

# Schedule, Enrol and Mark a Training and Accreditation Stage Schedule

## Quick Reference Guide

This guide will outline the process to enrol students into a **Training and Accreditation Stage Schedule**.

A **Training and Accreditation Stage** groups the Training Event, Accreditation and Units of Competency (where applicable) within a **single** stage schedule.

Learners are enrolled once, reducing administration while still allowing training and accreditation outcomes to be managed separately.

The following combined schedules have been set up as a trial in LaDIS.

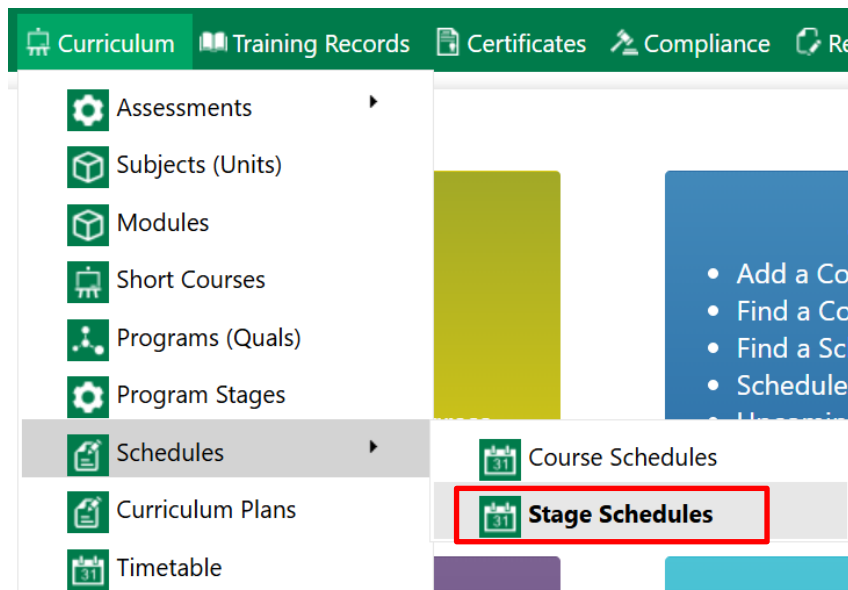
- **General Firefighter** Training Event and Accreditation
- **Chainsaw Operator (Trim and Cross-cut)** Training, Accreditation and Units of Competency
- **4WD Operator (Complex)** Training, Accreditation and Units of Competency
- **Heavy Tanker Operator (Unimog)** Training, Accreditation and Units of Competency

This guide covers the steps for:

- Step 1: Scheduling the Stage
- Step 2: Enrolling Students
- Step 3: Marking Results
- Step 4: Generating the Statement of Attainment
  - Required for all but General Firefighter

## Step 1: Schedule the Stage

1. From the LaDIS home page, hover your cursor over the **Curriculum>Schedules** menu then Select **Stage Schedules** from the menu list.



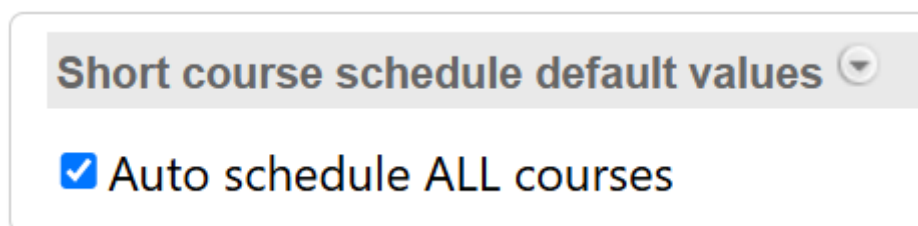
2. The **Stage Schedules** page will load. Click **Add New Stage Schedule**
3. The **Add a New Stage Schedule** page will load to the **1 CREATE Stage Schedule Tab** as shown below.

4. Click into the **Selected Stage** drop down box under “Stage Schedule Details” to find the stage to be scheduled.

- Type or scroll through the dropdown list to find the required stage

**Note:** When you select the Stage the page will refresh, you won't be able to change the selection after this happens. If you selected the wrong stage, you will have to restart the process.

