

FIPS Quick Start Guide

How to update Equalities information

This document will provide guidance on how to update equalities information in FIPS. Changes can be made to equalities data within a participant assignment at any point and in the same way for all programmes. Equalities information is hidden when an assignment is created and is not visible after it has been input. Equalities data is sensitive information and cannot be reported on in FIPS by users within the system using advanced find or any other reporting feature. Skills Development Scotland provide reports relating to Equalities data and more information can be requested from the equalities team – equality@sds.co.uk

Guide last reviewed: 01/04/2026

Next review due: 01/04/2026

Created by FIPS Support Team

1. To update equalities information, open the relevant participant assignment and click on the Update Equalities Information tab.

Easter Bunny - The Easter Bunny Academy - MA - 2026 - GR8G 23-Process Engineering Maintenance (Electrical)-SCQF 7 - Saved Easter Bunny Individual | The East Contract

Assignment - Information -

Actions Actions (Canvas App) Training Provider Details Participant Details **Update Equalities Information** Participant History and Current Em... Update Employer Training Details Update Training Venue Individual Paym

Equality

Parent Ethnic Group

Sex

Transgender

Religion or Belief

Sexual Orientation

Care Experience

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

[Submit Changes to Sensitive Personal Data](#)

[Clear Sensitive Data](#)

2. The fields will appear blank as equalities information is not stored within FIPS.

Easter Bunny - The Easter Bunny Academy - MA - 2026 - GR8G 23-Process Engineering Maintenance (Electrical)-SCQF 7 - Saved Easter Bunny Individual | The Easter Bunny Academy - MA - 2026 Contract | Confirmed Assignment Status Reason

Assignment - Information -

Actions Actions (Canvas App) Training Provider Details Participant Details **Update Equalities Information** Participant History and Current Em... Update Employer Training Details Update Training Venue Individual Payment Plan General Approval and Rejection Leavers ...

Equality

Parent Ethnic Group

Sex

Transgender

Religion or Belief

Sexual Orientation

Care Experience

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

[Submit Changes to Sensitive Personal Data](#)

[Clear Sensitive Data](#)

3. Once the relevant details have been input click on Submit Changes to Sensitive Personal Data to update the record.

Easter Bunny - The Easter Bunny Academy - MA - 2026 - GR8G 23-Process Engineering Maintenance (Electrical)-SCQF 7 - Saved Easter Bunny Individual

Assignment - Information ▾

Actions Actions (Canvas App) Training Provider Details Participant Details Update Equalities Informati... Participant History and Current Em... Update Employer Training Details Update Training Venue Individual Payment Plan General Approval and

Religion or belief ---

Sexual Orientation ---

Care Experience ---

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

Yes

Disability Detail

Social/Communication Difficulty --- Deaf/Hearing Loss --- Specific Learning Difficulty ---

Learning Disability --- Physical Disability/Mobility Issues Yes Long Standing Illness ---

Blind/Visual Loss --- Mental Health ---

Other Disability ---

Prefer Not To Say ---

Does your condition or illness, or conditions or illnesses reduce your ability to carry out day-to-day activities? * Yes - a little

Submit Changes to Sensitive Personal Data

4. Then click on Accept/Reject. If reject is clicked the changes will not be saved. Once the changes have been saved the fields will appear blank as this information is not visible on the assignment.

Easter Bunny - The Easter Bunny Academy - MA - 2026 - GR8G 23-Process Engineering Maintenance (Electrical)-SCQF 7 - Saved Easter Bunny Individual

Assignment - Information ▾

Actions Actions (Canvas App) Training Provider Details Participant Details Update Equalities Informati... Participant History and Current Em... Update Employer Training Details Update Training Venue Individual Payment Plan General Approval and

Religion or belief ---

Sexual Orientation ---

Care Experience ---

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

Yes

Confirmation Process ✕

Confirmation

This will overwrite the changes you have made to the Sensitive Personal Data record for Easter Bunny, and then clear the data from this record. It will only update the fields that you have amended.

Accept
Reject

Disability Detail

Social/Communication Difficulty ---

Learning Disability ---

Blind/Visual Loss --- Mental Health ---

Other Disability ---

Prefer Not To Say ---

Does your condition or illness, or conditions or illnesses reduce your ability to carry out day-to-day activities? * Yes - a little

Submit Changes to Sensitive Personal Data

5. The message below will be displayed to let you know the record has been updated successfully.

