

Starts

When a start is approved by SDS, the assignment status type is flagged as unconfirmed and either an e-mail or sms text (depending on the preferred method of contact selected when adding the MA to FIPS) is sent to the MA asking them to verify that they have commenced training.

When a positive response is received the assignment is updated and the status type is updated to confirmed. If no response is received by day 30, any claims processed are undone and the assignment is rejected by FIPS.

Note - It is important that all Training Providers view the [New Validation Process SMS Email](#) video which explains the new validation process in more detail.

The list below provides details of the reports available in FIPS to help Training Providers and SDS staff manage the process.

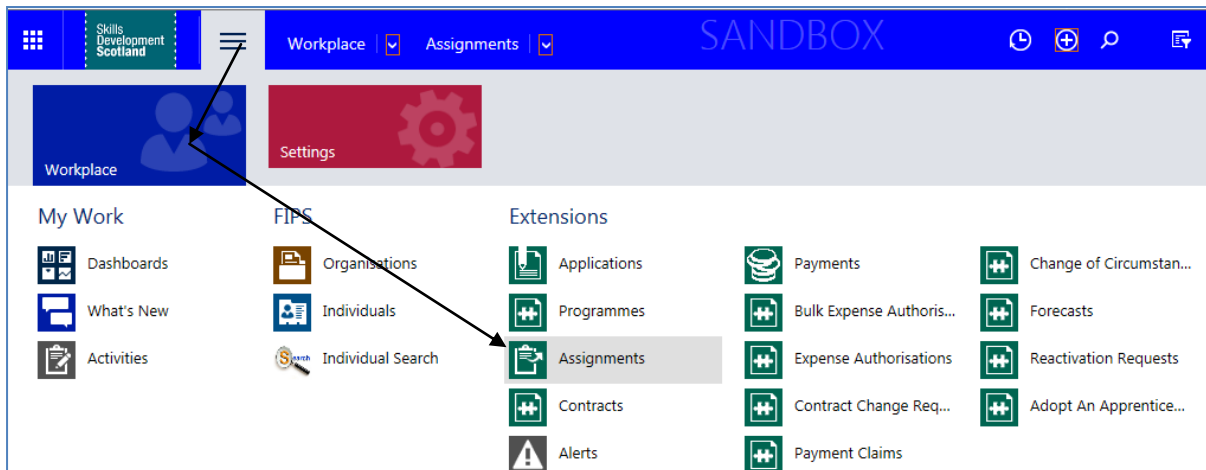
Report Content

- Starts validation All
 - Lists status of all Assignments
- Starts validation requires SDS investigation
 - Lists assignments where a negative response has been received. Response received stated (N)
- Starts validation unconfirmed assignments
 - Lists all assignments where assignment has been approved by SDS and the MA has still to reply
- Starts validation unconfirmed assignments less than 15 days
 - Lists assignments where assignment was approved by SDS one to fourteen days ago and the MA has still to reply
- Starts validation unconfirmed assignments 15 to 25 days
 - Lists assignments where assignment was approved by SDS fifteen to twenty five days ago and neither the MA nor the employer has replied. (Reminder sent to the MA and e-mail sent to the employer at day 15)
- Starts validation unconfirmed assignments 25+ days
 - Lists assignments where assignment was approved by SDS twenty five days plus ago and no response received. (Reminder e-mail sent to the MA at day 25)
- Starts validation unreadable response
 - Lists assignments where a response to the verification request has been received, however, does not contain the correct information (Y or N). Training Providers are required to contact MAs on this list and ask them to send a response using the correct format of Y or N.

