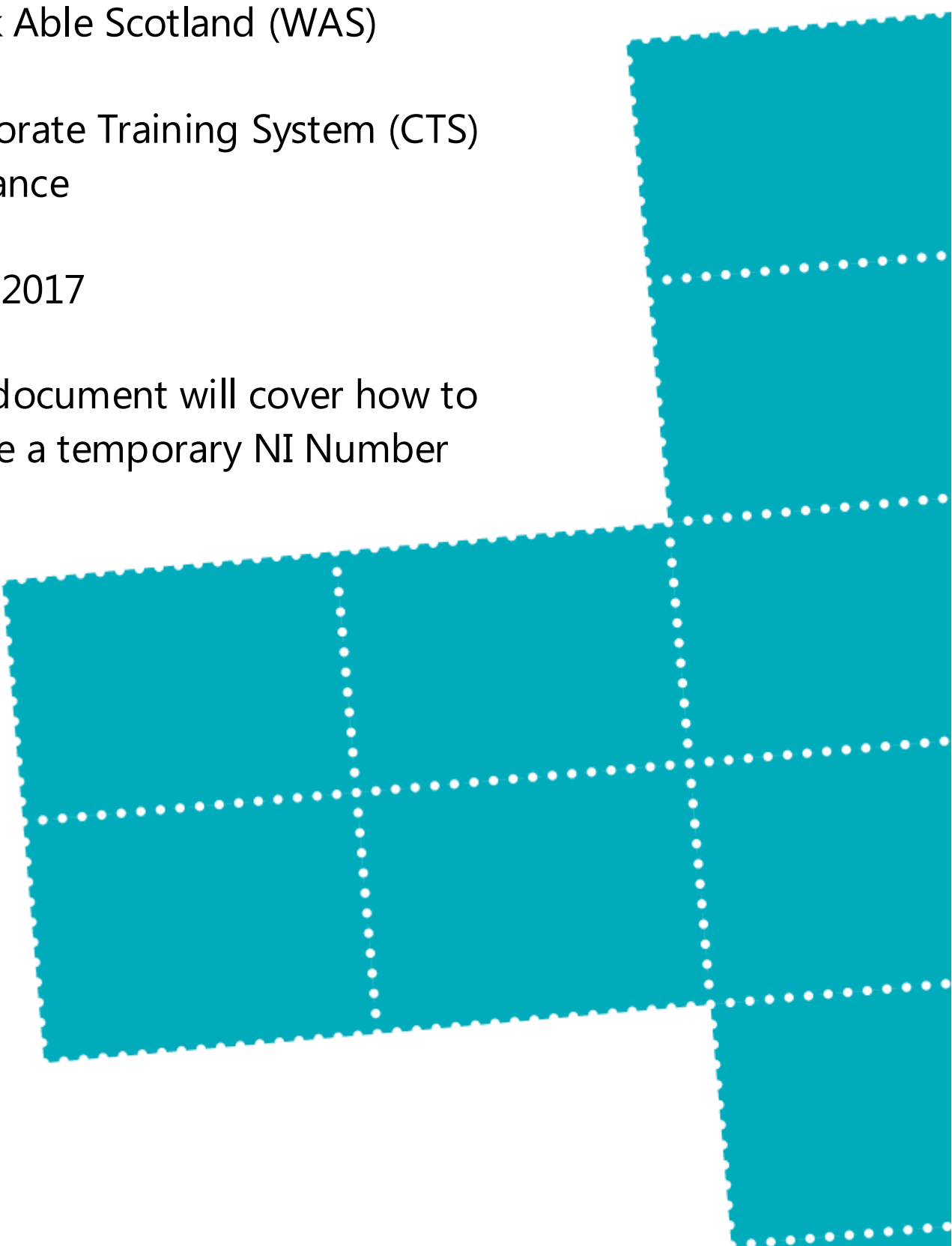


Work Able Scotland (WAS)

Corporate Training System (CTS)
guidance

April 2017

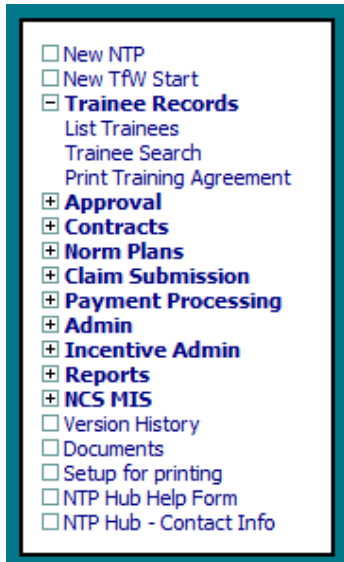
This document will cover how to
create a temporary NI Number

A large, abstract teal graphic on the right side of the page, composed of several overlapping rectangular shapes with white dotted borders, creating a grid-like pattern.

