

FIPS QUICK START GUIDE

Inputting an MA Participant Application in FIPS

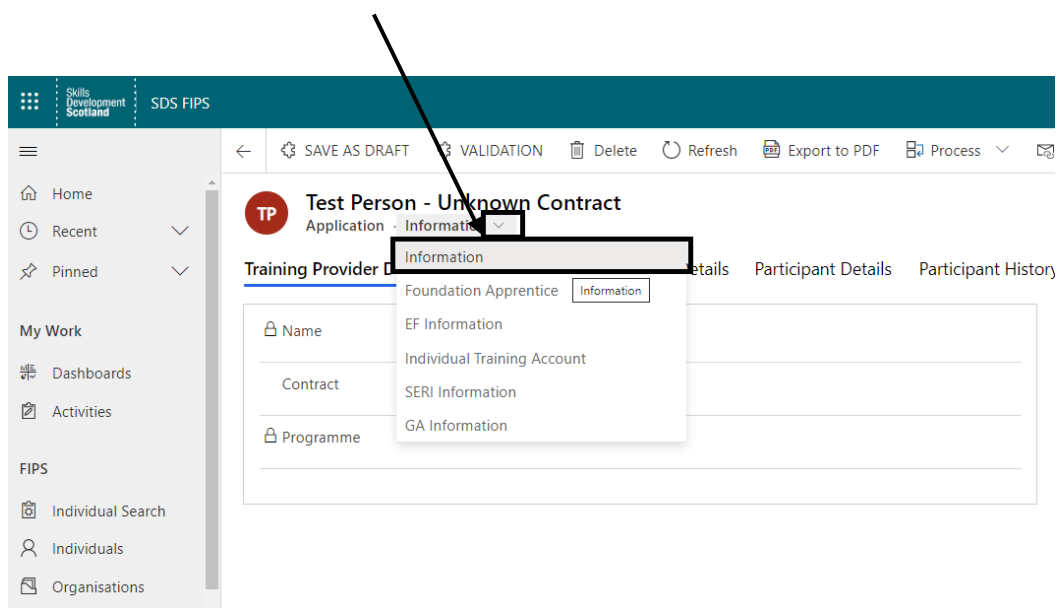
The application is the second stage to creating an MA assignment in FIPS, following on from the Individual Search. To enable Training Providers to register an MA participant, the following documents are required – Training Agreement & Equality Monitoring Form.



There is a video guide that covers this process. Click on the play button to view.

Entering an Application – points to note:

- There are multiple fields containing a blue cross which indicates the field will become mandatory prior to submitting the application
- The application can be saved as a draft until it is completed and ready to be submitted to a draft assignment
- For any fields displaying the padlock symbol, FIPS will auto-populate these locked fields during the application process
- All tabs are shown across the top of the application. These can be completed in any order and once all relevant fields are complete, the Submit Application button will appear under the Application Submission tab
- Depending on the magnification / zoom settings on your browser, the tabs will be displayed or will be added to the ellipsis (...) menu which may mean some of the screenshots in this document do not match exactly with the layout Training Providers see. Depending on what tab is being viewed, the tabs will automatically re-order
- For all MA applications / assignments, the view at the top of the page must show as “Application: Information”. If this is showing a different programme option, click on the dropdown icon and select the Application: Information form view:



Training Provider Details

1. The “Name” field will display the padlock symbol. This will be populated with the participant’s name originally entered during the Individual Search and will also state “Unknown Contract”. This will update automatically once the contract has been selected in the next field. Select or search for the Training Provider Contract using the magnifying glass to select the relevant option:

The screenshot shows the 'Test Person - Unknown Contract' application form. The 'Contract' field is active, displaying a dropdown menu with several options: 'NTP HUB DEMO ONLY - GA - 2018', 'NTP HUB DEMO ONLY - EF - 2019', 'NTP HUB DEMO ONLY - GA - 2016', and 'NTP HUB DEMO ONLY - SERI - 2018 - Starts & Spend'. A magnifying glass icon is visible in the dropdown. The 'Name' field is locked with a padlock icon and contains the text 'Test Person - Unknown Contract'. The 'Programme' field is also locked. The timeline section is empty and contains a 'Get started' button.

- The timeline section is not mandatory and can be left blank. Participant photos etc are not required to be uploaded to the application.

2. The “programme” field will display the padlock symbol. Save the application using the “save as draft” button and this field will be populated with the programme type (MA) depending on the contract selected. The contract name will also update on the application header and within the “name” field to include the contract name:

The screenshot shows the 'Test Person - DEMO ONLY - MA - 2018' application form. The 'Contract' field is populated with 'DEMO ONLY - MA - 2018' and the 'Programme' field is populated with 'MA'. The 'Name' field is locked and contains 'Test Person - DEMO ONLY - MA - 2018'. The 'Save as Draft' button is visible in the top navigation bar.

Training Details

3. Start Date and Expected End Date – add the relevant dates for the participant. Dates can be selected using the calendar which can be accessed by clicking on the calendar icon or manually entered using the DD/MM/YYYY format:


The following fields should be populated as follows:




Area of Scotland	This is a locked field which will auto populate once an employer has been added to the application.
Qualification	Use the wildcard (*) to search for the qualification, either using part of the name or the code. When the qualification is selected, the following fields will be auto populated. In this example “*Paint*” has been entered.



