

FIPS QUICK START GUIDE

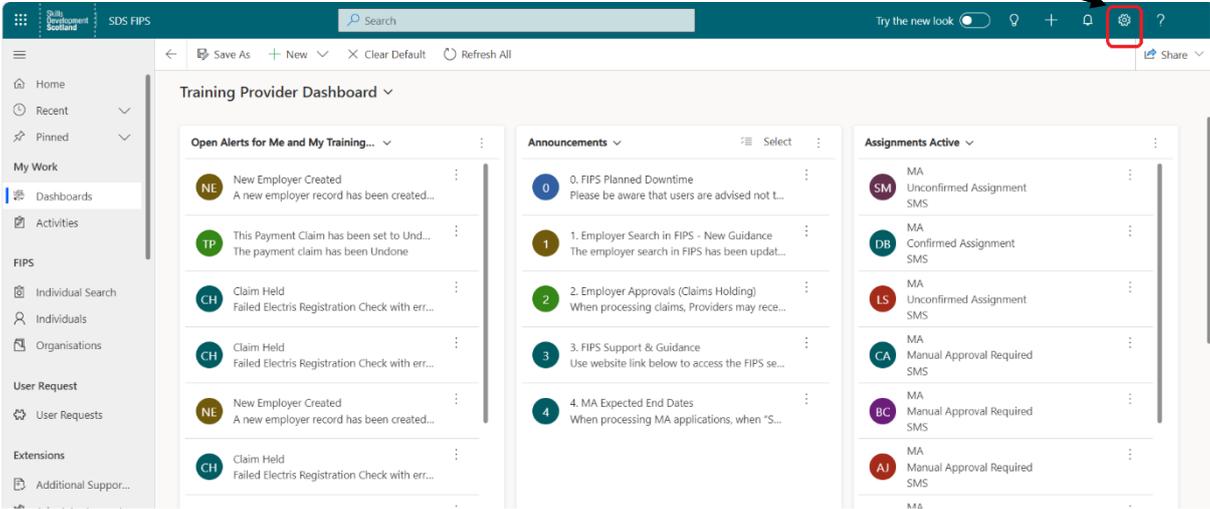
How to View Qualification Information

This guide will demonstrate how to view Qualification information held in FIPS. Qualification information is held within the Settings entity within the system.

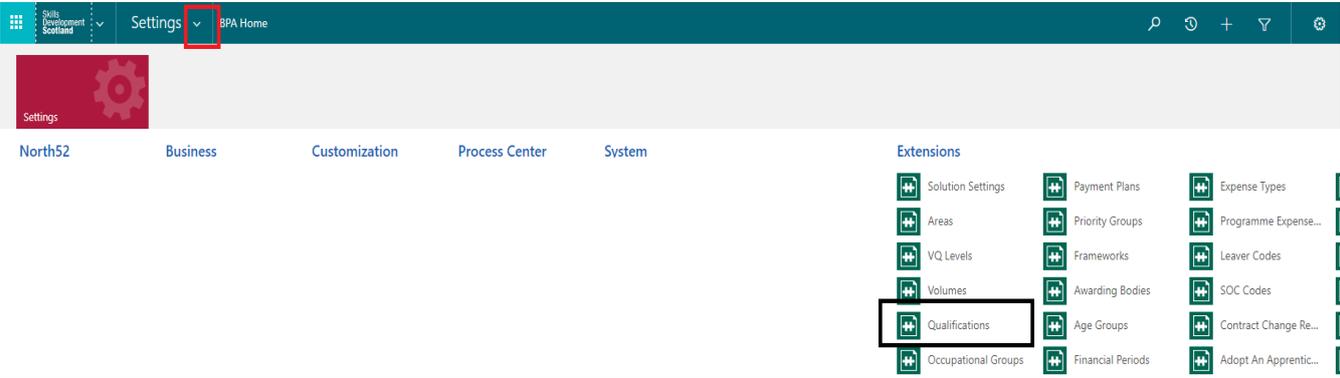


There is a video that covers this process. Click on the play button to view this.

