

FIPS QUICK START GUIDE

Statutory School Leaving Date

The Statutory Leave Date field has been added to FIPS within the Individual record. Any individuals who have not reached their Statutory School Leaving Date will not be able to have applications submitted to an assignment.

Providers are asked to continue to be extra vigilant and remember to check with individuals that they have reached their Statutory School Leaving Date prior to starting the MA programme.

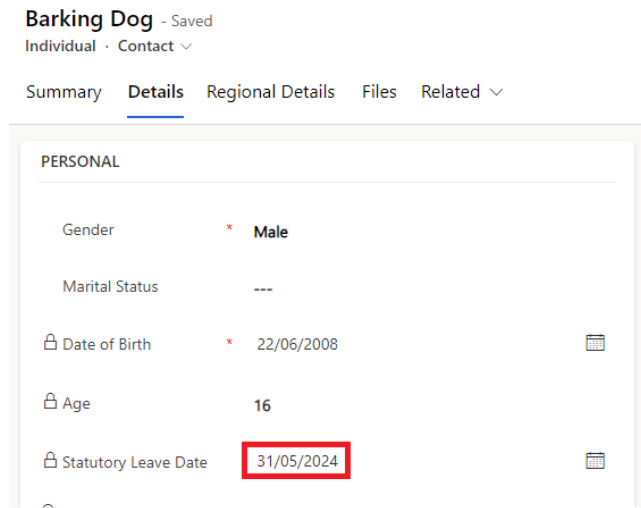
The Statutory School Leaving Date for an individual is calculated as follows:

- If an individual turns 16 between the 1st of March and the 30th of September:
 - Their Statutory School Leaving Date is set to the 31st of May of that year. For example, if an individual's DOB is 30th June 2008:
 - Then their 16th Birthday is on 30th June 2024. Therefore, their Statutory School Leaving Date is set as 31st May 2024
- If an individual turns 16 between the 1st October and the last day of February (of the following year):
 - Then their Statutory School Leaving Date is set to the 20th of December of that year. For example, if an individual's DOB is 30th January 2009:
 - Then their 16th Birthday is on 30th January 2025. Therefore, their statutory leave date is set as 20th December 2024

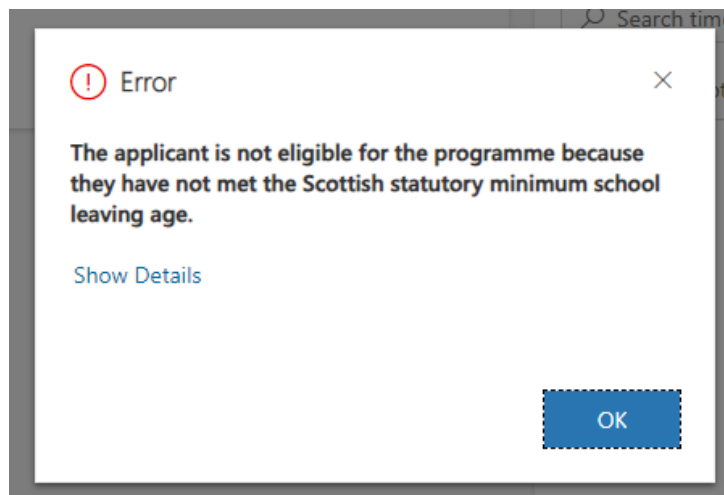
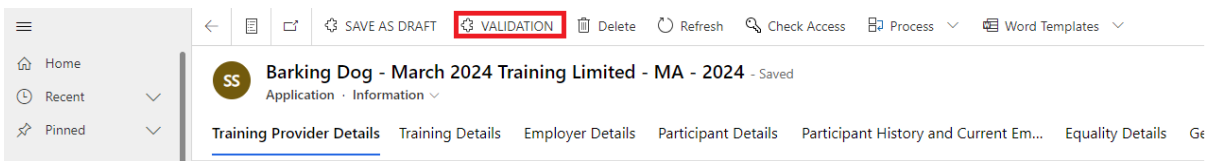
The Statutory School Leaving Date is stored within the “Details” tab of the Individual’s contact record in FIPS.

