

FIPS Quick Start Guide

How to Process Milestone and Outcome Claims for Foundation Apprenticeships

This guide will cover how to process milestones and outcome claims for Foundation Apprenticeship participants in FIPS. Claims must be made on an individual basis for each participant and cannot be processed in bulk.

Please note some milestones will be set to zero value however these claims must still be processed.

1. To process a milestone or outcome claim, go to the Assignments entity and open the assignment for the relevant participant. When the assignment opens, click into the Individual Payment Plan (IPP) tab to view the details of the IPP:

Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - GL7C 46-Foundation Apprenticeship Engineering-SCQF 6 - Saved

Assignment - Foundation Apprentice -

Dummy Record Individual The Easter Bunny Academy - FA - 2026 - G200 222 Contract

Actions Actions (Canvas App) Training Provider Details Participant Details Training Details Participant History and Current Em... Update Equalities Information Update Employer Individual Payment Plan Leavers General Approval and Rejection Upload Documents

Active Individual Payment Plan **Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - GL7C 46-Foundation Apprenticeship Engineering-SCQF 6**

Individual Payment Plan

No of Units 3
Last updated: 02/06/2026 10:17

Total Paid £0.00
Last updated: 02/06/2026 10:17

Total Value £400.00
Last updated: 02/06/2026 10:17

Payment Claims

Refresh Flow Run Report Excel Templates E

Claim Type	Milestone Number	Amount	Expected Claim Date	Claimed On	Status Reason
Milestone	1	£200.00	30/06/2026		Available to Claim
Milestone	2	£0.00	31/12/2026		Available to Claim
Outcome	3	£200.00	30/04/2027		Available to Claim

- Depending on your zoom/magnification settings some tabs may be added to the ellipsis

In this example, the individual has 2 milestones, and an outcome claim on the IPP.

To submit a claim, double click on the relevant claim number to open the submission screen. Claims must have the status reason of Available to Claim – any other status will mean the claim cannot be submitted:

Claim Type	Milestone Number	Amount	Expected Claim Date	Claimed On	Status Reason
Milestone	1	£200.00	30/06/2026		Available to Claim
Milestone	2	£0.00	31/12/2026		Available to Claim
Outcome	3	£200.00	30/04/2027		Available to Claim

- Claims must be submitted in sequential order
- Highlighted in the screenshot above is milestone 1 – double click where highlighted to open the claim record

If the Status Reason of the claims show as Pending, raise a ticket within User Requests entity in FIPS and the FIPS Support Team can assist.

2. When the submission screen opens, ensure the form view is set to **Payment Claim: GA_FA -Training Provider Information Form**:

The screenshot shows the submission screen for a claim. At the top, the breadcrumb trail reads: "M1 - GL7C 46-Foundation Apprenticeship Engineering-SCQF 6 - Engineering (FA) - Rural - Revision - 1 - Saved". Below this, the "Payment Claim" dropdown is set to "GA_FA - Training Provider Information Form". The "Submission" tab is active, and a dropdown menu is open, showing the following options: "Training Provider Information Form", "EF - Information", "EF - Training Provider", "ITA - Training Provider", "ITA - Information", "SERI Training Provider Information Form", "SERI Information Form", "GA_FA Information", "✓ GA_FA - Training Provider Information Form" (highlighted with a red box), and "Information". On the right side of the screen, there is a "Decline Rationale" field and a "Decline Claim" button.

Within the Submission tab, the Submit Payment Claim button will be displayed. A Decline Claim button will also be displayed. To submit the claim, click on Submit Payment Claim button:

The screenshot shows the submission screen for a claim. At the top, the breadcrumb trail reads: "M01 - VQ 3-GK6Y 23-Business and Administration-Business & Administration-Revision-2 - Saved". Below this, the "Payment Claim" dropdown is set to "Training Provider Information Form". The "Submission" tab is active, and the "Submit Payment Claim" button is visible. On the right side of the screen, there is a "Decline Reason" field and a "Decline Claim" button.

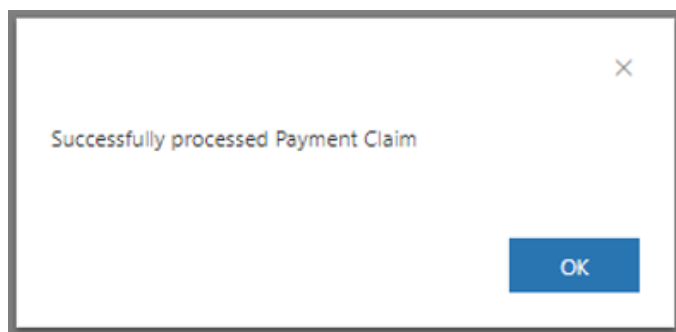
- Decline Claim should only be used when the Provider does not intend to submit the claim at all. Declining claims “skips” the milestone so that the next claim on the IPP can be processed. There is a separate Quick Start Guide that covers declining claims in more detail.

3. A confirmation box will be displayed. Read the declaration then click OK to complete the claim submission. Clicking Cancel will end the process and the claim will not be submitted:

The screenshot shows a "Confirmation Dialog" box. The title bar reads "Confirmation Dialog" with a close button (X) on the right. The main text reads: "On behalf of the Provider I represent, I confirm that I am authorised to submit this claim. The claim complies with the agreed terms, and all supporting documentary evidence is consistent with Skills Development Scotland". Below the text, there are two buttons: "OK" (blue) and "Cancel" (white).

- Use the scroll bar to read the declaration in full.

4. When complete, a message is displayed to confirm if the payment has been submitted successfully. Click on OK to finish. The status of the claim will now show as Confirmed:



- If there are any errors / issues with the submission, an error will be returned. Follow the details provided in the message to resolve the issue before resubmitting the claim.

5. The claim will now show as Confirmed on the Individual Payment Plan:

☐ Claim Type ▾	Milestone Number ▾	Amount ▾	Expected Claim Date ↑ ▾	Claimed On ▾	Status Reason ▾
☐ Milestone	1	£200.00	30/06/2026	13/08/2026 16:01	Confirmed Claim
☐ Milestone	2	£0.00	31/12/2026		Available to Claim
☐ Outcome	3	£200.00	30/04/2027		Available to Claim

- 6. For Outcome claims, the same process as above (milestones) should be followed. For Outcome claims to be made, Leaving Details must be entered on the assignment, and the status of the assignment must be at “Leaver (Active)”. There is a separate Quick Start Guide that covers how to input leaving details.**

NOTE: When outcome claims are processed, the claim will go to “Holding” status rather than confirmed. Outcome claims for FA assignments will be reviewed by SDS before being released for payment and added to the weekly Posting Run.