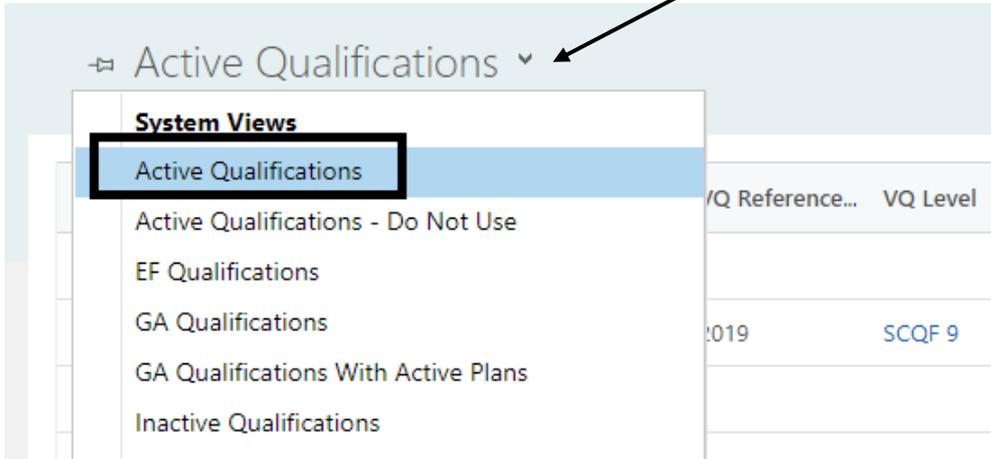
1. From the FIPS Dashboard, click on the Settings cog to display the settings menu then click on Advanced Settings:



2. A new tab will open. Use the drop-down arrow next to the Settings header to access the Settings Extensions. When the menu is displayed, Qualifications will be shown under the Extensions header. Click on this to open the Qualifications information:

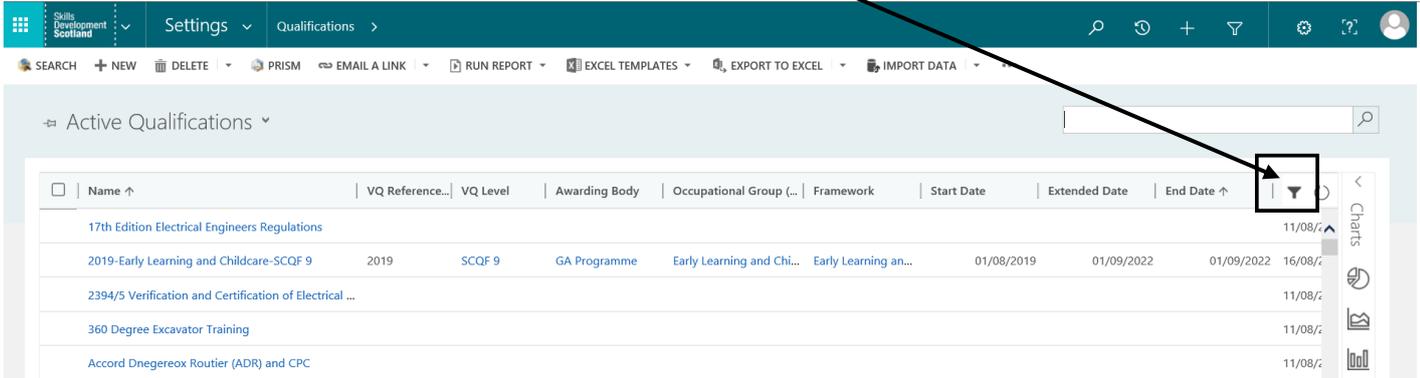


3. Select the Active Qualifications view from the drop-down:

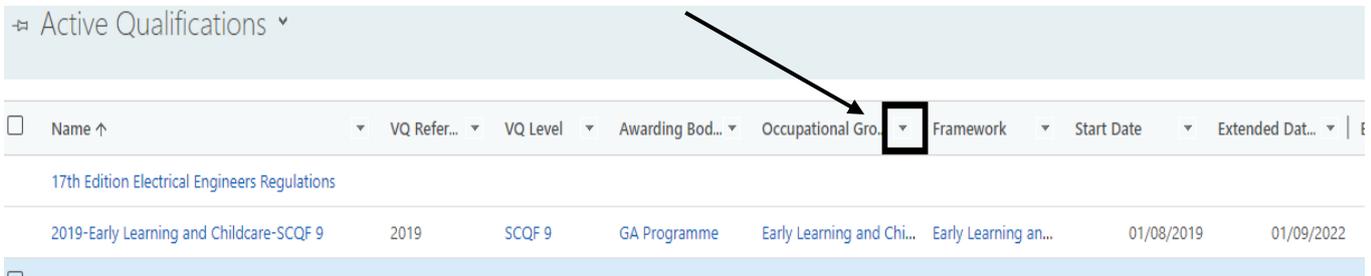


Active Qualifications contain high level details of all Active Qualifications including the end date and the extended date (for registration of new starts with the Awarding Body).

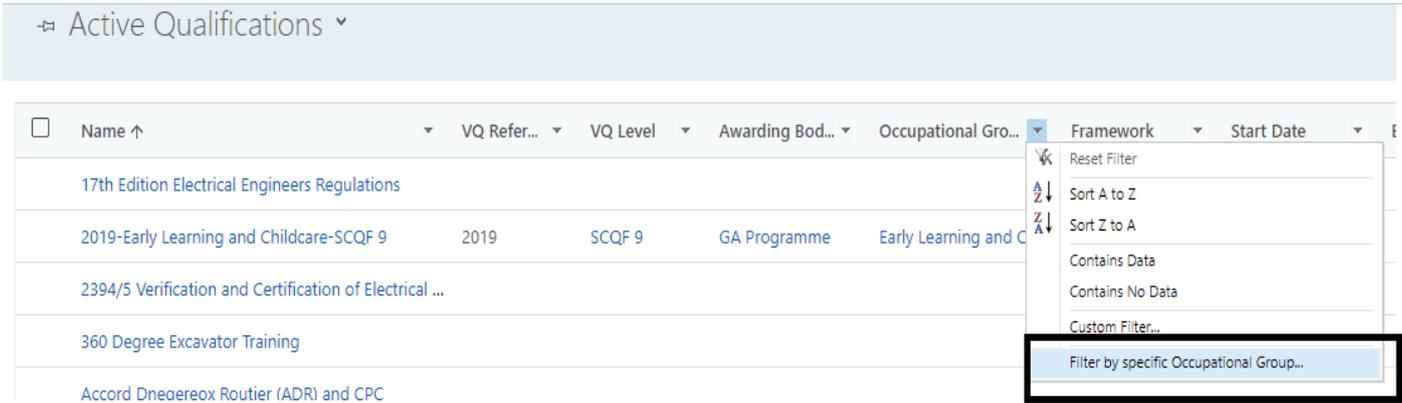
4. This view can be filtered by Occupational Group. To do so, click on the filter icon at the top right of the table to activate filter functionality:



