

SESAP Quick Start Guide

Responding to a Breach, AFI or Contractual Action

This document will provide guidance on how to:

Respond to a Breach (Compliance), AFI or Contractual Action (NTP Operations)

Utilise the Comments functionality

Respond to Breach, AFI or Contractual Action

1. To select the Breach, AFI or Contractual Action you wish to respond to, you need to select only records created by SDS. This can be done through filtering on Owner type in the Actions or AFI entity (select Compliance and NTP Operations):

The screenshot shows the 'Active Actions or AFI' table in the Skills Development Scotland system. The table has columns for checkboxes, Provider, Owner Type, Create..., and Modified A filter overlay is open, showing the 'Filter by' section with a dropdown set to 'Equals'. Below this, the 'Compliance, NTP Operations' dropdown is expanded, showing three options: 'Provider' (unchecked), 'Compliance' (checked), and 'NTP Operations' (checked). The 'Quality' option is also visible but unchecked. The table lists several records, all with 'Provider' as the Owner Type. The left sidebar shows the 'Actions or AFI' menu item highlighted.

	Provider	Owner Type	Create...	Modified ...
☐	Provider			
☐	Provider...		2...	06/08/2026...
☐	Provider...		2...	04/08/2026...
☐	Provider...		2...	31/07/2026...
☐	Provider...		2...	16/07/2026...
☐	Provider...		2...	08/07/2026...
☐	Provider...		202...	04/08/2026...
☐	Provider...		202...	07/07/2026...
☐	Provider...	Provider	01/07/202...	01/07/2026...

- Once you have completed that you will have a list of Breaches, AFIs and Contractual Actions. To filter further you can use the category column:

The screenshot shows a table titled 'Active Actions or AFI*' with columns: Provider, Owner Ty..., Created ..., Modified ..., Category, and RAG. The 'Category' column is highlighted with a red box, and its dropdown menu is open, showing options: AFI, Breach (selected), Contractual Action, HMIE, and Stakeholder Feedback. The 'Breach' option is also highlighted with a red box.

Provider	Owner Ty...	Created ...	Modified ...	Category	RAG
Provider...	Provider	25/06/202...	30/06/2026...	Breach	
Provider...		25/06/202...	25/06/2026...		
Provider...	Provider	26/06/202...	26/06/2026...		
Provider...	Provider	06/07/202...	07/07/2026...		
Provider...	Provider	01/07/202...	01/07/2026...		
Provider...	Provider	01/07/202...	01/07/2026...		
Provider...	Provider	26/06/202...	29/06/2026...		
Provider...	Provider	25/06/202...	25/06/2026...		

- Click on the title of the Breach, AFI or Contractual Action you are responding to by clicking the title:

The screenshot shows the same table with an additional 'Title' column. The 'Title' column is highlighted with a red box, and the first entry 'Provider Entry' is also highlighted with a red box. The table includes a search bar 'Filter by keyword'.

Provider	Owner Ty...	Created ...	Modified ...	Categ...	RAG	Title	Description
Provider...	Complia...	19/06/202...	07/07/2026...	Breach	Amber	Provider Entry	Compliance added detail I
Provider...	Complia...	19/06/202...	23/06/2026...	Breach	Red	Provider entry	Provider entry
Provider...	Complia...	19/06/202...	22/06/2026...	Breach	Red	Access Test 3	Compliance Entry
Provider...	Complia...	19/06/202...	24/06/2026...	Breach	Red	Access Test4...	Compliance entry Provide
Provider...	Complia...	06/07/202...	07/07/2026...	Breach	Red	test for owner...	test again
Provider...		26/06/202...	26/06/2026...	Breach		test 1.1	breach identified due to x
Provider...		25/06/202...	25/06/2026...	Breach	Red	Thursday's AF...	Test
Provider...		26/06/202...	26/06/2026...	Breach		New Action o...	hello

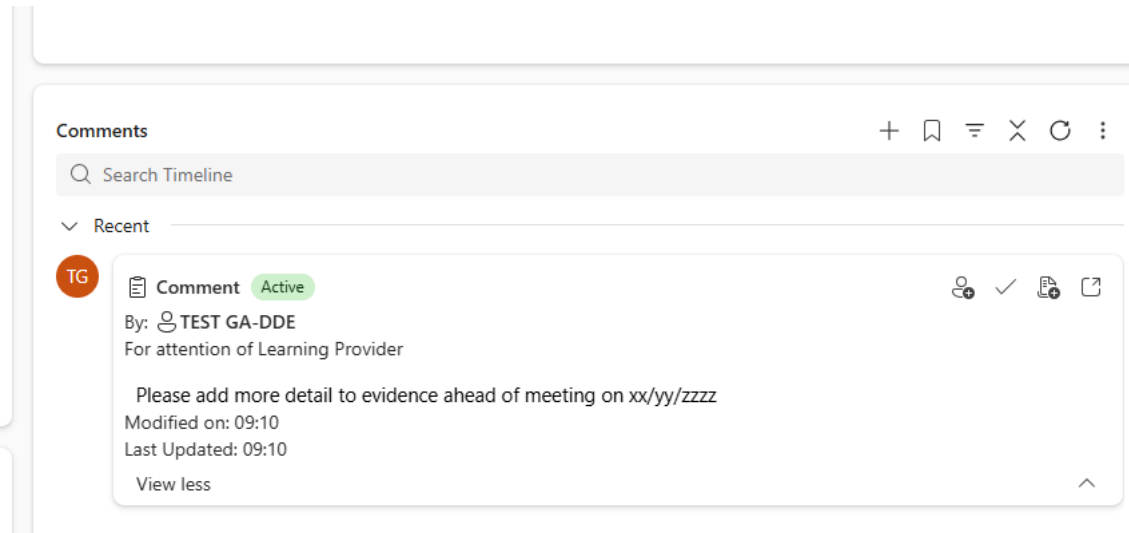
- This will open into the Action Details tab. You should then add details of how the Breach, AFI or contractual action has been addressed by adding text to the Approach and Evidence Boxes:

- Search for and add a Responsible Person(s) for the Breach, AFI or Contractual Action (located further down the page):

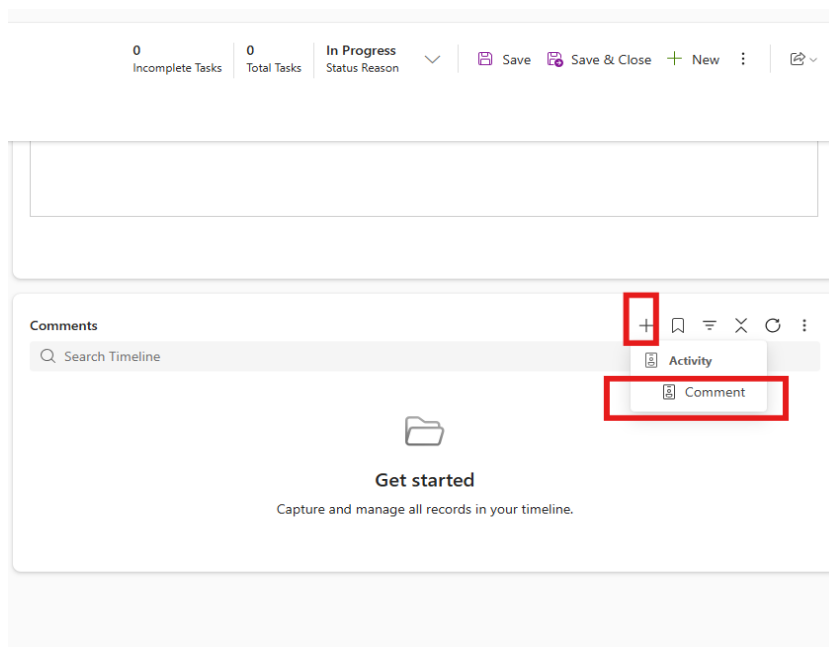
- Do the above for all Breaches, AFIs and Contractual Actions created by Compliance or NTP Operations.

Comments (Respond and Add)

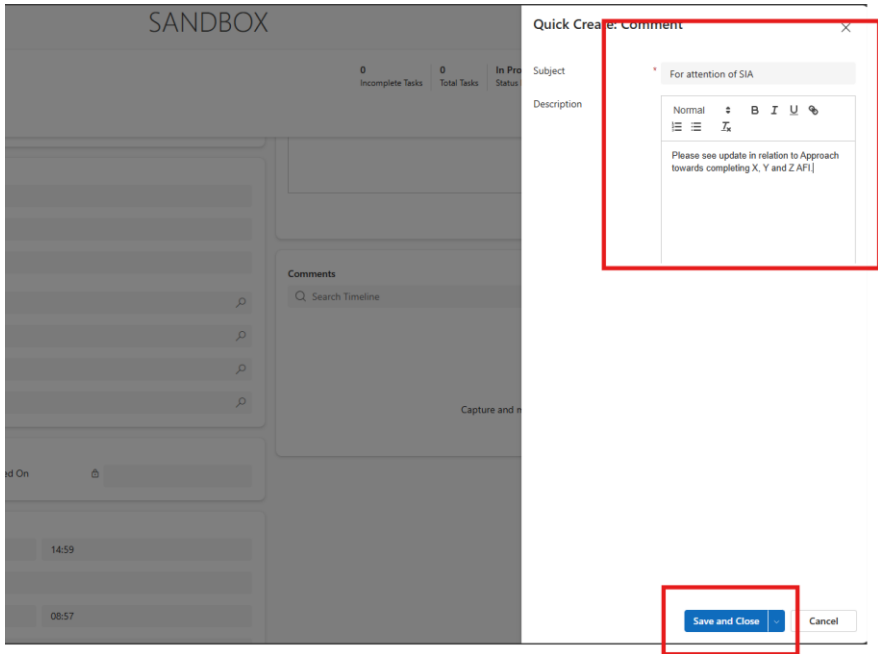
1. Please review the comments section within your Breach, Contractual Action or AFI when editing (located at the bottom left-hand side of the page):



2. To respond or to create a comment click on the + icon and click comment:



3. You can then add a subject and description via the quick create comment function:



4. This will then display for SDS users or your colleagues to review:

