

# **Multiply 2023-24**

GLA OPS Guidance Providers

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## Contents

This document explains how to create a project for your Multiply Grant 2023-24 delivery on GLA OPS. Please note, we recommend the use of Google Chrome browser when you are using GLA OPS. If you have any problems when following the guidance, please contact [multiply@london.gov.uk](mailto:multiply@london.gov.uk), adding **subject line “Multiply project creation”**.

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# Create a project

- Log in to your account [here](#).
- Go to Programmes & Projects > Projects.
- Click 'Create New'.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

## Projects

CREATE NEW +

Search

By Project Enter the project id number or tit Q

Project status Filter applied

Programmes None selected

Project type None selected Watched

- This will bring up a short form.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

## Enter project details

Select a programme for the project

Select a programme

Which organisation are you creating the project for?

Select a organisation

Project title

e.g. name of site

Select the type of project you want to create

Select a template

SAVE

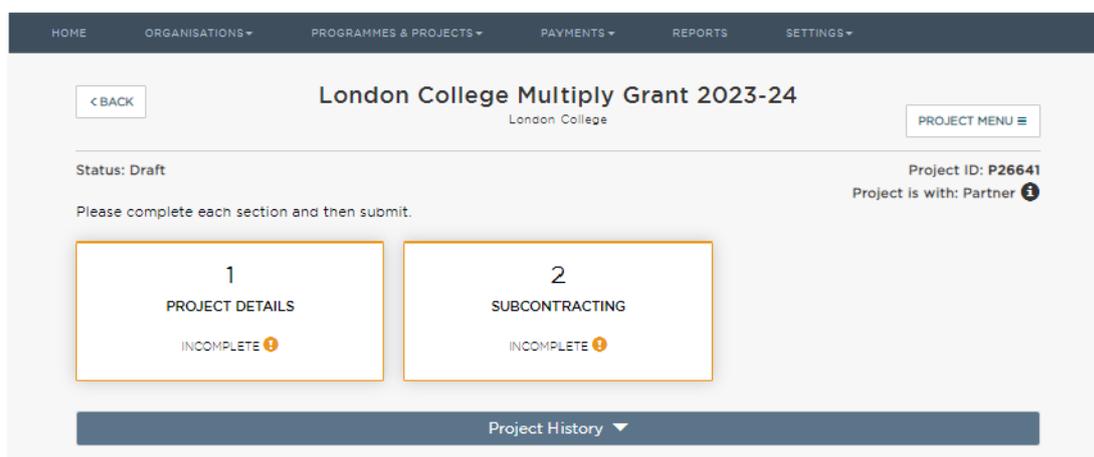
Cancel

- Fill in all fields:
  - For 'programme', select 'Multiply Programme'.
  - The organisation name will populate automatically.
  - For 'project title', please use the following format: **[your full or abbreviated organisation name] Multiply Grant 2023-24**
  - For 'project type', select 'Multiply Grant 2023-24'.
- Click save.

# Project overview

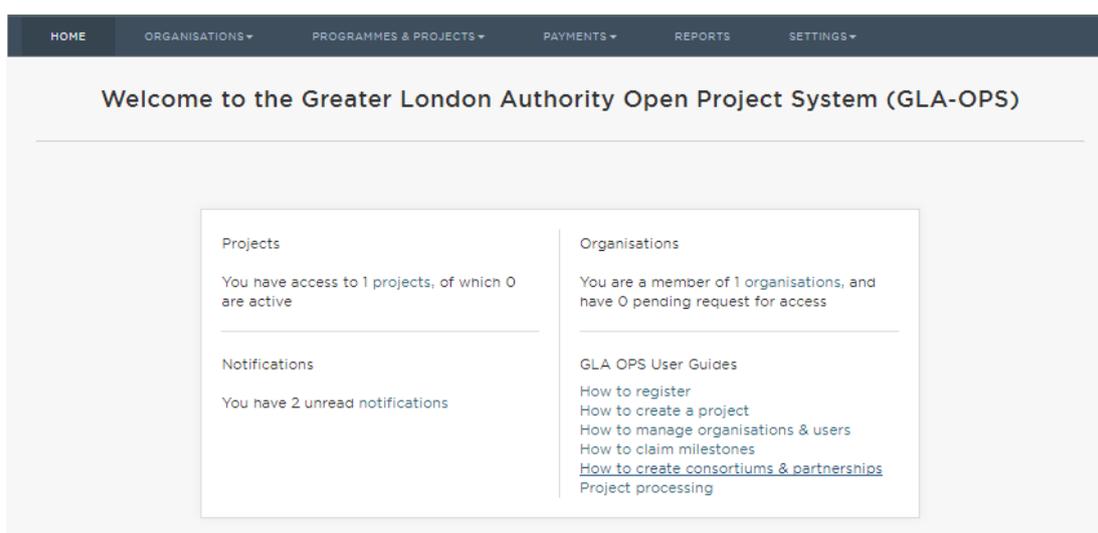
Once you have created the project, you'll be taken to the Project Overview screen. Here, you will have access to two 'blocks' which each store key information about your Multiply Programme delivery: Project Details and Subcontracting.

Please note the Learning Grant block will be enabled once your project is 'active'.



## Saving and editing

Once you have created a project, it will be saved on the system. If you log out and log back in, you can navigate to the project from your homepage by clicking on the 'projects' link.



You do not need to complete all the information in one sitting. When you are editing information in any of the project blocks, this will be saved once you click 'DONE'.

## Project details

This block contains some basic information about your project.

To complete the block:

- Click into the Project Details block.
- The block comprises a short form – several of the fields will have populated automatically.
- To complete the remaining fields, click the 'EDIT' button in the top right of the screen.
- For address of project, please enter the address of your main premises for your GLA funded Multiply delivery.
  - Please note, if you are located outside London but are delivering to learners from London, please select 'multiple boroughs' from the 'Borough' drop down.
- Once you have completed the information, click 'DONE'.
- To come out of the block, click 'PROJECT OVERVIEW' in the top left.
- The block will then show as complete.