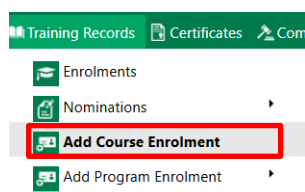
5. Complete the **Stage Schedule Name** field. The suggested naming convention is  
[Stage Name]: [Dates of Event] - [Location]  
e.g. General Firefighter Training Event and Accreditation: 5<sup>th</sup> – 9<sup>th</sup> October – Rawson Village
  - **Tip:** You can copy and paste the stage name by selecting and copying the text from the selected stage field.
6. Click on the **Next** button at the bottom of the screen to move to step 2. The **2 SET Schedule Defaults** screen will load.
7. Tick the **Auto schedule ALL courses** checkbox



8. Add the course **Duration** e.g. 5 days
9. Enter the Training Event **Start Date** and **End Date** by typing it in the text box or select it using the date picker
10. The **Schedule Type** should be "Actual"
11. Enter the Training Event Location using the **Location** drop-down menu.
  - If the location is not available in the drop-down menu, follow the guide for adding a new location.
12. Select the course Custodian in the **Custodians** section at the lower part of this screen, click on the Owner (Custodian) e.g. Gippsland. The page will reload to apply the selection, then click **Next**.
13. No action is required in Tab 3 Select **Course Schedules**, click **Next**.
14. No action is required in Tab 4 Apply **AVETMISS** Settings, click **Next**.
15. In the final tab **Confirm & Save** review the Stage Schedule name, ensure that the **Is Active** and **Public Visible** check boxes are checked. Once all data is confirmed, click the Confirm and Save button.
16. The confirmation that the Stage Schedule has been created will appear the top of the page  
Click **Save and Exit** to return to the **Stage Schedules** page.

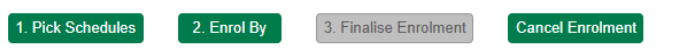
## Step 2: Enrol Students

- From the LaDIS home page, hover your mouse over the **Training Records** menu then select **Add Course Enrolment**.



The **Add Course Enrolment** screen will load.

- On the **Pick Schedules** screen, change from the **Course** to **Stage** tab.



### Step 1: Pick Schedules



**Note:** Course Schedules should only be used for informal courses e.g. Pre-Season Briefing, or an eLearn.

- Use the filters to find the Schedule, in the **Stage Name** or **Stage Schedule Name** field and type a key word e.g. General Firefighter. You can also filter by Start and End Dates. Click the  and select **Contains** from the menu. Matching Stage Schedules will display.
- Click **Select** in the first column of the table next to the required stage schedule

Course Stage

Selected Stage

Schedule Status 

Enrolling  Running  Completed  Cancelled 

Stage Schedules

|                                                                                     | ID                                                                                  | Program Identifier                                                                  | Stage Name                                                                          | Stage Schedule Name                                                                 | Actual Start Date                                                                   | Actual End Date                                                                     | Custodian                                                                           | Location                                                                            | Booked                                                                              | Available                                                                           | Cost                                                                                | IsActive                                                                              | PublicVisible                                                                         | Status                                                                                |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |  |  |  |  |  |  |  |  |    |   |  |
| <b>Select</b>                                                                       | 3991                                                                                | R_GFF_[V.0]                                                                         | General Firefighter Training Event                                                  | General Firefighter Training Event                                                  | 18/11/2019                                                                          | 21/11/2019                                                                          | Loddon Mallee Multiple                                                              | Swan Hill, Mallee                                                                   | 54                                                                                  | 46                                                                                  | \$0.00                                                                              |  |  |  |
|                                                                                     |                                                                                     |                                                                                     | General Firefighter Training                                                        | Wimmera General Firefighter                                                         |                                                                                     |                                                                                     |                                                                                     | Horsham, Horsham                                                                    |                                                                                     |                                                                                     |                                                                                     |  |  |  |

The selected stage will be highlighted and will appear in the **Selected Stage** section in the top section of the screen.

