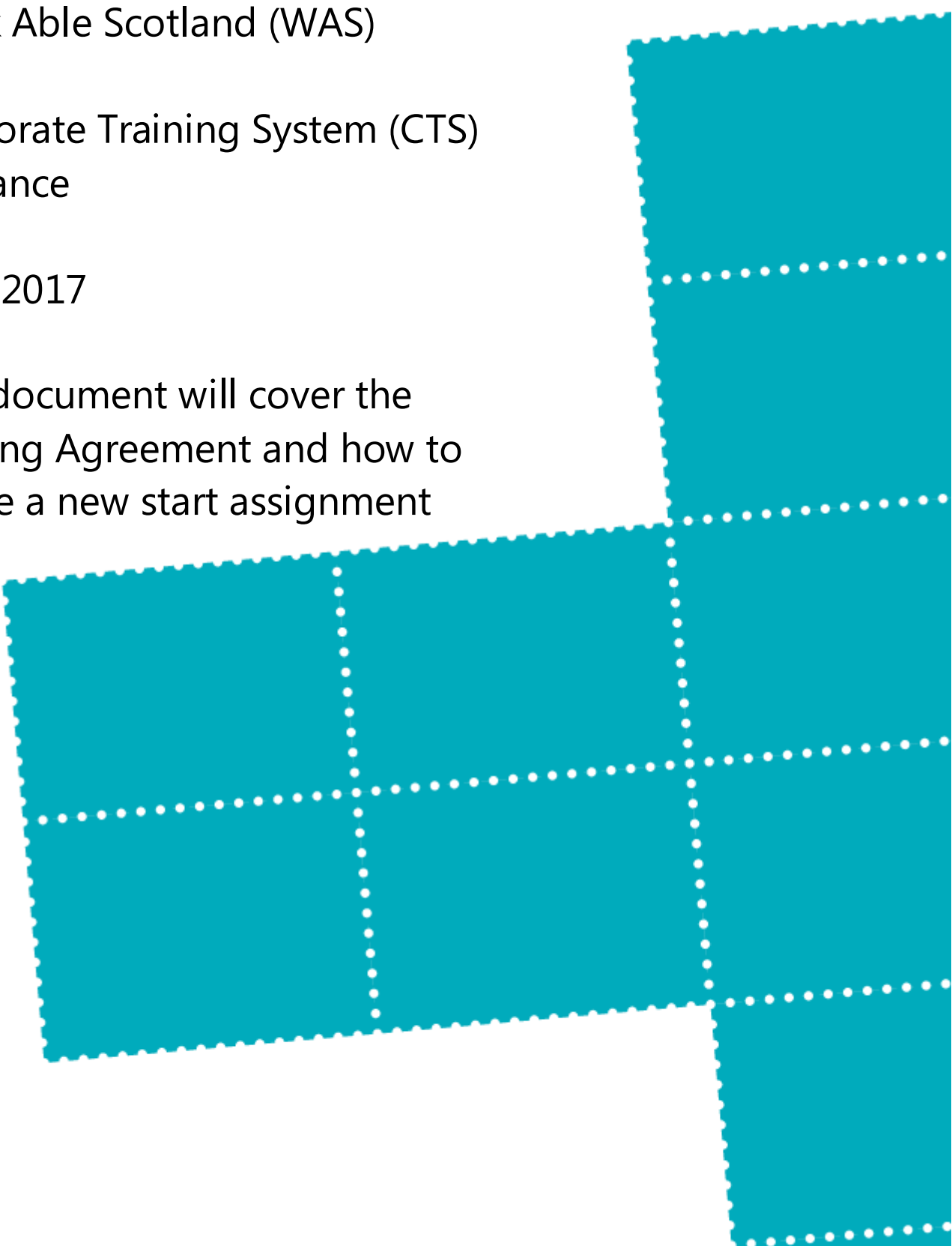


Work Able Scotland (WAS)

Corporate Training System (CTS)
guidance

April 2017

This document will cover the
training Agreement and how to
create a new start assignment

A large, abstract graphic on the right side of the page, composed of several overlapping teal-colored rectangular shapes with white dotted borders. The shapes are arranged in a grid-like pattern, with some overlapping others, creating a sense of depth and movement.

