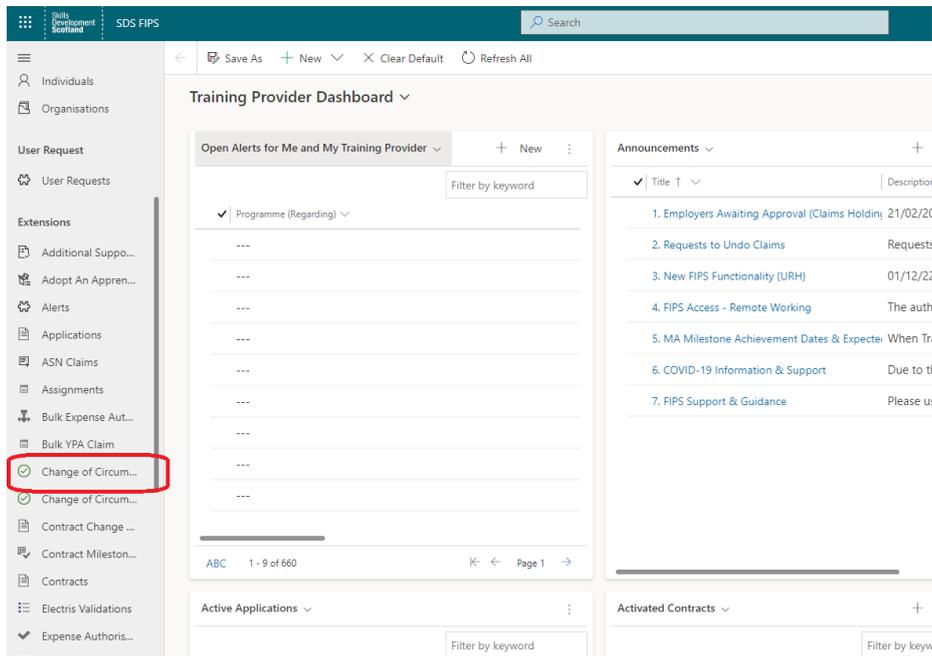


# FIPS QUICK START GUIDE

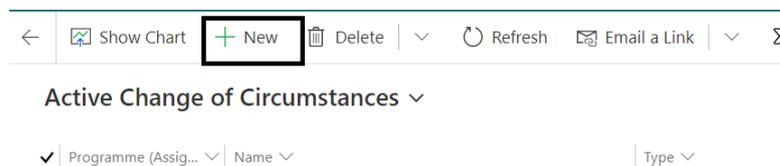
## Change of Circumstance – Date of Birth

The Change of Circumstance (COC) entity on FIPS allows Training Providers to make changes to specific participant information. The following data can be amended via the Change of Circumstance entity: Start Date, Date of Birth, National Insurance Number and Qualification (for engineering frameworks). This guide will provide details on how to update a Date of Birth. Changes to DOB date can only be made when there is an active assignment for a participant; it cannot be processed when there is a Draft Assignment or Application.

1. From the Workplace extension menu, navigate to the Change of Circumstances entity:



2. Within the COC screen, the view will default to Active Change of Circumstances. Click on “+ New” which will open the Change of Circumstances form:



3. **Type and Individual are mandatory fields – mandatory fields are depicted with a red asterisk (\*). Within the “Type” field, click into this and select “Date of Birth” from the list:**

The screenshot shows the top navigation bar with buttons for back, save, save & close, new, and flow. Below is the title 'New Change of Circumstances' and a 'General' tab. The 'Type' field is marked with a red asterisk and has a dropdown menu open showing options: '--Select--', '--Select--', 'Date of Birth' (highlighted in blue), 'NI Number', 'Qualification', and 'Start Date'. The 'Individual' field is also marked with a red asterisk.

4. **Once this has been selected, additional fields will appear on the right-hand side of the page:**

The screenshot shows the same form as above, but now with additional fields on the right-hand side. The 'Type' field now shows 'Date of Birth' and the 'Individual' field shows '---'. On the right, there is a section titled 'Change of Date of Birth' with fields for 'New Date of Birth' (marked with a red asterisk and '---'), 'Date of Birth Process Trigger' (---), and 'Parent Change of Circumstances Action' (---). The top right corner shows 'Owner' and 'Draft Status Reason'.

