

FIPS Quick Start Guide

How to input an FA Application / Assignment

The application is the second stage to creating an FA assignment in FIPS, following on from the Individual Search. To enable Providers to register an FA participant on FIPS, the following documents are required – Training Agreement & Equality Monitoring Form.

Entering an Application – points to note:

- In an application, there are multiple fields containing a blue cross which indicates the field is mandatory
- The application can be saved as a draft until it is completed and ready to be submitted to a draft assignment
- For any fields displaying the padlock symbol, FIPS will auto-populate these locked fields
- All tabs are shown across the top of the application. These can be completed in any order and once all relevant fields are complete, the Submit Application button will appear under the Application Submission tab
- Depending on the magnification / zoom settings on your browser, the tabs will be displayed or will be added to the ellipsis (...) menu which may mean some of the screenshots in this document do not match exactly with what users see. Depending on what tab is being viewed, the tabs will automatically re-order
- For all FA applications / assignments, the view at the top of the page must show as “Application: Foundation Apprentice”. If this is showing a different programme, click on the dropdown arrow and select the Application: Foundation Apprentice form view:

The screenshot shows the top of the application form. At the top left, there is a yellow circle with 'DR' and the text 'Dummy Record - Unknown Contract - Unsaved'. Below this is a dropdown menu showing 'Application · Foundation Apprentice'. A red box highlights this dropdown. Below the dropdown is a horizontal tab bar with the following tabs: 'Training Provider Details' (selected), 'Training Details', 'Participant Details', 'School Details', 'Equality Details', 'Application Submission', and 'Related'. Below the tabs are three form fields: 'Name' with the value 'Dummy Record - Unknown Contract', 'Contract' with a dropdown showing 'The Easter Bunny Academy - FA - 2026 - G200 222', and 'Programme' which is empty.

Completing the Application

- **Training Provider Details** - The “Name” field will display the padlock symbol. This will be populated with the participant’s name originally entered during the Individual Search and will also state “Unknown Contract”. This will update automatically once the contract has been selected in the next field. Select or search for the Contract using the magnifying glass to select the relevant option:

The screenshot shows the application form with the 'Contract' field selected. The 'Name' field is still 'Dummy Record - Unknown Contract'. The 'Contract' field has a dropdown menu open showing 'Look for Contract' and a search icon (magnifying glass) highlighted with a red box. Below the search icon, there is a list of contract options: 'The Easter Bunny Academy - FA - 2026 - G200 222', 'The Easter Bunny Academy - MA - 2026', and 'Eggcellent Learning Ltd - GA - 2026'. The 'Programme' field is still empty. Below the 'Contract' field, there are two 'Training Provider Reference' fields, both empty.

- The “programme” field will display the padlock symbol. Save the application using the “save as draft” button and this field will be populated with the programme type (MA) depending on the contract selected. The contract name will also update on the application header and within the “name” field to include the contract name.

1. Training Details – Enter you Training Centre Number

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved
Application · Foundation Apprentice ▾

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related ▾

Training Centre Number * 123456

PVG Check Required ☐

Framework * --- 🔍

Qualification * Look for Qualification 🔍

The following fields should be populated as follows:

Framework	Search for the framework by inputting part of the name. Use the wildcard * to search if required.
Qualification	Search for the qualification, either using part of the name or the code. When the qualification is selected, the following fields will be auto populated. In this example Engineering has been entered.

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved
Application · Foundation Apprentice ▾

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related ▾

Training Centre Number * 123456

PVG Check Required ☐

Framework * *engineering* 🔍

Qualification * Frameworks

- ☒ Civil Engineering Construction & Related ▾
- ☒ Engineering (FA) Engineering & Energy Related ▾
- ☒ Engineering CoG Engineering & Energy Related ▾
- ☒ Engineering. Engineering & Energy Related ▾

Training Venue * + New

Start Date *

Expected End Date *

Advanced 🔍

- If the incorrect qualification has been selected, use the cross to remove the data and perform the search again.

