

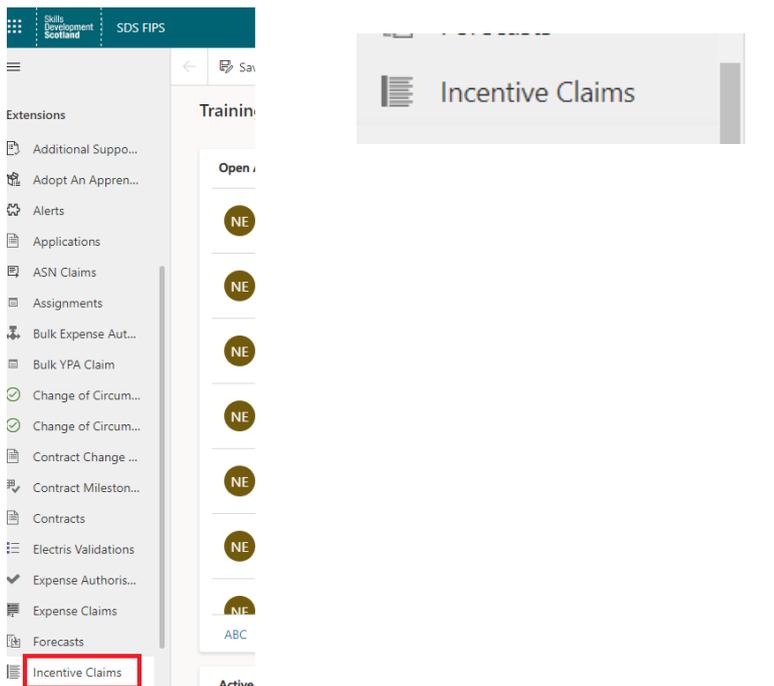
FIPS QUICK START GUIDE

Ethnic Intersectionality Incentive (EII)

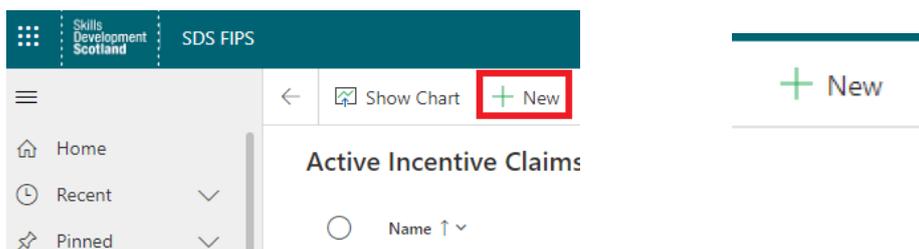
This Quick Start guide will provide an overview of how Training Providers can submit an EII incentive claim on FIPS

- Before the EII Incentive claim can be processed on FIPS the EII application must be completed and submitted to the Skills Development Scotland Equality team for approval. Further details on this process is provided within the application [here](#).
- The funds will be applied to your FIPS Contract 4 weeks after the confirmed start date.
- Once approved the NTP Contracts team will apply the incentive payment to your FIPS contract and the Equalities team will be in touch to advise that you can now proceed with the claim.

1. To claim the incentive payment, navigate to the incentive entity on FIPS:



2. Click on new to open a new incentive claim form:



3. Within the general tab, the required fields will be displayed. Those marked with a red Asterisk and are mandatory. The locked fields displayed at the bottom of the table will be auto completed by FIPS once the relevant information has been added.

4. Use the search icon to select the relevant incentive from the list (EII)

5. Once the incentive has been selected a new field will appear which will show the participant incentive claim limit. This will show as the same figure provided by the SDS Equality Team at the application approval stage.
6. The Bulk claim field should be set to No.

- Complete the amount field which is a free text box. Note this can only have a value up to the amount shown in the participant incentive limit field.

New Incentive Claim - Unsaved

Actions General

Incentive * 

Participant Claim Incentive Limit **£1,000.00**

Bulk Claim * No

Claim Amount * **£1,000.00**

Contract * ---

Assignment * ---

[Reactivate Evidence](#)

The claim amount cannot be higher than the value shown here

- Use the search and select the relevant contract from the drop down.

New Incentive Claim - Unsaved Test Account1
Owner

Actions General

Incentive * 

Participant Claim Incentive Limit £1,000.00

Bulk Claim * No

Claim Amount * £1,000.00

Contract * Look for Contract 

Assignment * Contracts

[Reactivate Evidence](#)

March 2022 Test Training Company - MA - 2022
01/03/2022

Advanced lookup

- Search for the individual's assignment using the participant name including the wildcard (*) this will ensure that the assignment status shows in the search. Ensure the confirmed assignment is selected

Assignment * **Charlie x*** 

[Reactivate Evidence](#)

Assignments

Charlie Xray - March 2022 Test Training Company - MA - 2022 - GHSW 23-Social Services (Children and Young People)-SCQF 7
Confirmed Assignment

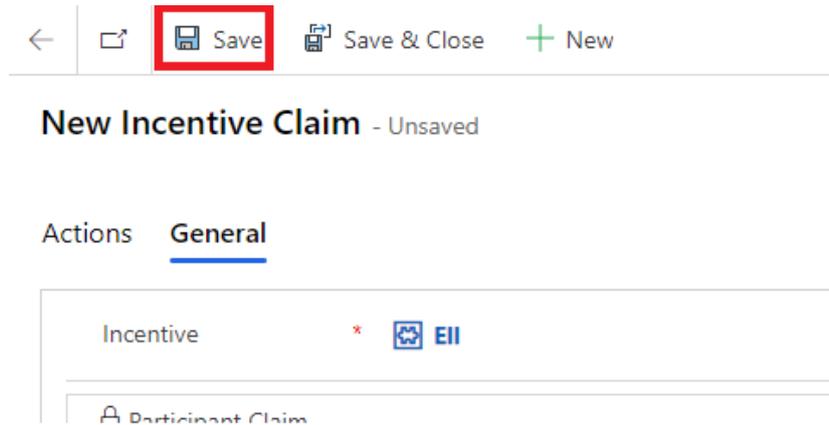
Charlie Xray - March 2022 Test Training Company - MA - 2022 - GESN 23-Bus and Coach Engineering and Maintenance: Electrical-Mechanical-SCQF 6
Leaver (active)

+ New Assignment

Advanced lookup

Do not select the new assignment option. Use the search to find the relevant assignment already on FIPS, select the Assignment and save the form.

10. Save the form.



11. Navigate to the actions tab within the form and the submit button will be visible within this view. Click submit and approve the declaration to submit the claim.



12. Refresh your screen and a message advising that the record is read only is now displayed.



13. Once the record has been approved by FIPS the payment will be transferred to the pre posting run to be processed by SDS finance on the Friday of that week. An Alert will also be received on the Training Provider dashboard to advise that the incentive has been approved.