

FIPS QUICK START GUIDE

Uploading Documents to FIPS

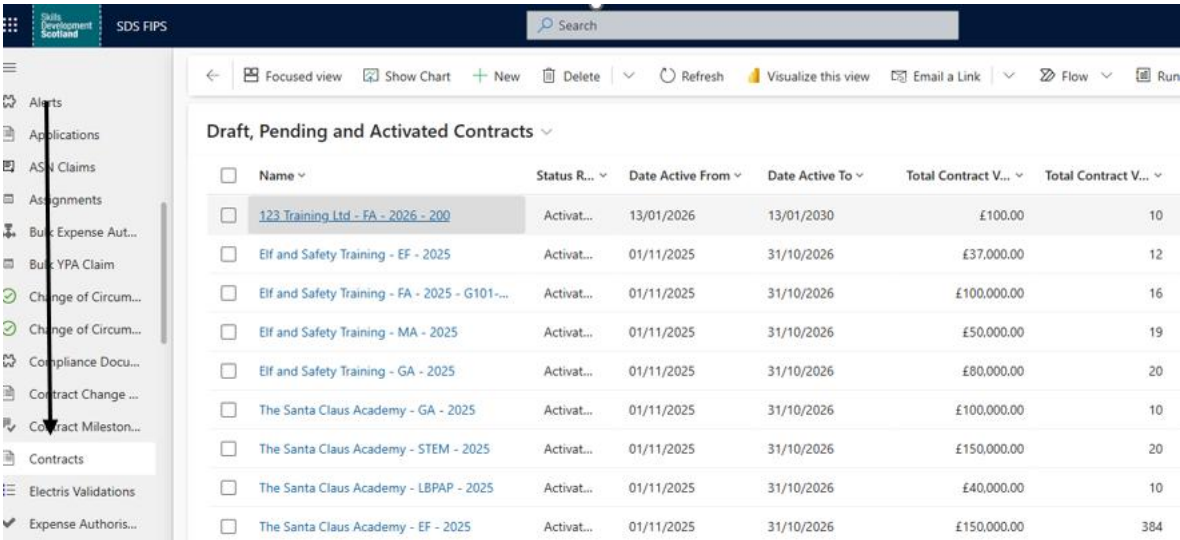
This Guidance explains how to upload and view documents within FIPS for SDS Compliance and NTP Operations.

This Guidance will explain how to:

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

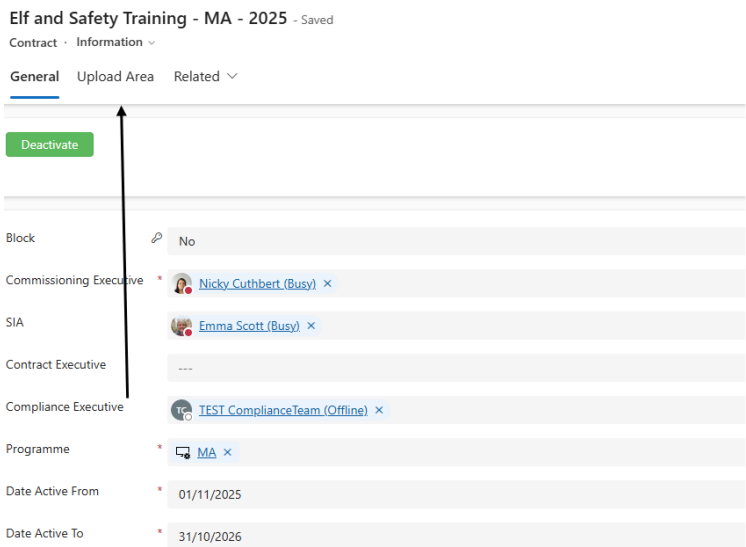
Upload a document to FIPS

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



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

SIA Emma Scott (Busy) x

Contract Executive ---

Compliance Executive TEST ComplianceTeam (Offline) x

Programme MA x

Date Active From 01/11/2025

Date Active To 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

Elf and Safety Training - MA - 2025 - Saved

Contract · Information ▾

General Upload Area Related ▾

Compliance Documentation No Data

+ New

NTP Operations Documentation

Test Folder 03/02/2026

+ New

v1.48

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.