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved
Application · Foundation Apprentice

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related

Training Centre Number 123456

PVG Check Required ☐

Framework Engineering (FA) x

Qualification GL7C 46-Foundation Apprenticeship Engineering-SCQF 6 x

Training Venue Look for Training Venue

Start Date dd/MM/yyyy

Expected End Date dd/MM/yyyy

2. Use the look up to select a Training Venue from the drop-down list. If the required Training Venue is not displayed, create a user request ticket for the venue to be added by SDS.

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved
Application · Foundation Apprentice

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related

Training Centre Number 123456

PVG Check Required ☐

Framework Engineering (FA) x

Qualification GL7C 46-Foundation Apprenticeship Engineering-SCQF 6 x

Training Venue Look for Training Venue

Organisations

Brechin High School 555555

Eggcellent Learning Ltd 888888

The Easter Bunny Academy 444444

3. Start Date and Expected End Date – add the relevant dates for the participant. Dates can be selected using the calendar which can be accessed by clicking on the calendar icon or manually entered using the DD/MM/YYYY format:

PVG Check Required ☐

Framework

Qualification

Training Venue

Start Date dd/MM/yyyy

Expected End Date dd/MM/yyyy

June 2026

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

2026

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

4. Use the drop down and look up fields to complete the Qualification Details section with the relevant information for the participant:

The screenshot shows the 'Qualification Details' section of the application form. The section is highlighted with a red box. It contains the following fields:

- Programme Entry School Year *
- Current Attainment Level *
- Highest Grade Level Achieved *
- No of Qualifications at Current Attainment Level *
- Studying at Attainment Level *
- No of Qualifications studying at Level *

Participant Details

5. Any details included in the Individual Search will be added into the application. All other fields will be blank. Complete all fields with the relevant data for the individual:

The screenshot shows the 'Participant Details' section of the application form. The section is highlighted with a red box. It contains the following fields:

- Individual *
- First Name *
- Middle Name *
- Last Name *
- Date of Birth *
- SCN *
- ESOL Required *
- Mobile Phone Available *
- Telephone Number (Home) Available *
- Email Address *
- Preferred Method of Contact *
- Post Code *
- Street 1 *
- Street 2 *
- Town/City *
- County *
- Participant Local Authority Area *

The following fields should be populated as follows:

Scottish Candidate Number (SCN)	Complete this if known. This is not a mandatory field at this stage. Will become mandatory when claims are made.
Mobile Number / Home Telephone Number	These fields default to No. To add a contact number, click into the field and select "Yes". A free text box will be displayed for the number to be added.
Email Address	This is a mandatory field and must be completed prior to submitting the application.
Preferred Method of Contact	Select SMS or E-mail depending on the participant preference. PMOC can be edited after an assignment has been generated in the Individual Contact screen.

6. Address Search - Use the Address Search / Update button to reveal the fields to search for the participant home address if the address fields are blank or need updated:

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved

Application - Foundation Apprentice

The Easter Bunny Academy Contract

Training Provider Details Training Details **Participant Details** School Details Equality Details Application Submission Related

Individual *

First Name *

Middle Name *

Last Name *

Date of Birth *

SCN *

ESOL Required ☐ No

Mobile Phone Available * ☐ No

Telephone Number (Home) *

Email Address *

Preferred Method of Contact *

Post Code *

Street 1 *

Street 2 *

Town/City *

County *

Participant Local Authority Area *

Hide Address Search / Update

102 Glasgow Road
12 results
102 Glasgow Road, DUMBARTON, G82
102 Glasgow Road, Baillieston, GLASGOW, G69
102 Glasgow Road, BATHGATE, West Lothian, EH48
102 Glasgow Road, Cambuslang, GLASGOW, G72
102 Glasgow Road, Camelon, FALKIRK, FK1
102 Glasgow Road, DENNY, Strirlingshire, FK6
102 Glasgow Road, EDINBURGH, EH12
102 Glasgow Road, PERTH, PH2
102 Glasooow Road, SOUTHSEA, Hampshire, PO4