How to Create a Work Able Scotland New Start Assignment

Work Able Scotland participants must be entered on CTS within the "New Tfw Start" screen. When creating a new start assignment you will need the participants completed training agreement.

New NTP and New Tfw Start are listed at the top of the CTS menu. For WAS, New Tfw Start should be used:-

Note: - depending on your access level, you may not have access to all the options on the menu in the screenshot above. CTS has two access levels – administration (processing) and management (overview).

How to Create a Work Able Scotland New Start Assignment

Click into New Tfw start. The following page will be displayed:-

New Training For Work Assignment

Assignment Training Plan

Area

Training Provider

Licence No

Contract

To attach a qualification to an assignment, select from the dropdowns below.

Select the first qualification

Optional Filter (click to show/hide)

Reference :
Title :
Level : 0
Awarding Body : - none -

Select the second qualification

Optional Filter (click to show/hide)

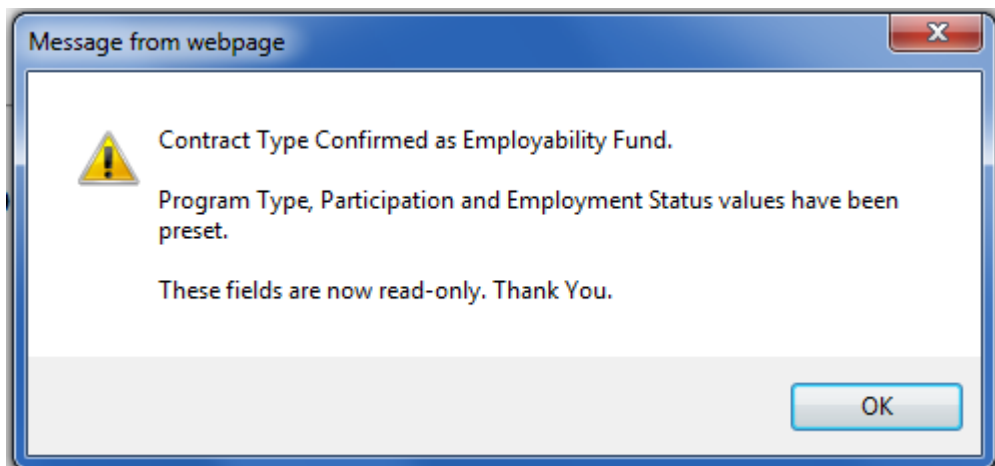
Click to clear selection

Reference :
Title :
Level : 0

< Previous Next >

For this example, the provider name will appear as "D&M Dummy Company".

Select the area based on the participant home address. Complete "Contract" field as "Employability Fund Stage 2". When the contract is selected, the following message will be displayed:-



Click on OK.

How to Create a Work Able Scotland New Start Assignment

When the contract has been selected, the "First Qualification" drop-down will populate.

From this drop-down, select the required option for the participant. Only the codes beginning with WAS should be used:-

To attach a qualification to an assignment, select from the dropdowns below.
Select the first qualification

Vocational Qualifications		
WAS001	- L0	- Health and Wellbeing
WAS002	- L0	- Personal Social Development
WAS003	- L0	- Core Skills
WAS004	- L0	- Work Related Learning
WAS005	- L0	- Enterprise Education

TfW Other Approved Qualifications

Optional Filter (click to show/hide)

click to show/hide)

For this example, "Health and Wellbeing" has been selected. Once a selection has been made, click on Next.

Providers should select the most relevant for the participant at the start of WAS and update as the participants needs change throughout the duration of WAS. The WAS Action Plan will provide the full detail of the participants experience of WAS.