☒ Agree with Declaration

Contract: Elf and Safety Training - MA - 2025

Learning Provider: [Dropdown]

Supporting Information: [Text Area]

Attachments: No files attached.
 [Attach file](#)

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 ▾

Compliance Documentation

NTP Operations Documents

February 2026

Monthly Report January 2026

v1.34

Related - Common

- 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 Menu

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☒ Agree with Declaration

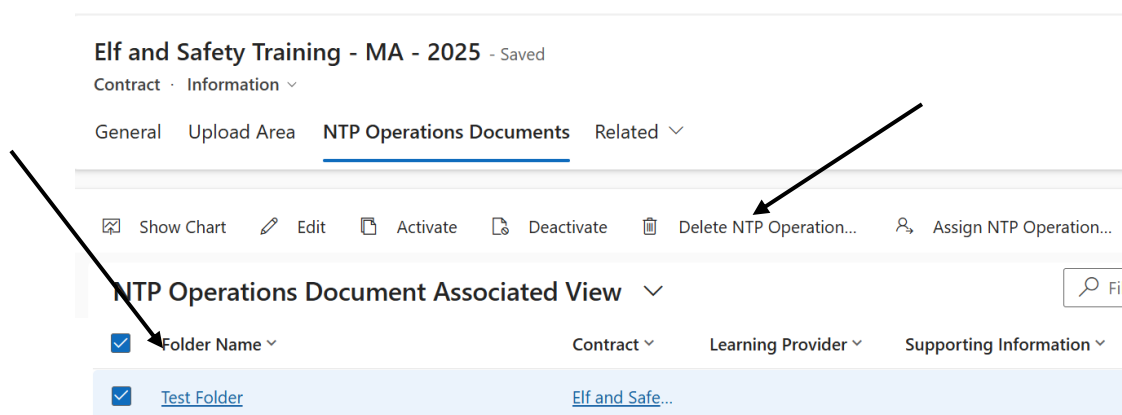
Contract: Elf and Safety Training - MA - 2025

Learning Provider: [Dropdown]

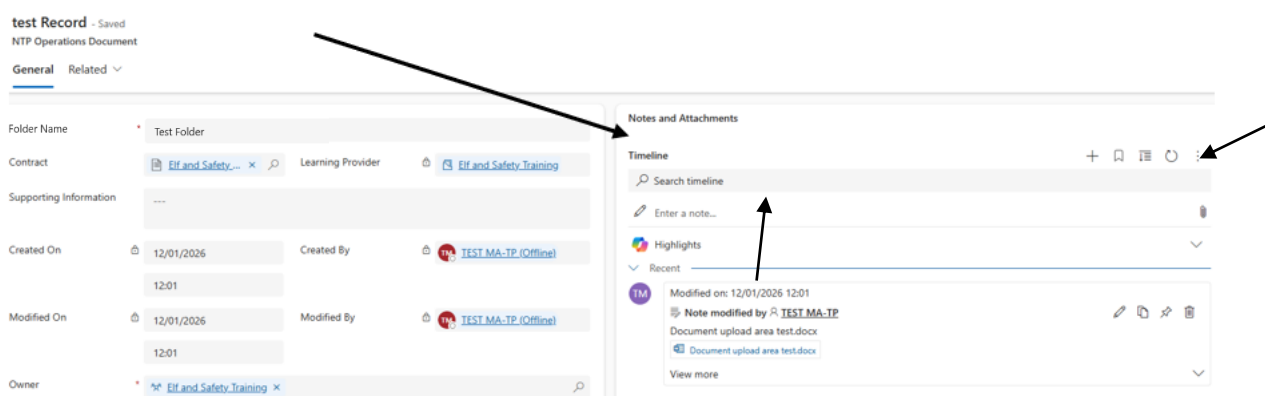
Attachments: Alphabet Round ...
 [Attach file](#)

Save

- 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.



- 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.



Downloading Documents

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