


Work Able Scotland (WAS)

Corporate Training System (CTS)
guidance

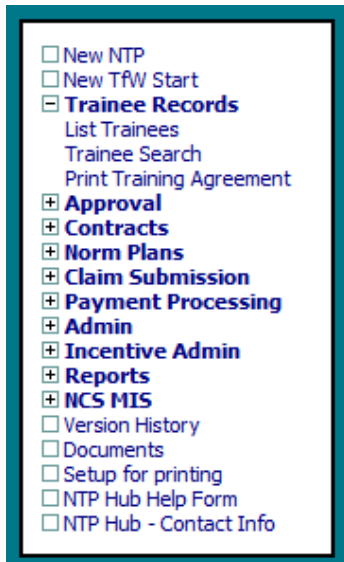
April 2017

This document will cover how to
input leaving details on an
assignment

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

How to Enter Leaving Details for WAS Assignment

Leaving details must be input to an individual assignment upon the participant completing the course. Until leaving details are entered, the assignment is "live" on the system.



Leaving details can be input within the individual CTS assignment for a participant. In Trainee Records, click into List Trainees screen. Search for the trainee required. In the example below, the search has been performed for Live Assignments and the surname qualified on "S":-

List Trainees
 NTP's Training for Work

Enter criteria and click 'Search'

Area

Local Authority Area

Training Provider

Licence No

Contract

Trainee

NI Number

Search for Last Name Between and

Field Chooser

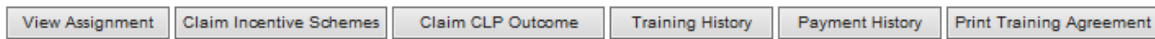
NI Number	Trainee Name	Date of Birth	Start Age	Area	Provider	Contract	Start Date	End Date	Leaving Date	1st Qual.	1st Qual. Level	2nd Qual	Status	Input Date	App Date	Reason	Local Auth.	Placement Name	Trainee Postcode	VQ Title
Trainee Name		Date of Birth	Area	Start Date																
	Smith, Test	03/03/1994	B	11/04/2017																

1 Assignment

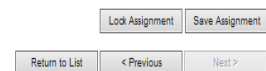
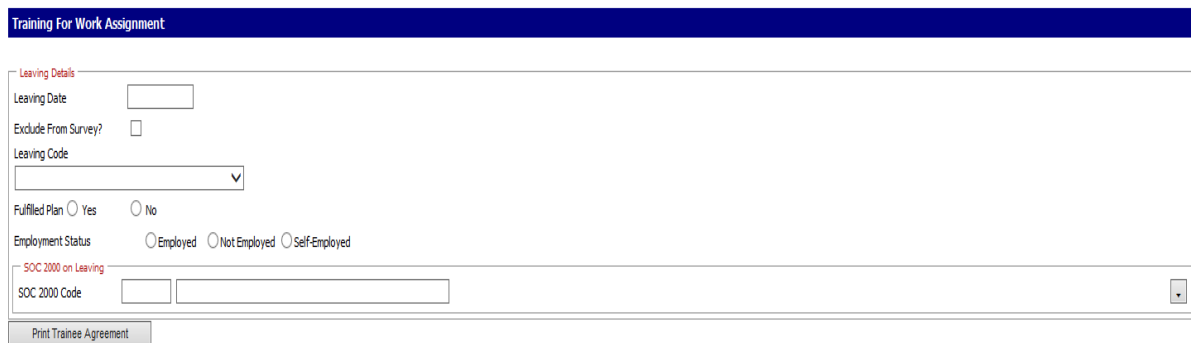
How to Enter Leaving Details for WAS Assignment

The results for the search are displayed in the table format, as shown above. In this example, Test Smith is displayed. Once leaving details have been input, this result will no longer show under Live Assignments. It will only return within a search for Finished Assignments.

To input leaving details, click on View Assignment from the options bar:-



Within the assignment, click "Next" to get to the final page. The leaving details screen will be displayed:-

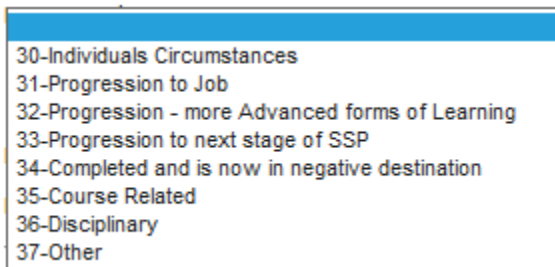


The following fields are mandatory:-

- Leaving Date
- Leaving Code
- Fulfilled Plan
- Employment Status
- SOC 2000 Code on Leaving

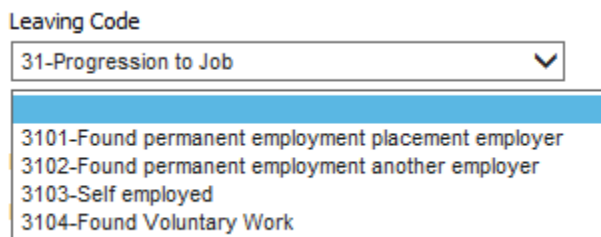
How to Enter Leaving Details for WAS Assignment

Input the leaving date. This date cannot be a date in the future. Select the relevant leaving code from the drop-down:-



- 30-Individuals Circumstances
- 31-Progression to Job
- 32-Progression - more Advanced forms of Learning
- 33-Progression to next stage of SSP
- 34-Completed and is now in negative destination
- 35-Course Related
- 36-Disciplinary
- 37-Other

Depending on the leaving code, a sub code popup will appear. This must be completed. For this example, code 31 has been used – Progression to Job. For this code, the following sub code drop-down appears:-



Leaving Code

31-Progression to Job

- 3101-Found permanent employment placement employer
- 3102-Found permanent employment another employer
- 3103-Self employed
- 3104-Found Voluntary Work

Select the relevant sub code.