The screenshot displays the SDS FIPS interface. The top navigation bar includes the Skills Development Scotland logo, the text 'SDS FIPS', and a search bar. Below this is a secondary navigation bar with icons for Home, Recent, Pinned, My Work, Dashboards, Activities, FIPS, Individual Search, Individuals, and Organisations. The main content area shows the profile for 'Barking Dog' - Saved, with tabs for Summary, Details (highlighted with a red box), Regional Details, Files, and Related. Under the 'Details' tab, the 'CONTACT INFORMATION' section is visible, containing the following fields:

CONTACT INFORMATION	
First Name	+ Barking
Middle Name	---
Last Name	* Dog
Email Address	* fips@sds.co.uk



- The start date of the MA will be compared to their Statutory School Leaving Date on FIPS. If the start date of the assignment is before they have reached their Statutory School Leaving Date then the application cannot be submitted and the following message will be displayed after the application is validated.



If the start date of the assignment is the same as the learner's Statutory School Leaving Date then the application cannot be submitted and the above message will be received. The start date must be after this date.



Note that the appropriate paperwork will need to reflect any change in start date.

Change of Circumstances

Date of Birth

As the Statutory School Leaving Date is calculated based on an individual's date of birth, any change to this via the Change of Circumstances entity could result in a change to the eligibility of the assignment.

When Change of Circumstance for Date of Birth is carried out the following will be considered:

- If the new Date of Birth means that there is no change to the Statutory School Leaving Date, then only the individual's Date of Birth will change.
- If the new Date of Birth means that there is a change to the Statutory School Leaving Date then the Date of Birth and the Statutory School Leaving Date will be updated (using the rule set out on page 1)

When the Date of Birth Change of Circumstances process is complete, there will be a check to see if a change of the Statutory School Leaving Date has made the assignment ineligible.

- If the new Statutory School Leaving Date remains **before** the assignment start date then no further action is required.
- If the new Statutory School Leaving Date is **after** the start date of the assignment an Alert will be created with the message:

The applicant is not eligible for the Programme because they have not met the Scottish statutory minimum school leaving age.

- 1) This can be accessed via the Alerts entity on the left hand menu or the "open Alerts for me and my Training Provider" located on the dashboard

The screenshot displays the SDS FIPS Training Provider Dashboard. The left-hand navigation menu includes 'Alerts', which is highlighted with a red box. The main content area shows a table of alerts under the heading 'Open Alerts for Me and My Training Provider'. One alert is highlighted with a red box: 'MA Participant Ineligible for Assignment following ! The appli'. The dashboard also features an 'Announcements' section on the right and a search bar at the top.

Programme	Subject	Description
MA	Please Review Temporary NI Number	Please re
MA	Please Review Temporary NI Number	Please re
MA	Participant Ineligible for Assignment following ! The appli	
---	Contract October 2023 Maxxed Out Training - N	The conti
---	Contract October 2023 Maxxed Out Training - N	The conti
EF	Please Review Temporary NI Number	Please re
MA	Participant Ineligible for Assignment following ! The appli	
MA	Participant Ineligible for Assignment following ! The appli	
EF	EF - Work Experience has not been included for Work Exp	

2) Double click on the alert to fully open and view the message:

Participant Ineligible for Assignment following DoB change - Saved

Alert

Normal Priority --- Due Date Open Activity Status March 2024 Training Limited Owner

General Related

Subject * Participant Ineligible for Assignment following DoB change

Owner * March 2024 Training Limited

Description The applicant is not eligible for the Programme because they have not met the Scottish statutory minimum school leaving age.

High Priority Alert No

Regarding Shark Jaws - March 2024 Training Limited - MA - 2022 - GT9M 22-Accessing Operations and Rigging (Construction); Scaffolding-SCQF 5

Start Date

When a change of Circumstances is carried out for a Start Date, FIPS will check to see if the new date impacts the Statutory School Leaving Date.

- If the new start date of the assignment remains **after** the Individual's Statutory School Leaving Date, no further action is required.
- If the new Start Date is now **before** the individual's Statutory School Leaving Date then an Alert will be created with the message:

The applicant is not eligible for the Programme because they have not met the Scottish statutory minimum school leaving age

This can be accessed via the Alerts entity or via the training provider dashboard, highlighted within the Date of Birth Change of Circumstances section above.

