

# Creating a Training Event Stage Schedule

## Quick Reference Guide

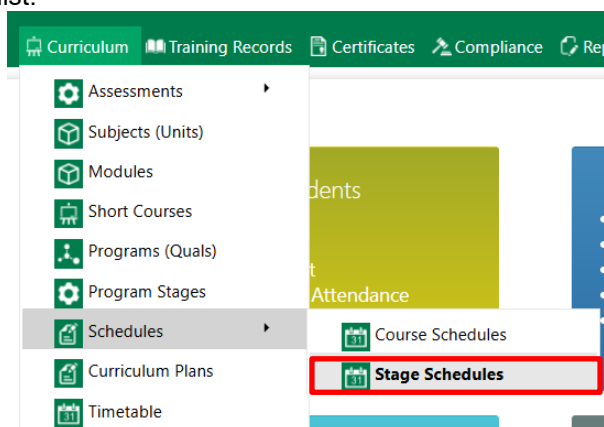
This guide will explain how to schedule a Training Event Stage in LaDIS.

In LaDIS, formal training events that are part of a Departmental Fire Accreditation (DFA) or Readiness & Response Role (R&R) are Scheduled as a Stage. Accreditation/Reaccreditation and Endorsement/Re-Endorsement stages are created in an annual schedule by the LaDIS support team. If a stage you need is missing raise a user support ticket.

Informal raining events e.g. District Debrief are captured as a Course Schedule, this is covered in the “Manage Informal Training Events QRG”.

### Creating the Stage Schedule

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



The **Stage Schedules** page will load.

Click **Add New Stage Schedule**

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

A screenshot of the 'Add New Stage Schedule' page in the LaDIS system. The page has a green header with the title 'Add New Stage Schedule' and a breadcrumb trail: 'Home > Curriculum > Schedules > Stage Schedules'. Below the header is a progress bar with five steps: 1. CREATE Stage Schedule (active), 2. SET Schedule Defaults, 3. SELECT Course Schedules, 4. APPLY AVETMISS Settings, and 5. SAVE Confirm & Save. The main content area is divided into two sections. The first section, 'Stage Schedule Details', contains a 'Selected Stage' dropdown, a 'Stage Schedule Name' text field with a hint 'Enter a name for the new stage schedule here...', 'Min No of Students' and 'Max No of Students' spinners (set to 1 and 100 respectively), and checkboxes for 'Do you want to auto generate Course Schedules?', 'Is Active', and 'Public Visible'. The second section, 'Stage Schedule Fee', contains two tables for fee entry. The first table has columns for Description, Amount, and GST, with rows for 'Price' and 'GST', both set to 0.00. The second table has columns for Description, Amount, and GST, with rows for 'Concession Price' and 'GST', both set to 0.00. At the bottom of the page are 'Next >>' and 'Cancel' buttons.

- Select the stage you need to schedule by clicking into the **Selected Stage** drop down box under “Stage Schedule Details”. You can type or scroll to search for the correct stage e.g. 4WD Operator (Complex) Training Event. Click on the option you want to schedule to select it.

**Add New Stage Schedule** » Home » Curriculum » Schedules » Stage Schedules

**1 CREATE Stage Schedule** **2 SET Schedule Defaults** **3 SELECT Course Schedules** **4 APPLY AVETMISS Settings** **5 SAVE Confirm & Save**

**Stage Schedule Details**

Selected Stage:

4WD Operator (Basic) Training Event  
4WD Operator (Basic) Units of Competency  
4WD Operator (Complex) Accreditation  
4WD Operator (Complex) National Units of Competency  
4WD Operator (Complex) Reaccreditation  
4WD Operator (Complex) Training Event  
Aerial Driptorch Operator Accreditation  
Aerial Driptorch Operator Reaccreditation  
Aerial Driptorch Operator Training Event

Do you want to auto generate Course Schedules?  
☒

Is Active: ☐ Public Visible: ☐

▼ Items 1-30 out of 659

Description	Amount	GST
Price:	0.00	<input type="checkbox"/>
GST:	0.00	

Description	Amount	GST
Concession Price:	0.00	<input type="checkbox"/>
GST:	0.00	

**Note:** When you select the Stage the page will refresh, you won't be able to change the selection in the drop-down. If you selected the wrong stage, you will have to restart the process. You can refresh the page to begin again.

- Add the Stage Schedule Name by clicking in the **Stage Schedule Name** field and type the schedule name. The required convention is [Capability Name] Training Event [Dates of Event]  
e.g. Resources Officer Level 2 Training Event 11<sup>th</sup> November – 15<sup>th</sup> November,
- Click on the **Next** button at the bottom of the screen to move to step 2. The **2 SET Schedule Defaults** screen will load.

**Add New Stage Schedule** » Home » Curriculum » Schedules » Stage Schedules

**1 CREATE Stage Schedule** **2 SET Schedule Defaults** **3 SELECT Course Schedules** **4 APPLY AVETMISS Settings** **5 SAVE Confirm & Save**

Some course schedules may not be available for selection due to the permission setting.

**Courses**

To auto create course schedule you need to select at least one course in Courses table.

Code	Name	Select all
TEI318	4WD Operator (Complex) Training Event	<input type="checkbox"/>

[+] Add Schedule

- Tick the box next to the course that appears at the top of the screen under “Courses”
- Click in the **Duration** field and drop-down menu then set the Training Event duration e.g. 5 days
- Enter the Training Event **Start Date** and **End Date** using the date picker
- The **Schedule Type** should be “Actual”
- 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.
- Check the training delivery mode in the **Delivery** box, usually face to face.
- Enter 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**.
- No action is required in Tab 3 Select **Course Schedules**, click **Next**.
- 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 Confirm and Save click on the Confirm and Save button.

Add New Stage Schedule

» Home » Curriculum » Schedules » Stage Schedules

1 CREATE Stage Schedule

2 SET Schedule Defaults

3 SELECT Course Schedules

4 SAVE Confirm & Save

Stage Schedule Details

\* Selected Stage:

WFFV Chainsaw Operator (Faller Intermediate) Training Event

\* Stage Schedule Name:

Crew Leader Accreditation

Min No of Students:

1

Max No of Students:

99

Is Active:

☒

Public Visible:

☒

Price:

\$0.00

Concession Price:

\$0.00

Selected Courses Schedules

Code	Name	Selected Schedule
<input type="text"/>	<input type="text"/>	<input type="text"/>
WFFV_C_FLTE	WFFV Chainsaw Operator (Faller Intermediate) Training Event	New Course Schedule from default values...

<< Previous

Confirm and Save

Cancel

16. The confirmation that the Stage Schedule has been created will appear the top of the page

4WD Operator (Complex) Training Event has been created successfully.

Click **Save and Exit** to return to the **Stage Schedules** page

Students can now be enrolled in this stage schedule.