### **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:

Skills Development ~	Settings 🗸 BPA Home	e				م	3	+ 7	۲
Settings	3								
North52	Business	Customization	Process Center	System	Extensions				
					Solution Settings	Payment Plans	#	Expense Types	;
					Areas	Priority Groups	#	Programme E	kpense
					VQ Levels	Frameworks	+	Leaver Codes	
					Volumes	Awarding Bodies	++	SOC Codes	
					Qualifications	Age Groups	+	Contract Chan	ige Re
					Occupational Groups	Financial Periods	+	Adopt An App	orentic



	/		
뀨	Active Qualifications 👻		
	System Views		
	Active Qualifications	(0. D. (	
	Active Qualifications - Do Not Use	/Q Reference	VQ Level
	EF Qualifications		
	GA Qualifications	:019	SCQF 9
	GA Qualifications With Active Plans		
	Inactive Qualifications		

### 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:

	Skills Developmer Scotland	mt ~ Settings ~	Qualifications >						০ ৩	+ 7	۲	[?]
۵.	SEARCH	🕇 NEW 📋 DELETE 🛛 👻 🔕	PRISM 🖙 EMAIL A LINK 👻	RUN REPORT	• KI EXCEL TEMPL	ATES 👻 🖏 EXPORT TO EX	CEL 👻 🕞 IMPORT I	DATA				
	-¤ Acti	ive Qualifications '	¥									Q
	□   Na 17	ame ↑ 7th Edition Electrical Engineers F	VQ Reference	e  VQ Level	Awarding Body	Occupational Group (	Framework	Start Date E	xtended Date	End Date ↑	11/08/2	< Charl
	20	019-Early Learning and Childcan 394/5 Verification and Certificati	e-SCQF 9 2019 ion of Electrical	SCQF 9	GA Programme	Early Learning and Chi	Early Learning an	01/08/2019	01/09/2022	01/09/2022	16/08/2 11/08/2	Ð
	36	60 Degree Excavator Training									11/08/2	
	Ac	ccord Dnegereox Routier (ADR)	and CPC								11/08/2	000

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

卭	Active Qualifications ×								
	Name 1	Ŧ	VQ Refer 🔻	VQ Level 🔻	Awarding Bod 🔻	Occupational Gro. 💌	Framework 💌	Start Date	Extended Dat 💌   E
	17th Edition Electrical Engineers Regulations								
	2019-Early Learning and Childcare-SCQF 9		2019	SCQF 9	GA Programme	Early Learning and Chi	Early Learning an	01/08/2019	01/09/2022



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..."

꾸	Active Qualifications ¥									
	Name 🛧	٣	VQ Refer 💌	VQ Level	٣	Awarding Bod 🔻	Occupational Gro	▼ ¥	Framework    Start Date  Peret Siter	▼ E
	17th Edition Electrical Engineers Regulations							₹↓	Sort A to Z	
	2019-Early Learning and Childcare-SCQF 9		2019	SCQF 9		GA Programme	Early Learning and	cÅ↓	Sort Z to A	
	2394/5 Verification and Certification of Electrical 360 Degree Excavator Training								Contains Data Contains No Data	
									Custom Filter	
	Accord Dnegereox Routier (ADR) and CPC	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":

Name 🛧	▼ VQ Refer ▼	VQ Level 🔻	Awarding Boo	Look L Enter your	Jp Records search criteria.		×
17th Edition Electrical Engineers Regul	ations			Look for	Occupational Group		
2019-Early Learning and Childcare-SC	QF 9 2019	SCQF 9	GA Programm	Look in	Occupational Group Lookup 🔻		
2394/5 Verification and Certification o	f Electrical			Search	construction X		
360 Degree Excavator Training							
Accord Dnegereox Routier (ADR) and	CPC				ame 🛧	Programme	Ö
Adobe Dreamweaver & Flash Course				Co	onstruction & Craft	FA	
ADR (Transporting Hazardous Freight)				Co	onstruction and Related	MA	
Advanced Scaffolding							
Aeronautical Engineering Essentials (F	or Ayr Coll			4			F
Agile Foundation and Practitioner				1 - 2 of	2 (0 selected)	🖌 🖣 Page 1	•
Appointed Persons (Lifting Operations					Selected records:		
Articulated Rear Loading Dumper				Select			
ASMEIX				Remove			
Banksman/Slinger						Add	ancel
Basic Marine Fire Prevention & Firefiel	ating					<b>V</b>	

# 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:

口	Active Qualifications ×							
	Name 🛧 💌	VQ Refer 🔻	VQ Level 🔻	Awarding Bod 🔻	Occupational Gro T	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 <b>•</b>	Start Date	Extended Dat 💌	End Date ↑ 🔄 🛛 C
	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 24
	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 04
	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 04

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

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 <sup>+</sup>	Electrical Installation	
Start Date *	24/02/2017	
End Date *	03/03/2017	
Extended Date +	31/03/2020	
Programme		
Name Diana (Ourliffer		

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	<b>≜</b> £5,000.00				
Norm Claims											
Payment Plan Mileston	ne 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	02/04/201	9 16:24					
SCQF 7-GC2F 23-Constructio 1	£763.00	Milestone	0	16-19	02/04/201	9 16:25					
SCQF 7-GC2F 23-Constructio 1	£467.00	Milestone	0	20-24	02/04/201	9 16:25					
SCQF 7-GC2F 23-Constructio 1	£417.00	Milestone	0	25+	02/04/201	9 16:25					
SCQF 7-GC2F 23-Constructio 2	£763.00	Milestone	0	16-19	02/04/201	9 16:25					
SCOE 7-GC2E 23-Constructio 2	£467.00	Milestone	0	20-24	02/04/201	9 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