

# Departmental Fire Accreditation Data Entry

## Checklist

This checklist provides guidance on the steps that need to be completed to successfully enter Departmental Fire Accreditation data in LaDIS. The checklist contains links to the relevant Quick Reference Guides (QRG's) that might need to be referenced with each step.

### 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 '[Creating a new 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

- 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
- 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 [Jira Support ticket](#) to request for an annual schedule to be set up.
- Training Records > Add Course Enrolment > Pick Schedules > **Stage** > 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 [Jira Support ticket](#) to request for an annual schedule to be set up.
- Training Records > Add Course Enrolment > Pick Schedules > **Stage** > 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
- For more detail follow the [‘Managing Assessments QRG’](#)