- If the incorrect qualification has been selected, use the cross to remove the data and perform the search again:



[Training Provider Details](#) **[Training Details](#)** [Employer Details](#) [Participant Details](#) [Participant History](#)



Qualification Details

Area of Scotland +  Lowlands & Uplands



Qualification +  GM7W 23-Painting and Decorating (Construction)-SCQF 6  



 Sector Skills Council +  ConstructionSkills

 Framework +  Construction: Building

 Awarding Body +  SQA

Awarding Body Centre Number + ---

 Occupational Grouping +  Construction and Related

 VQ Level  SCQF 6

MA Centre Number + ---

Staged Registration ---

- The fields that contain a padlock symbol will be auto calculated by FIPS based on the qualification selected – this is shown above.

Awarding Body Centre Number	Mandatory free text box. Enter the relevant code into the field.
MA Centre Number	Mandatory free text box. Enter the relevant code into the field.
Staged Registration	Not a mandatory field. This should only be completed when relevant for the qualification details.

- The following fields will be automatically populated when the start date is entered:
 - Age at start
 - Training Category
- Change to Training Category required – This field will automatically default to no but can be manually adjusted to yes. This will enable Training Providers to select a different training category (age group). Any records that have a change made to this field will go for Manual Approval by SDS.
- Off the Job Training as part of MA – select Yes or No for this field. If yes is selected, a Training Venue Search button will appear, and Training Venue field becomes mandatory.

7. Expenses field will default to No. Change this to yes if required. Refer to the MA Programme Rules regarding eligibility. The screenshot below shows an example of a completed Training Details tab. In this example, “Off the Job Training as part of MA?” has been set to Yes. Setting this field to Yes will reveal the “Training Venue” search field:

Qualification * GN9C 45-Vehicle Body Repair-SCQF 5

Sector Skills Council * Improve Ltd

Framework * Automotive

Awarding Body * Institute of the Motor Industry (IMI)

Awarding Body Centre Number * 33321

Occupational Grouping * Automotive

VQ Level * SCQF 5

MA Centre Number * 223

Staged Registration * ---

Change to Training Category Required * No

Training Category * 20-24

Off the Job Training as part of MA? * Yes

Training Venue * ---

Expenses * No

Training Venue: Required fields must be filled in.

Training Venue: --- Search View

Required fields must be filled in.

- If this field is set to No, the search button will not be displayed, and the next tab can now be completed. To perform a Training Venue search (if relevant), click into the field and start typing the name and address of the Training Venue. If an address option is displayed, click on this and “search”. If no address is returned, search using the Training Venue name only:

Name and address:

Training Venue: _____

Training Venue: _____

Training Venue: Forth Valley colleg Search View

Required fields must be filled in. Forth Valley College, Devon Road, ALLOA, Clackmannanshire, FK10

Required fields must be filled in. Forth Valley College Foundation, Princes Exchange, 1 Earl Grey Street, EDINBURGH, EH3

Name only:

Training Venue: Forth Valley College Search View

Required fields must be filled in.

- If results exist in FIPS, these will be displayed in a list, click “select” to add the record to the application. If there are no correct results, use the Advanced Search option:

Training Venue: Forth Valley College Search View

Organisation	Address Line 1	Post Code	Email	Telephone
Select	FORTH VALLEY COLLEGE	DEVON ROAD, ALLOA	FK10 1PX	
Select	CLACKMANNANSHIRE CAMPUS	DEVON ROAD, ALLOA	FK10 1PX	
Select	FORTH VALLEY COLLEGE ALLOA CAMPUS	DEVON ROAD, ALLOA	FK10 1PX	
Select	Forth Valley College - Alloa Campus	DEVON ROAD, ALLOA	FK10 1PX	
Select	FORTH VALLEY COLLEGE	DEVON ROAD, ALLOA	FK10 1PX	
Select	Forth Valley College	Grangemouth Road, FALKIRK	FK2 9AD	iaha.caig@forthvalley.ac.uk
Select	Forth Valley College - Stirling Campus	Stirling Campus, STirling	FK8 1SE	
Select	Forth Valley College - Stirling Campus	Raploch Community Campus, STirling	FK8 1SD	
Select	TP2 - Forth Valley College	85 Whitecrooks Business Centre, CLYDEBANK	G81 1QF	
Select	CLACKMANNANSHIRE COUNCIL	LAND SERVICES, ALLOA	FK10 1NU	

Required fields must be filled in. Advanced Search

- **Input the organisation name and address fields as required in the Advanced Search window and click Search:**

Advanced Search

Organisation	Forth Valley College	DUNS Number	---
Address Line 1	Devon Road	Company Reg Number	---
Address Line 2	---	Scottish Charity No	---
AddressLine 3	---	VAT Registration No	---
Town / City	ALLOA	SIC Code	---
Region	Clackmannanshire		
Post Code	FK10 1PX		
Country	GB		
Telephone	---		
Email	---		
Website	---		

Close

- **If the required record is listed in the results with the correct address details, click on Select to attach it to the application.**
- **If no result is returned or the venue does not have the address required, a new venue can now be created. Use the “Notify Missing Organisation” link within the advanced search. Ensure that full address details and postcode have been entered:**

Advanced Search

Organisation	Forth Valley College	DUNS Number	---
Address Line 1	Devon Road	Company Reg Number	---
Address Line 2	---	Scottish Charity No	---
AddressLine 3	---	VAT Registration No	---
Town / City	ALLOA	SIC Code	---
Region	Clackmannanshire		
Post Code	FK10 1PX		
Country	GB		
Telephone	---		
Email	---		
Website	---		

