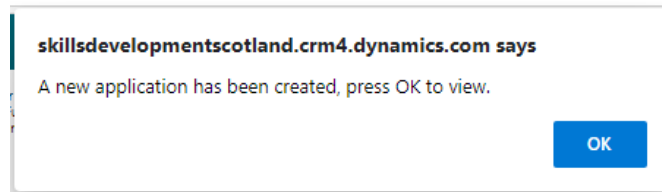


# FIPS QUICK START GUIDE

## Enhanced Funding

Participants that are eligible for Enhanced Funding must be approved by the Skills Development Scotland NTP Equality team. Enhanced Funding application guidance is available on the SDS Corporate Website. This guide will provide details on how to update FIPS to ensure any relevant applications / assignments are updated with the Enhanced Funding information to ensure the correct funding is applied. The NTP Equality team email address is: [Equality.Apprenticeships@sds.co.uk](mailto:Equality.Apprenticeships@sds.co.uk)

1. Enhanced Funding applications must be approved by the SDS Equality team. Once approval has been confirmed by SDS, the Training Provider can input or update the participant details on FIPS so that the funding allocated is set to Enhanced Funding. Approval by the Equality team must be given before the details are input or updated on FIPS.
2. Providers are required to ensure that the relevant Enhanced Funding details are input in the application before an assignment is generated for a participant. This means the application must be updated manually to ensure the enhanced funding details are captured during the application submission. If the information is not input during the application phase, Providers are unable to make this change once an assignment has been created. In these instances, SDS must manually retrospectively amend the funding details – this scenario is covered on the last page of this guide.
3. Begin by performing the Individual Search for the participant. When Create New Application is selected on the individual search, a popup will appear on screen to confirm that a new application has been created and will prompt you to select OK to view. Click on OK to open the draft application:



10. When the application opens, input the relevant information required for the participant. To ensure the application is flagged as Enhanced Funding, the following steps must be completed in the application. Under the Training Details tab, ensure the following fields are set per the screenshot below.

Training Provider Details **Training Details** Employer Details Participant Details Participant History and Current Em... Equality Details General Application Submission Related