- The address search must be performed in Address Line 1. The “Change Country” option should be left unchanged.
- A search can be performed using the street name / house name / town / or postcode or a combination of this information in Line 1:

ESOL Required ☐ No

Hide Address Search / Update

Line 1
Change Country
City
County
Postcode
Update Address

If the required address does not appear in the list displayed, ensure the details are accurate using the Royal Mail Postcode Finder in the first instance. If it is a new build address and not yet listed, select another address from the list to continue with the application. Generate an assignment then submit a User Request to the FIPS Support Team to update the details. Provide the correct address and relevant participant details for this to be manually changed.

Select the address which will autofill the address fields. Click on Update Address to attach the details to the application.

- The screenshot below shows an example of a completed Participant Details section. Click into the School Details tab to continue:

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved

Application - Foundation Apprentice

The Easter Bunny Academy - FA - 2026 - G2 Contract

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related

Individual * [Dummy Record](#)

First Name * Dummy

Middle Name *

Last Name * Record

Date of Birth * 11/05/2009

SCN * 999999999

ESOL Required ☐ No

Mobile Phone Available ☒ Yes

Mobile Phone * 07777777777

Telephone Number (Home) Available ☐ No

Email Address * fips@sds.co.uk

Preferred Method of Contact * Email

Post Code * G72 7BT

Street 1 * 102 Glasgow Road

Street 2 * Cambuslang

Town/City * GLASGOW

County *

Participant Local Authority Area *

102 Glasgow Road
Cambuslang
GLASGOW
G72 7BT
Update Address

School Details

7. Use the magnifying glass lookup to select the relevant school from the drop-down list available. If the required School is not displayed, raise a user request ticket for the venue to be added by SDS which will then allow you to select from the list.

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved

Application - Foundation Apprentice

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related

School Name * Look for School Name

School Local Authority Area *

Organisations

Brechin High School 555555

The Easter Bunny Academy 444444

The Nicolson Institute STORNOWAY

+ New

Advanced

- When a School is selected the school address details will be populated automatically.

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved

Application - Foundation Apprentice

The Easter Bunny Academy - FA - 2026 - G200 222 Contract

FA Programme

Draft Status Reason

Training Provider Details Training Details Participant Details School Details Equality Details Application Submission Related

School Name * [The Easter Bunny Academy](#)

School Local Authority Area *

School Address

AMS

Stornoway Airport

ISLE OF LEWIS

HS2 OBN

Equality Details

8. The Equality Monitoring Form should be used to populate this section. Follow the guidance on the form regarding destruction of the relevant section of the form once the information has been entered to FIPS in line with GDPR legislation. Due to the sensitive nature of this data, Providers will be unable to view or report on this in FIPS once input. Select the relevant options for each field:

Training Provider Details Training Details Participant Details Participant History and Current Em... **Equality Details** Employer Details General Application Submission Related ▾

Equalities

Ethnic Group * --- 🔍

Gender * --- ▾

Transgender * --- ▾

Religion or Belief * --- ▾

Sexual Orientation * --- ▾

Care Experience * --Select-- ▾

Impairment, health condition or learning difficulty? *
✓ --Select--
Yes
No
Prefer Not To Say

Learning disabilities, learning difficulties, physical or mental health conditions or illnesses field – select the appropriate option from the drop-down menu. If Yes is selected, sub-fields will be displayed. The default for the sub-fields is no; click the toggles to update to yes for any that apply to the individual.

