

# FIPS QUICK START GUIDE

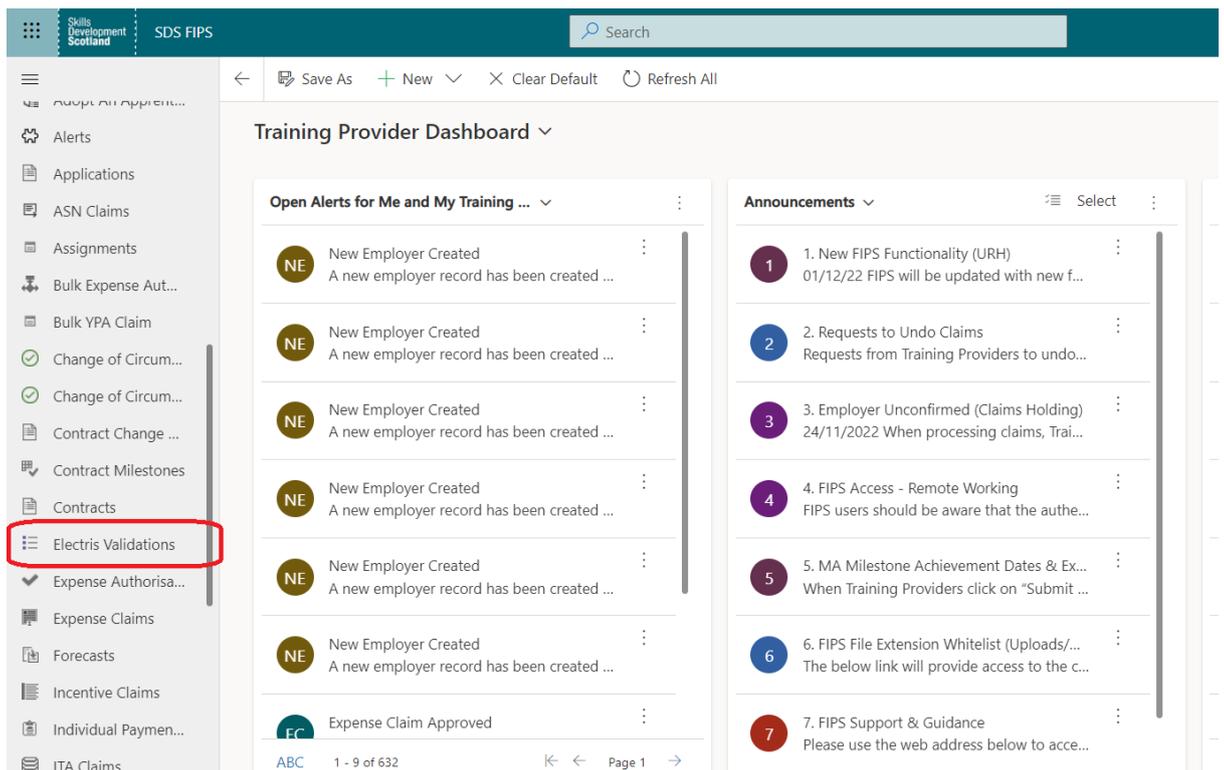
## Electris Validation for Milestones & Outcomes for SQA Candidates

This guide will cover the Electris validation process for MA milestone and outcome claims for SQA candidates. Electris is an automated validation check between FIPS and SQA to ensure candidate information is correct, registration of the Group Award and achievement of SQA qualifications are complete for participants after milestone 1 and the outcome are claimed, prior to them being released for payment in FIPS. Prior to the Electris validation being completed, claims will show as Holding on the Individual Payment Plan.

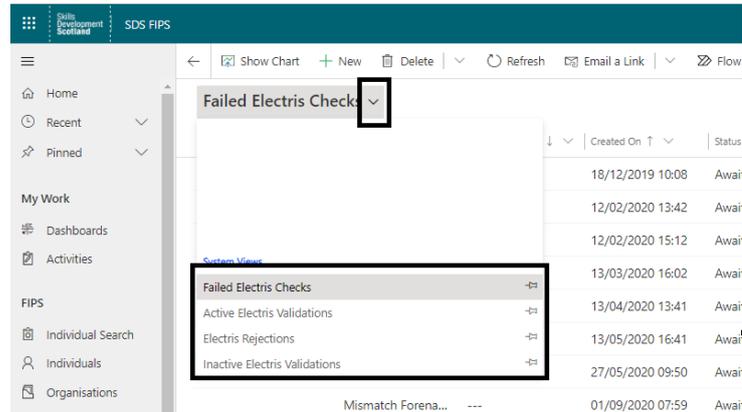


There is a video that covers this process – click the play button to view this.