5. **Click into the Individual field and use the look up icon to expand the drop-down list. Click on Recent records to display a list of recently viewed individuals. Alternatively, search using the box by typing the participant’s name:**

The screenshot shows the 'Individual' field expanded with a search box containing 'Look for Individual' and a magnifying glass icon. Below the search box is a list of 'Individuals' with columns for birth date and location. The list includes: 15/08/1999 DUNDEE, 11/07/1992 DUNDEE, 09/01/1991 GLASGOW, and 04/10/1973 MUSSELBURGH. At the bottom of the list are '+ New Individual' and 'Change View' buttons.

6. Select the record from the results. In this example, “Test pers” has been entered into the box and the result returned is the individual “Test Person”:

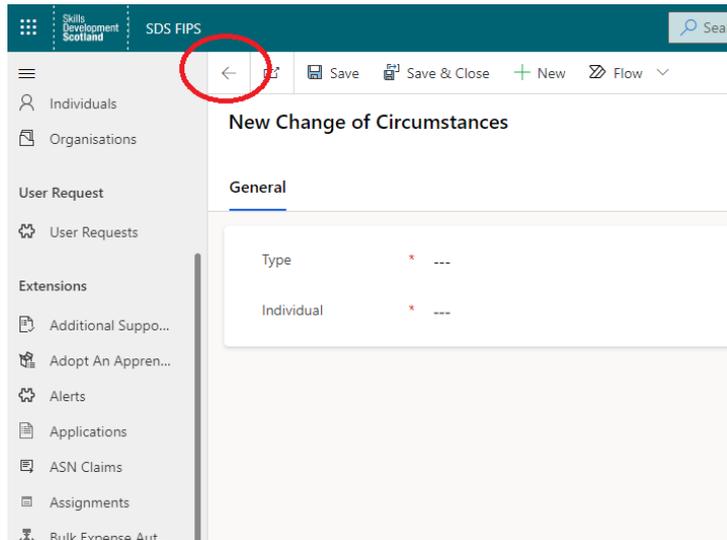
The screenshot shows the 'New Change of Circumstances' form. The 'Type' is set to 'Date of Birth'. The 'Individual' field contains 'test pers'. A dropdown menu is open, showing 'Test Person' as the selected result. The right-hand side of the form shows the 'Change of Date of Birth' section with fields for 'New Date of Birth', 'Date of Birth Process Trigger', and 'Parent Change of Circumstances Action'.

7. Once selected, the current details will be displayed on the right-hand side of the screen:

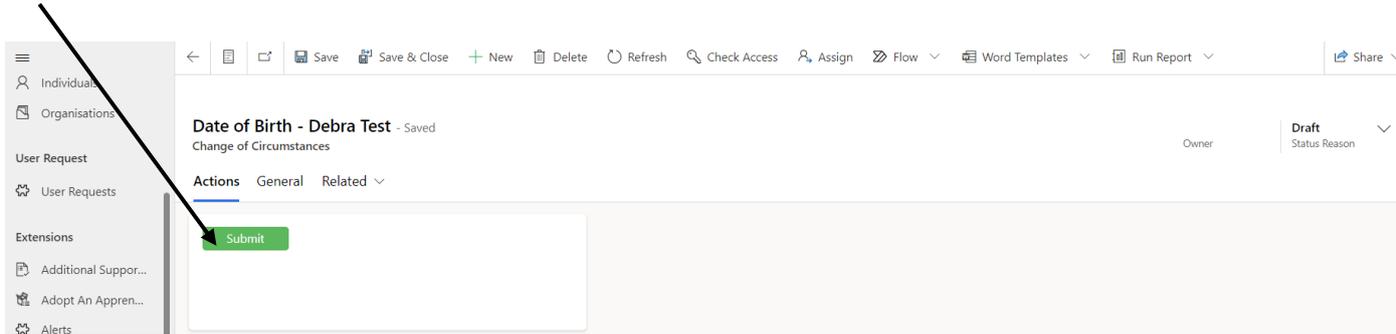
The screenshot shows the 'New Change of Circumstances' form with 'Test Person' selected in the 'Individual' field. The right-hand side of the form displays the 'Current Details' for 'Test Person', including 'First Name: Test', 'Last Name: Person', and 'Date of Birth: 05/05/2000'. A black arrow points from the 'Date of Birth' field in the 'Current Details' section to the 'New Date of Birth' field in the 'Change of Date of Birth' section.

