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

	Skila			0 + 7 @ 2
	Skills Development Scotland	SDS FIPS	S Search	Q + V @ 7
=			← 🗗 🖬 Save & Close 🗊 Delete 🖒 Refresh 🔍 Check Access 📴 Process ∨ A, Assign Z	Flow \vee 🖷 Word Templates \vee 🗐 Run Report \vee
ŵ	Home	- I	Test Person - NTP HUB DEMO ONLY - MA - 2023 - GF6J 22-Vehicle Fitting-SCQF 5 - Saved	Test Person NTP HUB DEMO ONLY - MA - 2023 Confirmed Assignment
(Recent	\sim	Assignment - Information V	Individual Contract Status Reason
Ŕ	Pinned	\sim	Actions (Canvas App) Training Provider Details Participant Details Update Equalities Information	Participant History and Current Em Update Employer ····
My	Work	- 1		
쁐	Dashboards	- 1		
Ź	Activities	- 1	Skills MA Assignments	
		- 1	Scotland	
FIP		- 1		
Ô	Individual Sea	rch		
8	Individuals			
	Organisations			
Lie	er Request		Welcome	
S	User Requests			
Ext	ensions		Enter	
Ð	Additional Su	ppor		
ť.	Adopt An App	oren		
	Alerts			
	Applications			
E,	ASN Claims			

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

Actions	Actions (Canvas App)	Training Provider Details	Participant Details	Update Equalities Information	Participant Histo		
<	IIII Skills Development Scotland	MA A	ssignments				
Please select the appropriate Exit Process you wish to use for Assignment: Test Person - NTP HUB DEMO ONLY - MA - 2023 - GF6J 22-Vehicle Fitting- SCQF 5							
		arly Leaver	Leave	er (Achieved)			

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:

tions	Actions (Canvas App)	Training Provider Details	Participant Details	Update Equalities Information	Participant His
<	ll li Skills Development Scotland	MA As	ssignments		
*	Please select a Top Le	vel Leaver Code	* Please sele	ect the Leaver Code	
	Unemployed	~	Made redu	ndant	\sim
	was made redundant. 6/12/2023]			
*	Please supply the Lea	ver Date	be use	eaver Details you enter in this ed to update the Assignment v	
	6/14/2023]		Reason of Leaver (active).	
	Early Leaver			e select Next, or the back icon I the operation.	to
	Yes	/			

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

III S D S	ll kills evelopment cotland	MA Assignments	TEST MA-TP
Ple	ase advise if the leaver achi	eved units prior to leaving.	
C) Yes		
C	No		
C	Will advise later		

Once complete, click on "Submit" to complete the process. The assingment 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 assingment 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 assingment and open the Canvas App, per the steps above. Instead of selecting Leaver Process, click on "Redundancy Process" instead:

Actions	Actions (Canvas App)	Training Provider Details	Participant Details	Update Equalities Information	Participant Histor
C		e you have 12 weeks to com therwise, click the Back Icon		process. Only click Submit if you	are ×
*		dividual was made redund	dant on.		
		C	Submit		

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

				maiviau.	ai contract		Status Reason
Curre	nt Em	Update Employer	Training Details	Update Training Venue	Individual Payment Plan	Leavers	
	Redun	dancy					
	Ma	de Redundant On	25/06/2023				

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 assingment which is outlined at the beginning of this document. Doing this will set the assingment to Leaver Active status. After 6 months of being at Leaver Active status, FIPS will set the assingment to Leaver Archived and no changes or claims can be made.