If the wrong stage schedule is selected click next to the Schedule Name in the Selected Stage Panel.

5. Click **2. Enrol By** to move to the next step and select the students to enrol.
6. Click in any of the search fields e.g. ID, Username, First Name or Last Name
7. Enter the information, click the and select **Contains** from the dropdown menu
8. Alternatively use the search bar and type the student's full name or partial name e.g. Laura Jones or L Jones

#### Step Two: Select By

9. Identify the correct student from the list and click

Repeat steps 5 to 7 to add additional students

10. Once all students have been selected, click **3. Finalise Enrolment** the process will move to the next step.

If the wrong student is selected click next to their name in the Selected Trainees list.

11. Review the list of students enrolled to ensure you have added all the required students
12. Tick the two checkboxes at the bottom of the page

☒ As the nominator and/or trainee requesting this course, I declare that the pre-requests outlined in the course descriptor have been met and I am willing to provide evidence if required.  
☒ The customer understands the [Terms and Conditions](#) and [Privacy Notice](#).

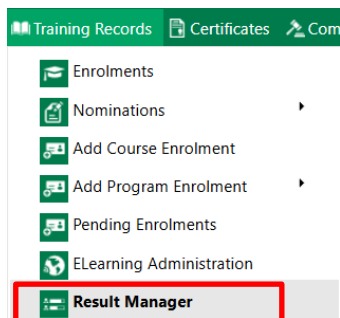
13. Click **Finalise Enrolment** and allow the page to reload. The selected students are now enrolled into the Stage Schedule. You can now proceed to result (mark) these enrolments.

## Step 3: Mark Results

The setup of the combined **Training Event and Accreditation Stage** means that there are only two course schedules that need to be marked through the results manager. These are:

| LaDIS Stage Name                                                                              | LaDIS Short Course Name                                                                                       |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>General Firefighter Training Event and Accreditation</b>                                   | TEI337 General Firefighter<br>General Firefighter Accreditation                                               |
| <b>Chainsaw Operator (Trim and Cross-cut) Training, Accreditation and Units of Competency</b> | TEI319 Chainsaw Operator (Trim and Cross-cut) Training Event<br>Chainsaw Operator (TCC) Accreditation & UOC   |
| <b>4WD Operator (Complex) Training, Accreditation and Units of Competency</b>                 | TEI319 4WD Operator (Complex) Training Event)<br>4WD Operator (Complex) Accreditation & UOC                   |
| <b>Heavy Tanker Operator (Unimog) Training, Accreditation and Units of Competency</b>         | TEI297 Heavy Tanker Operator (Unimog)<br>Heavy Tanker Operator (Unimog) Accreditation and Units of Competency |

1. Open the results manager **Training Records>Result Manager**.



This will load the Result Manager page.

**Result Manager**
» Home » Training Records » Result Manager

Schedules

People

Course: 
Location: 
Region: 
Program: 
Area:

Status: 
Active: 
Tag:

Schedule Start Date: 
Schedule End Date:

Bulk Actions

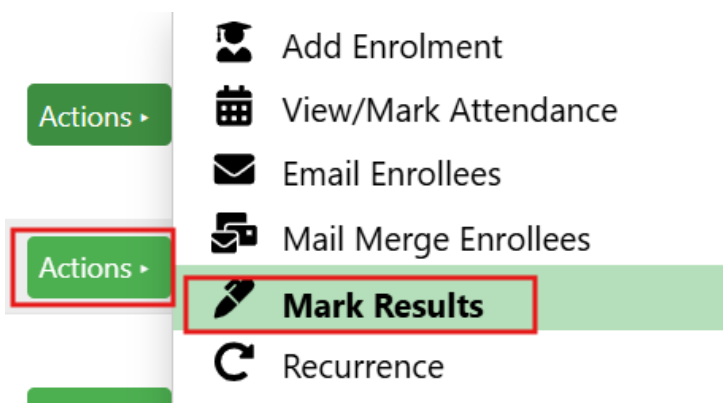
Show / Hide Columns

Reset grid settings

Save grid settings

|                          | Actions | Course ID | Course Code | Course Name                     | Schedule Name | Schedule Type | Start Date | End Date   | Booked | Available | Custodian    | Location                      | Region       | District |    |
|--------------------------|---------|-----------|-------------|---------------------------------|---------------|---------------|------------|------------|--------|-----------|--------------|-------------------------------|--------------|----------|----|
| <input type="checkbox"/> | Actions | 5207      | INF034      | Intermediate Bushfire Behaviour | INF034-2011   | Actual        | 30/07/2025 | 31/07/2025 | 16     | 84        | Port Phillip | Knoxfield 609-621 Burwood Hwy | Port Phillip |          | Fa |
| <input type="checkbox"/> | Actions | 11613     | ELRN041     | Plant Operations Manager        | ELRN041-2007  | Planned       | 22/07/2025 | 22/07/2025 | 6      | 94        |              | Online                        | State        |          | el |

2. Use the filter fields to find **Course Schedule** you need to mark e.g. filter to the course name and start date
3. To open the course schedule result manager hover over the **Actions** button then click on Mark Results



4. Select all the students being resulted by tick the check box next to their name
5. Hover over the **Bulk Actions** button and select **Apply Assessment/Status Mark**.

| Mark All Completed Save All Changes Set Schedule Status To Completed Bulk Actions |              |                   |           |  |              |            |
|-----------------------------------------------------------------------------------|--------------|-------------------|-----------|--|--------------|------------|
|                                                                                   | Enrolment Id | Person Name       | D         |  | Result       | NYC reason |
| >                                                                                 | 108150       | Andrew Brown      | 22/...    |  | Satisfactory | Mark ...   |
| >                                                                                 | 108176       | CAMM EVERETT      | 2/3/...   |  | C/N/C ...    | Mark ...   |
| >                                                                                 | 108177       | Christopher Leary | 7/08/1959 |  | C/N/C ...    | Mark ...   |

6. The bulk actions pop up window will appear and you can apply the appropriate **Status, Mark** and **Marking Date**.
  - **Tip:** Review the selected students names in the left of the pop up window to ensure the correct names have been selected.

**APPLY ASSESSMENT STATUS/MARK**

**Selected Students**

CAMM EVERETT [16252]  
Christopher Leary [16342]

Select a status  
Please select...

Select a mark  
Please select...

Choose a marking date

Apply Close

7. Mark the results by selecting the following options from the relevant drop-down menu:

#### Training Event:

- **Status** = Completed Attendance
- **Mark** = Satisfactory

#### Accreditation/Units of Competency:

- **Status** = Completed
- **Mark** = Satisfactory

8. Add the marking date using the date picker, or by typing it into the text box.
  - **Marking Date** = the date the assessor signed off on the assessment outcome on the cover sheet.
9. Click **Apply** then once the confirmation message appears in the window, click **Close**.
10. Click on **Save All Changes** at the top of the result manager page.
 

After you **save all changes** the assessment will be marked and the page will refresh, the overall result for the student will automatically update to **Satisfactory** and a **Completed Date** will appear.
11. Check that the **Completed date** shows the same date as the **Marking Date**. If required manually change the **Completed date**, and then click **Save All Changes**.

The screenshot shows the 'Result Manager' interface. At the top, there's a green header bar with 'Result Manager' and a breadcrumb 'Home > Result Manager'. Below this is a search bar and a table of results. The table has columns for 'Student ID', 'Student Name', 'Date of birth', 'Result', 'APR reason', and 'Completed Date'. A red box highlights the 'Completed Date' column header. Above the table, there are buttons: 'Mark All Completed', 'Save All Changes' (highlighted with a red box), 'Set Assessment Status to Completed', and 'Bulk Actions'. The table contains one row of data for a student named 'ANDREW DODD' with a 'Satisfactory' result and a 'Completed Date' of '12/05/2024'.