How to Create a Work Able Scotland New Start Assignment

The second page of the assignment is for Person Details. This should be completed in full. Below is a screenshot of the page completed in full as an example:-

New Training For Work Assignment

Person Details

NI Number	<input type="text" value="TN335152F"/>	Title	<input type="text" value="Ms"/> <input type="radio"/> M <input type="radio"/> F <input type="radio"/>
Last Name	<input type="text" value="Smith"/>	SQA Candidate Number	<input type="text"/>
First Name(s)	<input type="text" value="Test"/>	Mobile Phone Number	<input type="text" value="no number"/>
Home Phone Number	<input type="text" value="no number"/>		Click here if no number available
Email Address	<input type="text" value="no email"/>		Click here if no Email available
Ethnic Origin	<input type="text" value="1-White"/>		
Date of Birth	<input type="text" value="03/03/1994"/>	Care Leaver	<input type="text" value="No"/>
Disability	<input type="text" value="No"/>	Ex Offender	<input type="text" value="No"/>
Disability Options (Only for Disabled Persons above)	<input type="text" value="You have a social/communication impairment such as a speech and language impairment or Asperger's syndrome/other autistic spectrum disorder, or cognitive impairment"/> <input type="text" value="You are blind or have a visual impairment uncorrected by glasses"/> <input type="text" value="You are deaf or have a hearing impairment"/> <input type="text" value="You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy"/>		
Selected Options:	<input type="text"/>		

Additional Personal Information

Have you ever been identified as Transgender?	<input type="text" value="Prefer not to say"/>
Sexual Orientation	<input type="text" value="Prefer not to say"/>
Religion/Belief	<input type="text" value="Prefer not to say"/>

Address Search

Post Code	<input type="text" value="eh125hd"/>	House Number or Name	<input type="text" value="*"/>	<input type="button" value="Search"/>
Search Results	<input type="text" value="73/8 Haymarket Terrace"/>			
Address	<input type="text" value="73/8 Haymarket Terrace"/>	Post Town	<input type="text" value="EDINBURGH"/>	
	<input type="text" value="EDINBURGH"/>	Post Code	<input type="text" value="EH12 5HD"/>	

Complete all fields in line with the individual participant information. For the Address Search, input the postcode and House Number or Name. If no result is found, input an asterisk in House Number or Name and search – select the relevant address from the drop-down.

If the address required does not come up, ensure the postcode is correct by looking up online using the Royal Mail website. If the address is a new build, the details may not be available on CTS yet. In these instances, create the assignment using a business address in order to save. Once saved, submit an NTP Hub Help Form with the correct information and it can be manually adjusted by SDS.

When participant detail screen has been completed, click on Next.

How to Create a Work Able Scotland New Start Assignment

The third page of the assignment relates to Assignment Details. Please refer to the Training Agreement to ensure all fields are completed correctly.

In the example below, fields have been completed up to the SOC 2000 Code section:-

New Training For Work Assignment

Assignment Details

Start Date: 11/04/2017 ESOL Needed?

Expected End Date: 17/07/2017 ESF Dossier Number:

Project Title: JTXXXXXXXD

VQ Already Held: -none-

Program Type: Employability Fund Stage 2

Expected Attainment: Job Outcome

Eligibility Code: 2a - 18+ year old in receipt of benefit and not in the WP

Early Entry Options (Only for Early Entry Option above):
Disabled person
DWP Work Programme completer
Ex offender

Double Click to select or click [here](#) to clear saved options.
Selected Options:

Referred By: DWP Participation Full-time Part-time

Literacy / Numeracy Needed? Information Exchange Compliance?

SOC 2000

SOC 2000 Code:

Description (part): INIT

Search Results:

Employment

Employment Status: Employed Not Employed Unemployment Duration:

Employer: Licence Number: Previous

< Previous Next >

Project Title and ESF Dossier Number are free text fields. Per the Training Agreement, these fields must be completed as follows:-

- Project Title field must be completed with the participants official National Insurance number
- ESF Dossier Number field must be completed with the type of benefit claimed

Other mandatory fields must be completed per the Training Agreement as follows:-

- Expected Attainment field must be completed as "Job Outcome"
- Eligibility Code must be completed as "2a – 18+ year old in receipt of benefit and not in the WP"
- Referred By must be completed as "DWP"

VQ Already Held and Unemployment Duration must be completed in line with the individual participant information.

How to Create a Work Able Scotland New Start Assignment

The SOC 2000 Code field must be completed for the assignment to save. The code required for WAS participants is 0000. In order to populate the field, the right hand drop-down arrow must be used.



