

SESAP GUIDANCE

This guidance explains the process you need to use to apply for and manage User Access for SESAP, the charges and payment process, and provides links to the terms and conditions that apply to each User Access. SDS reserves the right to amend this guidance from time to time so please check these webpages regularly in case the guidance has been updated.

1. Process for acquiring User Access for SESAP

1.1. This guidance explains the process for applying for and managing User Access to access the funding information processing system used by SDS ("SESAP"). SDS requires service providers ("you" or "your") to use SESAP as part of the service provision for certain services or as part of other SDS funded projects. Please read this guidance before completing the application for User Access for your organisation.

1.2. You require to obtain a User Access for each individual who shall access SESAP at any time.

1.3. To obtain and manage User Access, you shall require to appoint a Delegated Authority for each SDS programme/funded project for which User Access are required. The process for appointing and managing Delegated Authorities is set out below at section 2.

1.4. Each Delegated Authority shall require to request and manage all User Access required for the relevant SDS programme/funded project. The process for requesting and managing User Access is set out below at section 4.

2. Delegated Authority

2.1. Each organisation requiring a User Access will require to appoint one or more Delegated Authorities. Each Delegated Authority shall: -

- act as the contact for SDS in respect of all matters relating to User Access for the designated programme(s)/funded project(s),
- be responsible for the application for and management of, individual User Access for the designated programme(s)/funded projects(s);
- be responsible for ensuring that the information provided to SDS in respect of personnel accessing the SESAP products and services in relation to the relevant programme(s)/funded projects(s), is at all times accurate and up to date; and
- ensure that any information requested by SDS in connection with your organisation's use of SESAP under the relevant programme(s)/funded projects(s) is immediately made available to SDS on request.

2.2. Please insert the details of each Delegated Authority using the form available. You must have a minimum of one Delegated Authority for each SDS programme/funded project. You may appoint the same person as Delegated Authority for multiple SDS programmes/funded projects.

2.3. All fields highlighted in yellow must be completed.

2.4. The completed Delegated Authority form must be submitted to SDS (in accordance with the return instructions detailed in the form) by the person who has formally accepted the offer of contract for the relevant programme/funded project.

2.5. The terms and conditions for each User Access are set out in the User Access terms and conditions ("SESAP Ts & Cs"). Please note that these terms and conditions may be varied by SDS from time to time. By submitting any request for a User Access you agree to the SESAP Ts & Cs and any amended SESAP Ts & Cs will come into force from the date that the Contracting Party is advised of the changes in accordance with the SESAP Ts & Cs.

2.6. Details of the applicable charges for User Access are set out below at section 3.

2.7. Details of how the Delegated Authorities can apply for and manage User Access is also set out below at section 4.

2.8. SDS reserves the right to withdraw any Delegated Authority from the Delegated Authority form submitted by you, immediately on notice, in the event that SDS believes the Delegated Authority has acted, is, or is likely to act other than in accordance with the Delegated Authority duties set out in this paragraph 2. Without prejudice to SDS' other rights and remedies, you shall be required to immediately submit a further Delegated Authority form to SDS in the event that such action results in no Delegated Authority remaining appointed for any live programme/funded project for which User Access is required.

3. User Access Charges

3.1. User Access is charged annually on the following basis:-

- SDS will be covering the SESAP licence costs for learning providers during the 2026/27 operating year. Arrangements for future years have not yet been finalised.

4. User Access Application Form

4.1. The User Access Application Form is available on [Apprenticeship.Scot](https://apprenticeship.scot).

4.2. User Access Application Form – New Training Providers - this also includes the delegated authority Form- Insert the contact details for each User Access required. A separate form must be used for each SDS programme/funded project. You are reminded that User Access cannot be shared between or among individuals and is granted for use only by the named individual for the uses specified in the identified SDS contract(s), and for no other purpose whatsoever. Failure to comply with the applicable terms and conditions may result in your contracts being suspended or terminated, and your organisation being held liable for damages.

4.2.1 SESAP Users Additions and Amendments Form - existing Training Providers – Review and complete as per guidance on the form is available on [Apprenticeship.Scot](https://apprenticeship.scot).

4.3. You are further reminded that a User Access cannot be reassigned on a short-term basis, and you shall not request for a User Access to be reassigned by SDS, within 90 days of (i) the grant of that same User Access by SDS and/or (ii) its reassignment, unless the reassignment is due to temporary reallocation to cover a user's absence or the unavailability of a device that is out of service. Reassignment of a User Access for any other purpose must be for the remaining Term (as defined in the SESAP Ts & Cs).

4.4. All fields highlighted in yellow must be completed.

4.5. You require to submit the request for User Access (in accordance with the return instructions detailed in the form). Please note that there may be a restriction on the number of User Access available, but SDS will discuss your requirements with you should your request exceed the number available at any time. Failure to submit the duly completed form by the specified date may result in your delayed access to SESAP, for which you shall be liable.

4.6. SDS has limited numbers of licences. Should you require any additional User Access, please bear in mind that there is a charge for each User Access, and that there is likely to be a lead in time before the User Access can be granted.

4.7. User Access shall only be valid once formally approved by SDS in writing.