	Organisation	Address Line 1	Post Code	Email	Telephone
<input type="button" value="Select"/>	Forth Valley College	Devon Road, ALLOA	FK10 1PX		01259215121
<input type="button" value="Select"/>	Forth Valley College	Grangemouth Road, FALKIRK	FK2 9AD		08456344444
<input type="button" value="Select"/>	Board Of Management Of Forth Valley College Of Further And Higher Education	Main St Slamannan, FALKIRK	FK1 3EJ		01324403000

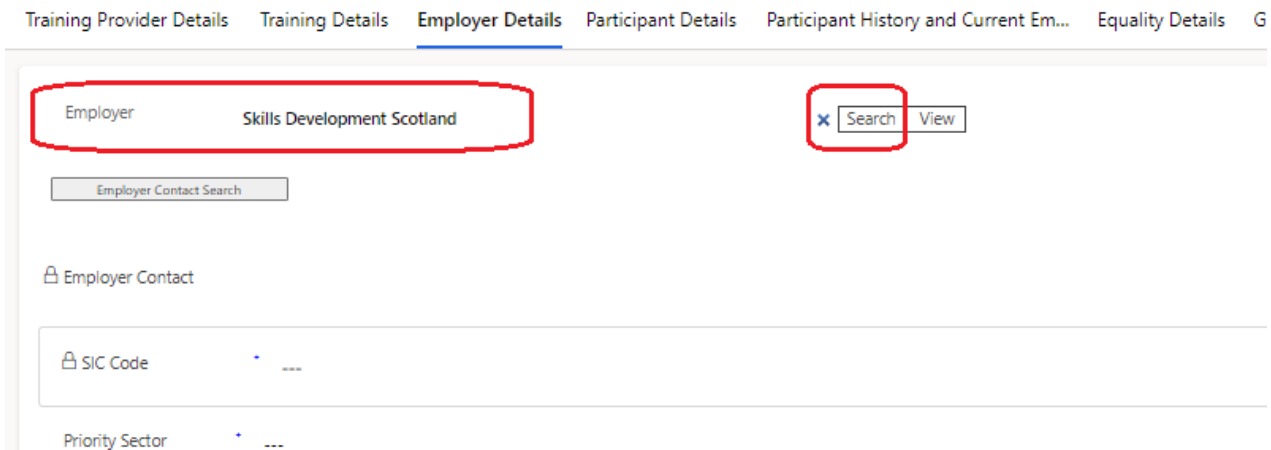
Close

- **This will create a draft Training Venue Organisation and you will be able to continue with the application submission.**
- **The Training Venue details will now be displayed in the Training Venue field.**

Employer Details

Save the application before searching for employer details. Use the Save as Draft button on the top menu bar. FIPS will return to the first tab (Training Provider Details) when save is clicked. Click back into the Employer Details tab to continue.

- To search for an employer, click into the ‘Employer’ field and start typing the name of the organisation required. A list of interactive addresses will be displayed as you input details; disregard this and search only the organisation name and click Search:



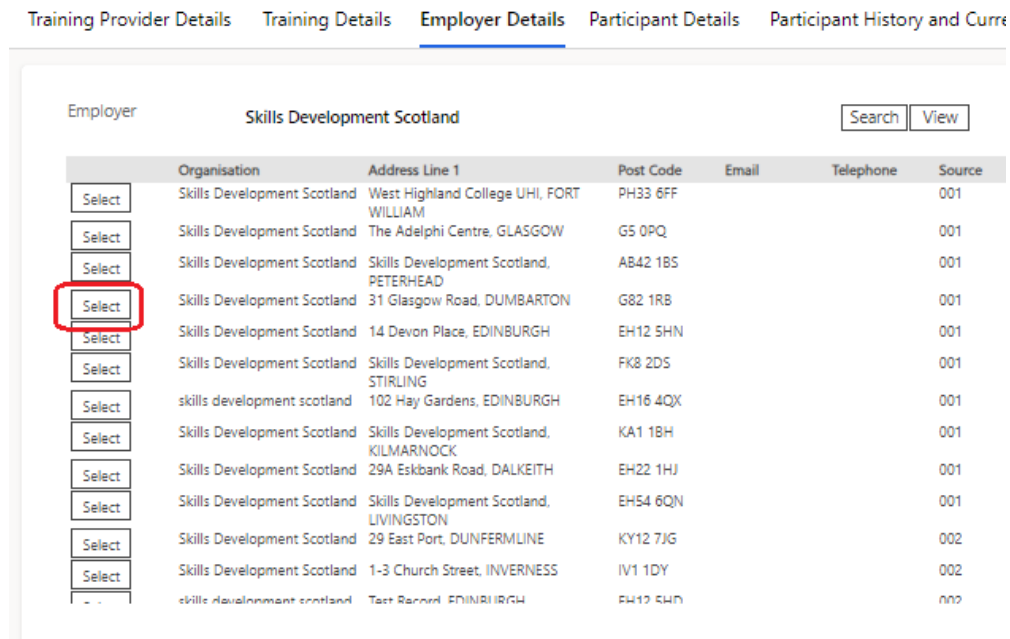
Training Provider Details Training Details **Employer Details** Participant Details Participant History and Current Em... Equality Details G

Employer Skills Development Scotland

...

...

- A list of results will be returned. If the required organisation is displayed, click “select” to add that employer to the application:



Training Provider Details Training Details **Employer Details** Participant Details Participant History and Curre

Employer Skills Development Scotland

	Organisation	Address Line 1	Post Code	Email	Telephone	Source
<input type="button" value="Select"/>	Skills Development Scotland	West Highland College UHI, FORT WILLIAM	PH33 6FF			001
<input type="button" value="Select"/>	Skills Development Scotland	The Adelphi Centre, GLASGOW	G5 0PQ			001
<input type="button" value="Select"/>	Skills Development Scotland	Skills Development Scotland, PETERHEAD	AB42 1BS			001
<input type="button" value="Select"/>	Skills Development Scotland	31 Glasgow Road, DUMBARTON	G82 1RB			001
<input type="button" value="Select"/>	Skills Development Scotland	14 Devon Place, EDINBURGH	EH12 5HN			001
<input type="button" value="Select"/>	Skills Development Scotland	Skills Development Scotland, STIRLING	FK8 2DS			001
<input type="button" value="Select"/>	skills development scotland	102 Hay Gardens, EDINBURGH	EH16 4QX			001
<input type="button" value="Select"/>	Skills Development Scotland	Skills Development Scotland, KILMARNOCK	KA1 1BH			001
<input type="button" value="Select"/>	Skills Development Scotland	29A Eskbank Road, DALKEITH	EH22 1HJ			001
<input type="button" value="Select"/>	Skills Development Scotland	Skills Development Scotland, LIVINGSTON	EH54 6QN			001
<input type="button" value="Select"/>	Skills Development Scotland	29 East Port, DUNFERMLINE	KY12 7JG			002
<input type="button" value="Select"/>	Skills Development Scotland	1-3 Church Street, INVERNESS	IV1 1DY			002
<input type="button" value="Select"/>	skills development scotland	Test Record, EDINBURGH	EH12 5HN			002

- If the required employer details are not returned in the initial search using only the employer's name, update the employer search field to include part of the address details and search again. This will change the results as the search is being expanded to include an address. If the employer required is now returned, click on Select to attach it to the application. If no results are returned, the Advanced Search can be selected to search for employers on an external data source. This is covered in more detail in separate employer search guidance. Please refer to this for information on how to search for employers and creating new records when required.
- the example below shows the employer tab with completed employer details:

NR New Record - March 2022 Test Training Company - MA - 2022 - Saved
Application · Information ▾

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

Employer Contact Search		Employer Company Name	Skills Development Scotland
Employer	Skills Development Scotland	Employer Street 1	Unit 2
Employer Contact	---	Employer Street 2	Cairngorm House, Almondvale Boulevard
SIC Code	78109	Employer Street 3	---
Priority Sector	---	Employer City	LIVINGSTON
		Employer County	West Lothian
		Employer Country	United Kingdom
		Employer Post Code	EH54 6QN

3. SIC Code (Standard Industrial Classification Code) is a locked field that may auto populate based on the Employer organisation selection. If there is nothing visible in this field, it can be disregarded. Priority Sector is a yes / no selection, and this must be selected as this is a mandatory field:

NR New Record - March 2022 Test Training Company - MA - 2022 - Unsaved
Application · Information ▾

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

Employer Contact Search		Employer Company Name	Skills Development Scotland
Employer	Skills Development Scotland	Employer Street 1	Unit 2
Employer Contact	---	Employer Street 2	Cairngorm House, Almondvale Boulevard
SIC Code	78109	Employer Street 3	---
Priority Sector	<input type="checkbox"/> No	Employer City	LIVINGSTON
		Employer County	West Lothian
		Employer Country	United Kingdom
		Employer Post Code	EH54 6QN

4. For validation purposes (assignment and claim validation), employer contact information is mandatory. Employer Contact Name, Email Address and one contact number are mandatory fields when inputting a new MA application. Click on the Employer Contact Search button to search for the employer contact details. An initial search can be performed using first and last name only:

TP Test Person - DEMO ONLY - MA - 2018
Application · Information ▾

Training Provider Details Training Details Employer Details Participant Details Participant History and Current Em

First Name* Mobile Number

Last Name* Telephone Number

Email Address

- if results are returned, select this to attach to the application. Click on "Select Employer Contact". The screen will refresh, and the details will be added to the application:

First Name* Mobile Number

Last Name* Telephone Number

Email Address

Full Name	Employer Name
Julie Andrews	Asda

- If no results are returned that match the search, a new employer contact must be created. To create an employer contact, an email address and one telephone number must be added to the search fields:

Training Provider Details Training Details Employer Details Participant Details Part

First Name* Mobile Number

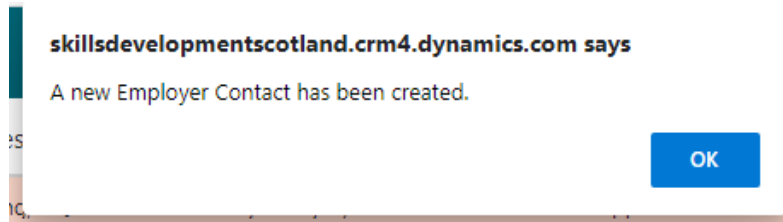
Last Name* Telephone Number

Email Address

JAndrews123@asda.org.uk is valid

No results returned

- Enter the relevant details and click on Create New Employer Contact. Click on OK to complete:

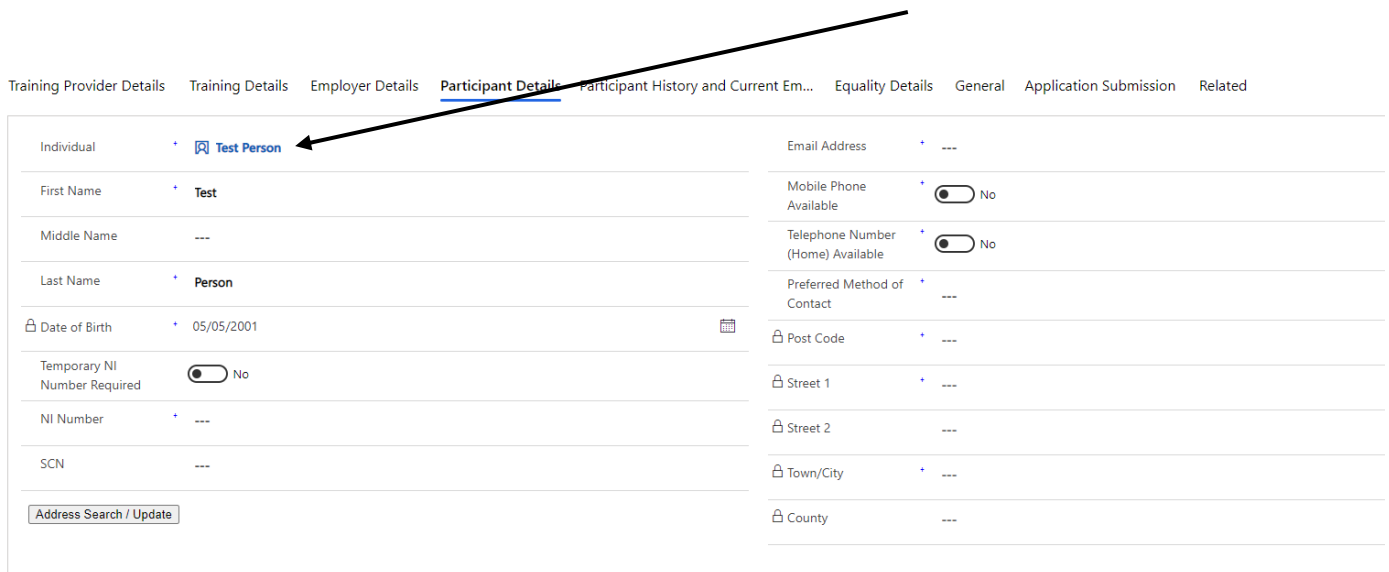


The employer and employer contact fields will now be complete. Any changes required to the employer contact data e.g., telephone number or email address can be amended by clicking on the Employer Contact name hyperlink.

- This will open the employer contact individual contact record. Changes can be made and saved. This will update any related applications / assignments with the new information. Training Providers should not change the name in full e.g., changing the record from Julie Andrews to Andrew Smith. In this instance, a new employer contact should be created in full.

Participant Details

- Any details included in the Individual Search will be added into the application. The Individual name hyperlink can be clicked into to amend the participant name if required:



The blue text is a hyperlink. Clicking this link will open the Individual Contact screen where the name can be changed. This change will update the application / assignment. Other personal information can be amended within the Individual Contact record.

- Temporary NI Number Required - the default for this field is “No”. If a Temporary National Insurance number is required, click on the field to change this to Yes. This will apply the locked symbol to the National Insurance Number field and FIPS will generate an NI number. The Temp NI will not be displayed until the gender field has been selected in the application (select this in the Equalities tab).

Individual	+ <input type="text" value="Test Person"/>
First Name	+ Test
Middle Name	---
Last Name	+ Person
Date of Birth	+ 05/05/2001
Temporary NI Number Required	<input checked="" type="checkbox"/> Yes
NI Number	+ ---
SCN	---
<input type="button" value="Address Search / Update"/>	

When a system generated temporary NI number is used, claims cannot be processed until this has been changed to an official NI number. This change can be processed by the Training Provider using the Change of Circumstance entity at a later date.

7. NI Number – this field will be blank if the participant has not been registered on FIPS before or the NI number was not included in the Individual Search. This is a free text box, and the NI number should be input.

The following fields should be populated as follows:

Scottish Candidate Number (SCN)	Complete this if known. This is not a mandatory field at this stage. Will become mandatory when claims are made.
Mobile Number / Home Telephone Number	These fields default to No. To add a contact number, click into the field and select “Yes”. A free text box will be displayed for the number to be added. One contact number is mandatory.
Email Address	This is a mandatory field and must be completed prior to submitting the application.
Preferred Method of Contact	Select SMS or E-mail depending on the participant preference. Validation messages will be sent from FIPS to the details entered. PMOC can be edited after an assignment has been generated in the Individual Contact screen.

8. Address Search - Use the Address Search / Update button to search the participant home address if the address fields are blank or need updated:

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

Individual	+ <input type="text" value="Test Person"/>	Email Address	+ ...
First Name	+ Test	Mobile Phone Available	+ <input type="radio"/> No
Middle Name	---	Telephone Number (Home) Available	+ <input type="radio"/> No
Last Name	+ Person	Preferred Method of Contact	+ ...
Date of Birth	+ 05/05/2001	Post Code	+ ...
Temporary NI Number Required	<input checked="" type="checkbox"/> Yes	Street 1	+ ...
NI Number	+ ---	Street 2	---
SCN	---	Town/City	+ ...
<input type="button" value="Address Search / Update"/>		County	---


- The address search must be performed in Address Line 1. The “Change Country” option should be left unchanged.
- A search can be performed using the street name / house name / town / or postcode or a combination of this information in Line 1:

Training Provider Details Training Details Employer Details Participant Detail

NI Number was [TN506048M] TN506048M

SCN ---

Line 1

Change Country 

City

County

Postcode

- Partial or full information can be added. In this example, part of the postcode has been entered. Interactive results will be displayed that contain any address details that match those input. The arrows can be used to refine the results to obtain the details required:

Training Provider Details Training Details Employer Details Participant Details

NI Number was [TN506048M] TN506048M

SCN ---

eh125h

Devon Gardens, EDINBURGH, EH12	11 items	▶
Haymarket Terrace, EDINBURGH, EH12	45 items	▶
Osborne Terrace, EDINBURGH, EH12	23 items	▶
Stanhope Place, EDINBURGH, EH12	18 items	▶
Devon Place, EDINBURGH, EH12	31 items	▶
Sutherland Street, EDINBURGH, EH12	48 items	▶
West Stanhope Place, EDINBURGH, EH12	9 items	▶
Borthwick Place, EDINBURGH, EH12	7 items	▶
Pembroke Place, EDINBURGH, EH12	7 items	▶
Carberry Place, EDINBURGH, EH12	7 items	▶

- Select the address which will autofill the address fields. Click on Update Address to attach the details to the application:

If the required address does not appear in the list displayed, ensure the details are accurate using the Royal Mail Postcode Finder in the first instance. If it is a new build address and not yet listed, select another address from the list to continue with the application. Generate an assignment then submit a User Request to the FIPS Support Team to update the details. Provide the correct address and relevant participant details for this to be manually changed.

- The screenshot below shows an example of a completed Participant Details section. Click into Participant History and Current Employment Status tab to continue:

EB Ellen Brown Training Consultancy (Scotland) Limited - MA - 2022 - Saved
Application · Information ▾

Training Provider Deta... Training Details Employer Deta... **Participant Det...** Participant History and Current Em... Equality Deta... Gene...

Individual	* Ellen Brown	Email Address	* FIPS.Support@sds.co.uk
First Name	* Ellen	Mobile Phone Available	* <input type="checkbox"/> Yes
Middle Name		Mobile Phone	* 0777777777
Last Name	* Brown	Telephone Number (Home) Available	* <input type="checkbox"/> No
Date of Birth	* 12/12/1983	Preferred Method of Contact	* SMS
Temporary NI Number Required	<input checked="" type="checkbox"/> No	Post Code	* DD2 3SF
NI Number	* WL41637B	Street 1	* 25 Glenogil Drive
SCN	0221507205	Street 2	---
<input type="button" value="Address Search / Update"/>		Town/City	* ALLOA
		County	Ayrshire

Participant History and Current Employment Status


9. The following six fields should be populated as follows:

Employed	Pre-populated by FIPS as all MA's must be employed.
Length of Unemployment	Mandatory field. Select from the drop-down list.
Current Role Length	Mandatory field. Select from the drop-down list.
Employed Length	Mandatory field. Select from the drop-down list.
Employment Status	Mandatory field. Select from the drop-down list.
Pre-Employment Status	Mandatory field. Select from the drop-down list.
SCQF Level Held	Mandatory field. Select from the drop-down list.
SOC 2010	Mandatory field. Select from the drop-down list.

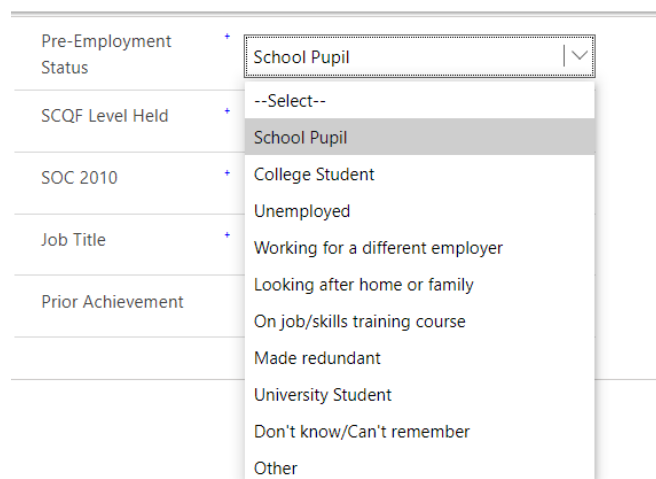
For any of the drop-down fields listed above, select the relevant option using the magnifying glass lookup. Length of Unemployment field is shown in the screenshot below, for information:

TP Test Person - DEMO ONLY - MA - 2018
Application · Information

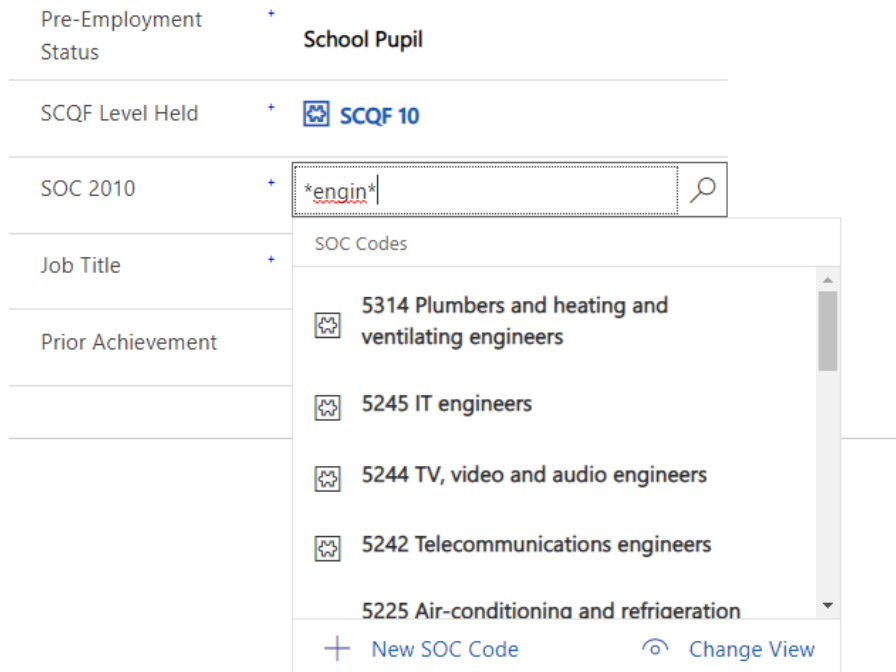
Training Provider Details Training Details Employer Details Participant Details **Participant History and Current Em...** Equality Details General Application Submission Related



