

FIPS includes a search facility for employer placement information when an application is being created. This information can also be updated when the application has been submitted to an assignment. This allows Training Providers to:

- Search for the employer on FIPS – if it already exists in the system this can be selected **or**
- Create a new employer on FIPS using the name and address details  
*(These will be reviewed and approved by SDS. Claims processed prior to approval will be placed at “holding – employer unconfirmed” and released for payment when the employer is approved).*  
*Claims will also go to “holding” status for employers that have been rejected by SDS. Providers will receive an alert on the dashboard notifying them if rejected.*

*Any duplicate employers added to FIPS from September 2018 will be rejected by SDS. Training Providers will then be required reperform the employer search and select the existing employer.*

The approval of employers is to prevent duplicates on the system and incorrect information being added. It is therefore essential that Training Providers ensure the information is accurate prior to searching / creating the employer and that the employer does not already exist in the database of employer information available for selection. SDS is required to report on volume of employers on a regular basis when responding to Parliamentary requests, FOI requests, Scottish Government requests and for internal reporting purposes, therefore it is important that the information is as accurate as possible at all times.

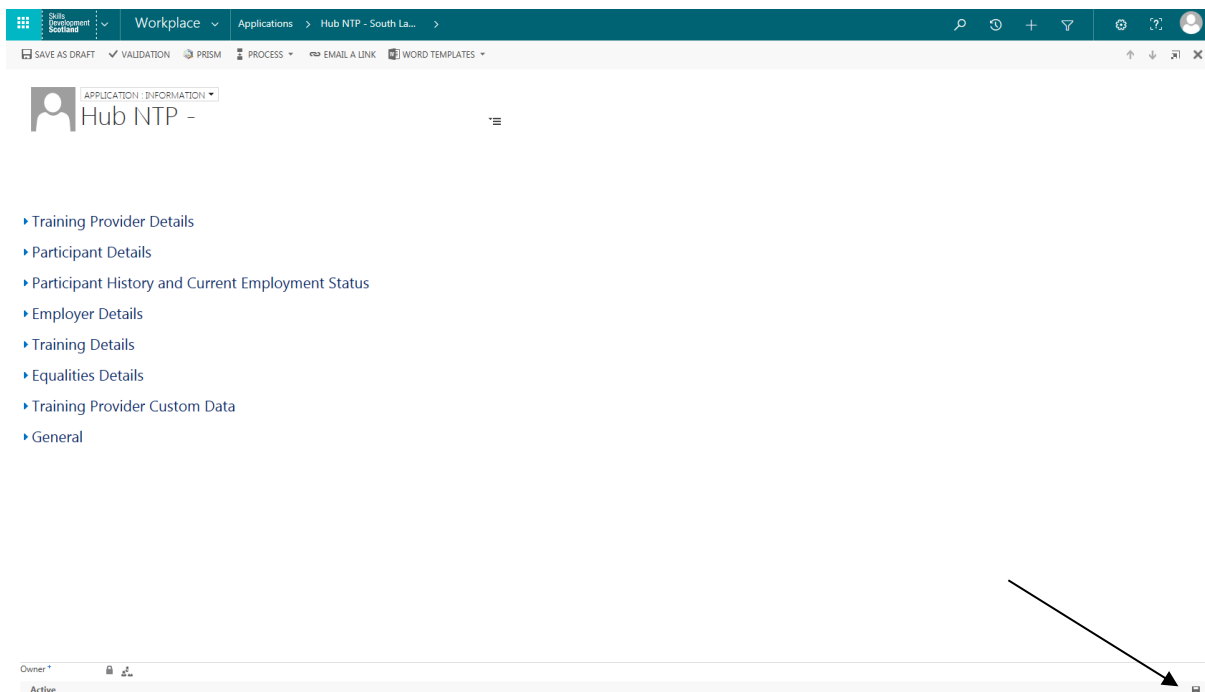
- Section 1 - ‘Searching for an Employer (Application)’
- Section 2 - ‘Creating an Employer’