Start Date \* ---

Expected End Date \* ---

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Qualification Details

Area of Scotland \* ---

Qualification \* ---

Sector Skills Council \* ---

Framework \* ---

Awarding Body \* ---

Awarding Body Centre Number \* ---

Occupational Grouping \* ---

VQ Level \* ---

MA Centre Number \* ---

Staged Registration \* ---

Age at Start \* ---

Change to Training Category Required \*  No

Training Category \* ---

Off the Job Training as part of MA? \* ---

Training Venue \* ---

Expenses \*  No

Change to Yes

Age at Start \* ---

Change to Training Category Required \*  Yes

Training Category Comment \* ---

Training Category \* ---

Off the Job Training as part of MA? \* ---

Training Venue \* ---

Expenses \*  No

Training Category Comment:  
Enter: Enhanced 1, Enhanced 2 or  
Enhanced 3

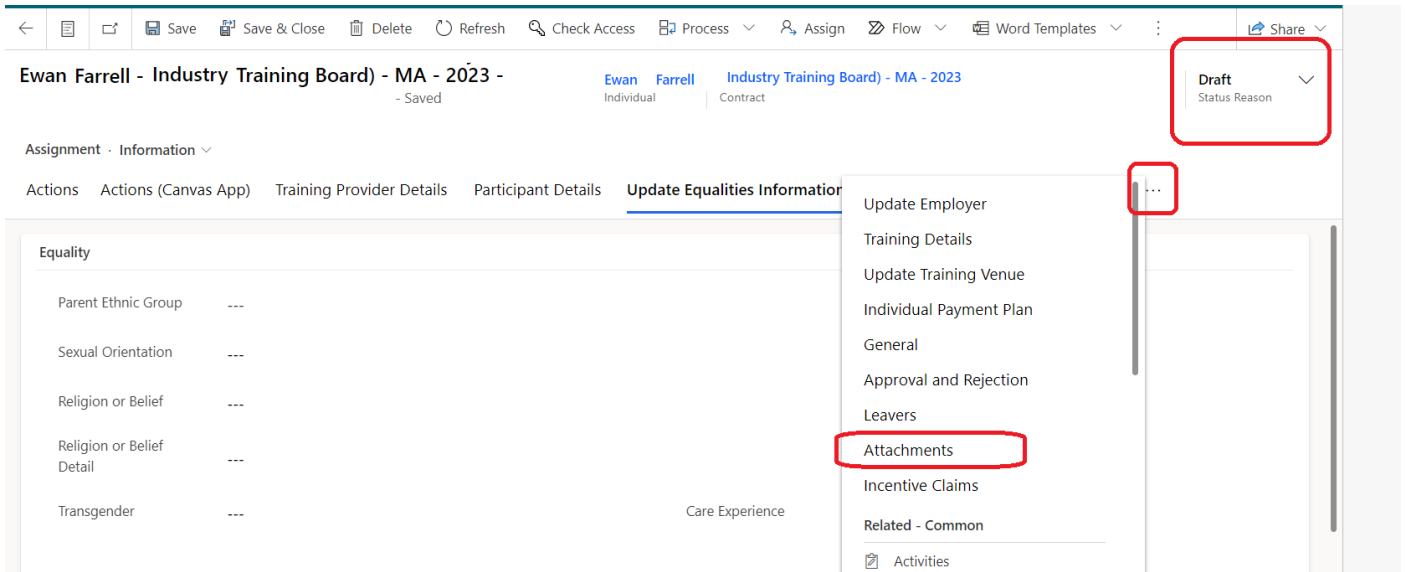
⊗ Required fields must be filled in.

Training Category:  
Change to 16-19

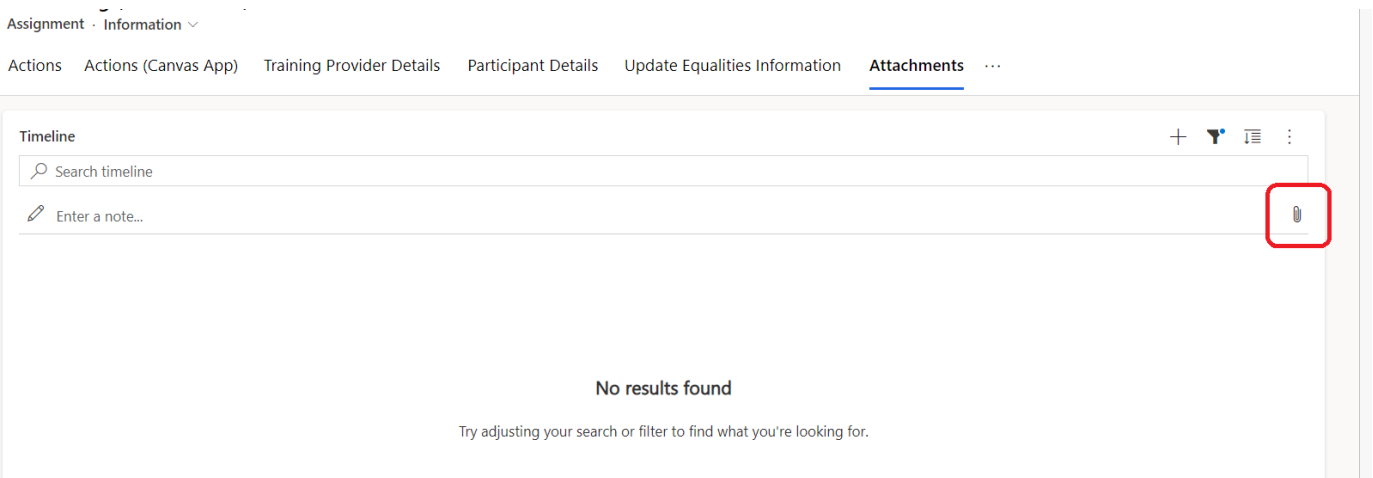
- "Change to Training Category Required" toggle – change this from No to Yes
- Once set to yes, the "Training Category Comment" field will become visible. Input the relevant comment e.g., Enhanced 1/2/3
- Training Category – manually set this field to 16-19 age group