Participant Ineligible for Assignment following Start Date change - Saved

Alert

Normal Priority --- Due Date Open Activity Status Skills Investment Advisors Team Owner

General Related

Subject * Participant Ineligible for Assignment following Start Date change

Owner * Skills Investment Advisors Team

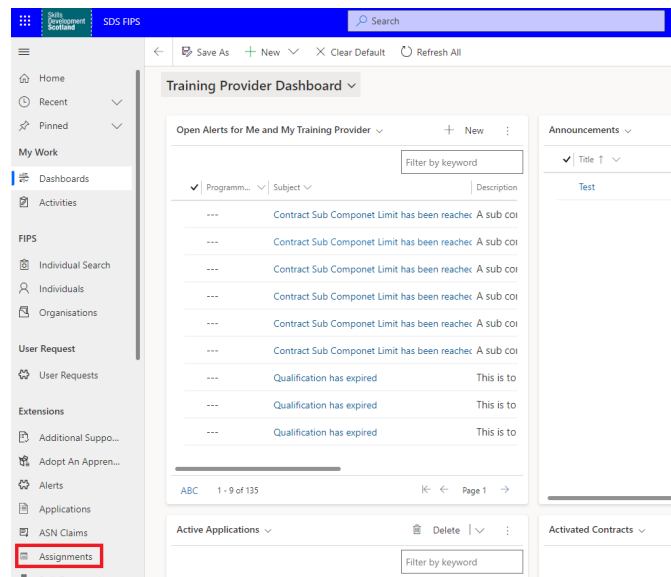
Description The applicant is not eligible for the Programme because they have not met the Scottish statutory minimum school leaving age.

High Priority Alert No

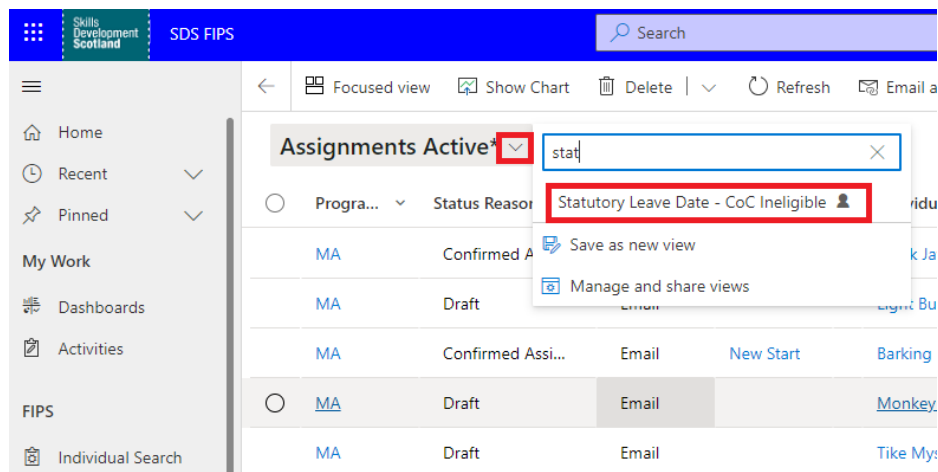
Regarding Light Bulb - March 2024 Training Limited - MA - 2022 - GT9M 22-Accessing Operations and Rigging (Construction); Scaffolding-SCQF 5

Reporting

An additional view is available within the Assignment Entity which will show all assignments which have been flagged as ineligible following a Change of Circumstance.



Within the assignment entity, select the drop-down arrow next to the view title and search for “Statutory Leave Date – CoC Ineligible”



This view will show all assignments flagged as ineligible following a Change of Circumstance process for either start date or Date of Birth.

The screenshot shows the 'Statutory Leave Date - CoC Ineligible' view in the SDS FIPS system. The table displays a list of assignments with the following columns: Training Provider, Individual, National Insurance Nu..., Programme, Statutory Leave Date (Indivi..., Start Date, Status Reason, and Framework. The data rows are as follows:

Training Provider	Individual	National Insurance Nu...	Programme	Statutory Leave Date (Indivi...	Start Date	Status Reason	Framework
March 2024 Training Limited	Shark Jaws	PH654455A	MA	20/12/2024	14/05/2024	Confirmed Assignme...	Construction: Specialist
March 2024 Training Limited	Light Bulb	PH653344A	MA	31/05/2024	01/06/2024	Draft	Construction: Specialist
March 2024 Maxed Training Co	Ribena Light	ZW782843B	MA	31/05/2024	29/05/2024	Confirmed Assignme...	Dental Nursing
March 2024 Training Limited	Straw Berry	KM940948D	MA	31/05/2024	14/05/2024	Confirmed Assignme...	Dental Nursing
March 2024 Training Limited	Sleepy Doggy	NZ234354C	MA	31/05/2024	10/01/2024	Confirmed Assignme...	Dental Nursing