DR Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - Unsaved The Easter Bunny Academy - FA - 2026 Contract

Application - Foundation Apprentice ▾

Training Provider Details Training Details Participant Details School Details **Equality Details** Application Submission Related ▾

Equalities

Ethnic Group * Look for Ethnic Group

Sex * ---

Religion or Belief * ---

Care Experience * ---

Learning disabilities, learning difficulties, physical or mental health conditions or illnesses? *

Yes

Disability Detail

Social/Communication Difficulty	☒ Yes	Deaf/Hearing Loss	☐ No	Specific Learning Difficulty	☐ No
Learning Disability	☐ No	Physical Disability/Mobility Issues	☐ No	Long Standing Illness	☐ No
Blind/Visual Loss	☐ No	Mental Health	☐ No	Does your condition or illness, or conditions or illnesses reduce your ability to carry out day-to-day activities? *	---
Other Disability	☐ No				
Prefer Not to Say	☐ No				

- The information shown above is for example purposes only.

Validating an Application and Submitting to a Draft Assignment

9. Applications will be displayed within the Applications entity on the workplace menu. When submitted to an Assignment, the record will be listed within the Assignments entity.
- The Application Submission tab will be blank until the application has been validated. Using the Validation button at the top of the application validates that all fields have been completed. If any mandatory fields have been missed, hitting the Validation button will highlight any incomplete fields:

- In this example, 2 notifications are displayed. Click on the pink ribbon to display the notification details. Resolve any errors then click into the Application Submission tab to access the Submit Application button.

If the “Submit Application” button does not appear after clicking on Validation and no errors are displayed in the ribbon bar, check the following fields have been completed – Participant home address – use the list to select the address. Ensure a Training Venue and School have been added. The Submit Application button should now be displayed under the Application Submission tab.

- To submit the application to a Draft Assignment, click on Submit Application. A confirmation box will be displayed that contains a declaration. Read the declaration and select “Proceed” to agree to submit the application. If Cancel is selected, the assignment will not be generated, and the record will remain in the application stage:

Confirmation Dialog



Declaration

New Start

On behalf of the Provider I represent, I submit this registration of a Start on the basis that I am authorised to do so and confirm that:

- " The Provider and/or each relevant sub-contractor is accredited to deliver the Foundation Apprenticeship undertaken
- " A fully completed Registration Form is held and all relevant parties (Provider, Participant and Employer) have signed the appropriate section of the document
- " All details entered into FIPS have been thoroughly checked and are accurate.
- " All programme information including Participant and employer data is stored in accordance with all applicable data protection legislation and requirements
- " All hard copy records containing Participant information relating to equal opportunities has been disposed of in line with the Foundation Apprenticeship Programme Rules after being entered into FIPS.

Proceed

Cancel

- If there are no issues returned, a confirmation message will be displayed at the top of the screen. Click OK to view the Draft Assignment. Accepting the declaration completes the Application submission. The record now exists as an Assignment in Draft status.

The screenshot shows the system interface for a 'Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - GL7C 46-Foundation Apprenticeship Engineering-SCQF 6'. The left sidebar has 'Assignments' highlighted. The top header shows the record title and tabs for 'Assignment', 'Individual', and 'Contract'. The 'Assignment' tab is active, showing a 'Delete By Training Provider' button.

Record displayed above is now a Draft Assignment. It must now be submitted for approval to complete the application / assignment submission.

- All the information input on the application will be displayed in the fields in the draft assignment. Double check this is all accurate and make any amendments if necessary. Under the Actions Canvas App tab, the Submit Assignment button will be displayed:

The screenshot shows the system interface for a 'Dummy Record - The Easter Bunny Academy - FA - 2026 - G200 222 - GL7C 46-Foundation Apprenticeship Engineering-SCQF 6'. The left sidebar has 'Assignments' highlighted. The top header shows the record title and tabs for 'Assignment', 'Individual', and 'Contract'. The 'Assignment' tab is active, showing a 'Submit Assignment' button.

- Once submitted, the status will update from Draft to Confirmed Assignment which completes the application / assignment input.