FIPS Quick Start Guide
Pathway Apprenticeships

> **This quick start guide provides an overview on how Training providers can process a participant against the Pathway Apprenticeship (PA) programme on FIPS.**

The Pathway Apprenticeship contracts are now available on FIPS. There are some things you need to be aware of:

- Pathway Apprenticeships uses the Employability Fund model for contracts, therefore your PA contracts will show on FIPS as EF. PA is essentially a new Stage of EF for FIPS purposes.
- For those who currently hold an Employability Fund contract, it is not possible to have both EF and PA within the same contract, therefore we have set up your Organisation as a new Training Provider with a suffix of "(PA)". The FIPS Team have given the relevant access to this Organisation which mirrors that of your EF contract.
- For those who currently only hold a Modern Apprenticeship contract, your Pathway Apprenticeship contract has been set up with the same access as your MA contract.
- As PA uses the EF model, it has not been possible to include the PA age groups (16-18 and 16-24) into FIPS as these overlap the current Age Groups in FIPS (16-17 and 18+). We have split your contracted volumes into these two age groups, but these may not be correct in terms of the participants who start on your programme. If this is the case, please contact ntpcontracts@sds.co.uk who will adjust the volumes to meet your requirements.
- We have added two new eligibility codes;
  - PA 1a - 18 and under who has reached their statutory school leaving date and is not in education, employment or training.
  - PA 2a - 16-24 and participating in a Kickstart Programme as an employed status participant.

Should you require any changes to your FIPS Users as a result of the Pathway Apprenticeship inclusion, this can be done by submitting a FIPS User Request Form – In Year Additions and Amendments which can be found here .

Entering an Application – points to note:

- **Training Providers should create an application form in the usual way by using the individual search function on FIPS. A guidance video on how to use this can be found here.**
- **There are multiple fields containing a blue cross which indicates they will become mandatory prior to submitting the application.**
- **The application can be saved as a draft until you are ready to complete and submit the application to an assignment.**
- **For any fields displaying the padlock symbol, FIPS will auto-populate these locked fields during the application process.**

1. The "Name" field will display the padlock symbol. This will be populated with the candidate name originally entered during the Individual Search stage and should also state "Unknown Contract". This will update automatically once the contract has been selected in the next field.

2. Use the search icon to select the correct contract from the drop down list. The Pathway contract will display as Organisation name – EF – 2020 or for those who already have a current EF contract it will show as Organisation Name (PA) – EF-2020. Once the contract has been selected, click save. The programme field will be populated by the system.

Ensure after the application is saved at this stage, the FIPS view is showing the EF form

3. Within the training Details tab complete the start date and the expected end date. Use the search icon within the EF Stage Field to select Pathway Apprenticeships (PA) from the drop down:
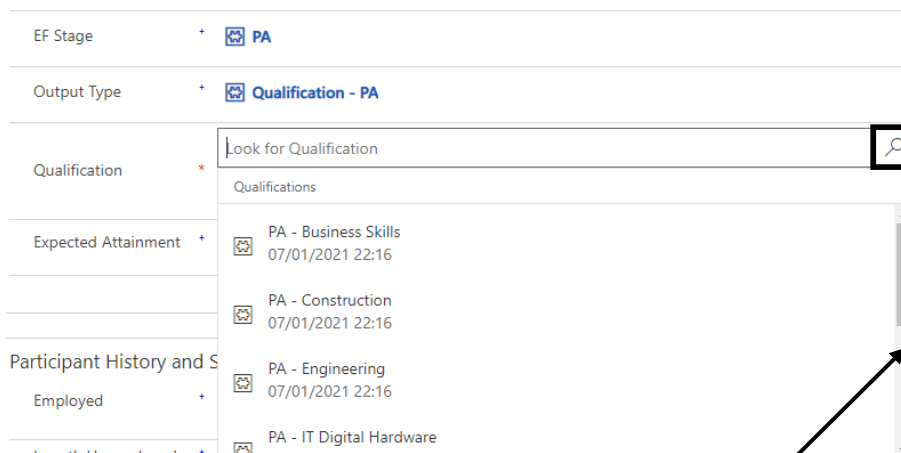
4. Within the Output Type field use the search icon to select Qualification – PA from the dropdown.
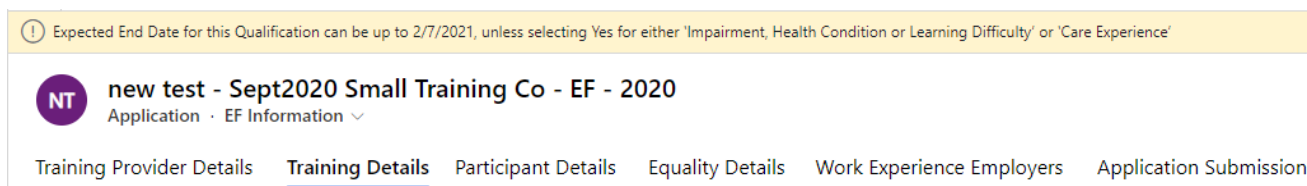
5. Once the Output type has been selected a Qualification field will be displayed. Use the Search icon to select the correct qualification from the dropdown. All qualifications relating to Pathway Apprenticeships will be displayed in the dropdown and prefixed with, PA.
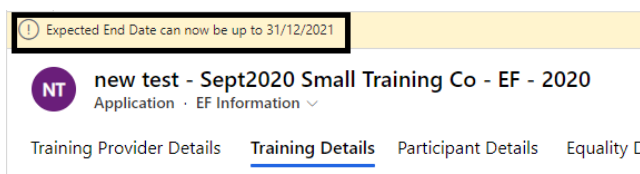