The screenshot shows a web application interface for 'Project Details'. At the top, there is a navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main heading is 'Project Details' with a sub-heading 'London College Test' and a 'DONE' button with a checkmark icon. The Project ID is 'P26472'. The form contains the following fields:

- Project title:** London College Multiply Grant 23-24
- Bidding Arrangement:** London College Test
- Organisation name:** London College Test
- Programme selected:** Multiply Programme
- Project type selected:** Multiply Grant 2023-24
- Enter a brief project description (optional):** Provide an overview of project objectives and deliverables, max 1,000 characters (optional)
- This address is sensitive/confidential
- Enter the address of the project:** First Line
- Borough:** Select a borough
- Postcode:** Postcode
- Confirm the main contact:** James ab

# Subcontracting

This block contains information about subcontracting on your project.

To complete:

- Click into the Subcontracting block.
- Click 'EDIT'.
- Follow the steps outlined below.

## Step 1: Compliance questions

- You will see the question 'Does this project have subcontractors?'.
  - If you do not plan to use any subcontractors, you can answer 'No' and click 'DONE' and the block will be complete.
  - If you plan to use subcontractors but your final subcontracting plan is not confirmed yet, you can answer 'No' and click 'DONE' to complete the project and come back to edit the subcontracting block when your subcontracting plan is confirmed. **Please see 'Note on making in-year changes' section below.**
  - If you answer 'Yes', a further set of compliance questions will appear. You need to answer all questions.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

## Subcontracting

DONE

Project ID: P23764

All questions must be answered if this project has Subcontractor

Does this project have subcontractors?  
 Yes  No

Do your due diligence and management processes for subcontractors comply with the GLA funding rules?  
 Yes  No

Is your total subcontracting contract value over £100k?  
 Yes  No

Do you have an external auditor report?  
 Yes  No

Is your subcontracting funding retention and charges policy up to date and visible on your website?  
 Yes  No

At least one Subcontractor must be entered

ADD SUBCONTRACTOR +

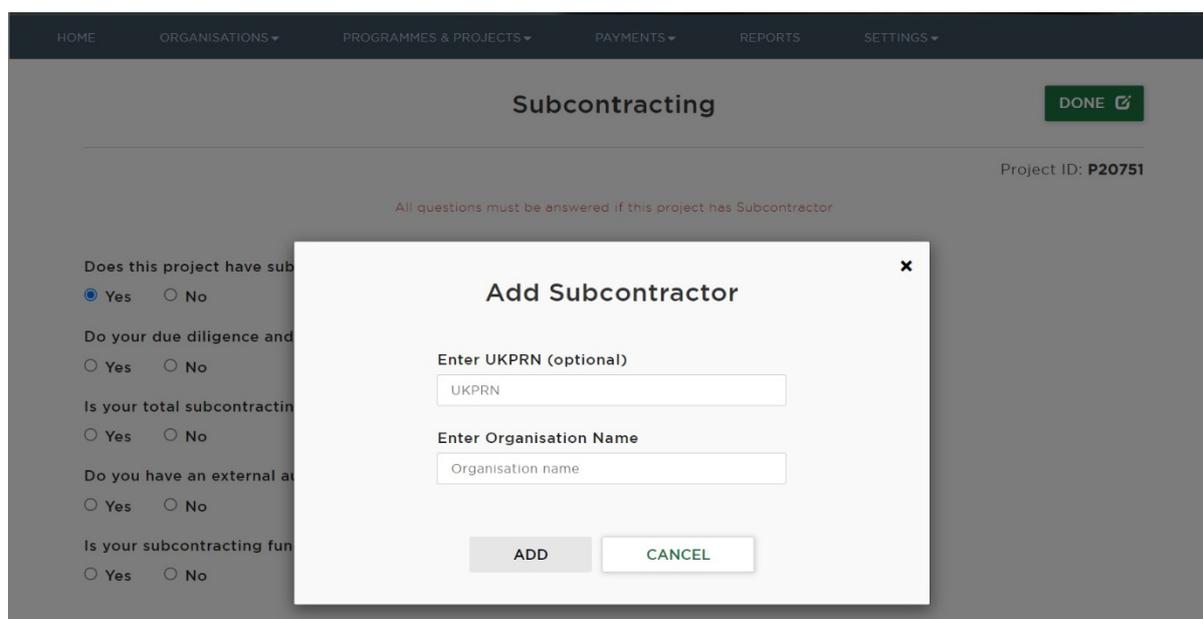
Not provided

- Note on GLA compliance requirements:
  - All providers must comply with GLA funding rules regarding due diligence and management of subcontractors.
  - If your total subcontracting value is over £100k you will be required to submit an external auditor certificate for the last completed delivery year. For 2022/23 the submission deadline is 30 November 2023. Guidance and certificate template on External Assurance on Subcontracting will be published on the [Information for GLA AEB Providers](#) page by July 2023. Guidance and template for 2022/23 are available.
  - All providers must have their subcontracting funding retention and charges policy up to date and visible on their website.
- Please note, if you do not meet any of our compliance requirements, you will need to provide an explanation for this in the 'Comments' field before you submit to us.
- Once you have answered all questions, you will need to enter further details on your subcontracts.

## Step 2: Add subcontractors

You will need to provide information on all subcontractors you plan to use for delivery.

- Click 'Add subcontractor' and a pop-up box will appear.