1. Any participants that have a failed Electris Validation will show within the Electris Validations entity on the Workplace menu:



- The standard view for Electris is the “Failed Electris Checks” view. The screen will default to this view however users can switch between the views as required using the dropdown:



- The failed Electris check view should be used to review any records at Awaiting Action status. Each row relates to a different participant. The view can be sorted, searched, or filtered to locate records if required:

Training Provider	Decline Reason	Created On	Status Reason	FIPS Trainee NI Num...	FIPS Trainee Forename	FIPS Trainee Surname	Claim Date	License Number	Name
Test Provider	Vocational Qualification Ref and Training Centre Number not found	13/04/2020 13:41	Awaiting Action	JP878987G	Example	One	---	99999	
Test Provider	Mismatch Date of Birth	27/05/2020 09:50	Awaiting Action	JK589725S	Example	Two	---	9999999	
Test Provider	Mismatch Forename	11/12/2020 13:01	Awaiting Action	JR752547M	Example	Three	---	9999	

The Failed Electris Checks view only contains records with a status reason “Awaiting Action”. When the search box is used (top right, highlighted by an arrow) this expands the view to include all Electris records and results returned will show any / all records relating to that search e.g. all status reasons will be returned – Validation Complete, Resubmit, Deleted.

- The “Decline Reason” should be used to determine what action is required for the claim to be validated successfully. Typical reasons for the claim being declined include – Mismatch Date of Birth, Mismatch Forename / Surname, Training Centre Number not found, Vocational Qualification Reference not found, Vocational Qualification & SCN Number not matched.

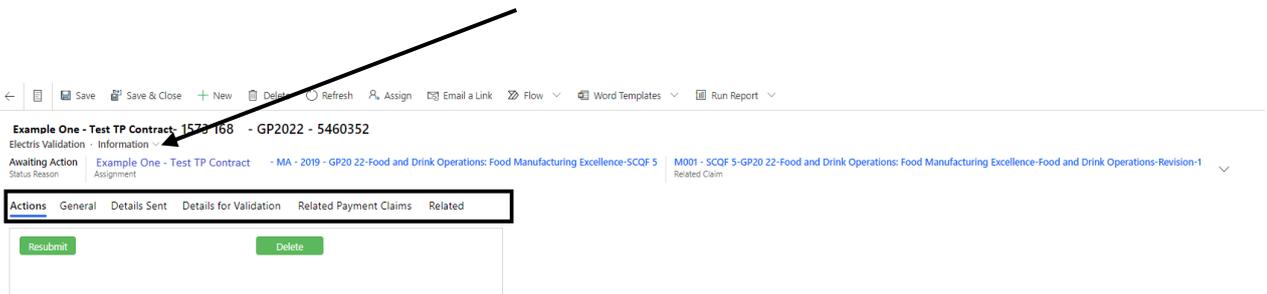
Training Providers are required to manage the information held at SQA using their own login details for the SQA database which is known as SQA Connect / SQA Red / SQA Navigator.

- If the information is incorrect on FIPS, it can be amended on the system and when the update has been made the claim can be resubmitted in Electris which will send the record for validation again.

Reason for failure	Area of FIPS to make change
Update Forename / Surname	Update via Individual Contact entity
Update Date of Birth	Update via Change of Circumstance entity
Update SQA Candidate Number (SCN)	Update via Individual Contact entity
Update Awarding Body Centre Number	Update via Assignment entity
Update Qualification Details	Update via Change of Circumstance entity

When a change is made to the qualification or date of birth and the update results in a change to the funding group, this will require approval by SDS before the changes will be applied to the assignment. Training Providers should refer to the **Change of Circumstances** user guides.

6. If the FIPS data is correct but inaccurate at SQA, updates must be actioned by the Training Provider with SQA. Candidate / qualification details can be updated and when the change has been made, the claim can be resubmitted via Electris in FIPS which will perform the validation check again. If all details now match, the claim will complete the Electris check and the related milestone / outcome will go to Unconfirmed status on the Individual Payment Plan and the payment will be added to the Pre-Posting Run, ready for payment.
7. To view the details for the candidate, click into the record from the Failed Electris Check view. Double click on any part of the row that is not a hyperlink to open. Clicking on the blue text (hyperlink) will open a different screen. When the record opens, ensure the view is set to "Electris Validation: Information":



8. The tabs are highlighted in the screenshot above. The Actions tab contains a Resubmit and Delete button. Resubmit will send the record for validation again. Delete will remove the record from the Awaiting Action status and set the Electris validation to Deleted and the related milestone / outcome will not be paid and the claim on the IPP will be changed from Holding back to Available to Claim status.