## Assigning the Assessor and or Validator

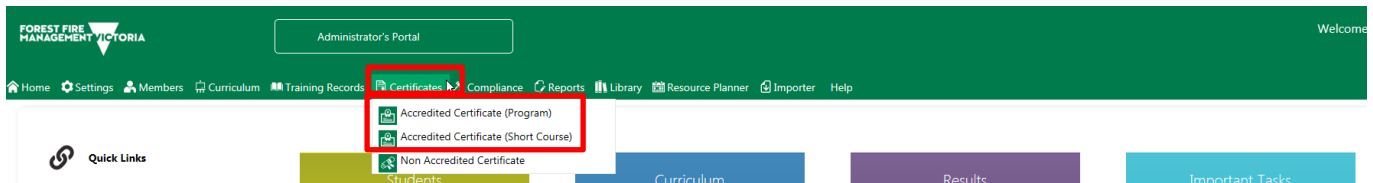
When marking results, you have the option to assign the assessor or validator, the assessor can be assigned to the Capability Assessment, and the Validator can be assigned to the Validation. This is an optional step.

1. As with marking results, select the students by ticking the check box next to the students you wish to apply the assessor or validator to, then hover over the **Bulk Actions**
2. Select **Assign Assessment Assessor** or **Assign Assessment Validator**
3. Select the Assessor/Validator from the list – if the Assessor or Validator isn't in the list submit a request to the LaDIS team to have them added.
4. Click on **Save All Changes** to apply the Assessor or Validator.

## Step 4: Generating the Statement of Attainment

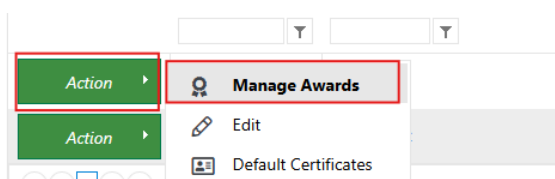
### 1. Open the Accredited Certificate Screen

Certificates > Accredited Certificate (Program)



### 2. Filter the list to find the program the units of competency are linked to e.g. 4WD Operator (Complex).

### 3. Hover over the **Action** button and select **Manage Awards** from the menu.



### 4. In the Manage Awards screen, can filter down the range by:

- Filtering for a specific learner by name
- Filtering for a specific schedule

To filter for a schedule, you must type into the text box

Filter By Schedule

Select a course schedule...

- Filter by the Course Name e.g. Chainsaw Operator (TCC) Accreditation & UOC
- Filter by the duration e.g. enter the start date – 7/10/2026

**Note, if the Manage Awards screen does not appear after clicking on Manage Awards, ensure your pop-ups are not blocked in your browser.**

### 5. Make sure the learner's USIs is valid and verified by checking that there is a green tick in the 'Is USI Valid' column.

A learner must have a valid USI to issue the Statement of Attainment. If there is no valid USI – follow the detailed steps [here](#).

| Enrolled Trainees      |           |             |           |            |              |         |                         |                     |                 |            |
|------------------------|-----------|-------------|-----------|------------|--------------|---------|-------------------------|---------------------|-----------------|------------|
| Awarded Qualifications |           |             |           |            |              |         |                         |                     |                 |            |
| Enrolment ID           | Person ID | First Name  | Last Name | DOB        | Is USI Valid | Company | Statement of Attainment | Award Qualification | SOA Issued Date | Select All |
| 225128                 | 41370     | Christopher | Mitchell  | 19/11/1980 | ✓            |         | SOA                     | Award               |                 |            |

Page size: 15

1 items in 1 pages

[Issue Outstanding SOAs in PDF](#) [Reprint Issued SOAs in PDF \(Zip\)](#) [Reprint Issued SOAs in PDF \(All in One\)](#) [Return to Qualification List](#)

### 6. The **Issue Statement of Attainments** screen will appear, click issue new SOA

ISSUE STATEMENT OF ATTAINMENTS

Trainee: Christopher Mitchell (41370)
Program: R\_4WD\_CO [V.0] 4WD Operator (Complex) (ID:6207)

Issued SOA

Issue New SOA
Bulk Actions

| Issue Date | Cert. Number | Issue Number | Format |
|------------|--------------|--------------|--------|
|            |              |              |        |

No records to display.