4. Once all the application details have been input, it can be submitted to a Draft Assignment. Under the Application Submission tab, the Submit Application button will be displayed. Once in **Draft Assignment** status, the relevant Enhanced Funding documents must be uploaded. If this step is missed, the assignment may be rejected by SDS as the required supporting documents have not been included in the submission. This must be done at Draft Assignment – **uploads should not be added during the Application stage.**

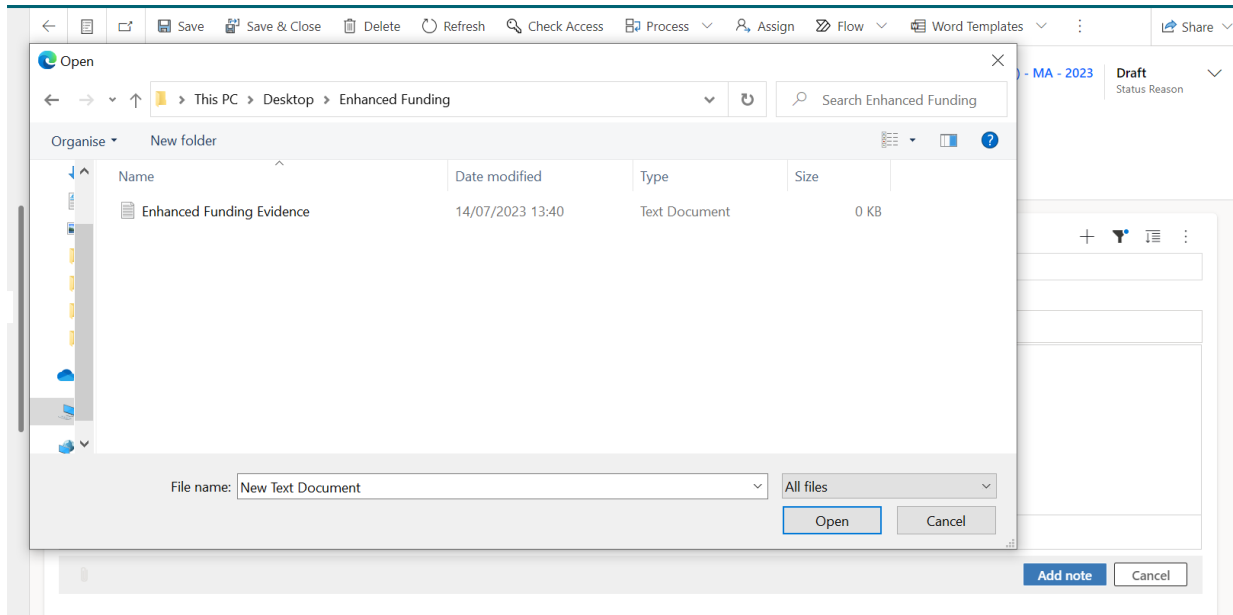
**5. In the Draft Assignment, click into the Attachments tab. This may be in the ellipsis menu:**