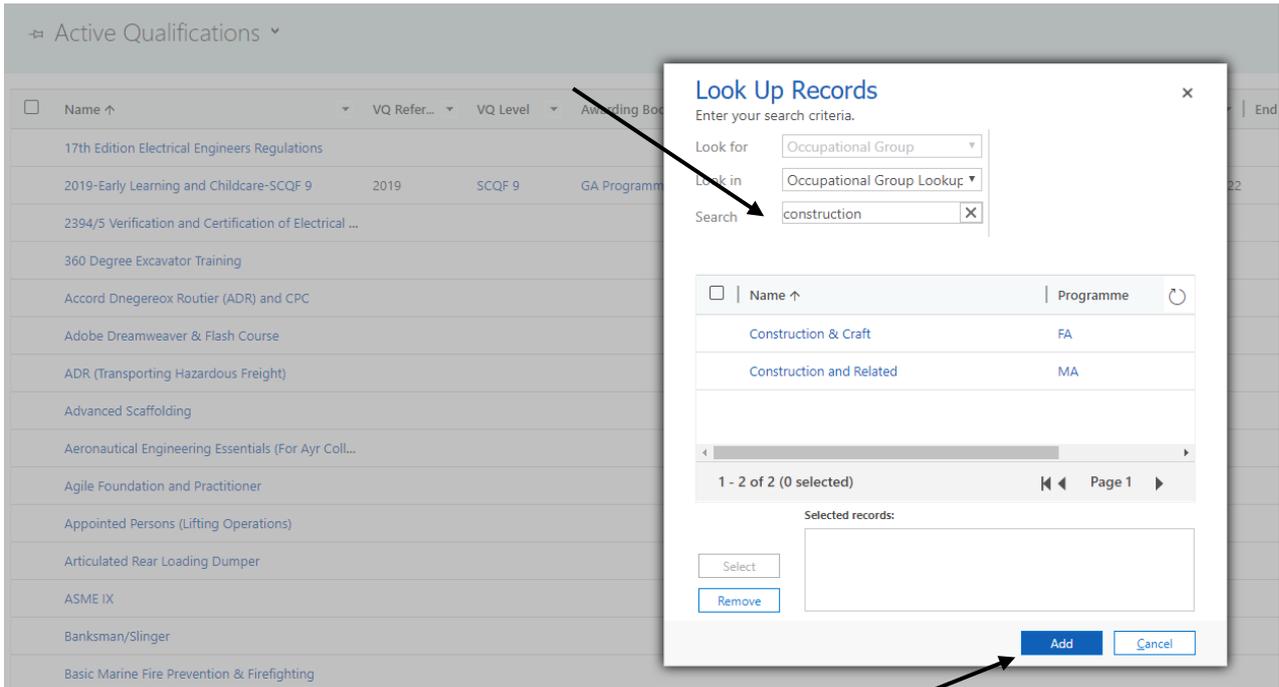
5. Once the filter functionality is activated, a drop-down arrow will appear on each of the field headers:



6. To filter by Occupational Group, click on the drop-down arrow on the Occupational Group field header and then select “Filter by Specific Occupational Group...”



7. When selected, the following search box will appear on screen. Enter part of the Occupational Group name in the Search field. “Construction” has been added in the example below. Select the relevant group and click “Add”:



8. The view below has had an additional filter applied (VQ Level) using the same process as above and then sorted by Framework by clicking on the framework header to sort:

Active Qualifications

Name	VQ Refer...	VQ Level	Awarding Bod...	Occupational Gro...	Framework	Start Date	Extended Dat...	End Da
G9FA 23-Electrical Installation-VQ 3	G9FA 23	VQ 3	SQA/SJIB	Construction and Rela...	Electrical Installati...	24/02/2017	31/03/2020	
GC2F 23-Construction Site Supervision (Construc...	GC2F 23	SCQF 7	SQA/CIOB/ICE	Construction and Rela...	Construction: Tec...	01/04/2018	31/01/2020	
GC2G 24-Construction Site Management (Constr...	GC2G 24	SCQF 9	SQA/CIOB/ICE	Construction and Rela...	Construction: Tec...	01/04/2018	31/01/2020	
GC71 23-Controlling Lifting Operations: Supervis...	GC71 23	SCQF 7	SQA	Construction and Rela...	Construction: Tec...	01/04/2018	31/05/2020	