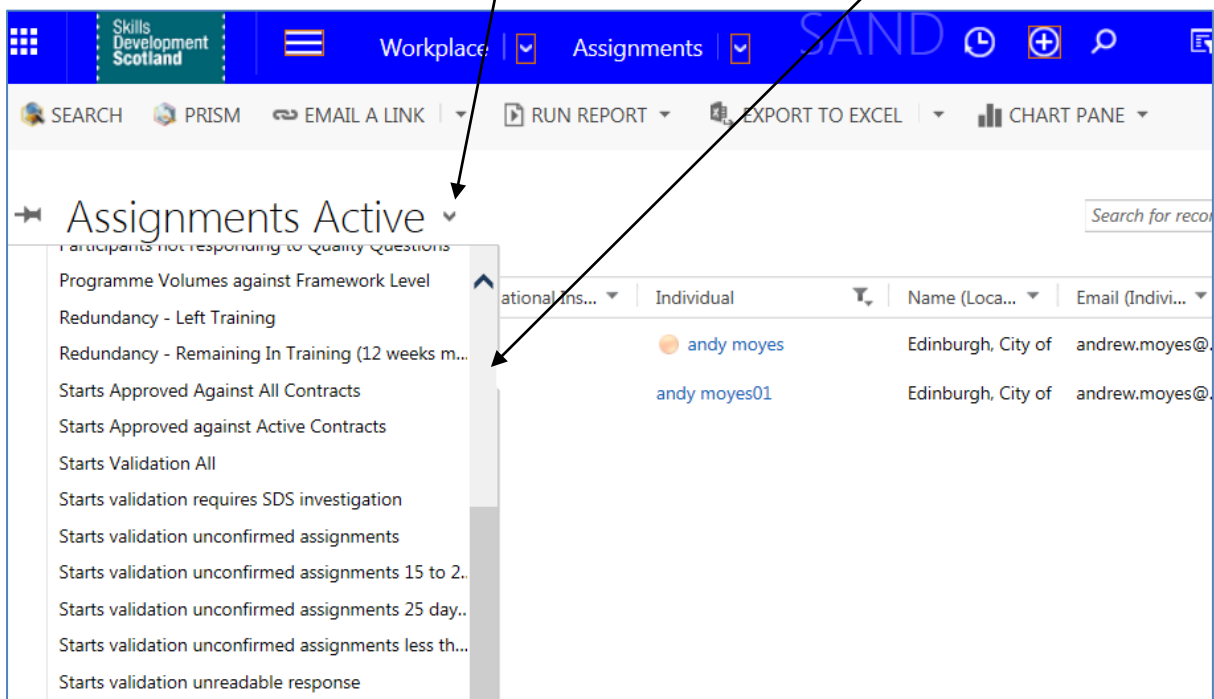
FIPS - Validation Process Reports & Content of Validation Messages

To view the reports in FIPS select

- Main Menu
- Workplace
- Assignments



Click on the drop-down arrow at the top left of the table and use the scroll bar at the right of the list to navigate to the required reports.



Claims

When milestones and outcomes are claimed they are flagged as status type “unconfirmed”. At the point the claim is transferred to SDS finance for payment either an e-mail or sms text (depending on the preferred method of contact selected when adding the MA to FIPS) is sent to the MA asking them to verify that they are progressing towards/have achieved their MA. Payments are made to Training Providers when the status type is “unconfirmed”. When a positive response is received the claim status type is updated to “confirmed”. If no response is received by day 30, the claim is automatically undone by FIPS.

Note - It is important that all Training Providers view the [New Validation Process SMS Email](#) video which explains the new validation process in more detail.

The list below provides details of the reports available in FIPS to help Training Providers and SDS staff manage the process.