## Searching for an Employer (Application)

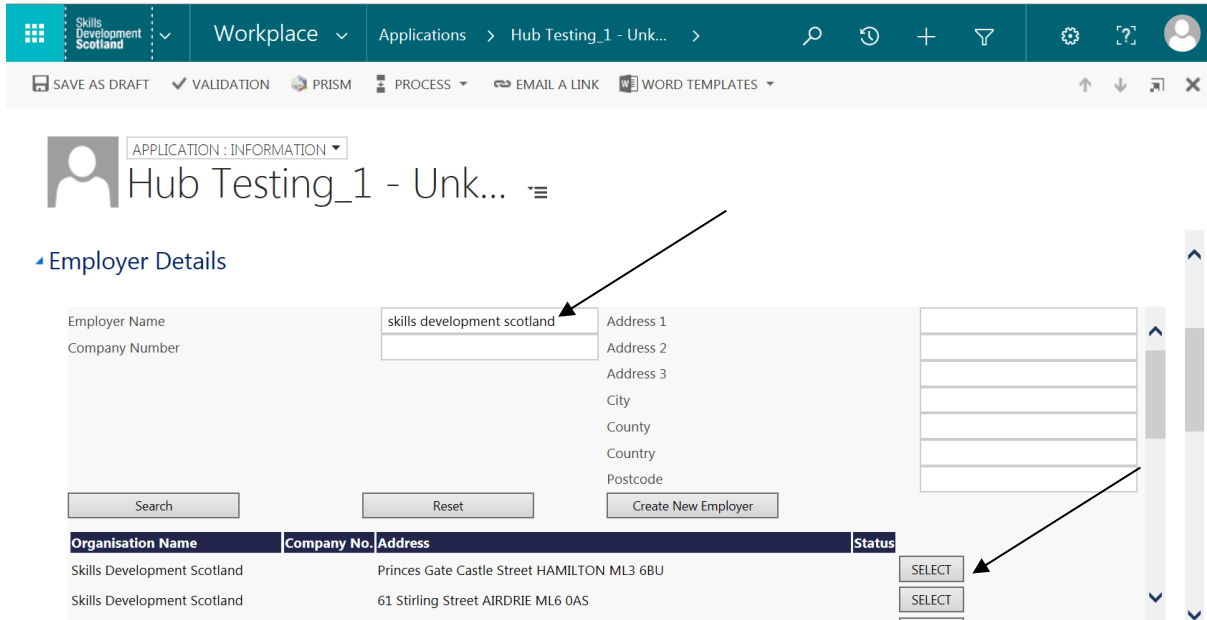
Training Providers must search for the employer on FIPS prior to creating a new one. This is to ensure:

- Duplicate employers are not created
- Participants are linked under the same employer, rather than split between different variations of the same company
- Only new Employers are sent for approval to prevent SDS rejecting duplicates ensuring claims processed will not be placed on hold until Training Providers re-perform the search and select the employer already listed within the database

- 1) The first step is to ensure the information entered on the application is saved prior to searching for the employer. This is done by selecting the save icon at the bottom right of the screen, or “Save as Draft”:-



2) You will now be able to search for an employer. **Training Providers should search with just the employer name first.** If the company has been entered to FIPS previously, the search will return the result. If different addresses under the same employer have been entered (per screenshot below), these will also be displayed. The scroll bar can be used to navigate through the list. Now select the appropriate address for the employer:



Please be aware that due to a high number of duplicate employers being added to FIPS, you may receive duplicate results for an employer. SDS are currently working to remove duplicates. Please choose one of the results listed, do not create another new employer or this will be rejected.