SOC 2000

SOC 2000 Code

Description (part)

Search Results

In the "Description (part)" field, enter "init" and search. This search will retrieve the "Initial Assessment Code" which is 0000 and will auto populate the SOC 2000 Code field.

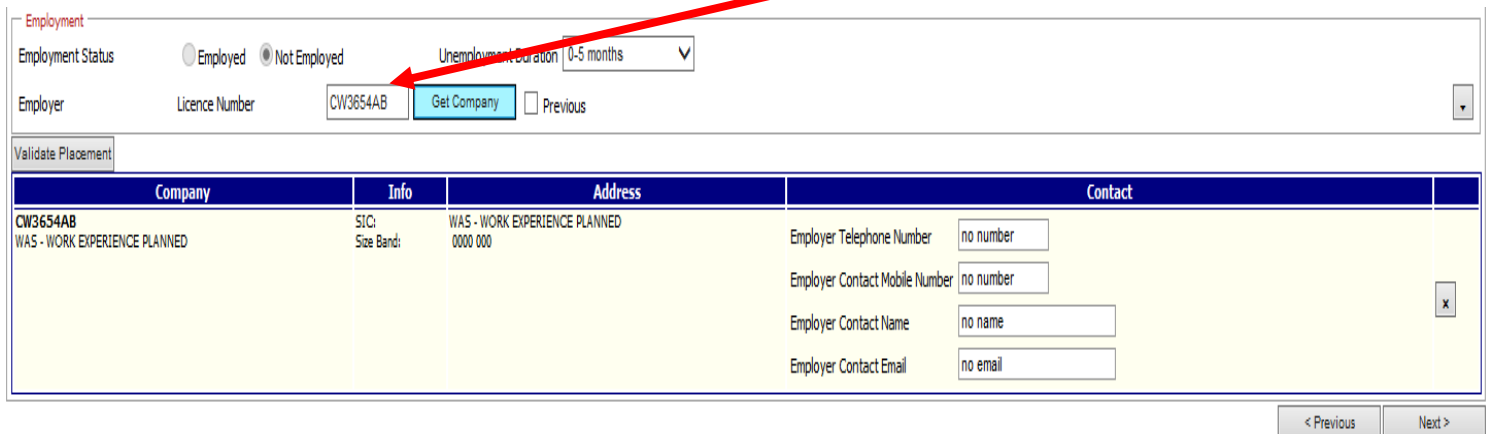
Under the Employment section, a placement must be input in order to save the assignment. For WAS purposes, there are two codes:-

- CW3654AA
- CW3654AB

CW3654AA should be entered for participants when no work experience is planned.

CW3654AB should be entered for participants when worked experience is planned.

The relevant code must be entered into the "Licence Number" field:-



Employment

Employment Status Employed Not Employed Unemployment Duration 0-5 months

Employer Licence Number CW3654AB Previous

Validate Placement

Company	Info	Address	Contact
CW3654AB WAS - WORK EXPERIENCE PLANNED	SIC: Size Band:	WAS - WORK EXPERIENCE PLANNED 0000 000	Employer Telephone Number <input type="text" value="no number"/> Employer Contact Mobile Number <input type="text" value="no number"/> Employer Contact Name <input type="text" value="no name"/> Employer Contact Email <input type="text" value="no email"/>

< Previous Next >

In the example above, the code for Work Experienced Planned has been used. Click on "Get Company" which will display the information in the table format per the screenshot.

All other fields within the screen should be completed per the individual participant information.

"Participation" and "Employment Status" will default to "Full time" and "Not Employed" respectively.

Employer/placement information must be entered into assignments once it is known. A separate guidance document covering how to search/create a new employer is available.

How to Create a Work Able Scotland New Start Assignment

Below is an example of a completed Assignment Details screen:-

New Training For Work Assignment

Assignment Details

Start Date: 11/04/2017 ESOL Needed?