- Some of these fields are drop-down menus:



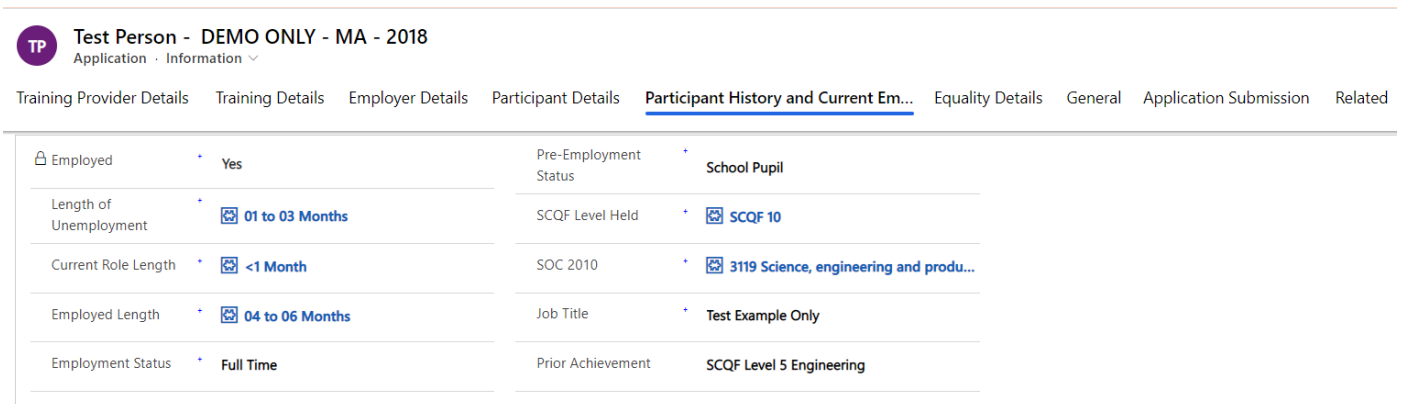
- The screenshot below shows the lookup for the SOC code. In this example, the wildcard (use of asterisks) is used to search for part of the word – *Engin* – which will display all results containing this. From the results, click on the required option. The SOC code for engineering has been used in this example. Select the relevant code from the list. “New SOC Code” should not be used:



The following fields should be populated as per the below:

Job Title	Mandatory free text field.
Prior Achievement	Free text box - only enter prior achievement that is related to the qualification that the participant is being input for. Training Providers should contact their SIA for further information.

The below screenshot shows a completed example of this tab:



- If any of the details input are incorrect, hover over the field(s) and use the X to remove the details. Select the correct information again.

Equality Details

10. The Equality Monitoring Form should be used to populate this section. Follow the guidance on the form regarding destruction of the relevant section of the form once the information has been entered to FIPS in line with GDPR legislation. Due to the sensitive nature of this data, Training Providers will be unable to view or report on this in FIPS once input. Use the magnifying glass icon to select the relevant options for each field:

The screenshot shows the 'Equality Details' section of a form. A dropdown menu is open for the 'Ethnic Group' field, displaying a search bar and a list of options: '1-White', '2-Asian, Asian Scottish, Asian British', '3-African, Caribbean or Black', and '4-Mixed ethnic background'. There is also a '+ New Ethnic Group' option and an 'Advanced lookup' link. Other fields visible include 'Transgender', 'Care Experience', and 'Gender'.

Impairment, Health Condition or Learning Difficulty field – select the appropriate option from the drop-down menu. If Yes is selected, sub-fields will be displayed. The default for the sub-fields is no; click to update to yes for any that apply to the individual:

The screenshot shows the 'Equality Details' section of a form with the following fields filled: 'Ethnic Group' (5-Other ethnic background), 'Sub Ethnic Group' (502-Arab, Arab Scottish or Arab British), 'Religion or Belief' (Other Christian), 'Sexual Orientation' (Heterosexual/Straight), 'Impairment, health condition or learning difficulty?' (Yes), 'Transgender' (No), 'Care Experience' (Prefer Not To Say), and 'Gender' (Female). Below this is the 'Disability Detail' section with toggle switches for: Social Communication Impairment (No), Learning Disability (No), Mental Health (No), Prefer Not to Say (No), Visual Impairment (No), Specific Learning Difficulty (No), Hearing Impairment (No), Physical Impairment (No), Long Standing Illness (Yes), and Other Disability (No).

- The information shown above is for example purposes only.

General

11. The General tab contains reference fields and other fields used internally by SDS. There are 7 reference fields for MA records that can be used by Training Providers to input information that can be reported / queried using Advanced Find. The example below contains 3 completed reference fields:

TP Test Person - DEMO ONLY - MA - 2018
Application - Information

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

ESF Dossier Number	---	Submission Date	---
ESF Project	---	Assignment Generated	---
ESF Area	---	Status Reason	Draft

Training Provider Reference 1	Intake January	Training Provider Reference 5	---
Training Provider Reference 2	North Campus	Training Provider Reference 6	---
Training Provider Reference 3	Scott Test	Training Provider Reference 7	---
Training Provider Reference 4	---		

- Entering reference data (as shown above) will enable Advanced Find queries to be generated using the information in the reference fields to report on assignment / participant information by FIPS users if required

Validating an Application and Submitting to a Draft Assignment

12. Applications will be displayed within the Applications entity on the workplace menu. When submitted to an Assignment, the Assignments entity should be used to locate the record.