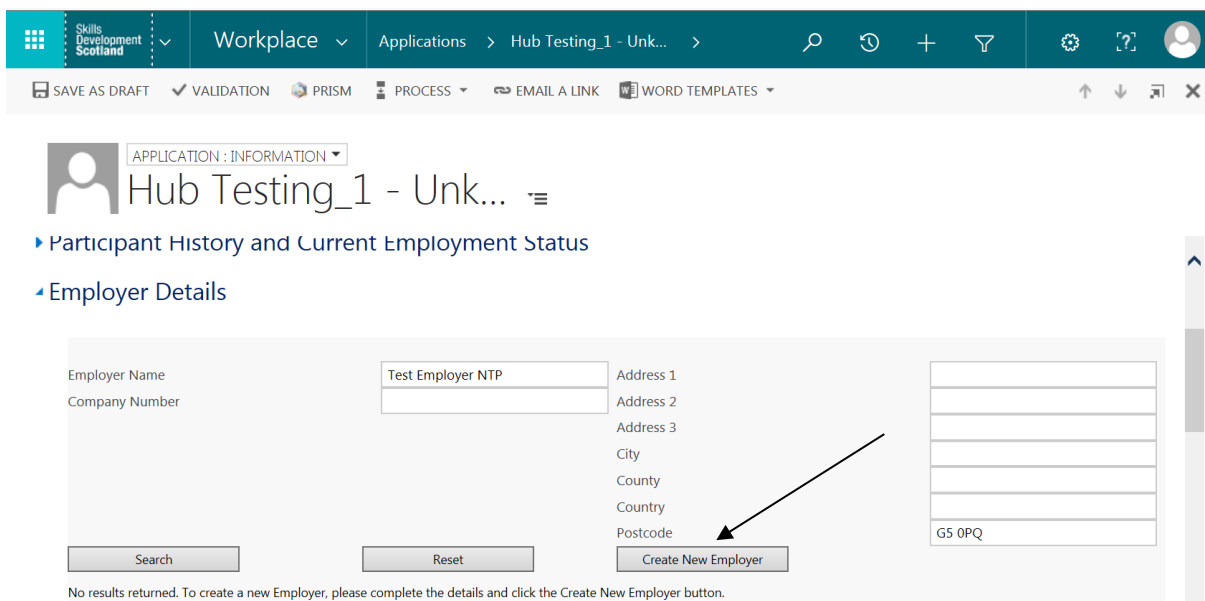
When an employer has been selected, FIPS will display the details within the “Employer” field on the application.

3) The Priority Sector, Employer Contact Name and Employer Contact Email Address are mandatory fields and must be filled in prior to submission. Ensure this information is saved before progressing with the application.

## Creating an Employer

If after completing the search you are unable to find the employer, below are instructions of how to add the details onto FIPS:

- 1) Using the employer search fields, select 'Create New Employer'. **You are required to input the employer name and Postcode.** The results returned are a direct lookup to the Royal Mail database. You must select the address required – if this displays a different company name, FIPS will overwrite this with the employer name you used in the search.



Skills Development Scotland | Workplace | Applications > Hub Testing\_1 - Unk... | Search | Refresh | + | Filter | Settings | Help | Profile

SAVE AS DRAFT | VALIDATION | PRISM | PROCESS | EMAIL A LINK | WORD TEMPLATES

APPLICATION : INFORMATION  
Hub Testing\_1 - Unk...

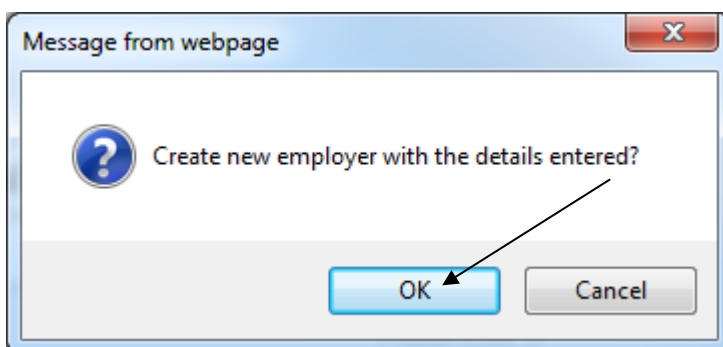
▶ Participant History and Current Employment Status  
▶ Employer Details

Employer Name: Test Employer NTP  
Company Number: [Empty]  
Address 1: [Empty]  
Address 2: [Empty]  
Address 3: [Empty]  
City: [Empty]  
County: [Empty]  
Country: [Empty]  
Postcode: G5 0PQ

