual Reaccreditation Stage Schedules for capabilities –
 if the Schedule has not been created raise a <u>Jira Support ticket</u> to request for an annual schedule
 to be set up.
- Training Records > Add Course Enrolment > Pick Schedules > <u>Stage</u> > Filter to find the Reaccreditation Schedule
- For more detail follow the 'Enrol in an Existing Stage Schedule QRG'

☐ Result Assessment

- A Reaccreditation Stage is made up of two 'Courses', these are the Reaccreditation Assessment and the Reaccreditation Validation Courses. Both need to be resulted for the Reaccreditation to save properly.
- Training Records > Result Manager > Schedules > Filter to find the Capability Assessment and Validation
- o For more detail follow the 'Managing Assessments QRG'