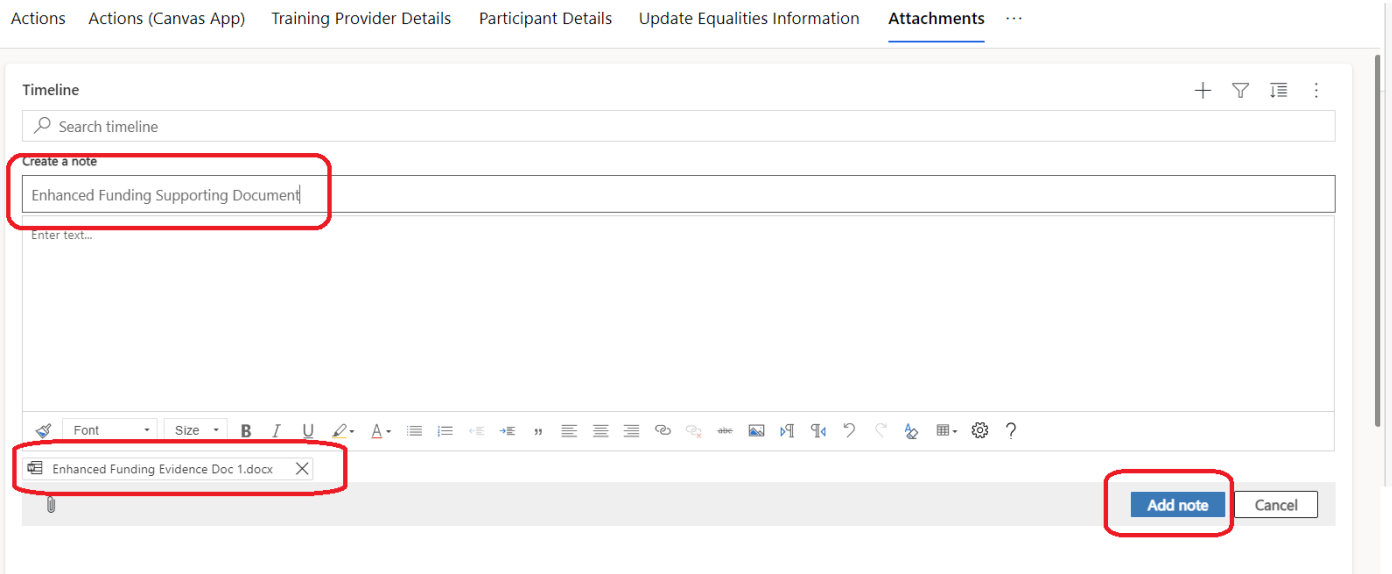
- The screenshot above shows the status reason of the assignment is “Draft”. The ellipsis menu is highlighted and the Attachments tab is within the menu.
- Click into the Attachments tab to access the document upload area. When the tab opens, click on the paperclip icon to access the upload wizard:



- The upload wizard will launch and you can select the relevant document(s) from your computer. If you are uploading multiple documents, you will need to complete the steps each time. Documents cannot be uploaded in bulk.