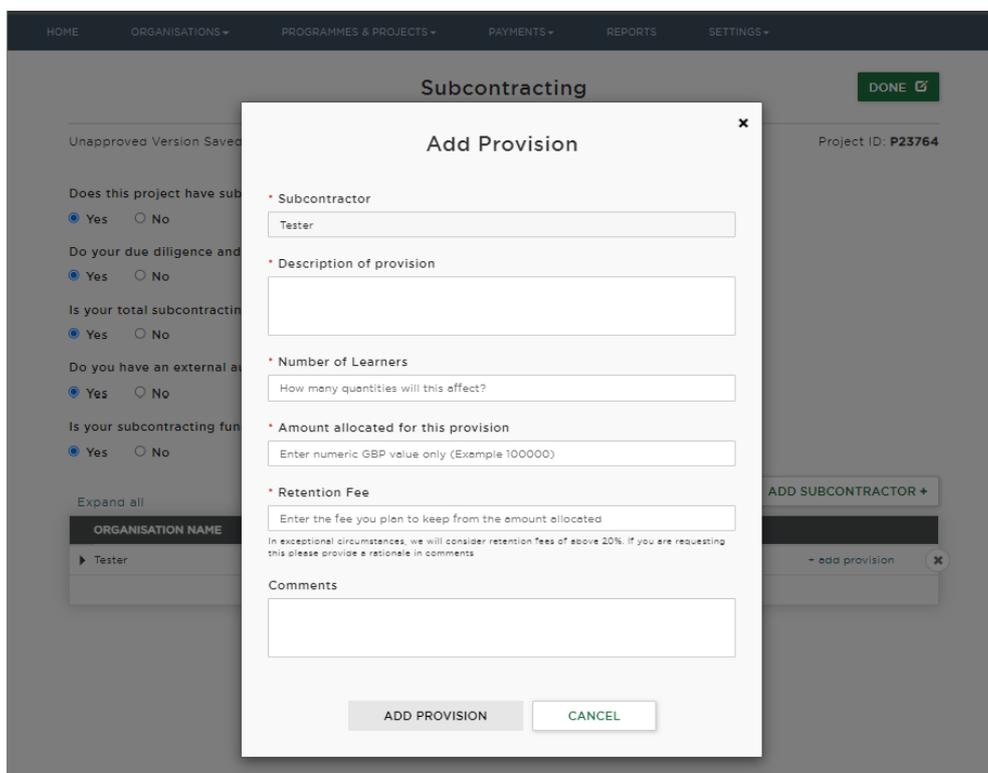
The screenshot shows a web interface for 'Subcontracting' with a navigation bar at the top containing 'HOME', 'ORGANISATIONS', 'PROGRAMMES & PROJECTS', 'PAYMENTS', 'REPORTS', and 'SETTINGS'. The main heading is 'Subcontracting' with a 'DONE' button. Below the heading, it says 'Project ID: P20751' and a note: 'All questions must be answered if this project has Subcontractor'. The form contains several questions with radio button options: 'Does this project have sub...', 'Do your due diligence and...', 'Is your total subcontracting...', 'Do you have an external a...', and 'Is your subcontracting fun...'. A pop-up box titled 'Add Subcontractor' is overlaid on the form, containing two input fields: 'Enter UKPRN (optional)' with 'UKPRN' entered, and 'Enter Organisation Name' with 'Organisation name' entered. At the bottom of the pop-up are 'ADD' and 'CANCEL' buttons.

- Enter the UKPRN (if applicable) and organisation name and click 'add'.
- You will then see the subcontractor appear in the table at the bottom of the screen.
- Follow the same process for each subcontractor you are using for the delivery of your project.
- If you need to edit the information for a subcontractor, you can click on the name and the pop-up will reappear.

### Step 3: Add provision

You will need to include information on all the provision delivered by your subcontractors.

- Click on the ‘add provision’ link to complete details about delivery.
- A pop-up box will then appear.



- You will need to complete all fields (see guidance below).

Field	Definition
Description of Provision	A short description for the provision that will be undertaken.
Number of learners	Total amount of learners you expect the subcontractor to deliver on the project, under the provision type entered.
Amount allocated for this provision	The amount you have allocated to this element of delivery. Please note, this includes the amount you propose to retain; it is not the amount that will be paid to the subcontractor.
Retention fee	The amount you will retain from the amount allocated. If your retention fee is more than 20% of the amount allocated, you will need to provide a brief comment to justify this. Please note, we will only consider retention fees above 20% in exceptional circumstances.
Comments	Unless your retention fee is above 20%, you do not need to provide any comments.

- Once the information is complete, click ‘ADD PROVISION’ button.

- If one of your subcontractors is delivering several types of provision, these will need to be listed separately.
- Please note, do not click outside the box while entering your information as you will lose your changes.
- Once you have completed all information for all your subcontractors, please check that the total subcontracted delivery showing at the bottom of the subcontractors' table doesn't exceed the total Multiply Grant allocation as showing on your learning grant block. If this is not the case, please double check your subcontracting amounts for all subcontractors, make any corrections and then click 'DONE' to save.
- To come out of the block, click 'PROJECT OVERVIEW' in the top left.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

< BACK London College Multiply Grant 2023-24 London College PROJECT MENU

Status: Draft This project is now ready to submit Project ID: P26641 Project is with: Partner

Please complete each section and then submit.

