

FIPS QUICK START GUIDE

Uploading Documents to FIPS

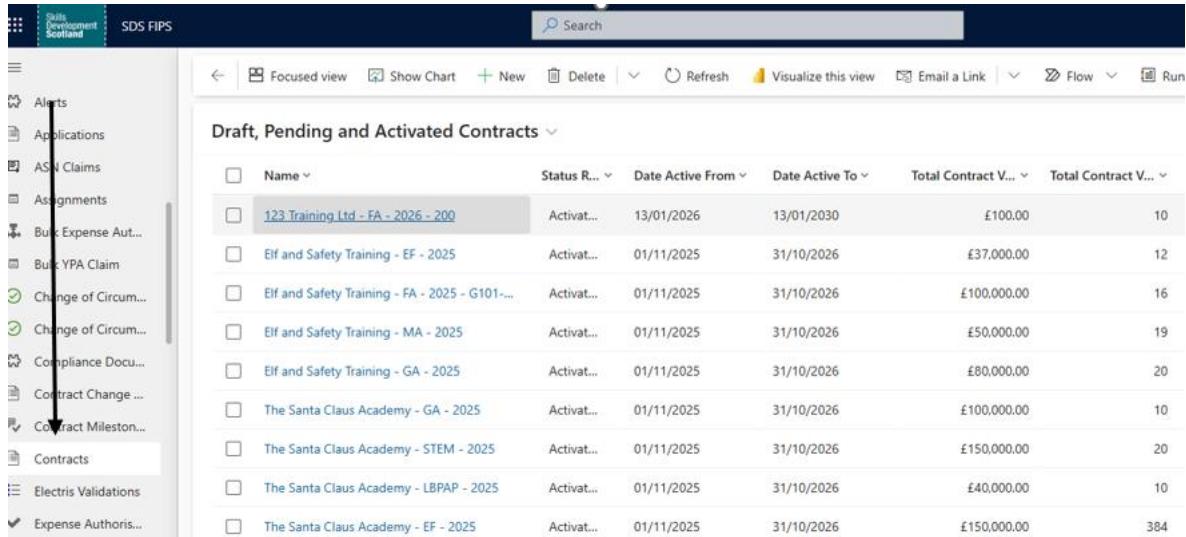
This Guidance explains how to upload and view documents within FIPS for SDS Compliance and NTP Operations.

This Guidance will explain how to:

- Upload a document to FIPS
- Check / Review uploaded documents
- Download documents

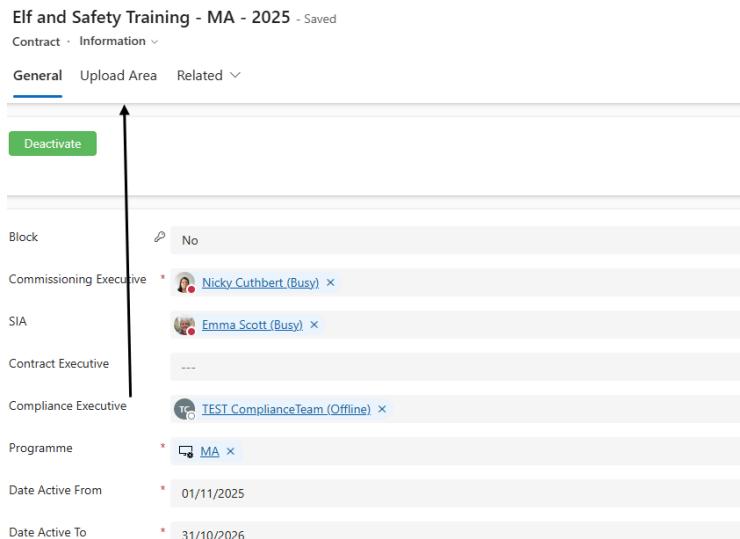
Upload a document to FIPS

1. Open contracts and select the contract you wish to upload documents against:



Name	Status	Date Active From	Date Active To	Total Contract V...	Total Contract V...
123 Training Ltd - FA - 2026 - 200	Activat...	13/01/2026	13/01/2030	£100.00	10
Elf and Safety Training - EF - 2025	Activat...	01/11/2025	31/10/2026	£37,000.00	12
Elf and Safety Training - FA - 2025 - G101-...	Activat...	01/11/2025	31/10/2026	£100,000.00	16
Elf and Safety Training - MA - 2025	Activat...	01/11/2025	31/10/2026	£50,000.00	19
Elf and Safety Training - GA - 2025	Activat...	01/11/2025	31/10/2026	£80,000.00	20
The Santa Claus Academy - GA - 2025	Activat...	01/11/2025	31/10/2026	£100,000.00	10
The Santa Claus Academy - STEM - 2025	Activat...	01/11/2025	31/10/2026	£150,000.00	20
The Santa Claus Academy - LBPAP - 2025	Activat...	01/11/2025	31/10/2026	£40,000.00	10
The Santa Claus Academy - EF - 2025	Activat...	01/11/2025	31/10/2026	£150,000.00	384

2. Click on the upload area within the contract:



Elf and Safety Training - MA - 2025 - Saved
Contract · Information

General Upload Area Related

Deactivate

Block: No

Commissioning Executive: * Nicky.Cuthbert (Busy) x, Emma.Scott (Busy) x, ...

SIA: TEST ComplianceTeam (Offline) x

Contract Executive: MA x

Compliance Executive: 01/11/2025

Programme: 31/10/2026

3. Your first step is to create a Folder within the NTP Operations Documentation or Compliance Documentation area. Click on the + New grey button within the Compliance Documentation box or the blue button within the NTP Operations Documentation box.