9. Click on the Qualification name (blue hyperlink), to open the Qualification information:

Active Qualifications

Name	VQ Refer...	VQ Level	Awarding Bod...	Occupational Gro...	Framework	Start Date	Extended Dat...	End Date
G9FA 23-Electrical Installation-VQ 3	G9FA 23	VQ 3	SQA/SJIB	Construction and Rela...	Electrical Installati...	24/02/2017	31/03/2020	03/03/2017 2...
GC2F 23-Construction Site Supervision (Construc...	GC2F 23	SCQF 7	SQA/CIOB/ICE	Construction and Rela...	Construction: Tec...	01/04/2018	31/01/2020	31/01/2019 0...
GC2G 24-Construction Site Management (Constr...	GC2G 24	SCQF 9	SQA/CIOB/ICE	Construction and Rela...	Construction: Tec...	01/04/2018	31/01/2020	31/01/2019 0...

10. When the Qualification: Information screen is displayed, click on the Norm Plan (Qualification) hyperlink:

QUALIFICATION : INFORMATION

G9FA 23-Electrical Installation-VQ 3

General

Name * G9FA 23-Electrical Installation-VQ 3

VQ Reference No * G9FA 23

VQ Level * VQ 3

Qualification Title * Electrical Installation

Awarding Body * SQA/SJIB

Framework * Electrical Installation

Start Date * 24/02/2017

End Date * 03/03/2017

Extended Date + 31/03/2020

Programme

Norm Plans (Qualification)

Name	Qualification	Framework	Age Group 1	Age Group 2	A
VQ 3-G9FA 23-Electrical Installation-Electrical...	G9FA 23-Electrical In...	Electrical Installation	16-19	20-24	2

11. This link will open the Payment Plan Information relating to the qualification. Use the scroll bar at the right of the screen to scroll down the page to view the details. The General tab will display the details of the qualification including funding allocations split by age groups and the Norm Claims (milestone payments) attached to the qualification:

General

Name (Auto Generated)	VQ 3-G9FA 23-Electrical Installation-Electrical Installa
Qualification *	G9FA 23-Electrical Installation-VQ 3
VQ Reference *	G9FA 23
Framework	Electrical Installation
Sector Skills Council	Summit Skills
Total Number of Units	3
Start Date *	01/04/2016
Lapsed Date *	03/03/2017
Extension Date *	31/03/2020

- An example of the details included is shown below:

PAYMENT PLAN : PAYMENT PLAN - REVISED

SCQF 7-GC2F 23-Construction Site Supervision (Constru... ☰

Age Group 2			
Age Group 2	20-24	Total Plan Value *	£5,600.00
Retained Outcome % *	50	Calculated Total Plan Value	£5,600.00

Age Group 3			
Age Group 3	25+	Total Plan Value *	£5,000.00
Retained Outcome % *	50	Calculated Total Plan Value	£5,000.00

Norm Claims							
Payment Plan	Milestone Nu...	Amount	Type of Claim	Claim From W...	Age Group	Created On	
SCQF 7-GC2F 23-Constructio...	0	£150.00	Start Payment	0	16-19	02/04/2019 16:24	
SCQF 7-GC2F 23-Constructio...	1	£763.00	Milestone	0	16-19	02/04/2019 16:25	
SCQF 7-GC2F 23-Constructio...	1	£467.00	Milestone	0	20-24	02/04/2019 16:25	
SCQF 7-GC2F 23-Constructio...	1	£417.00	Milestone	0	25+	02/04/2019 16:25	
SCQF 7-GC2F 23-Constructio...	2	£763.00	Milestone	0	16-19	02/04/2019 16:25	
SCQF 7-GC2F 23-Constructio...	2	£467.00	Milestone	0	20-24	02/04/2019 16:25	

- When complete, close the Settings window down in full to return to the FIPS Dashboard.

Guide last reviewed: 17/01/2024

Next review due: 17/01/2025