1 PROJECT DETAILS COMPLETE ✓

2 SUBCONTRACTING COMPLETE ✓

Project History

Comments

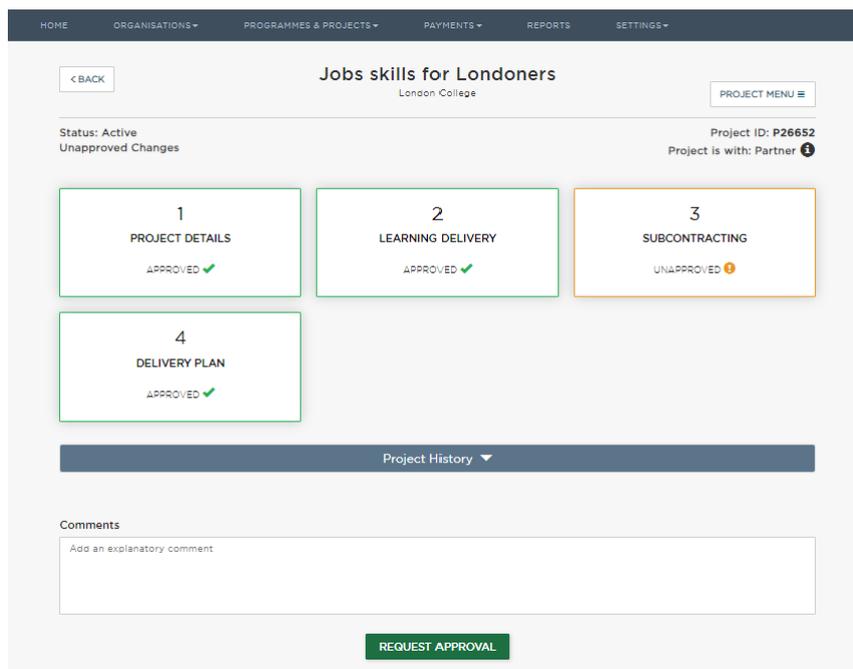
Add an explanatory comment

SUBMIT PROJECT

### Note on making in-year changes

Throughout delivery, you may need to make changes to your Subcontracting Plan. To do this:

- Go to your project.
- Click into the subcontracting block and click 'EDIT'.
- Make any necessary changes.
- Click 'DONE' and navigate back to the project overview page.



- You will see that the Subcontracting Block has unapproved changes.
- You then need to 'Request approval' so that your Provider Manager can review and approve changes made.

The main elements we will be checking on the Subcontracting block are as follows:

- You meet our compliance requirements.
- You have provided information on your subcontracting arrangements.
- The level of funding retained for an individual subcontract does not exceed 20% unless a robust justification has been provided.
- The total subcontracted delivery showing at the bottom of the subcontractors' table doesn't exceed the total Grant allocation as showing on your learning grant block.

## Submit a project

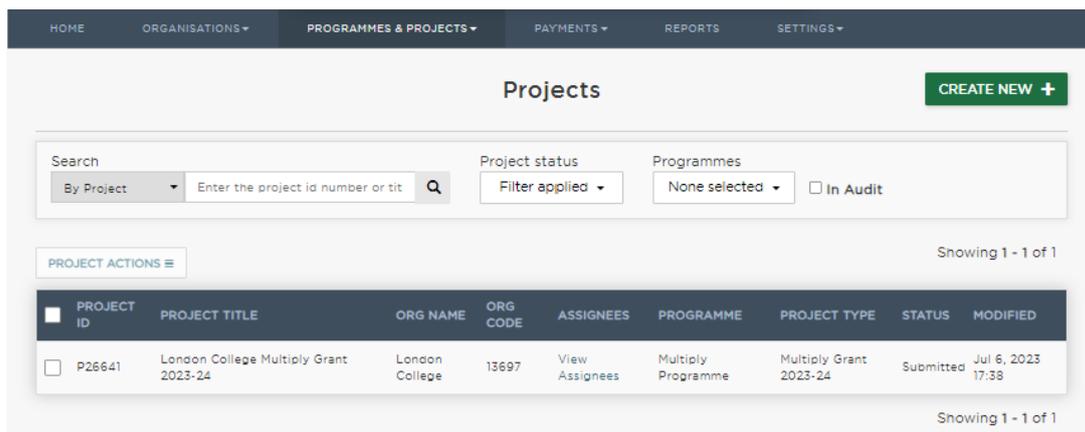
Once all the required blocks are complete, you will see from the project overview page that your project is ready to be submitted.

The screenshot shows a web interface for submitting a project. At the top, there is a navigation bar with links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main heading is 'London College Multiply Grant 2023-24' with 'London College' underneath. A '< BACK' button is on the left, and a 'PROJECT MENU' button is on the right. The status is 'Draft' and a message says 'This project is now ready to submit'. The project ID is 'P26641' and it is noted as 'Project is with: Partner'. Below this, a prompt says 'Please complete each section and then submit.' Two boxes represent completed sections: '1 PROJECT DETAILS COMPLETE' and '2 SUBCONTRACTING COMPLETE', both with green checkmarks. A 'Project History' dropdown menu is below these. A 'Comments' section has a text area with the placeholder 'Add an explanatory comment'. At the bottom center is a prominent green 'SUBMIT PROJECT' button.

Once you have checked through the information in all the blocks, you can submit your project to the GLA for review and approval using the 'SUBMIT PROJECT' button.