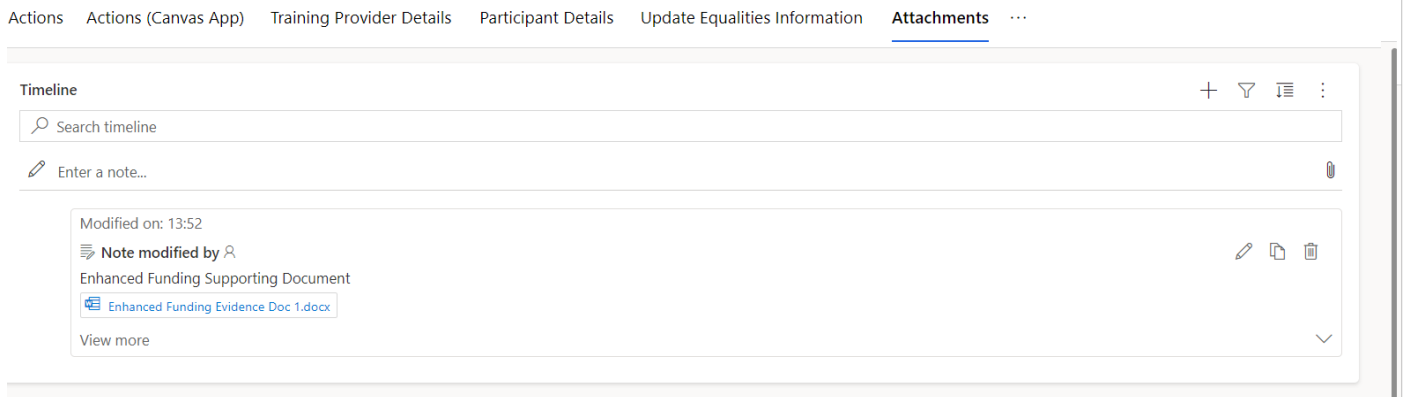


- Once the file has been selected, it will show at the bottom of the upload timeline. This is highlighted below:



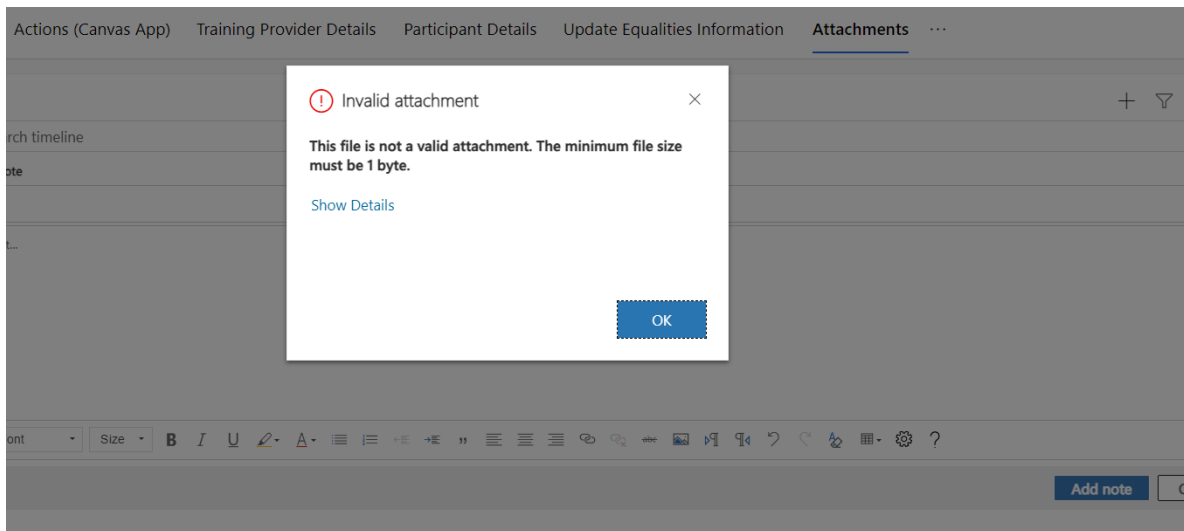
- If the wrong file has been selected, click on the "X" to remove it, and click on Cancel to access the paperclip which will enable you to upload again.
- Input a title to the document upload – in this example, "Enhanced Funding Supporting Document" has been added.
- To complete the document upload, which will attach it to the draft assignment, click on "Add note".

**When a document has been successfully uploaded, it will look like this:**



- To upload an additional document(s), repeat the steps above.
- Once all the required documents have been attached, the Draft Assignment can be submitted for approval. This will submit the assignment for approval by SDS and the Enhanced Funding details will be reviewed as part of the assignment approval process.

**6. When uploading documents, errors may be returned if the format / file is not suitable. An example of a message that may be returned is shown below:**



- FIPS will not accept documents that do not meet the upload standard. Ensure the correct file has been selected or re-save the file as a different file type and attempt the upload again to resolve this issue.

If a participant has been approved for retrospective Enhanced Funding (when they are already in training and they have an existing assignment in FIPS) Training Providers will be unable to update the training details in FIPS. The supporting documentation should be added to the assignment in the same way as described in this guide and then a request submitted via the User Requests entity to manually change the training category and input the Enhanced Funding comment. Please ensure when raising this request, all relevant information is provided for the change to be made e.g., Training Category Comment.