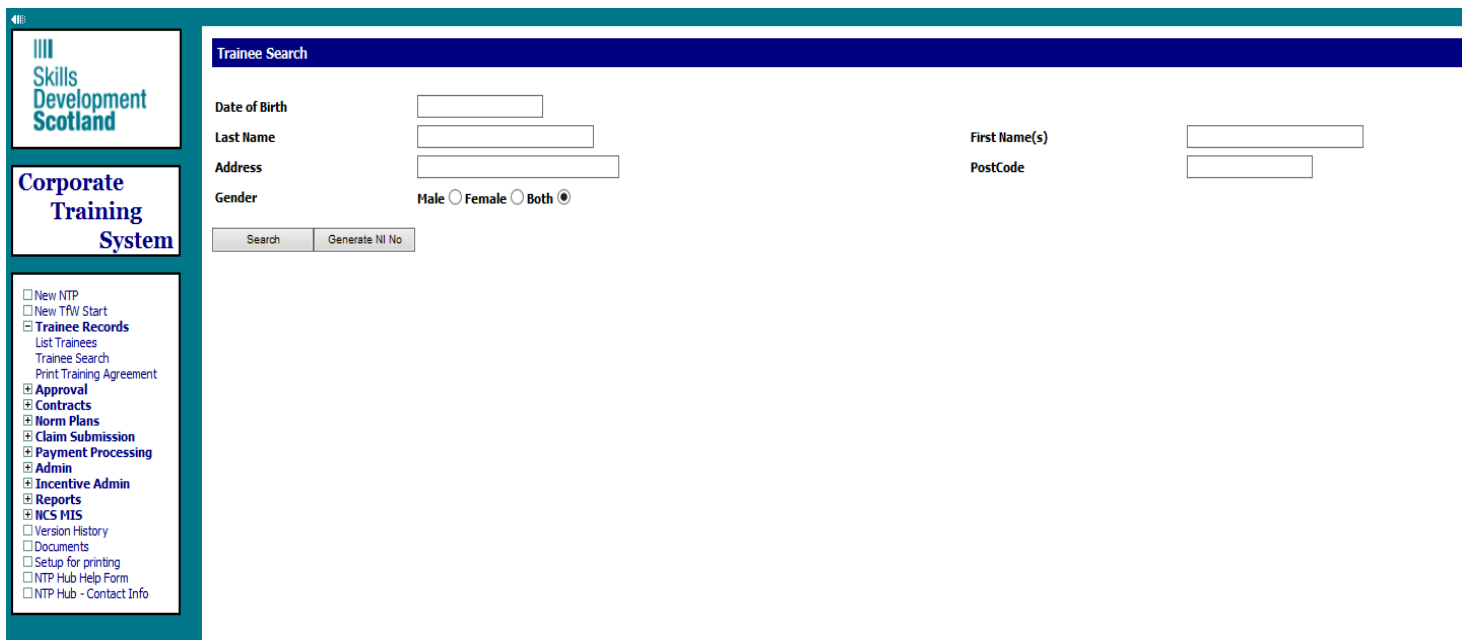
How to create a temporary National Insurance number on CTS

Temporary NI numbers are required for WAS participants in order to input a new start assignment on CTS. Temporary NI numbers are generated within CTS.

On the CTS menu, click into the Trainee Records section: -



Within Trainee Records drop-down, click into Trainee Search. Trainee Search screen will display as below:-

A screenshot of the 'Trainee Search' screen. The left sidebar shows the 'Skills Development Scotland' logo and 'Corporate Training System' menu. The main content area has a title bar 'Trainee Search' and several input fields: 'Date of Birth', 'Last Name', 'Address', 'Gender' (with radio buttons for Male, Female, and Both), 'First Name(s)', and 'PostCode'. There are 'Search' and 'Generate NI No' buttons at the bottom.

To generate a temporary number, all fields **do not** need to be completed.

How to create a temporary National Insurance number on CTS

A temporary NI number can be generated by selecting the gender of the participant only. Using the "Male" or "Female" radio buttons choose the relevant option for the individual participant. Select the gender as applicable then click on "Generate NI No".

CTS will create and display a temporary NI number. Below is an example only:-

Trainee Search

Date of Birth	<input type="text"/>		
Last Name	<input type="text"/>	First Name(s)	<input type="text"/>
Address	<input type="text"/>	PostCode	<input type="text"/>
Gender	Male <input checked="" type="radio"/> Female <input type="radio"/> Both <input type="radio"/>		
<input type="button" value="Search"/>		<input type="button" value="Generate NI No"/>	

The temporary NI Number allocated is:

The above example shows the system generated temporary NI number at the bottom of the page. In the example, "Male" has been selected as the gender.

The NI number can be copied / pasted from this screen into the new start assignment, or a note of it taken down in order to input the information on the assignment when the assignment is being created. The temporary NI number should also be noted on the Training Agreement.

End of document.