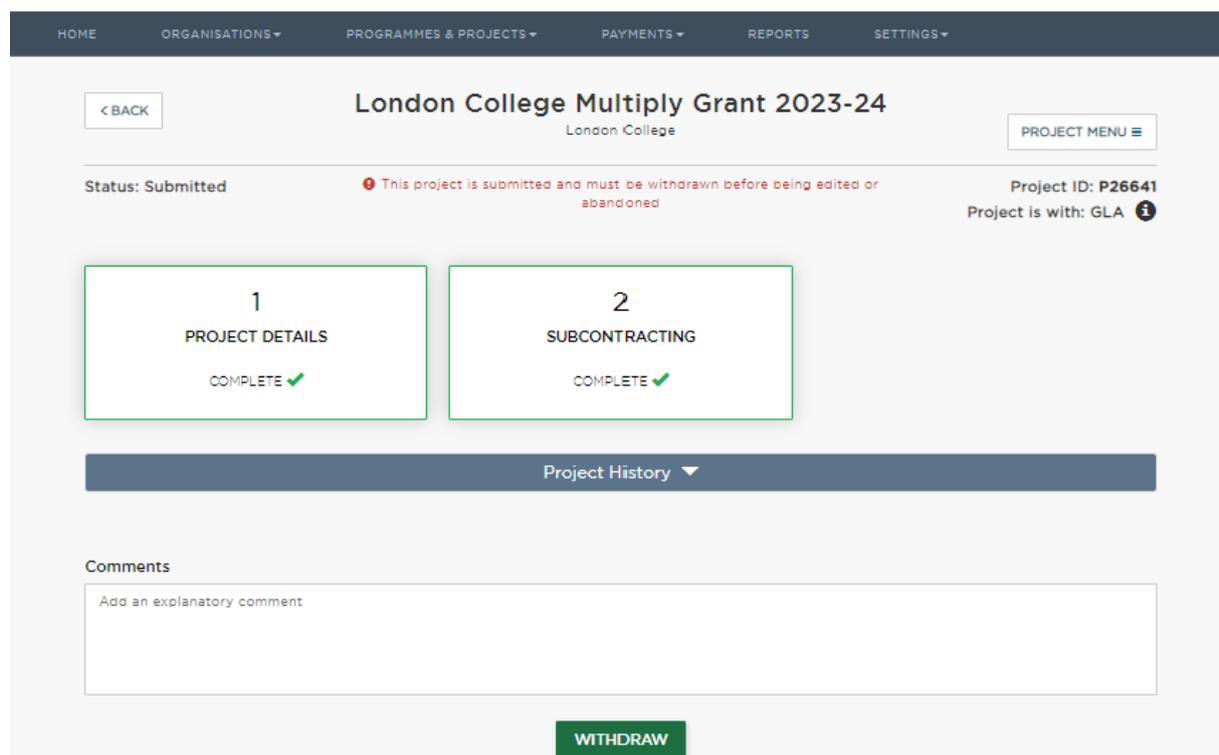
You can use the comments section if you need to provide us with any additional information relating to your project.

If you navigate to the 'Projects' page, you will be able to see a record for your project which shows the project status as 'Submitted'. If you want to review the information, you can click into the project from this screen.



## Withdrawal

If you realise you have made a mistake on your project or need to include additional information, you can withdraw your project and make further edits by clicking on 'WITHDRAW' on the project overview page.



Please note, this option is only available when the project status is 'submitted'. Once the project is being reviewed by the GLA, the status will show as 'assess' and you can no longer withdraw. Please notify your Provider Manager when this is the case in order for the Project to be returned to you to make further edits as needed.

# GLA approval process

Once you have submitted your project, the GLA will review the information provided.

The main elements we will be checking are as follows:

## Project Details

- Your project title matches the required format: [your full or abbreviated organisation name] Multiply Grant 2023-24.

## Subcontracting

- You meet our compliance requirements.
- You have provided information on your subcontracting arrangements.
- The level of funding retained for an individual subcontract does not exceed 20% unless a robust justification has been provided.

## Returning a project

If there is any information missing or incorrect, we will return your project to you and ask you to make further edits. You will receive a notification within the GLA OPS system that your project has been returned and required updates.

If you click on Project History, you will be able to see comments from the GLA.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

< BACK London College Multiply Grant 2023-24 PROJECT MENU

London College

Status: Returned ⚠ This project is under assessment and has been returned back for edits Project ID: P26641

Project is with: Partner

Please complete each section and then submit.

1 PROJECT DETAILS COMPLETE ✓

2 SUBCONTRACTING COMPLETE ✓

Project History ▲

06/07/2023 at 17:46 Returned by Abdul Qadir  
Please update naming convention to match the requirement within the Guidance document.

06/07/2023 at 17:45 Assessed by Abdul Qadir

06/07/2023 at 17:38 Submitted by James Smith

06/07/2023 at 17:33 Created by James Smith

Comments

Add an explanatory comment

SUBMIT PROJECT

Once you have made the required changes or provided the additional information, you can re-submit your project by clicking 'SUBMIT PROJECT' on the project overview screen.

# Grant agreement e-signing and payment activation

We will use electronic signature functionality for Multiply Grant 203-24 projects. Please read all the information below carefully and complete the required steps.

## Step 1: Setting up an Authorised Signatory

If you already have an AEB Grant or Good Work for All (GWfA) project with the GLA you will already have confirmed Authorised Signatory(-ies) within GLA OPS and you will not need to complete Step 1 (please go straight to Step 2). If you need to update your existing Authorised Signatory Declaration, please see guidance and form at Appendix 1. It is your responsibility to complete a new Authorised Signatory Declaration if authorised signatories within your organisation change at any point for the duration of your Multiply project.

## Step 2: The GLA making an offer via GLA-OPS

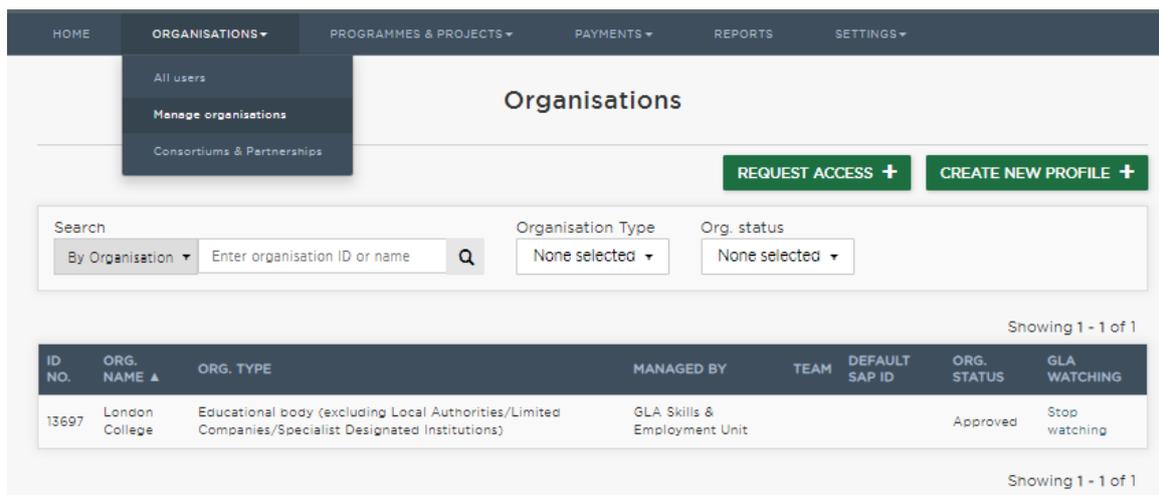
When the project is submitted and the authorised signatories are set up as users, we will issue an electronic grant agreement offer for your project via GLA-OPS.

