FIPS Quick Start Guide

How to Process Enhanced Funding

Participants that are eligible for Enhanced Funding must be approved by the Skills Development Scotland NTP Equality team before being input to FIPS. Enhanced Funding application guidance is available on the SDS Corporate Website. This guide will provide details of how to update FIPS for applications / assignments that have been approved for Enhanced Funding. If a participant has been approved for retrospective Enhanced Funding (when they are already in training and they have an active assignment in FIPS) Providers will be unable to update the information in FIPS. The supporting documentation should be uploaded 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 informaiton is provided for the change to be made e.g., Training Category Comment. The NTP Equality team email address is: **Equality.Apprenticeships@sds.co.uk**

➢ Use the link icon below to access the FIPS landing page on the SDS corporate website which contains additional FIPS guides and user information.

1. Enhanced Funding applications must be approved by the SDS Equality team. Once approval has been confirmed by SDS, the Provider can input or update the participant details on FIPS so that the funding allocated is set to the enhanced rate. Approval by the Equality team must be given before the details are input or updated in FIPS.

2. Providers are required to ensure that the relevant Enhanced Funding details are input in the <u>application</u> 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 stage, Providers are unable to make this change once an <u>assignment</u> has been created. If changes are not made in the application stage, SDS is required to amend the funding details manually retrospectively – this scenario is covered on the introduction page of the guide. Any evidence attachments must be uploaded to the assignment in such instances as per the steps in 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:
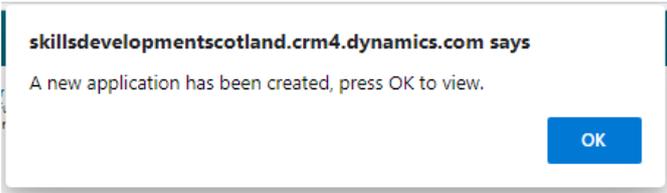
4. When the application opens, complete the relevant information required for the participant. To ensure the application is flagged as Enhanced Funding, the following steps must be completed in the application. Under the Training Details tab, ensure the following fields are set per the screenshot below:

- **"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 for the individual e.g., Enhanced 1/2/3**
- **Training Category – use the lookup and manually set this field to 16-19 age group.**

5. Once the application has been completely filled in, 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. It this step is missed; the assignment may be rejected by SDS as the required Enhanced Funding supporting documents have not been included for the assignment to be approved. The evidence required must be uploaded at Draft Assignment – **uploads should not be added during the Application stage.**