9. The Details Sent and Details for Validation tabs should be used to check the information held on both databases. The Details Sent tab will summarise what has been entered into the participant assignment on FIPS - SQA Candidate Number, Qualification Reference Number and Training Centre Number. The Details for Validation tab will provide a side-by-side comparison between FIPS and SQA and a reason for failure (Decline Reason):

Andrew McMichael - 06050 80112 GM7T23 - 1003550 - Saved

Electris Validation - Information

Awaiting Action Andrew - Demo Training Provider Company  
Status GM7T 23-Carpentry and Joinery (Construction)-SCQF 6  
Reason Assignment

M001 - SCQF 6-GM7T 23-Carpentry and Joinery (Construction)-Construction: Building-Revision-1  
Related Claim

Actions General Details Sent Details for Validation Related Payment Claims Related

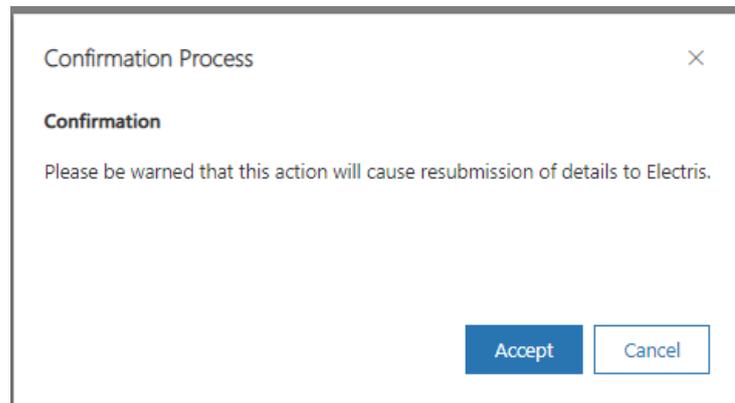
FIPS Data	Electris Data	Electris Data
Trainee Forename Andrew	Trainee Forename Andrew	Electris VQ Ref ---
Trainee Surname McMichael	Trainee Surname Dempsey	Electris VQ Title ---
Trainee DOB 13/01/2004	Trainee DOB 13/01/2004	Electris VQ Level 0
Scottish Candidate Number* 06050 80112	Scottish Candidate Number 06050 80112	Decline Reason Vocational Qualification Ref not fo...

- In this example, the trainee surname field contains different data between SQA and FIPS however the Decline Reason will not show this as the field can only display one failure reason at a time. If there are multiple failure reasons for a participant e.g., DOB doesn't match, Qualification incorrect and Centre Number incorrect, this field will show a new Decline Reason only when the previous reason has been resolved by an update to the data. The Details for Validation side by side comparison should always be checked to ensure there are no discrepancies in the personal data.
- In this example, the Decline Reason shows Vocational Qualification Ref and Training Centre Number not found. For errors relating to Training Centre / Qualification Reference, the Training Provider must check the details at SQA. Qualification Reference, Candidate Number, Centre Number must all be checked against what information is in FIPS to ensure the data matches. Ensure the candidate is registered for the group award if required and that the candidate has not been withdrawn in error at the SQA.

It is the responsibility of the Training Provider to check that the participant is registered correctly at SQA. All the personal details including Scottish Candidate Number, Awarding Body Centre Number, that they are registered for the group award and not just the units, and that they have not been withdrawn should be checked.

The SQA navigator report should be used to check this information against what is held on FIPS.

- Any information that is incorrect at SQA should be updated at SQA and once complete the claim can be resubmitted in Electris by the Training Provider using the Resubmit button under the Actions tab.
  - Any information that is incorrect on FIPS e.g., DOB / SCN number should be updated on FIPS and resubmitted for validation in Electris by the Training Provider to complete the Electris validation.
10. When changes have been made to the details – either in FIPS or at SQA - the record in Electris can be resubmitted using the Resubmit button within the Awaiting Action record. Resubmit will send the record for validation again and the data will be checked against the updated information. The following message will be displayed:



- Click on Accept to resubmit the claim for validation
- A result will be returned on screen – either “Successfully Processed Payment Claim” which means the Electris validation has been successful and the milestone / outcome claim will now show on the assignment Individual Payment Plan as Unconfirmed and no further action is required for this record. The status of the record will now show as Validation Complete and it will be removed from the “Failed Electris Checks” view
- Or a failure reason will be returned - if there are multiple errors for a participant, after resubmission the payment claim will not be successfully processed as Electris validation will still be outstanding. The same process should be followed – check the Decline Reason on the record and update the information accordingly then resubmit again.

If a Training Provider is unable to identify and / or rectify an issue with an Electris validation, the FIPS Support Team should be contacted using the User Requests entity within FIPS ensuring the relevant candidate details are provided and the issue can be investigated.