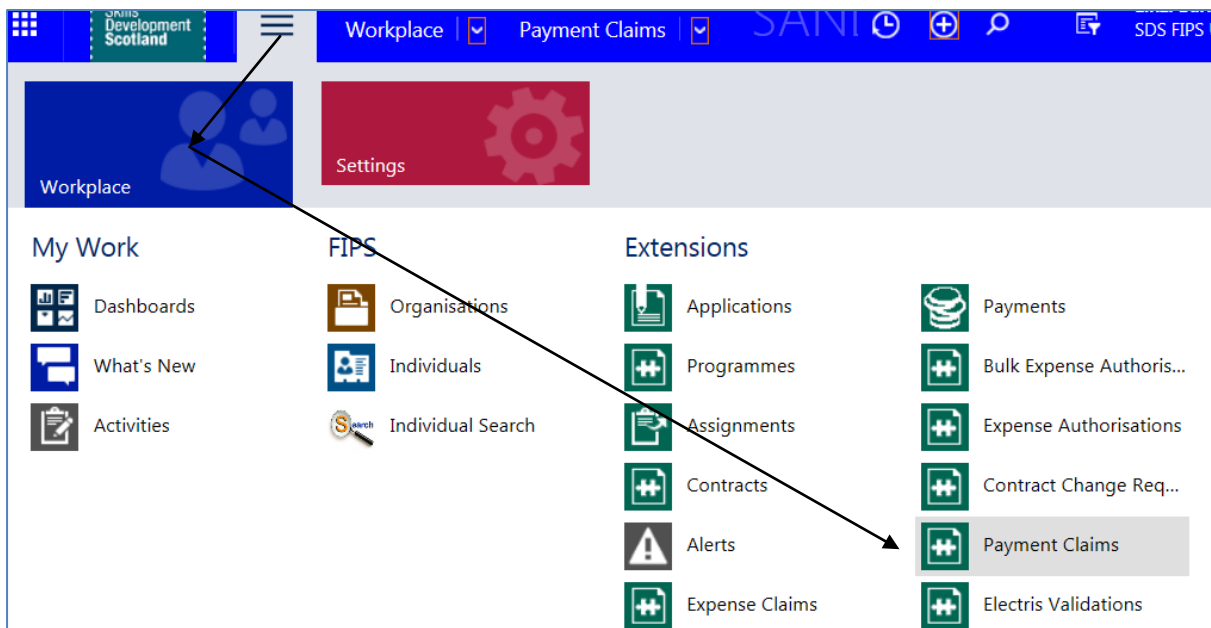
Report Content

- Claim validation All
 - Lists status of all claims
- Claim validation requires SDS investigation
 - Lists claims where a negative response has been received. Response received stated (N)
- Claim validation unconfirmed claims
 - Lists all claims where claim has been transferred to SDS finance for payment / has been paid by SDS and the MA has still to reply
- Claim validation unconfirmed claims less than 15 days
 - Lists claims where claim has been transferred to SDS finance for payment one to fourteen days ago and the MA has still to reply
- Claim validation unconfirmed claims 15 to 25 days
 - Lists claims where claim was transferred to SDS finance for payment fifteen to twenty five days ago and neither the MA nor the employer has replied. (Reminder sent to the MA and e-mail sent to the employer at day 15)
- Claim validation unconfirmed claims 25+ days
 - Lists claims where claim was transferred to SDS finance for payment twenty five days plus ago and no response received. (Reminder e-mail sent to the MA at day 25)
- Claim validation unreadable response
 - Lists claims where a response has been received, however does not contain the correct information (Y or N). Training Providers are required to contact MAs on this list and ask them to send a response using the correct format of Y or N.