- To update the Date of Birth, click into the “New Date of Birth” field and enter the correct date of birth in the required format DD/MM/YYYY or use the calendar option at the right of the field to select the date. Once the new DOB has been selected, the form will auto save and the page will refresh.

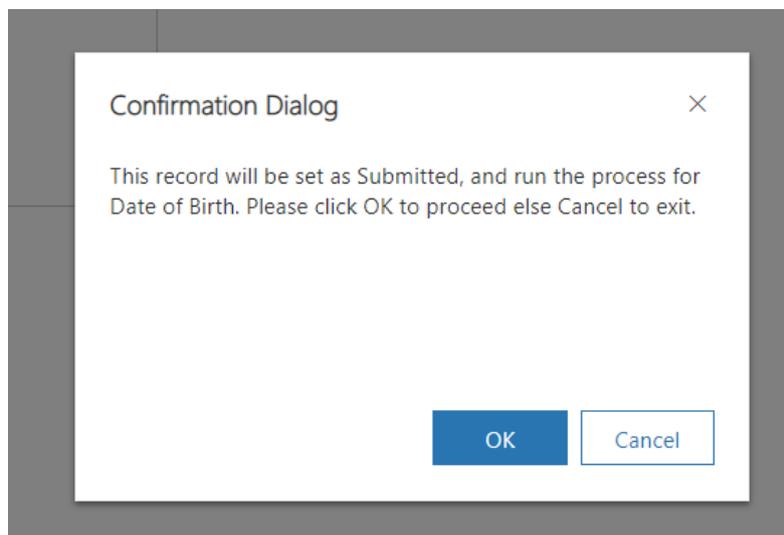
8. To return to the draft COC record, use the back arrow. Click this twice:



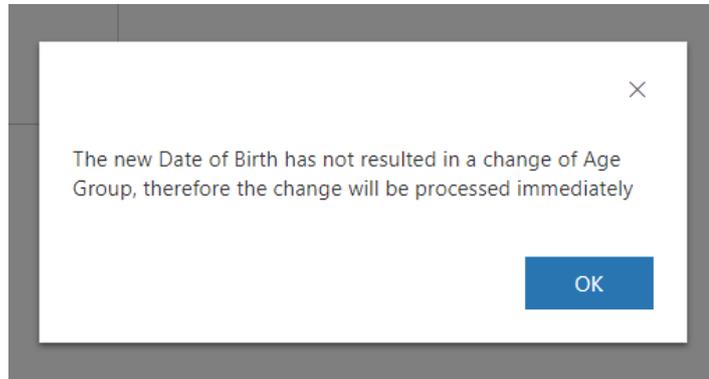
9. In the draft record, the COC can now be submitted by using the Submit button under the Actions tab:



10. A confirmation popup will be displayed that states that the record will be set to submitted and FIPS will update the DOB details for the individual. Click Next to proceed. At this stage, Cancel can be selected which will cancel the COC request and the details will not be changed:

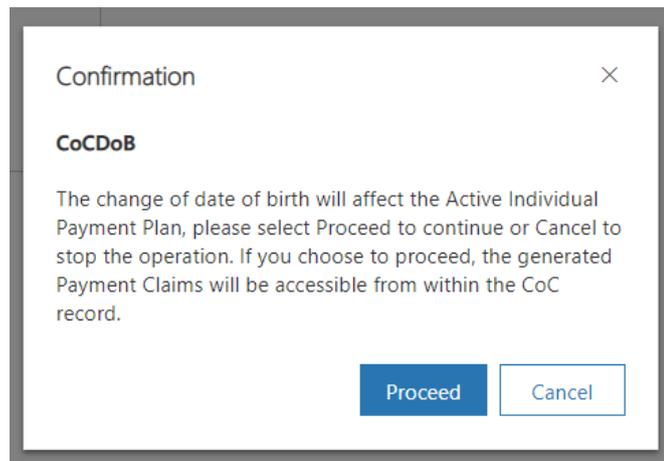


11. If the change does not impact the training category and there is no change required to the funding, the following message will appear, and the date of birth will be updated. The status of the submitted Change of Circumstance will now show as “Completed” which completes the COC DOB action.

