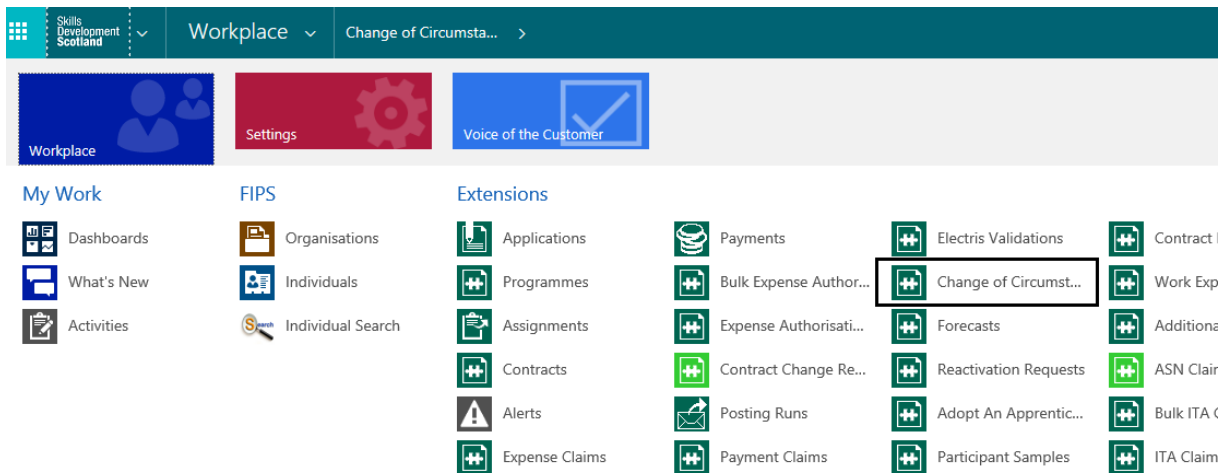


FIPS QUICK START GUIDE

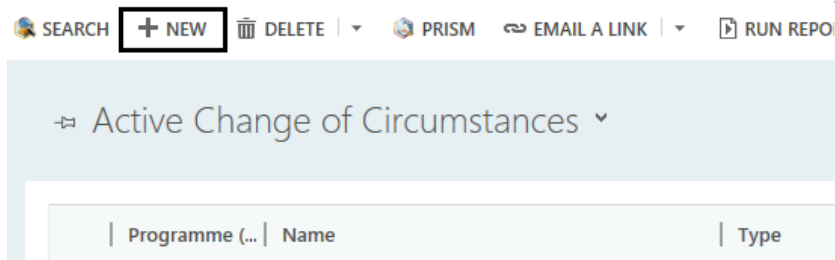
Change of Circumstance – NI Number

The change of circumstance (COC) entity on FIPS allows Training Providers to make changes to specific candidate information. The following data can be amended via the Change of Circumstance entity: Start Date, Date of Birth, National Insurance Number and Qualification. This guide will provide guidance on how to update a National Insurance Number.

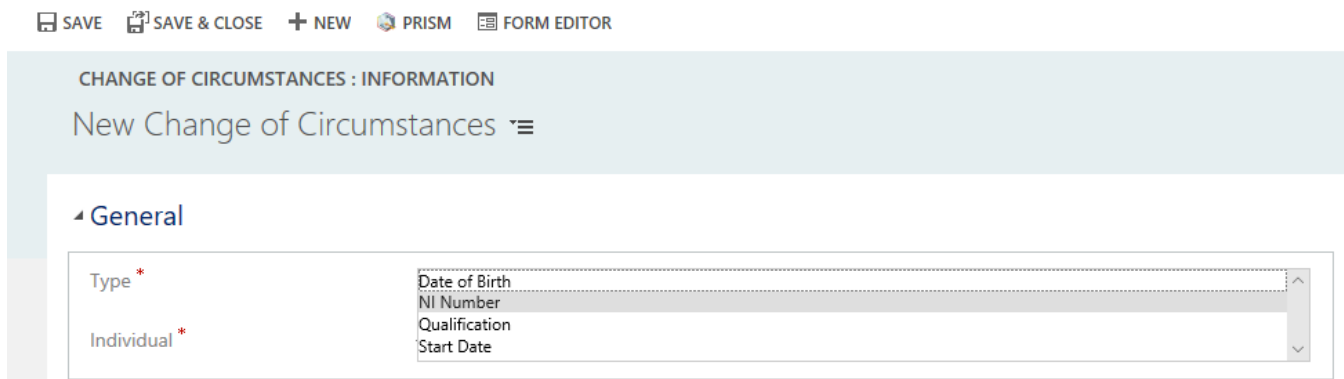
1. To update an individual's qualification details on FIPS, select Workplace and then click on the Change of Circumstances entity:



2. Within the Change of Circumstance screen, click on "+ New" which will open the Change of Circumstances form:



3. Any fields displayed with a red asterisk are mandatory and must be completed prior to saving the form. Within the "Type" field, click into this and select "NI Number" from the list displayed:



4. Once this has been selected additional fields will appear on the right-hand side of the page:

General

Type*	NI Number	Change of National Insurance Number
Individual*	New National Insurance Number*

5. Click into the individual field and use the look up icon to expand the drop-down list. Select the “Look Up More Records” hyperlink which will bring up an additional search box:

General

Type*	NI Number
Individual*	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> 13/11/1990 ⌵ </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 25/04/1981 ⌵ </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 16/02/1961 ⌵ </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 28/05/1963 ⌵ </div> <div style="display: flex; justify-content: space-between; align-items: center;"> 16/02/1961 ⌵ </div> <div style="margin-top: 5px;"> Look Up More Records </div> </div>

10 results + New

6. Within the search box, search for the individual using the wild card function (*Firstname* Surname*) and hover over the white space on the left-hand side of the name. This will display a check box. Click to select and then click “Add”:

Lookup Record ✕

Enter your search criteria.

Look for Individual ⌵	<input type="checkbox"/> Show Only My Records
Look in Individuals Lookup View ⌵	
Search *FIPS1* Test* 🔍	

Full Name ↑	National Insu...	
<input checked="" type="checkbox"/> FIPS1 Test	JH123456A	23

1 - 1 of 1 (1 selected) ⏪ Page 1 ⏩

New
Add
Cancel
Remove Value

7. Once selected, the individual’s current details will appear at the bottom of the right side of the screen:

General

Type *	NI Number
Individual *	FIPS1 Test

Change of National Insurance Number

New National Insurance Number *

Current Details

First Name *	FIPS1
Last Name *	Test
Date of Birth	23/05/2000
NI Number	JH123456A

8. To update the National Insurance Number, click into the “New National Insurance Number” field and enter the new NI number into the free text box:

Change of National Insurance Number

New National Insurance Number *

9. Save the form using the disc icon at the bottom right of the screen. When saved, a Submit button will appear at the top of the form. Click on this to submit the Change of Circumstance:

CHANGE OF CIRCUMSTANCES : INFORMATION

NI Number - FIPS1 TEST

Owner Status Reason Draft

Actions

Submit

General

Type *	NI Number
Individual *	FIPS1 Test

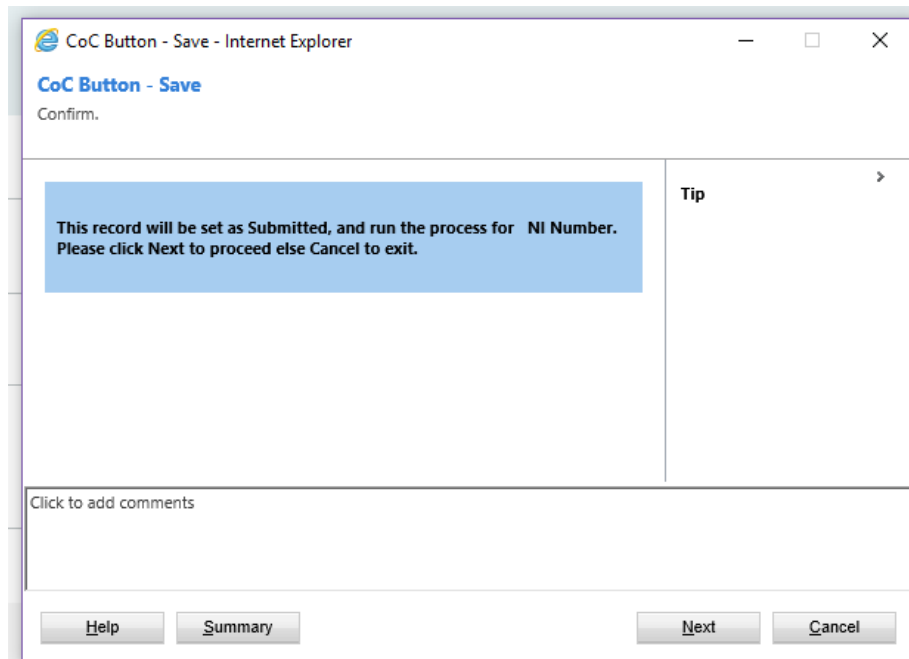
Change of National Insurance Number

New National Insurance Number * JK123456A

Current Details

First Name *	FIPS1
Last Name *	Test
Date of Birth	23/06/1999
NI Number	JH097865A

10. A dialog box will appear summarising the change of details. Click Next to submit the Change of Circumstance. Cancel can be selected which will not submit the change and the details will not be updated:



11. The individual’s assignment will be updated with the new NI number and the Change of Circumstance will show as status “Completed”. The “New National Insurance Number” field and the “NI Number” field within the current details section of the COC form will now display the updated information:

Actions

General

Type *	NI Number
Individual *	FIPS1 Test

Change of National Insurance Number	
New National Insurance Number *	JK123456A
Current Details	
First Name *	FIPS1
Last Name *	Test
Date of Birth	23/06/1999
NI Number	JK123456A

If the individual has other / previous assignments on FIPS, the update may take some time to show in the assignment. Training Providers should wait 1 hour after completing the COC for the change to display in the assignment.