SOC2000 on Leaving must be completed as Initial Assessment – code 0000. To populate this field, a search must be performed. Click on the drop-down arrow to display the search fields:-



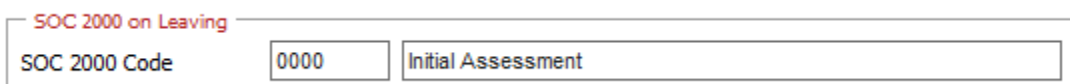
SOC 2000 on Leaving

SOC 2000 Code

Description (part) Search

Search Results

In the "Description (part)" field, enter **init** and click on Search. This search will populate the field with the Initial Assessment code:-

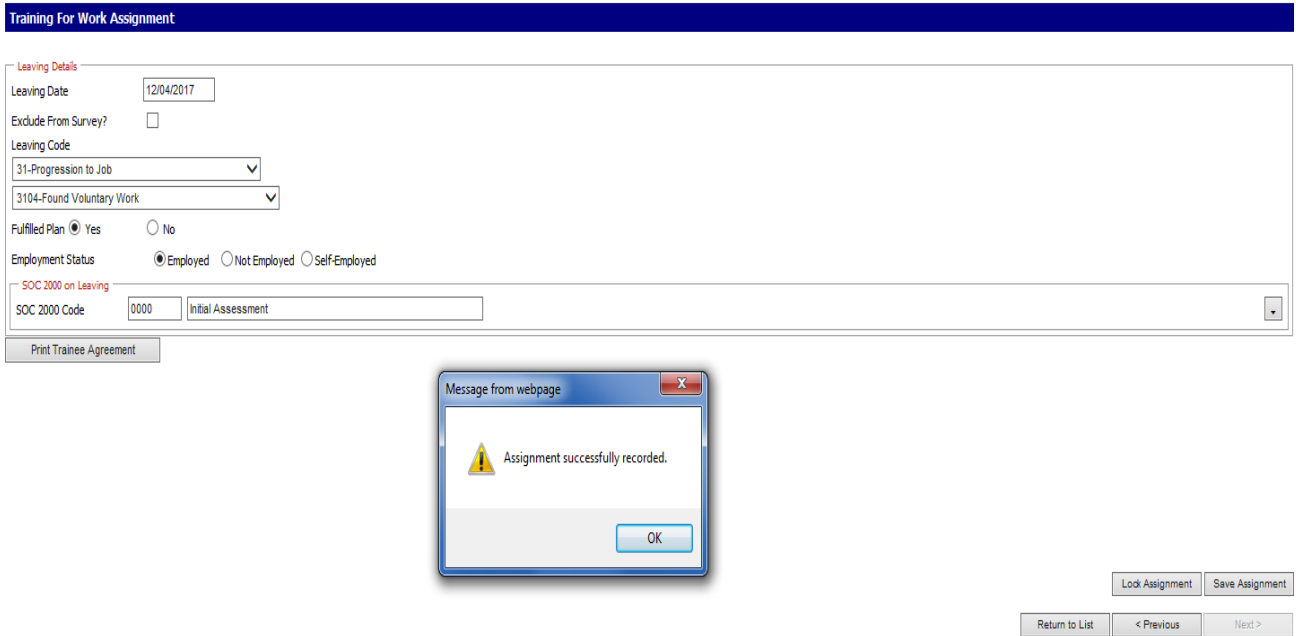


SOC 2000 on Leaving

SOC 2000 Code

How to Enter Leaving Details for WAS Assignment

Ensure all mandatory fields are completed then click on Save Assignment. Below is an example when all fields have been completed and the assignment has been saved:-



The screenshot displays the 'Training For Work Assignment' form. The 'Leaving Details' section includes the following fields and options:

- Leaving Date: 12/04/2017
- Exclude From Survey?:
- Leaving Code: 31-Progression to Job (selected)
- 3104-Found Voluntary Work (selected)
- Fulfilled Plan: Yes, No
- Employment Status: Employed, Not Employed, Self-Employed
- SOC 2000 on Leaving: 0000 (selected), Initial Assessment (selected)

Buttons at the bottom of the form include 'Print Trainee Agreement', 'Lock Assignment', 'Save Assignment', 'Return to List', '< Previous', and 'Next >'. A 'Message from webpage' dialog box is overlaid on the form, displaying a yellow warning icon and the text 'Assignment successfully recorded.' with an 'OK' button.

To ensure the leaving details have been saved, the message "Assignment successfully recorded" will be displayed. Leaving details have now been input on the record and it is no longer a Live Assignment. It is now a Finished Assignment.

To lookup the record within List Trainees once leaving details have been entered, the search should be for Finished Assignments.

End of document.