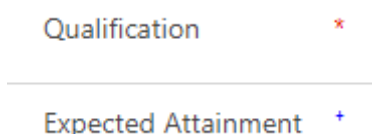Use the scroll bar to search for the required qualification from the list.

6. Once selected a message will be displayed at the top of the screen advising that the expected end date can be up to a certain date. note that all PA qualifications must be completed within 26 weeks except for engineering.
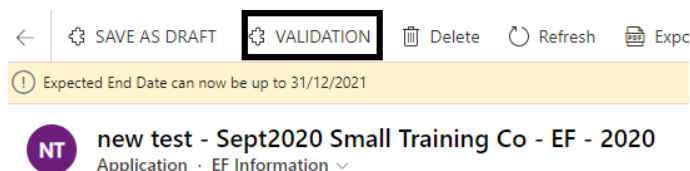

If yes for either 'Impairment Health Condition / Learning Difficulty' or 'Care Experienced' is selected within the Equalities Details section, the expected end date can be extended up to 52 weeks. The message will then show as follows:


7. Complete the remaining fields within each of the application headers. Any fields marked with an Asterix or cross are mandatory and require to be completed before the application can be validated.

8. Once all required details have been added and the application is complete, click on save. You are now able to validate the application. The validation button is located at the top of the application.

9. If any mandatory fields have not been completed, clicking on Validation will highlight any incomplete fields in the message at the top of the application.
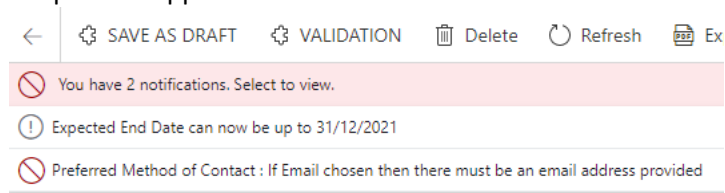
10. Once the application has been successfully validated (no messages appear as above) Refresh the application in the browser and navigate to the Application Submission tab and select, submit application. A field will appear asking for the LEP area to be selected. Use the search to select the relevant LEP area from the drop down and submit.

Assignment

A message will appear asking if you wish the view the Assignment, select ok. This will take you to the draft Trainee assignment. Check that the data within each tab is correct and that the Individual Payment Plan has been populated. You should be able to submit the assignment for approval via the Actions (Canvas App) tab.

Note that the system will stop you submitting the assignment for approval if the Individual Payment plan has not pulled through. This can take up to 15 seconds.

Claiming Training Allowance:

We do not have specific PA guidance videos to illustrate how you claim back monies for Training Allowance. However, it follows the same process as the Employability Fund and you can view guidance videos on how to do this below:

- Young Person's Allowance (YPA) Claim – Individual (EF)
- Young Person's Allowance (YPA) Claim - Bulk (EF)

If you have trouble accessing the above links, please refer to the main page and select the titled link in the Claims section.