- **The Application Submission tab will be blank until the application has been validated. Using the Validation button at the top of the application validates that all fields have been completed. If any mandatory fields have been missed, the Validation button will highlight any incomplete fields:**

← SAVE AS DRAFT **VALIDATION** Delete Refresh Export to PDF Process Email a Link Flow Word Templates

You have 2 notifications. Select to view.

No contract volume available for this combination of Area, Occupational Grouping, VQ Level and Training Category. You can still submit the Application.

Priority Sector of Employer : Required fields must be filled in.

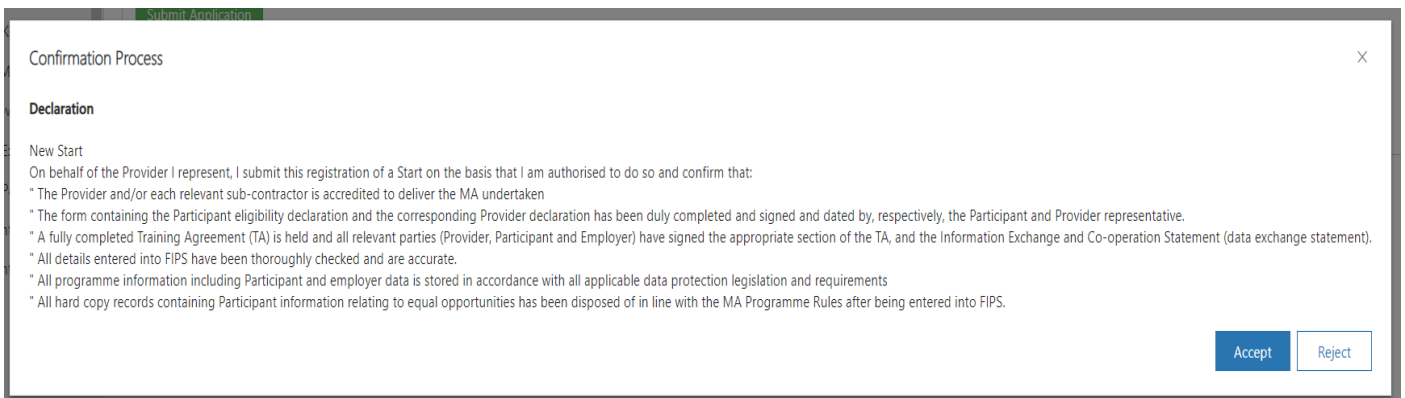
Training Provider Details Training Details Employer Details Participant Details Participant History and Current Em... Equality Details General **Application Submission** Related

- in this example, 2 notifications are displayed. Click on the pink ribbon to display the notification details. Resolve any errors then click into the Application Submission tab to access the Submit Application button.

Submit Application

There are certain fields that FIPS does not highlight when the data is missing / incomplete. If the “Submit Application” button does not appear after clicking on Validation and no errors are displayed in the ribbon bar, check the following fields have been completed – Participant home address and contact number details, Training Category field, Employer Contact, Off the Job Training – ensure a training venue has been added if Off the Job Training field is set to Yes. Update any required fields and click on Validation again. The Submit Application button should now be displayed under the Application Submission tab.

- **To submit the application to a Draft Assignment, click on Submit Application. A confirmation box will be displayed that contains a declaration. Read the declaration and select “Yes” to agree to submit the application. If Reject is selected, the assignment will not be generated, and the record will remain in the application stage:**



Confirmation Process

Declaration

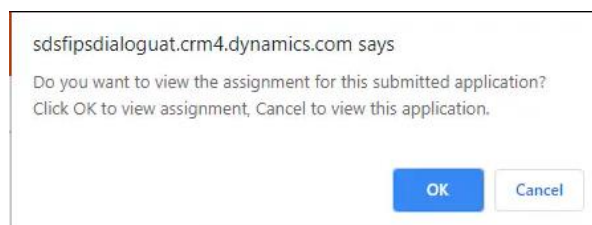
New Start

On behalf of the Provider I represent, I submit this registration of a Start on the basis that I am authorised to do so and confirm that:

- * The Provider and/or each relevant sub-contractor is accredited to deliver the MA undertaken
- * The form containing the Participant eligibility declaration and the corresponding Provider declaration has been duly completed and signed and dated by, respectively, the Participant and Provider representative.
- * A fully completed Training Agreement (TA) is held and all relevant parties (Provider, Participant and Employer) have signed the appropriate section of the TA, and the Information Exchange and Co-operation Statement (data exchange statement).
- * All details entered into FIPS have been thoroughly checked and are accurate.
- * All programme information including Participant and employer data is stored in accordance with all applicable data protection legislation and requirements
- * All hard copy records containing Participant information relating to equal opportunities has been disposed of in line with the MA Programme Rules after being entered into FIPS.

Accept Reject

- If there are no issues returned, a confirmation message will be displayed at the top of the screen. Click OK to view the Draft Assignment:



sdsfipsdialoguat.crm4.dynamics.com says

Do you want to view the assignment for this submitted application?
Click OK to view assignment, Cancel to view this application.

OK Cancel

Accepting the declaration completes the Application submission process. The record is now in Draft Assignment status. The Quick Start Guide for Submitting an Assignment should now be followed to submit the draft assignment for approval.