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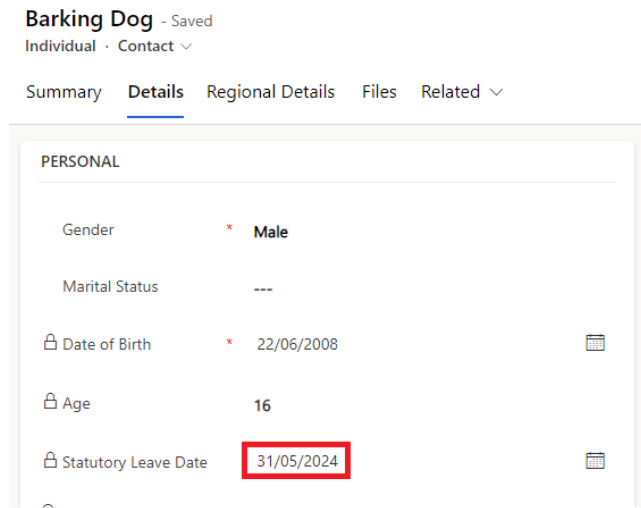
The Statutory School Leaving Date for an individual is calculated as follows:

- 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
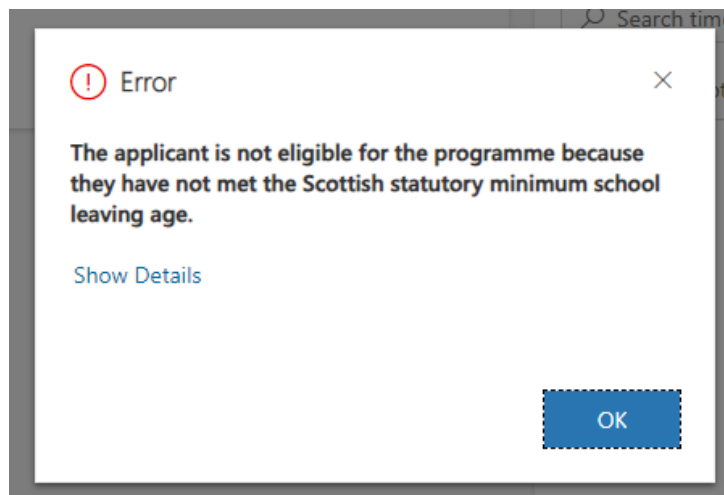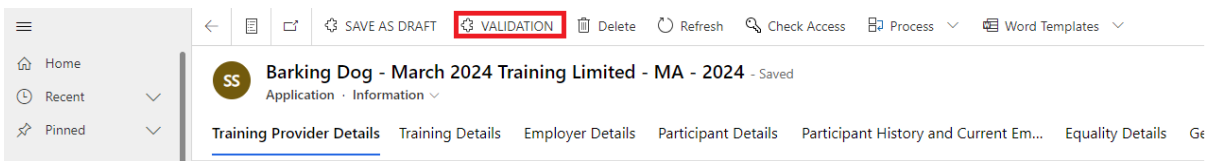
The Statutory School Leaving Date is stored within the "Details" tab of the Individual's contact record in FIPS.

Barking Dog - Saved
Individual · Contact ∨

Summary   **Details**   Regional Details   Files   Related ∨

PERSONAL

Gender	*	Male
Marital Status		---
🔒 Date of Birth	*	22/06/2008	📅
🔒 Age		16
🔒 Statutory Leave Date		31/05/2024	📅

- 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.

≡   ← 🗋 🗗   ⟳ SAVE AS DRAFT   ⟳ **VALIDATION**   🗑 Delete   ⟳ Refresh   🔍 Check Access   🔃 Process ∨   📧 Word Templates ∨

🏠 Home
🕐 Recent ∨
📌 Pinned ∨

SS **Barking Dog - March 2024 Training Limited - MA - 2024** - Saved
Application · Information ∨

Training Provider Details   Training Details   Employer Details   Participant Details   Participant History and Current Em...   Equality Details   Ge

🔍 Search time

(!) Error   ×

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

Show Details

OK

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 <u>only</u> 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 <u>and</u> 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 **<u>before</u>** the assignment start date then no further action is required.
- If the new Statutory School Leaving Date is **<u>after</u>** 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

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

Participant Ineligible for Assignment following DoB change - Saved
Alert

General   Related ∨

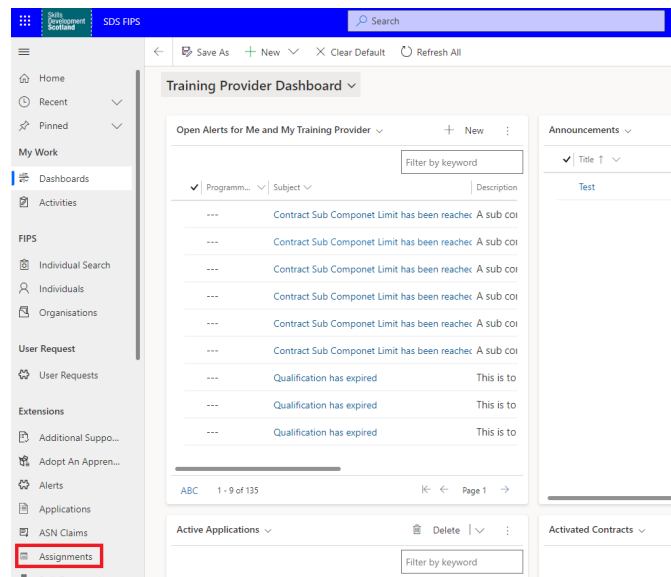|		
Subject	*	Participant Ineligible for Assignment following DoB change
Owner	*	March 2024 Training Limited
Description		The applicant is not eligible for the Programme because they have not met the Scottish statutory minimum school leaving age.
High Priority Alert		No
Regarding		Shark Jaws - March 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

General   Related ∨

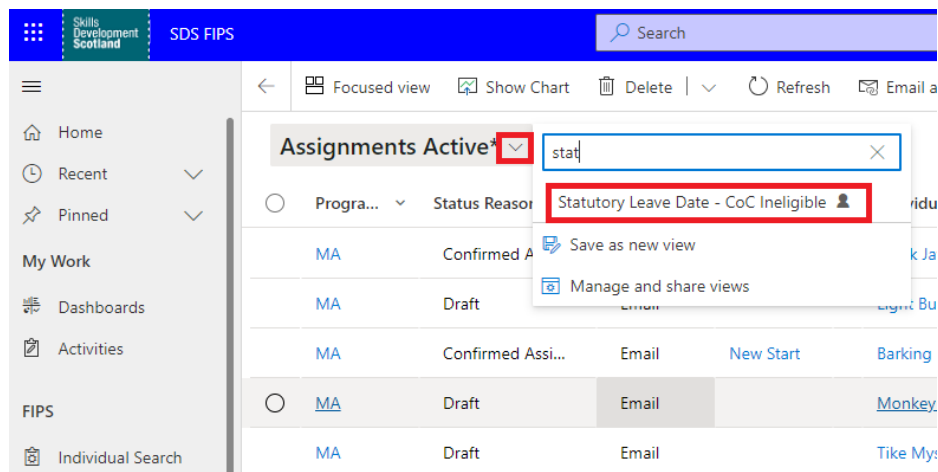|		
Subject	*	Participant Ineligible for Assignment following Start Date change
Owner	*	Skills Investment Advisors Team
Description		The applicant is not eligible for the Programme because they have not met the Scottish statutory minimum school leaving age.
High Priority Alert		No
Regarding		Light Bulb - 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.