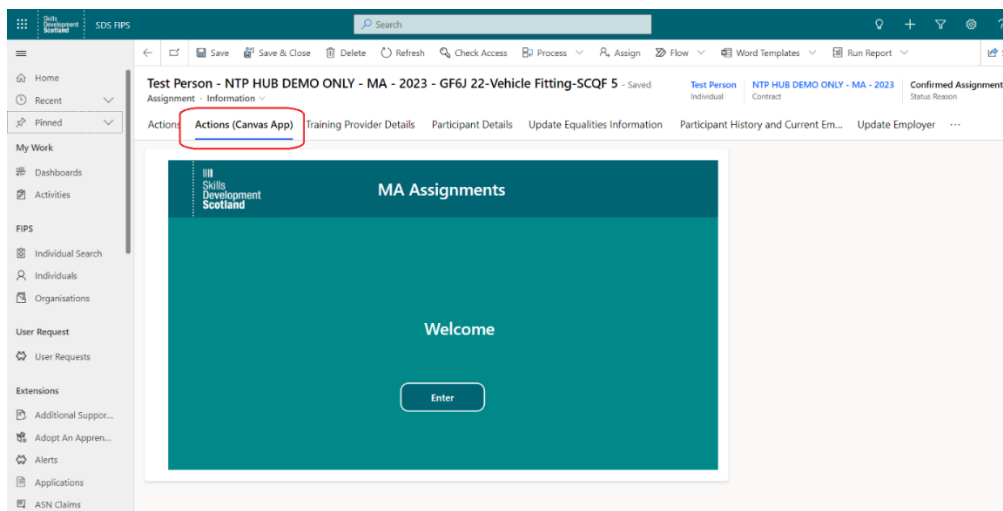


FIPS QUICK START GUIDE

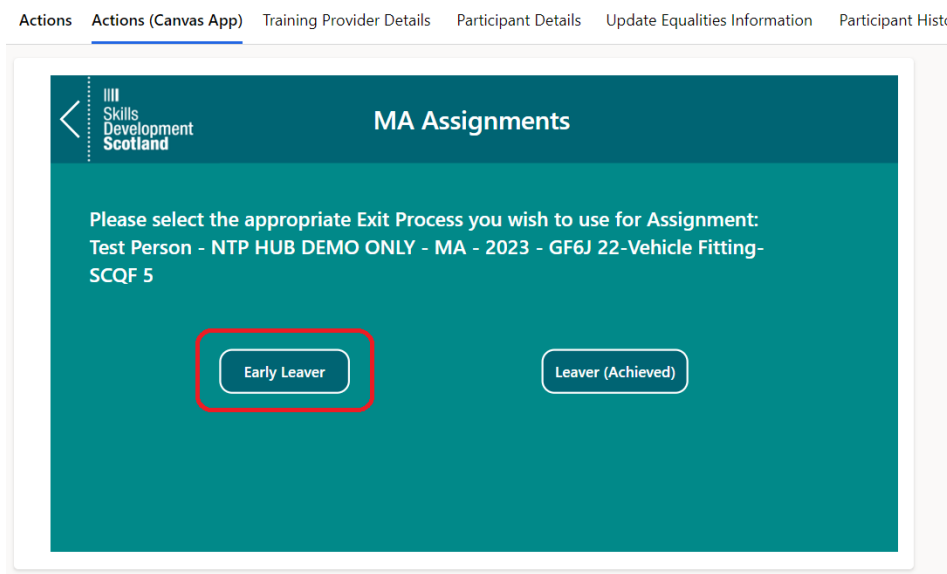
Updating Assignments with Redundancy Details

This guide provides information on how to update MA assignments in FIPS to show that they have been made redundant. Leaving details must be entered on FIPS to set the assignment to show as no longer in training using the leaving codes as outlined in the MA specifications. Inputting leaving details should be completed within 14 days of the redundancy date as this identifies the status of the participant as redundant which triggers additional SDS PACE support for the individual.

1. Open the assignment for the participant that has been made redundant. To input the redundancy leaver details, click into the Action (Canvas App) tab:

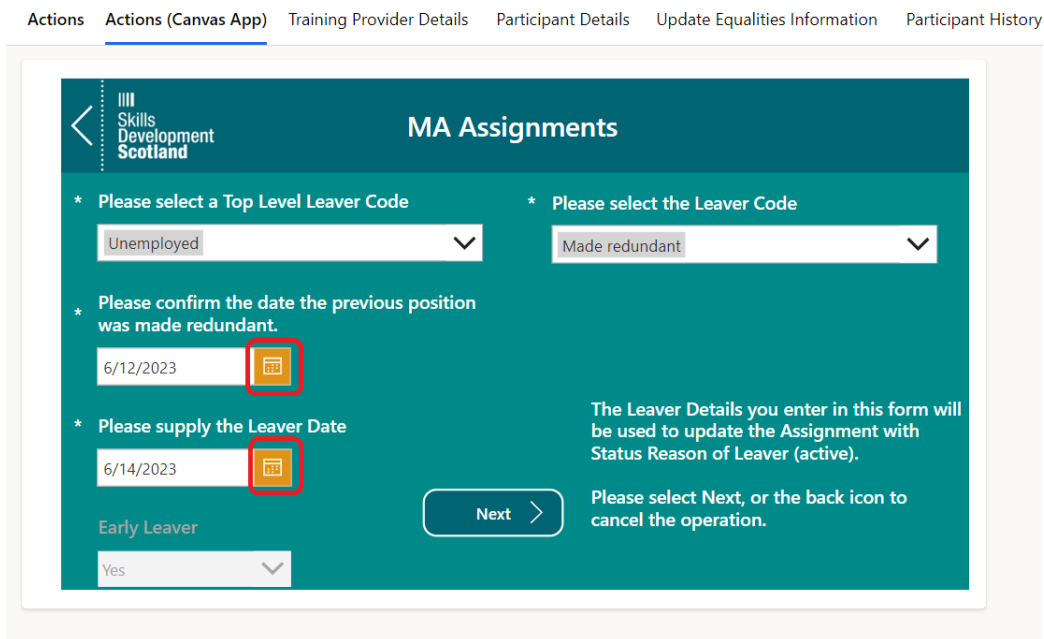


2. Click on “Enter” to view the options in the Canvas App. Select Leaver Process then select “Early Leaver”:



3. When the details page is displayed, select 'Unemployed' as the top level Leaver Code. Choose the relevant sub code - 'Business Ceased Trading' or 'Made Redundant'. Select the Redundancy date and the Leaver Date from the calendar icon then click Next:

Actions Actions (Canvas App) Training Provider Details Participant Details Update Equalities Information Participant History



Skills Development Scotland

MA Assignments

* Please select a Top Level Leaver Code
Unemployed

* Please select the Leaver Code
Made redundant

* Please confirm the date the previous position was made redundant.
6/12/2023

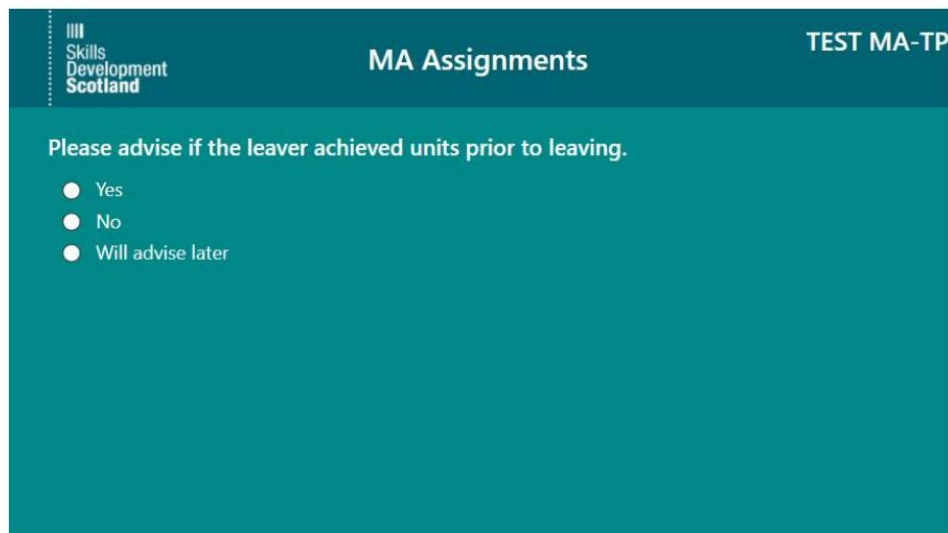
* Please supply the Leaver Date
6/14/2023

Early Leaver
Yes

Next >

The Leaver Details you enter in this form will be used to update the Assignment with Status Reason of Leaver (active).
Please select Next, or the back icon to cancel the operation.

- You will then be asked if the participant achieved units prior to leaving. Complete as appropriate for the individual:



Skills Development Scotland

MA Assignments

TEST MA-TP

Please advise if the leaver achieved units prior to leaving.

Yes

No

Will advise later

Once complete, click on "Submit" to complete the process. The assignment status will now show as Leaver Active. Claims can still be made on leaver active assignments if required.

In instances when SDS has provided written agreement for a redundant apprentice to continue a short period of formal training (off the job training already started at college or a training centre) for up to a maximum of 12 weeks, the date of redundancy must be recorded on the assignment but leaving details are not required to be input this stage. Agreement is at SDS sole discretion and is subject to the written approval in the form of either an email from the SDS appointed SIA and/or as confirmed by SDS on FIPS. If you have secured approval from SDS to continue off the job training for a redundant participant, follow the process to update the assignment with a redundancy date without inputting leaving details (remaining in training), which is covered below.

To mark a participant record as redundant without adding leaving details, go into the assignment and open the Canvas App, per the steps above. Instead of selecting Leaver Process, click on “Redundancy Process” instead:

- Select or input the date of redundancy for the participant then click on “Submit”. This will update the Leavers tab of the assignment with the date input, which will show within the Made Redundant On field:

- **At the end of the extended period of off the job training (up to 12 weeks), Training Providers should then follow the Leaver process to add the relevant leaving details to the assignment which is outlined at the beginning of this document. Doing this will set the assignment to Leaver Active status. After 6 months of being at Leaver Active status, FIPS will set the assignment to Leaver Archived and no changes or claims can be made.**