7. The screen will refresh and all units available to issue will appear.

- Confirm the correct outcome identifier was selected when the unit was marked. This only needs to be changed in the case of RPL or Credit Transfer.

Tick the **Select All** tickbox, and then click on **Issue new SOA**. The certificate will generate.

ISSUE STATEMENT OF ATTAINMENTS

Trainee: PHILIP RANGE (18727)
Program: R\_GFF [V.0] General Firefighter (ID:4111)

Back to issued SOAs

Select Subjects (Units) to appear on SOA

| Select All               | Identifier | Description                                   | Core/Elective | Outcome Identifier            |
|--------------------------|------------|-----------------------------------------------|---------------|-------------------------------|
| <input type="checkbox"/> | PUAEQU001B | Prepare, maintain and test response equipment | C             | 20 - Competency achieved/pass |
| <input type="checkbox"/> | PUAFIR204B | Respond to wildfire                           | C             | 20 - Competency achieved/pass |
| <input type="checkbox"/> | PUAFIR215  | Prevent injury                                | C             | 20 - Competency achieved/pass |
| <input type="checkbox"/> | PUAFIR309B | Operate pumps                                 | C             | 20 - Competency achieved/pass |
| <input type="checkbox"/> | PUAHS002B  | Maintain safety at an incident scene          | C             | 20 - Competency achieved/pass |
| <input type="checkbox"/> | PUAOPE002B | Operate communications systems and equipment  | C             | 20 - Competency achieved/pass |
| <input type="checkbox"/> | PUATEA001B | Work in a team                                | C             | 20 - Competency achieved/pass |

Issue new SOA
Generate and Edit Certificates

## Summary of Stages, Short Courses and Outcomes

| LaDIS Stage Name                                                                                              | Linked LaDIS Short Course Name                                          | Outcomes                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Firefighter</b><br>Training Event and<br>Accreditation                                             | TEI337 General Firefighter                                              | Attendance at Training Event Recorded                                                                                                                                                             |
|                                                                                                               | General Firefighter Accreditation                                       | <b>Departmental Fire Accreditation</b> – General Firefighter                                                                                                                                      |
| <b>Chainsaw Operator</b><br><b>(Trim and Cross-cut)</b><br>Training, Accreditation<br>and Units of Competency | TEI319 Chainsaw Operator (Trim and<br>Cross-cut) Training Event         | Attendance at Training Event Recorded                                                                                                                                                             |
|                                                                                                               | Chainsaw Operator (TCC)                                                 | <b>Departmental Fire Accreditation</b> – Chainsaw Operator (Trim and Cross-cut)                                                                                                                   |
|                                                                                                               | Accreditation & UOC                                                     | <b>National Unit</b> –<br>FWPCOT2273 Trim and cut felled trees<br>FWPCOT2254 Maintain chainsaws                                                                                                   |
| <b>4WD Operator</b><br><b>(Complex)</b> Training,<br>Accreditation and Units of<br>Competency                 | TEI319 4WD Operator (Complex)<br>Training Event)                        | Attendance at Training Event Recorded                                                                                                                                                             |
|                                                                                                               | 4WD Operator (Complex)                                                  | <b>Departmental Fire Accreditation</b> – 4WD Operator (Complex)                                                                                                                                   |
|                                                                                                               | Accreditation & UOC                                                     | <b>National Unit</b> –<br>FWPCOT3325 Operate four wheel drive vehicle on unsealed roads<br>FWPCOT3329 Perform complex four wheel drive operations<br>FWPCOT3326 Recover four wheel drive vehicles |
| <b>Heavy Tanker Operator</b><br><b>(Unimog)</b> Training,<br>Accreditation and Units of<br>Competency         | TEI297 Heavy Tanker Operator<br>(Unimog)                                | Attendance at Training Event Recorded                                                                                                                                                             |
|                                                                                                               | Heavy Tanker Operator (Unimog)<br>Accreditation and Units of Competency | <b>Departmental Fire Accreditation</b> – Heavy Tanker Operator (Unimog)<br><b>National Unit</b> – TLIC2049 Operate heavy vehicle on unsealed roads                                                |