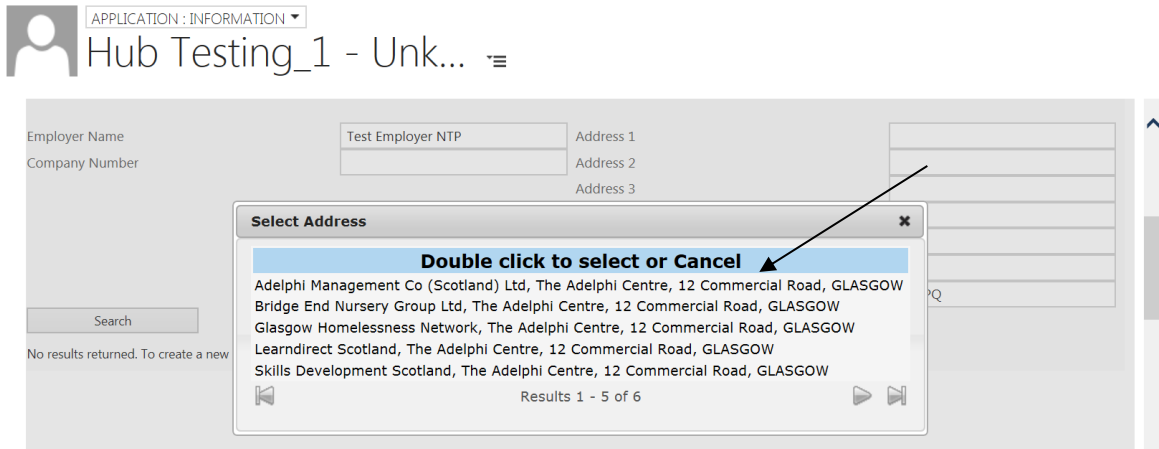
Buttons: Search, Reset, Create New Employer

No results returned. To create a new Employer, please complete the details and click the Create New Employer button.

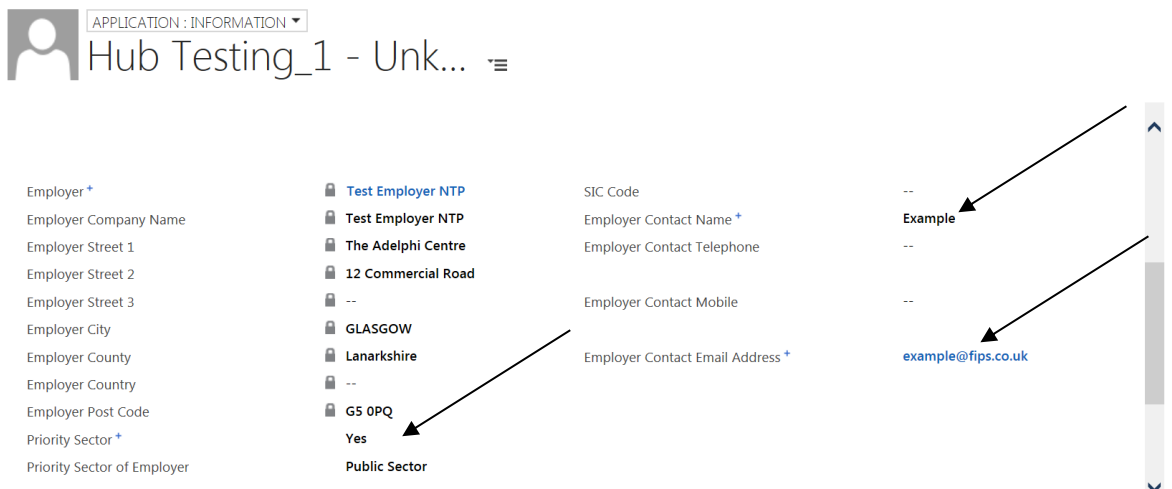
- 2) Select 'OK' on the pop up if you are satisfied the details entered at this stage are correct:



- Please ensure that if the address required does not exist in the list that you select the closest address, even if the employer name or any other details do not match. Once you have selected this and saved, contact the NTP Hub via the FIPS Help Form with the full accurate employer details and the NTP Hub can then update FIPS accordingly.



3) The Priority Sector, Employer Contact Name and Employer Contact Email Address must be input. Finally, click the save icon to save your progress on the application so far:



Once saved, the employer details created go to SDS for review and will be approved or rejected.