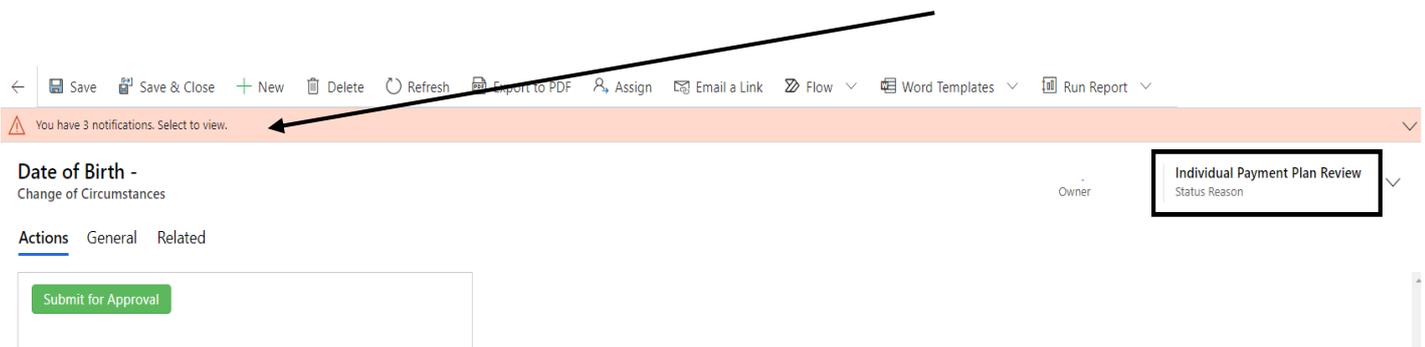


### Changes to DOB that impacts Training Category / Funding

1. If the change of Date of Birth does impact the funding for the individual, e.g., changing from 16-19 funding to 20-24 age group, the popup box will display the below message. Select Proceed to submit the change or Cancel to leave the COC as a draft:



2. The screen will refresh and the status will show as “Individual Payment Plan Review”. Any notifications will be displayed along the ribbon banner. Click to expand to view the details:



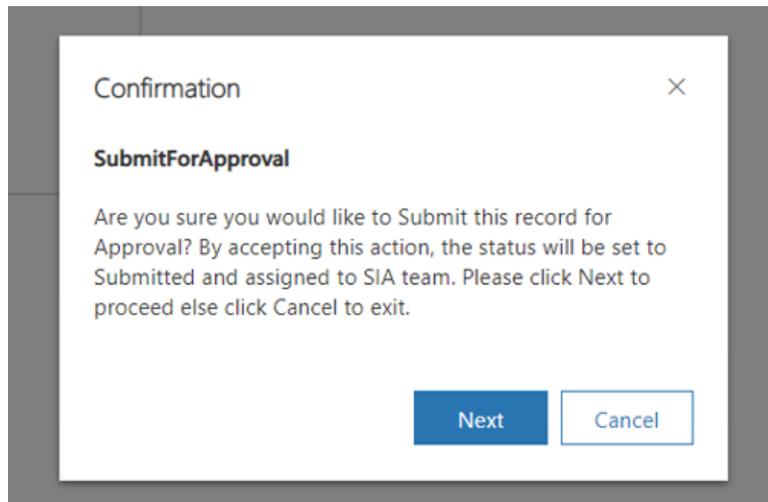
3. When the COC is at Individual Payment Plan Review status, FIPS is performing checks against the contracted volumes for the Training Provider contract. It is only when these checks are complete that the new Individual Payment Plan is displayed in the Change of Circumstance form. This will be blank (shown below) until that process is complete:

4. When the new Individual Payment Plan is displayed it should be reviewed to ensure it is accurate:

Status Reason	Holding Re...	Participant ...	Programm...	Area of Sco...	Occupation...	Fr
Pending	---	JK123456A	MA	Lowlands & Up	---	--
Pending	---	JK123456A	MA	Lowlands & Up	---	--
Pending	---	JK123456A	MA	Lowlands & Up	---	--
Pending	---	JK123456A	MA	Lowlands & Up	---	--
Pending	---	JK123456A	MA	Lowlands & Up	---	--

- Claims will show as Pending until the COC has been approved by SDS.

5. When the IPP is displayed, the COC can now be submitted for Approval. Click into the Actions tab to submit. Follow the submission boxes to submit the COC for approval:



The submitted COC will now be reviewed by SDS. It can be approved or rejected at this stage. Any action taken with the record will result in an alert being generated on the Training Provider Dashboard. The COC will be displayed in the Active Change of Circumstances view with the status "Submitted" until this has been approved / rejected. Once approved or rejected, the COC record will be automatically added to the Inactive Change of Circumstances system view.