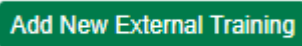


Entering External Training

Checklist

This checklist is intended to provide guidance around the steps that need to be completed to successfully enter external training data in LaDIS.

Training should be recorded in the 'External Training' section of a training profile when the training has been completed outside of FFMVic training sessions but is still relevant to the trainee's emergency role or field-based role e.g. Chainsaw Units issued through TAFE or Trainer & Assessor Skills.

- **Open the Trainee Training Profile**
 - Members People > 'Search Name' > Actions > Training Profile
- **Scroll down to the "External Training" section of the training profile.**
 - Check that the external training has not already been entered
- **Click  and fill out all fields marked with an asterisk "*" and:**
 - Training Provider
 - Type – Usually 'Unit' –
 - Result – 'Competent'
 - Status – 'Completed Attendance'
 - RTO Number
 - Certificate Number
 - Certificate Type

The picture below is an example of where you might find the information you need on a certificate.



STATEMENT OF ATTAINMENT

Certificate Type

This is a statement that

Lauren Gleeson

has attained

Code **VU21709** **Demonstrate basic wildfire awareness** **Title**

Start & Completed Date **11 Dec 2018**

These competencies were attained in completion of
22288VIC **Course in Basic Wildfire Awareness**

Training Provider **Department of Environment, Land, Water and Planning** **RTO Number** **3765**

Certificate **Certificate Number: CO_SOA_22288VIC_61315_1**

Victorian Registration & Qualifications Authority

Victoria State Government **Environment, Land, Water and Planning** **NATIONALLY RECOGNISED TRAINING**

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.

- Once all details have been filled in click **'Save'**

□ **Link the Capability**

- Click on the edit pencil for the external training that has been entered

External Training

Add New External Training

Program	Title	Provider	Type	Date Completed	TE Status	RTO No.	Library
PMAWHS214	Undertake helicopter safety and escape	ERGT	Skillset	13/07/2021	Completed Attendance	2534	

- Go to the capabilities tab and click "new external capability"

Program/Qualification Subjects Capabilities

New External Capability

- Find the national unit from the dropdown list and add the acquired date

Edit External Training

Program/Qualification Subjects Capabilities

New External Capability

Category	Type	Acquired	Expires	Currency Expires	Status	Substitut	Substitut	Substitut	Substitut

Type: PMAWHS214 - Undertake he

Acquired:

Expires:

Currency Expires:

Status:

Substitute:

Substitute Expiry Date:

Substitute Status:

Save Capability Cancel

- Click "Save Capability" wait for the pop up to reload then click "Save"
- The national unit will now appear in the capabilities section of the training profile.