

Pathway Apprenticeships Newsletter

10th March 2021

No.3

PA FIPS Guide

We have updated the PA FIPS Guide to include the FIPS information included in Newsletter No.1, and links to the Training Allowance guides. You can find the updated guide [here](#).

PA Provider to Provider Support

Your SIA has been in touch to ask if you give permission to be included in a Provider spreadsheet that will be shared with other Providers. The information on this spreadsheet will be the same information that you provided via the online form for our Careers colleagues. If you have not responded to this email, you will not be included in the spreadsheet attached. If you wish to be added, please contact PAsupport@sds.co.uk and we can add you and redistribute the spreadsheet. The spreadsheet is accurate only at the point of sending as in year changes are expected to happen. We encourage you to speak to other Providers to share best practice.

FIPS Year End & System Access

Training Providers will have access to FIPS until 2pm on Wednesday 31st March

Training Providers will be unable to access FIPS from 2pm on Wednesday 31st March until 9am Wednesday 7th April. This is to allow SDS to perform essential year end maintenance. During this period, if you attempt to access FIPS, a message will be returned stating “your account has been disabled”. Please be aware this is only due to year-end closure and access will resume on Wednesday 7th April.

Pay-runs

- 3 payment files will be generated:
 - 1st pay-run cut-off date is midnight, Thursday 25th March. The file will be generated at 10am on Friday 26th March and sent to SDS Finance.
 - 2nd pay-run cut-off date is midnight, Tuesday 30th March. The file will be generated at 10am on Wednesday 31st March and sent to SDS Finance.
 - 3rd pay-run cut-off date is 6pm, Wednesday 31st March. The file will be generated at 10am on Thursday 1st April and sent to SDS Finance.

EF & PA Training Providers only

- All valid YPA/Training Allowance claims up to the 31st March should be processed week commencing 22nd March prior to year-end closure.
- Any necessary adjustments should be sent to the FIPS Support Team by Friday 9th April

NTTF, PA & ATP

- Please ensure all participants are on the system by 2pm Wednesday 31st March as no new starts can be registered beyond this point.

Point to note – MA, EF, NTTF & PA Training Providers Only

- SDS will be deleting any applications which have not been submitted to assignment during system closure, therefore, please do not add any applications for the new financial year prior to system closure as these will be lost.

Appendix 1 – Framework Information

Appendix 1 – Framework Information has had a few version history changes due to some minor content changes and framework code errors, please ensure you are referring to the most up to date version as found on this page [here](#).