6. **In the Draft Assignment, click into the Attachments tab. This may be in the ellipsis menu:**
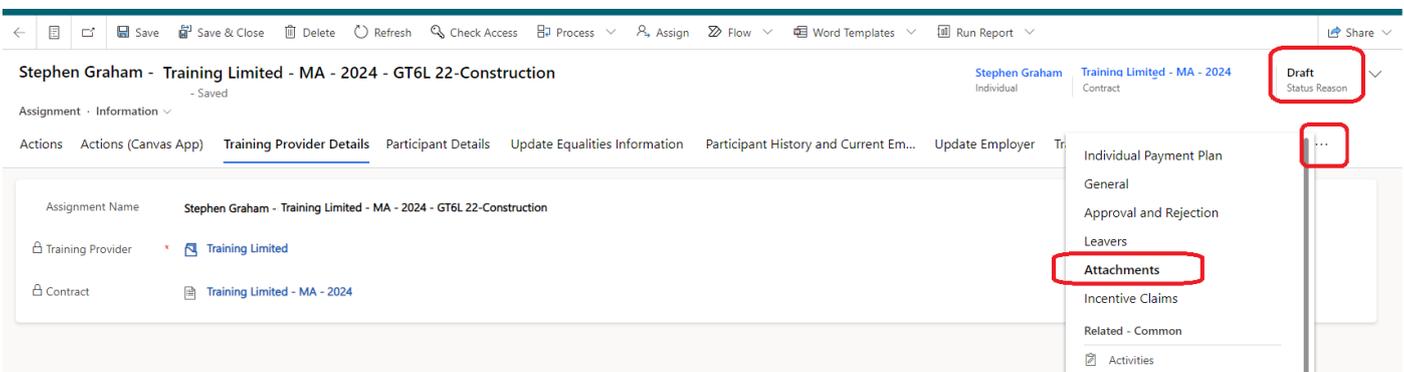
- **The screenshot above shows the status reason of the assignment is "Draft". The ellipsis menu is highlighted and the Attachments tab is within the menu.**
- **Click into the Attachments tab to access the document upload area. When the tab opens, click on the paperclip icon to access the upload wizard:**
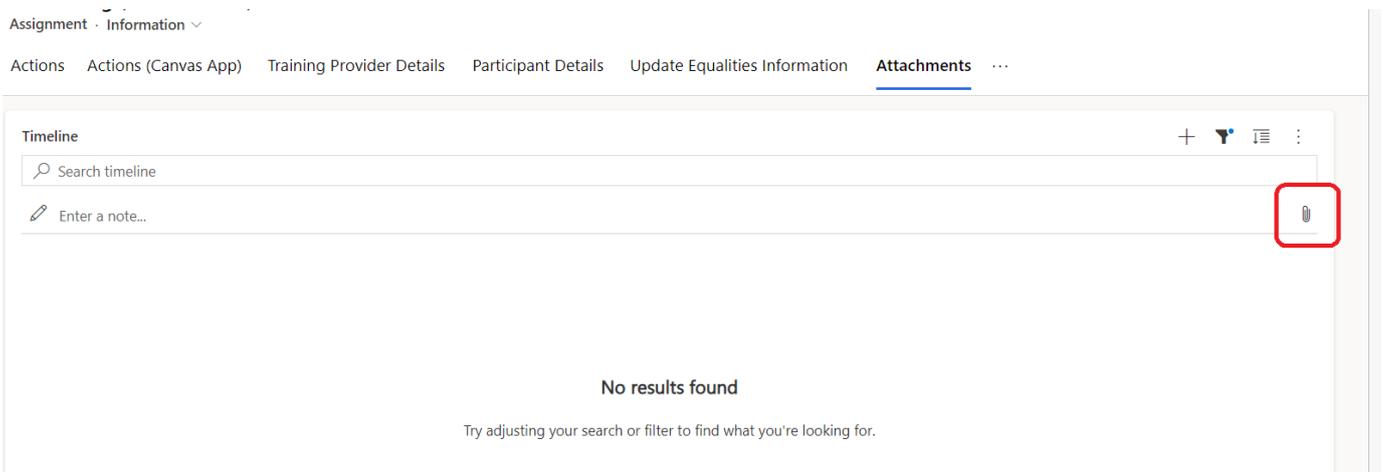
- The upload wizard will launch and documents can be selected – select the relevant document(s) from your computer. If you are uploading multiple documents, you will need to complete the steps for each file. Documents cannot be uploaded in bulk.
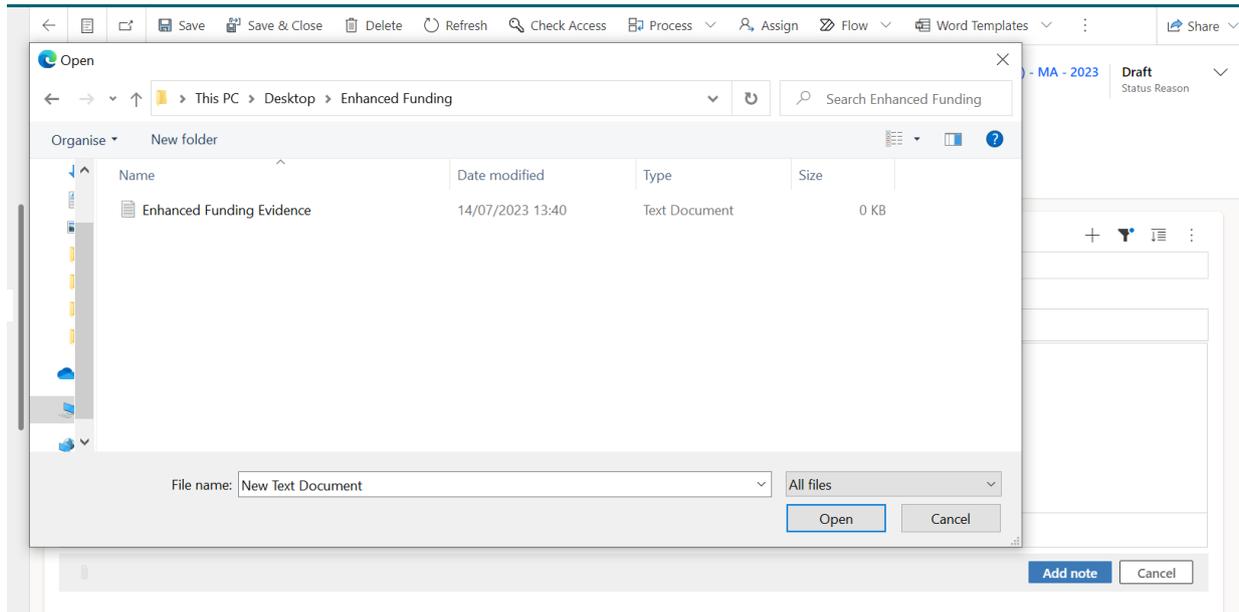
- Once the file(s) has been selected, it will show at the bottom of the upload timeline. This is highlighted below:
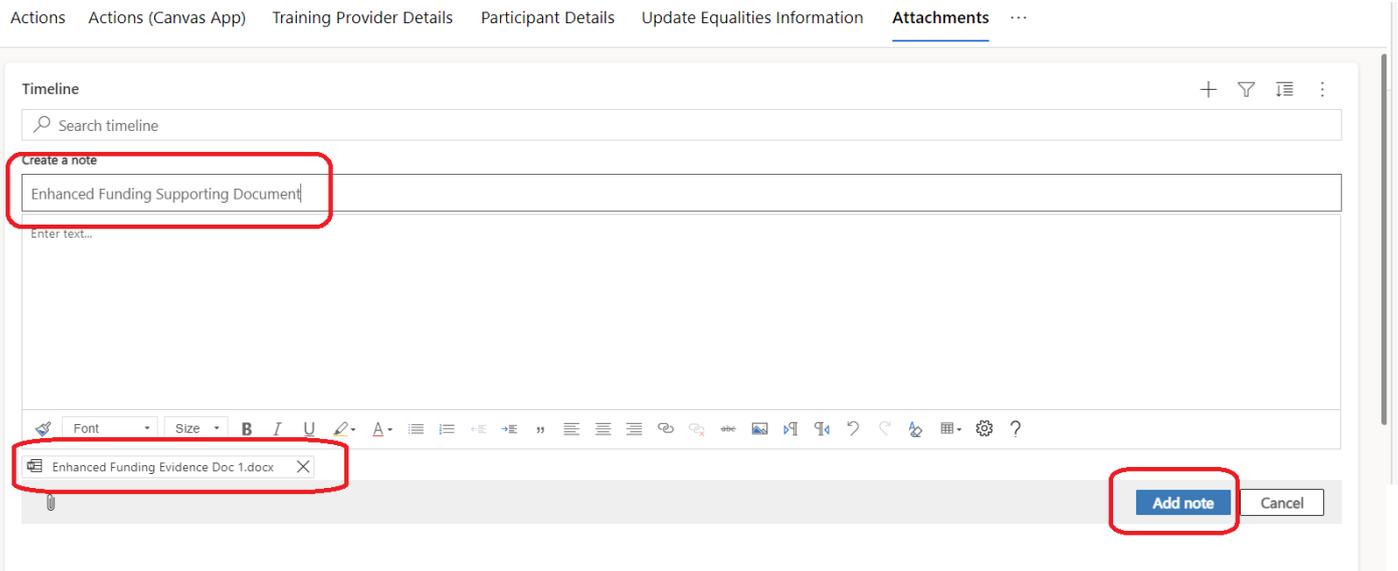
- If the wrong file has been selected, click on the "X" to remove it, and click on Cancel to access the paperclip which will enable you to upload again.
- Input a title to the document upload – in this example, "Enhanced Funding Supporting Document" has been added.
- To complete the document upload, which will attach it to the draft assignment, click on "Add note".