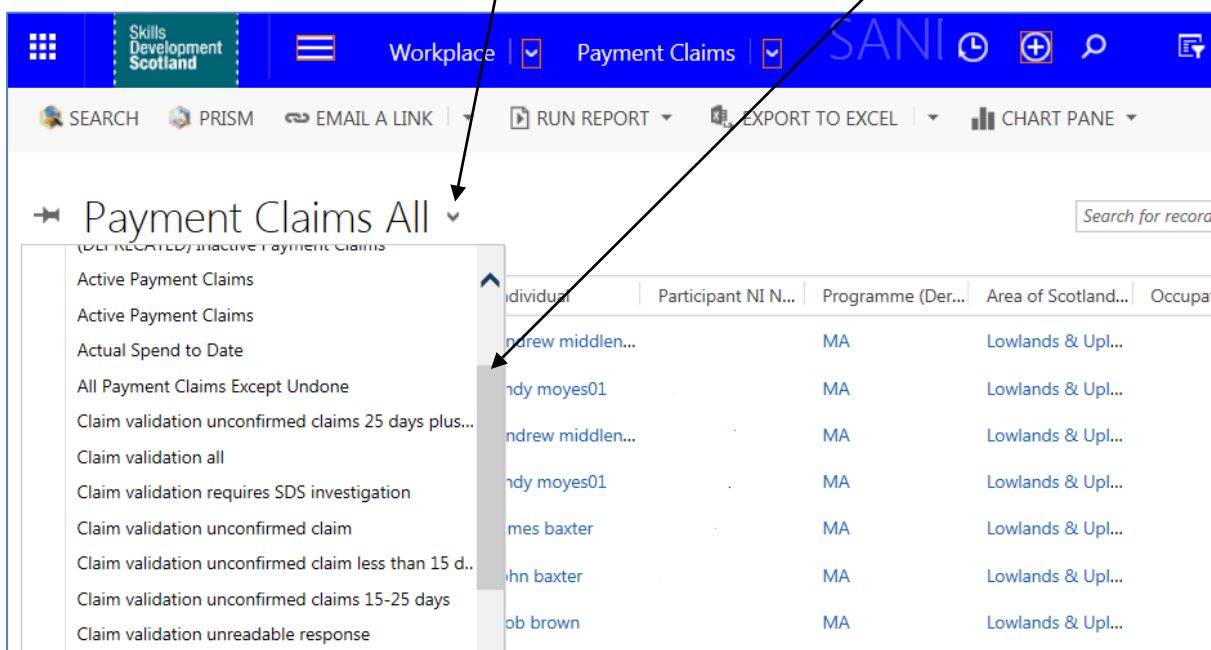
FIPS - Validation Process Reports & Content of Validation Messages

To view the reports in FIPS select

- Main Menu
- Workplace
- Payment Claims



Click on the drop-down arrow at the top left of the table and use the scroll bar at the right of the list to navigate to the required reports.



FIPS - Validation Process Reports & Content of Validation Messages

Validation Message Starts

1. Start is approved, SMS / Email sent to Participant.

E-mail 1 to MA

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. Can you please confirm you have started your apprenticeship so that your apprenticeship record and funding can be activated - Reply Y/N

Failure to respond will result in our contribution to your training being deactivated and your training may not continue.

SMS 1 to MA

SDS pays Scottish Government funding for your training. Please confirm you've started so your apprenticeship record and funding can be activated - Reply Y/N

2. No response received after 15 days, reminder SMS / Email sent to MA and e-mail sent to employer.

E-mail 2 to MA

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. Can you please confirm you have started your apprenticeship so that your apprenticeship record and funding can be activated - Reply Y/N

Failure to respond will result in our contribution to your training being deactivated and your training may not continue.

SMS 2 to MA

SDS pays Scottish Government funding for your training. Please confirm you've started so your apprenticeship record and funding can be activated - Reply Y/N

E-Mail to Employer (at same time as 2nd reminder is being sent to MA)

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

Skills Development Scotland (SDS) is responsible for managing Scottish Government funding contribution towards the training costs of apprenticeships. We were recently notified by you/your Training Provider that the individual named above had recently commenced their apprenticeship. We sent them a SMS/email to confirm this but have not yet had a reply. To ensure that the funding and record for the above is activated, we would be grateful if you would confirm (Y/N) that they have started their apprenticeship.

FIPS - Validation Process Reports & Content of Validation Messages

Should we not receive a response to this email the individual named above will receive a final reminder advising that if they fail to respond within 5 days that no funding contribution will be made.

3. If no response received after 25 days, sms /email sent to MA.

E-mail 3 to MA

Final Reminder - Our records show that you have not yet replied to our request below.

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. Can you please confirm you have started your apprenticeship so that your apprenticeship record and funding can be activated - Reply Y/N

Failure to respond within 5 days will result in our funding contribution to your training being deactivated. This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

SMS 3 to MA

SDS requires confirmation that you have started your apprenticeship – Reply Y/N. Your record will be deleted if you fail to reply within 5 days.

