



SCOTTISH CHARITY No: SC 001806

Funding Information and Processing System

Validation Process and Content of Validation Messages

When the Scottish Electrical Charitable Training Trust (SECTT) registers a start on Skills Development Scotland's (SDS) Funding Information and Processing System (FIPS), the assignment is flagged as unconfirmed and either an e-mail or SMS text (depending on the preferred method of contact selected) is sent to the Apprentice/Adult Trainee, asking them to verify that they have commenced training (please remember to check junk mail). When a positive response is received the assignment is updated and the status type is updated to confirmed.

If no response is received by the Apprentice/Adult Trainee or their employer by day 30, any claims processed by SECTT are undone and the assignment is rejected by FIPS.

This guidance has been adapted from SDS, outlining the validation process.

VALIDATION MESSAGE STARTS

Stage 1. Start is registered by SECTT on the FIPS system, e-mail or SMS text sent to Modern Apprentice

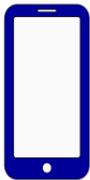
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|  | <p>E-mail 1 to Modern Apprentice</p> <p><i>Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. Can you please confirm you have started your apprenticeship so that your apprenticeship record and funding can be activated – Reply Y/N.</i></p> <p><i>Failure to respond will result in our contribution to your training being deactivated and your training may not continue.</i></p> |
|  | <p>SMS 1 to Modern Apprentice</p> <p><i>SDS pays Scottish Government funding for your training. Please confirm you've started so your apprenticeship record and funding can be activated – Reply Y/N.</i></p> |

Stage 2. No response received after 15 days, reminder e-mail or SMS text sent to Modern Apprentice and e-mail sent to Employer

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|  | <p>E-mail 2 to Modern Apprentice</p> <p><i>Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. Can you please confirm you have started your apprenticeship so that your apprenticeship record and funding can be activated – Reply Y/N.</i></p> <p><i>Failure to respond will result in our contribution to your training being deactivated and your training may not continue.</i></p> |
|  | <p>SMS 2 to Modern Apprentice</p> <p><i>SDS pays Scottish Government funding for your training. Please confirm you've started so your apprenticeship record and funding can be activated – Reply Y/N.</i></p> |
|  | <p>E-mail to Employer</p> <p><i>Skills Development Scotland (SDS) is responsible for managing the Scottish Government funding contribution towards your training costs of apprenticeships. We were recently notified by you/your Training Provider that the individual named above had recently commenced their apprenticeship. We sent them a SMS/e-mail to confirm this but have not yet had a reply. To ensure that the funding and record for the above is activated, we would be grateful if you would confirm (Y/N) that they have started their apprenticeship.</i></p> <p><i>Should we not receive a response to this e-mail the individual named above will receive a final reminder advising that if they fail to respond within 5 days that no funding contribution will be made.</i></p> |

Stage 3. If no response received after 25 days, e-mail or SMS text sent to Modern Apprentice

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|  | <p>E-mail 3 to Modern Apprentice</p> <p><i>Final Reminder – Our records show that you have not yet replied to our request below.</i></p> <p><i>Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. Can you please confirm you have started your apprenticeship so that your apprenticeship record and funding can be activated – Reply Y/N.</i></p> <p><i>Failure to respond within 5 days will result in our funding contribution to your training being deactivated. This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> |
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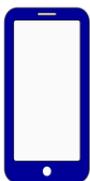
**SMS 3 to Modern Apprentice**

SDS requires confirmation that you have started your apprenticeship – Reply Y/N. Your record will be deleted if you fail to reply within 5 days.

VALIDATION MESSAGE MILESTONES**Stage 1.****E-mail 1 to Modern Apprentice**

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the next payment for your apprenticeship, we require you to confirm that your progress has recently been reviewed by your training provider - Reply Y/N.

This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.

**SMS 1 to Modern Apprentice**

To verify the next payment for your apprenticeship, SDS require you to confirm your progress has recently been reviewed by your training provider – Reply Y/N.

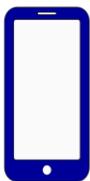
Stage 2.

No response received after 15 days, reminder e-mail or SMS text sent to Modern Apprentice and e-mail sent to Employer

**E-mail 2 to Modern Apprentice**

Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the next payment for your apprenticeship, we require you to confirm that your progress has recently been reviewed by your training provider – Reply Y/N.

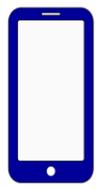
This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.

**SMS 2 to Modern Apprentice**

To verify the next payment for your apprenticeship, SDS require you to confirm your progress has recently been reviewed by your training provider - Reply Y/N.