All authorised signatories will be notified of the offer via email.

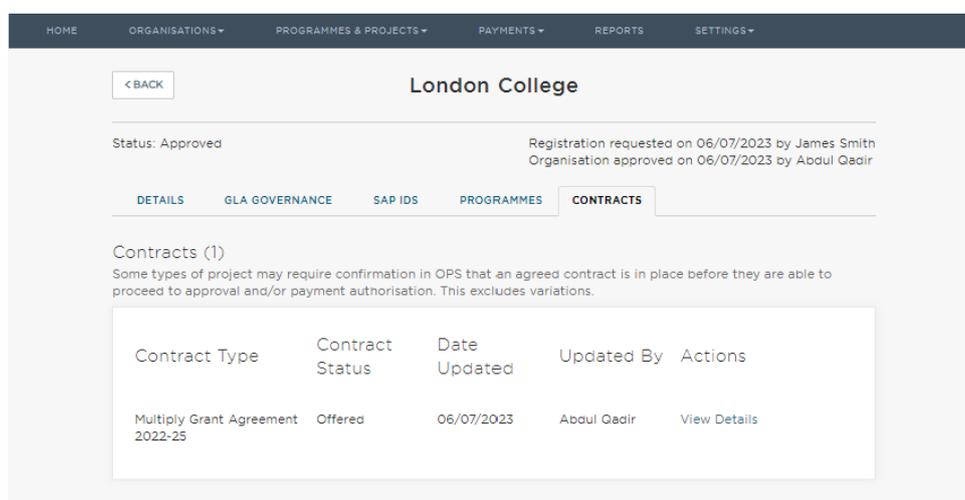
## Step 3: Accepting an offer via GLA-OPS

Once logged in to GLA-OPS, the authorised signatory will need to –

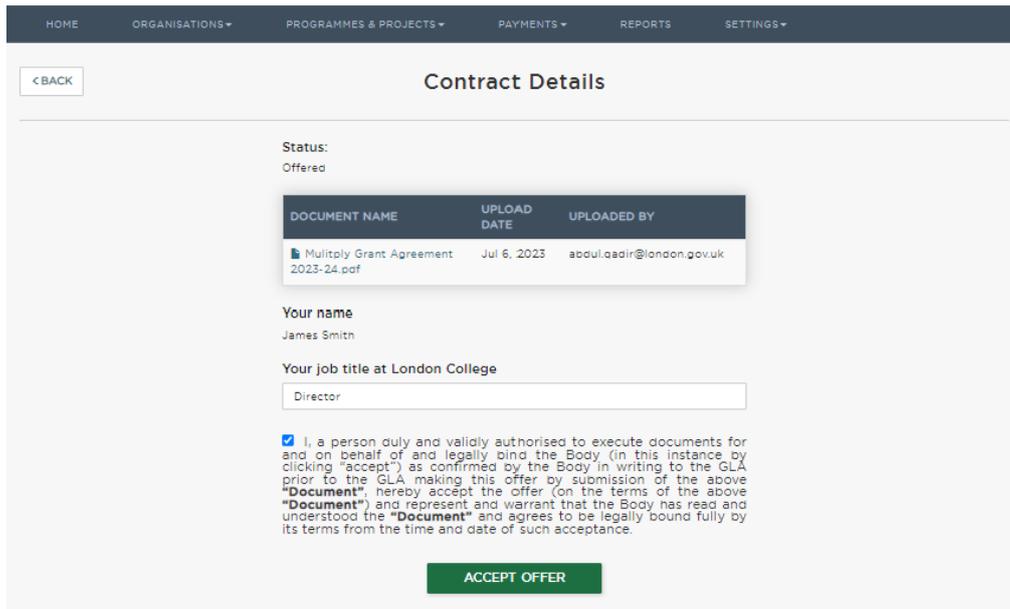
- Go to Organisations/ Manage Organisations via the main navigation menu.
- Click into the relevant organisation profile.



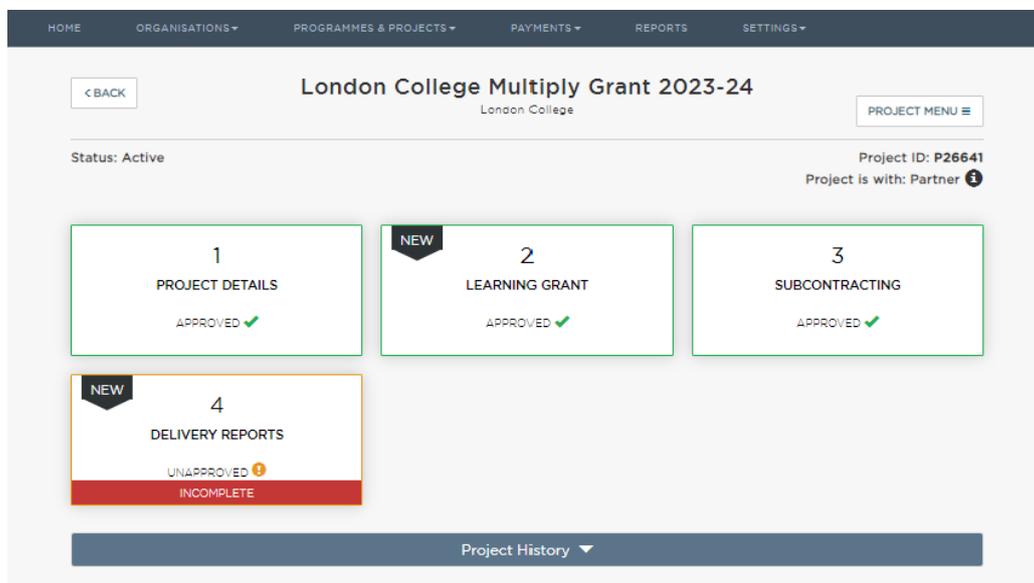
- Click into the 'Contracts' section of the Organisation record.
- Click 'View details' link for the offered document.