Expected End Date: 17/07/2017 ESF Dossier Number: EXAMPLE

Project Title: JTXXXXXXXD

VQ Already Held: -none-

Program Type: Employability Fund Stage 2

Expected Attainment: Job Outcome

Eligibility Code: 2a - 18+ year old in receipt of benefit and not in the WP

Early Entry Options (Only for Early Entry Option above): Disabled person, DWP Work Programme completer, Ex.offender

Double Click to select or click [here](#) to clear saved options. Selected Options:

Referred By: DWP Participation Full-time Part-time

Literacy / Numeracy Needed? Information Exchange Compliance?

SOC 2000

SOC 2000 Code: 0000 Initial Assessment

Employment

Employment Status: Employed Not Employed Unemployment Duration: 0-5 months

Employer Licence Number: CW3654AB Get Company Previous

Validate Placement:

Company	Info	Address	Contact
CW3654AB WAS - WORK EXPERIENCE PLANNED	SIC: Size Band:	WAS - WORK EXPERIENCE PLANNED 0000 000	Employer Telephone Number: no number Employer Contact Mobile Number: no number Employer Contact Name: no name Employer Contact Email: no email

< Previous Next >

Once complete, click on Next.

How to Create a Work Able Scotland New Start Assignment

The final page of the New Start Assignment is the Attendance Profile screen:-

New Training For Work Assignment

Start Payment ▼

Attendance Profile

Category	Weeks
<input checked="" type="radio"/> Non-Employed FT	<input type="text" value="0"/>



The attendance profile must have 1 week input in the “Weeks” field in order for the assignment to save. This will default to 0 – ensure this is amended to show 1.

Once the Weeks field has been updated to show 1, the assignment can be saved:-

New Training For Work Assignment

Start Payment ▼

Attendance Profile

Category	Weeks
<input checked="" type="radio"/> Non-Employed FT	<input type="text" value="1"/>

Message from webpage

The details below will be LOCKED and no further changes can be made when the assignment is APPROVED.

Please check the details for accuracy.

If any details are incorrect, select "Cancel" button and go back and make the necessary amendments now.

If the details are accurate, please confirm by selecting "OK".

The details are:

Local area: Borders

Date of Birth: 03/03/1994

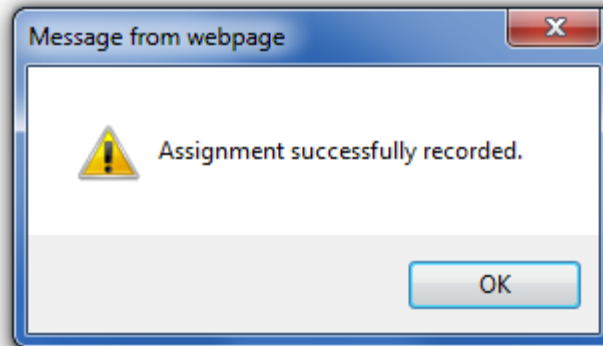
Assignment Start Date: 11/04/2017

Contract Title: Employability Fund - Stage 2

The popup above will display when Save Assignment is selected. Review the details and if accurate click on OK to save the assignment.

How to Create a Work Able Scotland New Start Assignment

The following popup will be displayed when the assignment has successfully saved as a new start:-



Click on "OK". The assignment is now awaiting approval and can be found on the List Trainees section of CTS. List Trainees is available from the Trainee Records drop-down.

The status of the assignment will show on List Trainees when awaiting approval as status H. This means the assignment will be automatically approved by CTS 48 hours after input.

Below is a screenshot of List Trainees filtered on "Waiting for Approval" records:-

List Trainees NTP's Training for Work

Enter criteria and click 'Search'

Lead Area Area

Local Authority Area

Training Provider

Licence No

Contract

Trainee

NI Number

Search for Last Name Between and

Field Chooser

NI Number	Trainee Name	Date of Birth	Start Age	Area	Provider	Contract	Start Date	End Date	Leaving Date	1st Qual.	1st Qual. Level	2nd Qual.	Status	Input Date	App Date	Reason	Local Auth.	Placement Name	Trainee Postcode	VQ Title
	Trainee Name	Date of Birth	Area	Start Date	Status	Input Date	App Date													
	Test, Claire	01/05/1965	A	11/04/2017	H	11/04/2017	13/04/2017													

1 Assignment

End of document.