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|  | <p>E-mail to Employer</p> <p><i>This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> <p><i>Skills Development Scotland (SDS) is responsible for managing the Scottish Government funding contribution towards the training costs of apprenticeships. We were recently notified by you/your Training Provider that the individual named above has recently had their progress reviewed by their training provider. We sent them a SMS/e-mail to confirm this but have not yet had a reply. To ensure that this funding is not withdrawn, we would be grateful If you would confirm (Y/N) that they have recently had their progress reviewed by their Training Provider.</i></p> <p><i>Should we not receive a response to this e-mail the individual named above will receive a final reminder advising that if they fail to respond within 5 days that action will be taken.</i></p> |
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Stage 3. No response received after 25 days, reminder e-mail or SMS text sent to Modern Apprentice

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|  | <p>E-mail 3 to Modern Apprentice</p> <p><i>Final Reminder – Our records show that you have not yet replied to our request below. Failure to respond within 5 days will result in our funding contribution being recovered. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the next payment for your apprenticeship, we require you to confirm that your progress has recently been reviewed by your training provider – Reply Y/N.</i></p> <p><i>This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> |
|  | <p>SMS 3 to Modern Apprentice</p> <p><i>Reply Y/N to confirm progress in your apprenticeship has been reviewed recently. SDS will recover funding from your provider if you don't reply within 5 days.</i></p> |

VALIDATION MESSAGE OUTCOMES

Stage 1.

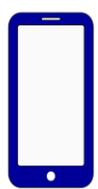
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|  | <p>E-mail 1 to Modern Apprentice</p> <p><i>Congratulations!</i> <i>Your employer/Training Provider has advised us that you have successfully completed your apprenticeship requirements. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the final payment for your apprenticeship, we require you to confirm that you have confirmation from your employer/Training Provider that you have successfully completed your full apprenticeship – Reply Y/N.</i></p> <p><i>This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> |
|  | <p>SMS 1 to Modern Apprentice</p> <p><i>To verify the final payment for your apprenticeship, SDS require you to confirm that you have successfully completed the full apprenticeship. Reply Y/N.</i></p> |

Stage 2. **No response received after 15 days, reminder e-mail or SMS text sent to Modern Apprentice and e-mail sent to Employer**

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|  | <p>E-mail 2 to Modern Apprentice</p> <p><i>Congratulations!</i> <i>Your employer/Training Provider has advised us that you have successfully completed your apprenticeship requirements. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the final payment for your apprenticeship, we require you to confirm that you have confirmation from your employer/Training Provider that you have successfully completed your full apprenticeship – Reply Y/N.</i></p> <p><i>This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> |
|  | <p>SMS 2 to Modern Apprentice</p> <p><i>To verify the final payment for your apprenticeship, SDS requires you to confirm that you have successfully completed the full apprenticeship. Reply Y/N.</i></p> |

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|  | <p>E-mail to Employer</p> <p><i>This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> <p><i>Skills Development Scotland (SDS) is responsible for managing the Scottish Government funding contribution towards the training costs of apprenticeships. We were recently notified by you/your Training Provider that the individual named above has recently achieved their apprenticeship requirements. We sent them a SMS/E-mail to confirm this but have not yet received a reply. To ensure that the final payment is not withdrawn and that the achievement of the apprenticeship is recognised in official statistics, we would be grateful if you would confirm (Y/N) that they have successfully achieved their apprenticeship.</i></p> <p><i>Should we not receive a response to this e-mail the individual named above will receive a final reminder advising that if they fail to respond within 5 days that the funding contribution will be recovered.</i></p> |
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Stage 3. No response received after 25 days, reminder e-mail or SMS text sent to Modern Apprentice

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|  | <p>E-mail 3 to Modern Apprentice</p> <p><i>Final Reminder – Our records show that you have not yet replied to our request below. Failure to respond within 5 days will result in our final contribution towards the cost of your training being recovered from your Training Provider.</i></p> <p><i>Congratulations! Your employer/Training Provider has advised us that you have successfully completed your apprenticeship requirements. Skills Development Scotland is responsible for managing the Scottish Government funding contribution towards your training costs. To verify the final payment for your apprenticeship, we require you to confirm that you have confirmation from your employer/Training Provider that you have successfully completed your full apprenticeship - Reply Y/N.</i></p> <p><i>This is an automated e-mail, therefore in order to ensure our records are updated, please only reply Y or N.</i></p> |
|  | <p>SMS 3 to Modern Apprentice</p> <p><i>Reply Y/N to confirm successful completion of your apprenticeship requirements. SDS will recover funding from your provider if you don't reply within 5 days.</i></p> |

Adapted from Skills Development Scotland October 2016