- You'll then be taken to the 'Contract details' screen, where you'll be able to see a link to a copy of the document.
- E-sign the document on behalf of your organisation by typing your job title (your name will be populated automatically) and by ticking the checkbox and agreeing with the acceptance statement.
- Only one authorised signatory for your organisation will need to 'accept' the grant agreement



Once you e-sign the grant agreement, the GLA will approve your project, project status will show as 'Active' and the Learning Grant block and Delivery Reports block will become available on your Multiply Grant 2023-24 project. Please note that the Learning block activation is not an automated process, but project activation should be completed within a week after you e-sign your agreement.



# Learning Grant

This block will display information about your Multiply Grant 2022-23 allocation and monthly payments data.

Please note this block will be managed and updated by the GLA. Please email [multiply@london.gov.uk](mailto:multiply@london.gov.uk) and Cc your Provider Manager if you see any discrepancies with your Delivery Allocation.

**Note:** The payment due amounts will be calculated based on the monthly allocation percentages and will be automatically released by the system on the 14<sup>th</sup> day of each month. After a payment is released the funds will reach your account within four working days.

**Important:** August P1, September P2 and October P3 (if applicable) monthly payments will be released on a set date after your Multiply 2022-23 project becomes 'active'. Exact date to be confirmed and communicated in advance.

The screenshot shows a web interface for a Learning Grant. At the top, there is a navigation bar with links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main heading is "Learning Grant" for "London College". Below this, it indicates "Active Version 2. Approved on 06/07/2023" and provides "View History". On the right, it shows "Project ID: P26641" and "UKPRN: Not provided". There are links for "PREVIOUS BLOCK" and "NEXT BLOCK". The "Academic Year" is 2023/24 and the "Delivery Allocation (£)" is 76,000. A table below lists monthly allocations and payments from August 2023 to July 2024, including a return period.

MONTH	ALLOCATION PROFILE %	MONTHLY ALLOCATION £	CUMULATIVE ALLOCATION £	PAYMENT DUE £	STATUS
August (P1)	8.22	6,247.20	6,247.20	6,247.20	Due 14/08/2023
September (P2)	8.22	6,247.20	12,494.40	6,247.20	Due 14/09/2023
October (P3)	8.22	6,247.20	18,741.60	6,247.20	Due 14/10/2023
November (P4)	8.22	6,247.20	24,988.80	6,247.20	Due 14/11/2023
December (P5)	8.22	6,247.20	31,236.00	6,247.20	Due 14/12/2023
January (P6)	8.21	6,239.60	37,475.60	6,239.60	Due 14/01/2024
February (P7)	8.21	6,239.60	43,715.20	6,239.60	Due 14/02/2024
March (P8)	8.21	6,239.60	49,954.80	6,239.60	Due 14/03/2024
April (P9)	8.57	6,513.20	56,468.00	6,513.20	Due 14/04/2024
May (P10)	8.57	6,513.20	62,981.20	6,513.20	Due 14/05/2024
June (P11)	8.57	6,513.20	69,494.40	6,513.20	Due 14/06/2024
July (P12)	8.56	6,505.60	76,000.00	6,505.60	Due 14/07/2024
Return (P13)	N/A	N/A	76,000.00	N/A	
Return (P14)	N/A	N/A	76,000.00	N/A	

## Note on making in-year changes

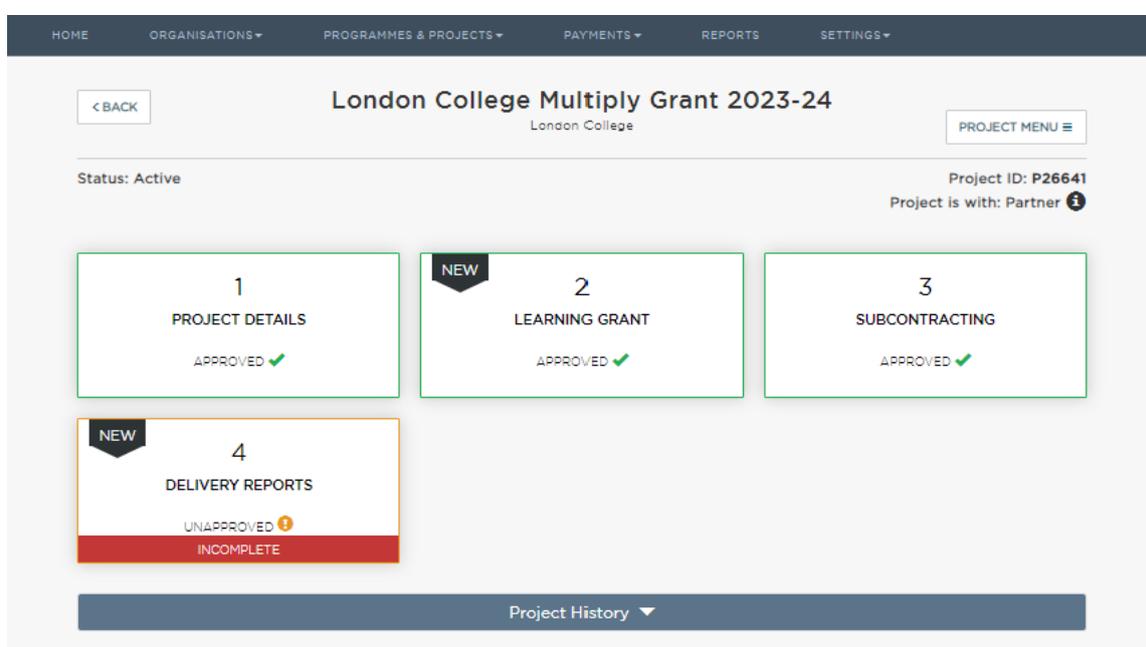
Following an e-signed grant agreement variation that affects Schedule 1 in your grant agreement, we will edit your Learning Grant block to reflect the updated allocation amounts.