> ➢ **When a document has been successfully uploaded, it will look like this:**
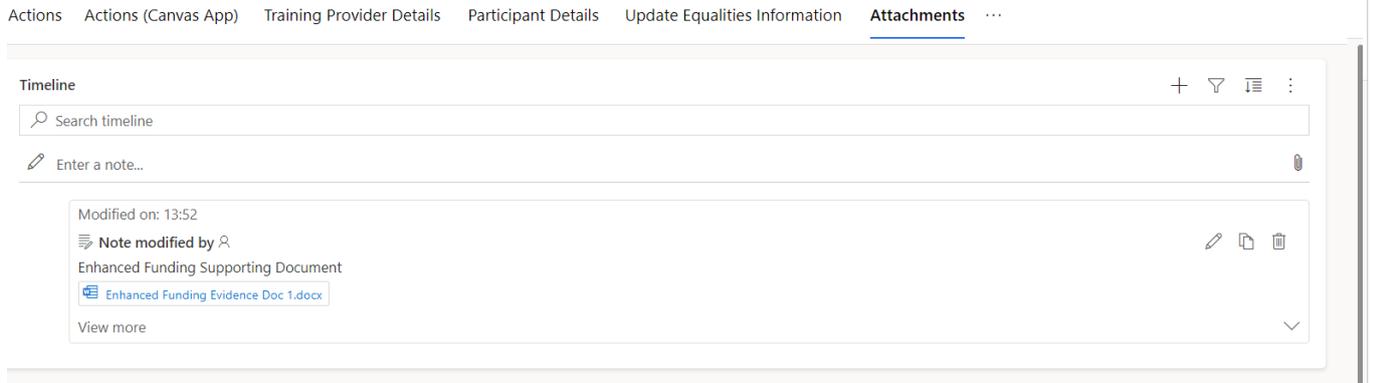
- To upload any additional document(s), repeat the steps above.