Validation Message Milestones

E-mail 1 to MA

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the next payment for your apprenticeship, we require you to confirm that your progress has recently been reviewed by your training provider – Reply Y/N

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

SMS 1 to MA

To verify the next payment for your apprenticeship, SDS require you to confirm your progress has recently been reviewed by your training provider – Reply Y/N

No response received after 15 days, reminder SMS / Email sent to MA and e-mail sent to employer

FIPS - Validation Process Reports & Content of Validation Messages

E-mail 2 to MA

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the next payment for your apprenticeship, we require you to confirm that your progress has recently been reviewed by your training provider – Reply Y/N

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

SMS 2 to MA

To verify the next payment for your apprenticeship, SDS require you to confirm your progress has recently been reviewed by your training provider – Reply Y/N

E-Mail to Employer (at same time as 2nd reminder is being sent to MA)

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

Skills Development Scotland (SDS) is responsible for managing Scottish Government funding contribution towards the training costs of apprenticeships. We were recently notified by you/your Training Provider that the individual named above has recently had their progress reviewed by their training provider. We sent them a SMS/email to confirm this but have not yet had a reply. To ensure that this funding is not withdrawn, we would be grateful if you would confirm (Y/N) that they have recently had their progress reviewed by their Training Provider.

Should we not receive a response to this email the individual named above will receive a final reminder advising that if they fail to respond within 5 days that action will be taken.

If no response received after 25 days, sms /email sent to MA.

E-mail 3 to MA

Final Reminder - Our records show that you have not yet replied to our request below. **Failure to respond within 5 days will result in our funding contribution being recovered.**

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the next payment for your apprenticeship, we require you to confirm that your progress has recently been reviewed by your training provider – Reply Y/N

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

FIPS - Validation Process Reports & Content of Validation Messages

SMS 3 to MA

Reply Y/N to confirm progress in your apprenticeship has been reviewed recently. SDS will recover funding from your provider if you don't reply within 5 days

Validation Message Outcomes

E-mail 1 to MA

Congratulations!

Your employer/Training Provider has advised us that you have successfully completed your apprenticeship requirements. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the final payment for your apprenticeship, we require you to confirm that you have confirmation from your employer/Training Provider that you have successfully completed your full apprenticeship – Reply Y/N

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

SMS 1 to MA

To verify the final payment for your apprenticeship, SDS requires you to confirm that you have successfully completed the full apprenticeship. Reply Y/N

No response received after 15 days, reminder SMS / Email sent to MA and e-mail sent to employer.

E-mail 2 to MA

Congratulations!

Your employer/Training Provider has advised us that you have successfully completed your apprenticeship requirements. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the final payment for your apprenticeship, we require you to confirm that you have confirmation from your employer/Training Provider that you have successfully completed your full apprenticeship – Reply Y/N

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

SMS 2 to MA

To verify the final payment for your apprenticeship, SDS requires you to confirm that you have successfully completed the full apprenticeship. Reply Y/N

FIPS - Validation Process Reports & Content of Validation Messages

E-Mail to Employer (at same time as 2nd reminder is being sent to MA)

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

Skills Development Scotland (SDS) is responsible for managing Scottish Government funding contribution towards the training costs of apprenticeships. We were recently notified by you/your Training Provider that the individual named above has recently achieved their apprenticeship requirements. We sent them a SMS/email to confirm this but have not yet received a reply. To ensure that the final payment is not withdrawn and that the achievement of the apprenticeship is recognised in official statistics, we would be grateful if you would confirm (Y/N) that they have successfully achieved their apprenticeship.

Should we not receive a response to this email the individual named above will receive a final reminder advising that if they fail to respond within 5 days that the funding contribution will be recovered.

If no response received after 25 days, sms /email sent to MA.

E-mail 3 to MA

Final Reminder - Our records show that you have not yet replied to our request below. **Failure to respond within 5 days will result in our final contribution towards the cost of your training being recovered from your Training Provider.**

Congratulations!

Your employer/Training Provider has advised us that you have successfully completed your apprenticeship requirements. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the final payment for your apprenticeship, we require you to confirm that you have confirmation from your employer/Training Provider that you have successfully completed your full apprenticeship – Reply Y/N

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N

SMS 3 to MA

Reply Y/N to confirm successful completion of your apprenticeship requirements. SDS will recover funding from your provider if you don't reply within 5 days