# Delivery Reports

The Delivery Reports block is where you will need to upload submissions of the GLA Multiply 2023-24 reports to published deadlines. The latest London Multiply reporting template is available on London Multiply website for providers.

To complete a Delivery Reports block:

- Login to GLA-OPS.
- Go to your Multiply 2023/24 project.
- Open the Delivery Reports block.



- Click edit in the top right corner
- To upload a file, click the 'add document+' button.
- Choose the preferred file (the uploaded file will appear in the attachments table, where you can delete it if you've uploaded an incorrect file).
- Click 'Done' to save changes made.
- Go back to the Project Overview page; and
- 'Request Approval' at the bottom of the page to submit your Delivery Report to the GLA.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

### Delivery Reports

London College

Unapproved Version Saved on 06/07/2023 Project ID: **P26641**

Upload submissions of GLA Multiply 2023-24 delivery reports to published deadlines, using the template provided by the GLA to set out your delivery volumes and funding values

Attachments

Combined file size limit: 25MB Remaining: 22.6MB

[ADD DOCUMENT +](#)

DOCUMENT NAME	UPLOAD DATE	UPLOADED BY	
Delivery Reports.xls	Jul 6, 2023	multiply@l.com	DELETE

## Registering additional users

You will already be registered on GLA OPS as an 'Org Admin' or 'superuser' for your organisation.

Other colleagues from your organisation will also need to register on OPS. They will need to request access to your organisation by following the steps below. Please note, you will need to provide them with the Organisation ID before they can register.

- Fill in the form here: <https://ops.london.gov.uk/#/registration>.
- Enter an Organisation ID or Registration Key (see below).
- Submit request.

As the Org Admin, you will then need to approve the registration by following the steps below:

- Log into your account [here](#).
- Go to your notifications.
- You'll see one that says 'A new registration against [organisation name] is pending for [name of colleague].' Click this.
- Press edit (top right).
- You can then set the role – for the superuser role, select 'Org Admin', otherwise select 'Project Editor' – you can change this later if required. You can find more information about each of the available user roles on the [Permissions page](#) on GLA-OPS.
- Then approve by clicking the 'Done' button.

### How to find the Org ID

- Log into your account.
- Go to 'Organisations' > 'Manage Organisations'.
- In the 'Organisation details' section, you will see a 5-digit GLA OPS ID.

← BACK

### Test London College

Status: Approved

Registration requested on 10/06/2019 by Kate Smith  
Organisation approved on 10/06/2019 by Ruth TURvey

^ Details

Organisation details

Organisation name	Test London College
GLA OPS ID	10766
Registration key	6eed1be8
Head of organisation	Joe Bloggs
Email for head of organisation	Not provided
Website	Not provided
Address	Union St London Se1 0LL

Regulatory information

Registered with the housing regulator	No
Viability score	Not provided
Governance score	Not provided

EDIT ↗

## Appendix 1 Authorised Signatories Declaration

### Guidance note and template v2, May 2022

*Please note that by including a person on the Authorised Signatories Declaration you are confirming that the person is duly and validly authorised to accept GLA Skills & Employment Unit funding offers, execute agreements, including as deeds, electronically, within OPS, for and on behalf of and legally bind your organisation.*

The attached declaration must be signed by the following post holder within your organisation, as applicable:

- For further education colleges, sixth form colleges, designated institutions or higher education institutions, we would require the declaration letter to be signed by the Accounting Officer appointed by the Governing Body
- For Local Authorities, we would require the declaration letter to be signed by the Chief Finance Officer or similar senior post holder with budget responsibility for the funding allocated by the GLA.
- For independent training providers, we would require the declaration letter to be signed by a Company Director as listed on Companies House

*Authorised signatories, as listed on your declaration, will need to have the necessary permissions within your organisation's governance structure to accept or execute the offered type of agreement or deed for the level of total funding allocated and stated in the agreement or deed. Relevant evidence may be requested following receipt of your declaration.*

*Authorised signatories need to be registered as users on GLA OPS. Relevant guidance is available and will be forwarded to you if we identify a person in your list that is not registered on GLA OPS yet. Following receipt of this declaration we will tag all persons on the declaration as Authorised Signatories on OPS. If in the future you need to update your declaration, please use the same template and guidance, please include all current Authorised Signatories (not just any new / deleted ones). We will then again update our records accordingly, removing/adding Authorised Signatory rights on OPS as required.*

*When completing the declaration list below, please add rows if required. Please note we cannot accept generic email addresses (e.g. info@, finance@).*

*Please copy and insert the text provided on your organisation's letterheaded paper, complete, sign and email to [AEB@london.gov.uk](mailto:AEB@london.gov.uk), adding subject line "Authorised*

Signatory". If any queries, or to request a template in Word format, please use the same email address / subject line to write to us.

---

Authorised Signatories for GLA OPS electronic agreements signing

Provider Details

Provider Name (the Body)	
UKPRN	

List of authorised signatories

Name of Person	Position	Email	Telephone
Eg John Smith	Director of Finance	<a href="mailto:jsmith@ABC.ac.uk">jsmith@ABC.ac.uk</a>	01234567

**Declaration**

I confirm for and on behalf of **[Insert full provider name]** that the person(s) listed above are duly and validly authorised to accept GLA Skills & Employment Unit

**funding offers, execute agreements (including as deeds) electronically, within OPS, for and on behalf of and legally bind our organisation.**

.....  
Signature

.....  
Name

.....  
Position

.....  
Date