➢ **Once all the required documents have been uploaded, the Draft Assignment can be submitted for approval. This will submit the assignment for approval to SDS and the Enhanced Funding details will be reviewed as part of the assignment approval process and the funding rate amended for that participant.**

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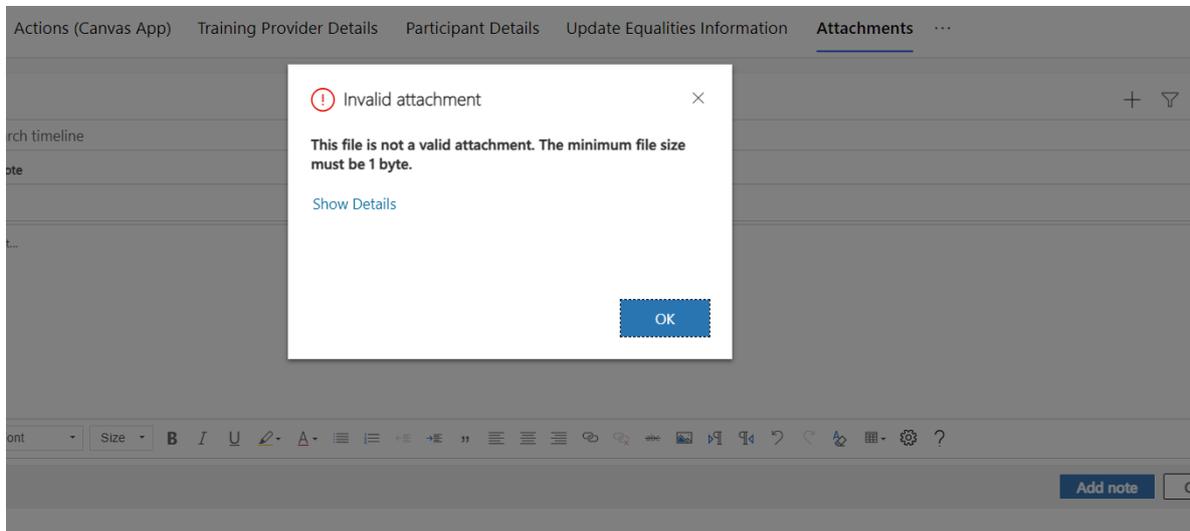
- FIPS will not accept documents that do not meet the upload standard. Ensure the correct file has been selected or re-save the file as a different file type and attempt the upload again to resolve this issue.