Guide last reviewed: 03/02/2026

Next review due: 03/02/2027

Compliance Documentation No Data

+ New

To upload documentation for either Compliance or NTP please use the +New button to get started. Please ensure you use the agreed naming convention for your documents, add required supporting information and tick the agree declaration box. Then click the save button when you are ready to upload your file(s).

To see a record of your uploads please go to the Compliance documents or NTP Operations documents section.

Please note:
The maximum number of files you can upload at once is 30 with each file having a maximum size limit of 10mb.

NTP Operations Documentation

Monthly Report January 2026 07/01/2026

+ New

v1.34

4. Complete the Document Name. Tick the box Agree with Declaration add any comments into the Supporting Information box then click save. A folder has now been created, and you will be able to upload and save documents within this folder.

Compliance Documentation No Data

+ New

NTP Operations Documentation No Data

+ New

Declaration

On behalf of the provider I represent, I confirm when uploading these file(s) that:

- The content is accurate, complete, and relevant to the associated contract.
- I have the necessary authority and consent to share this information with SDS.
- The document does not contain any sensitive personal data beyond what is required for the process.
- I understand that the uploaded document will become part of the official record and may be subject to audit and compliance checks.

+ Folder Name: Test Folder Agree with Declaration

Contract: Elf and Safety Training - MA - 2025 Learning Provider:

Supporting Information

Save

5. Once you have saved, a green banner appears with message 'Form Submitted Successfully'. The named folder will appear within the NTP Operations Documentation box or Compliance Documentation box and a paper clip and attach file option will appear in Attachments box.

There are two options here you can drag and drop file(s) into that box or click attach file and that will allow you to select one or multiple files.

Elf and Safety Training - MA - 2025 - Saved

Contract · Information ▾

General Upload Area Related ▾

Compliance Documentation No Data

NTP Operations Documentation Test Folder 03/02/2026

+ New

+ New

+ New

Declaration

On behalf of the provider I represent, I confirm when uploading these file(s) that:

- The content is accurate, complete, and relevant to the associated contract.
- I have the necessary authority and consent to share this information with SDS.
- The document does not contain any sensitive personal data beyond what is required for the process.
- I understand that the uploaded document will become part of the official record and may be subject to audit and compliance checks.

+ Folder Name Test Folder Agree with Declaration

Contract: Elf and Safety Training - MA - 2026 Learning Provider: Elf and Safety Training

Supporting Information

Attachments

No files attached.

Save

6. Click **SAVE** and then a green banner appears with message 'Form Submitted Successfully'.

Important:

- If you attempt to upload more than 30 documents, then an error message will appear in the Attachments box – 'Max. number of files reached'.
- If you attempt to upload a document which is larger than 10mb then a red error message appears within Attachments box.
- Accepted document types – bmp; csv; dat; doc; docx; eml; heic; jfif; JPE; jpeg; jpg; mp4; msg; odt; oft; page; pdf; PNG; rtf; tif; txt; xls; xlsx; xml; xps
- There is a 90-day retention period on folders, they will then be deleted as well as their contents. Refer to the Download documents section for guidance on how to take documents offline.

Check / Review uploaded files

1. To check the folder and documents have uploaded successfully click on the Related dropdown and then click on NTP Operations Documents or Compliance Documents.

Elf and Safety Training - MA - 2025 - Saved

Contract · Information ▾

General Upload Area Related ▾

Related - Common

Compliance Documentation

- Activities
- Audit History
- ITA Claims
- Bulk ITA Course Cancellations
- Evidence
- Contracts
- Assignments
- Starts (TP Reporting)
- Change of Circumstances
- Contract Milestones
- Bulk YPA Claim
- Additional Support Needs
- Assignments
- Bulk YPA Claim
- Compliance Documents
- NTP Operations Documents
- Contract Training Venues

NTP Operations Document February 2026

Monthly Report January 2026

v1.34

Agree with Declaration

Learning Provider: Elf and Safety Training

Attachments

Alphabet Round ...

Save

Guide last reviewed: 03/02/2026
Next review due: 03/02/2027

2. The named folder will appear with associated information. You can sort/filter the folders using the drop-down arrows above the folders. You can also delete folders by ticking the box at the left and then clicking the Delete NTP Operations Document button or Compliance Document Button.

Elf and Safety Training - MA - 2025 - Saved
Contract · Information

General Upload Area NTP Operations Documents Related

Show Chart Edit Activate Deactivate Delete NTP Operation... Assign NTP Operation...

NTP Operations Document Associated View

Folder Name Contract Learning Provider Supporting Information

Test Folder Elf and Safe...

3. Double-click in white space of folder you are checking, and the documents should be visible within the Notes and Attachments. You can use the search timeline to search the names of documents and the ellipsis to sort newest to oldest). You can also see the supporting information added too.

test Record - Saved
NTP Operations Document

General Related

Folder Name: Test Folder

Contract: Elf and Safety... Learning Provider: Elf and Safety Training

Supporting Information: ...

Created On: 12/01/2026 12:01 Created By: TEST MA-TP (Offline)

Modified On: 12/01/2026 12:01 Modified By: TEST MA-TP (Offline)

Owner: Elf and Safety Training

Notes and Attachments

Timeline

Search timeline
Enter a note...
Highlights
Recent

TM Modified on: 12/01/2026 12:01
Note modified by TEST MA-TP
Document upload area test.docx
Document upload area test.docx
View more

Downloading Documents

1. To download a document simply click on the document and an offline copy will be generated.