

# **Multiply 2024-25**

GLA OPS Guidance for Providers

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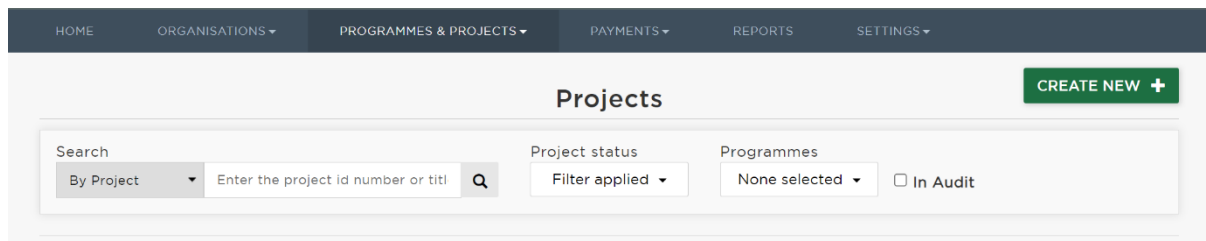
## Contents

This document explains how to create a project for your Multiply Grant 2024-25 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”**.

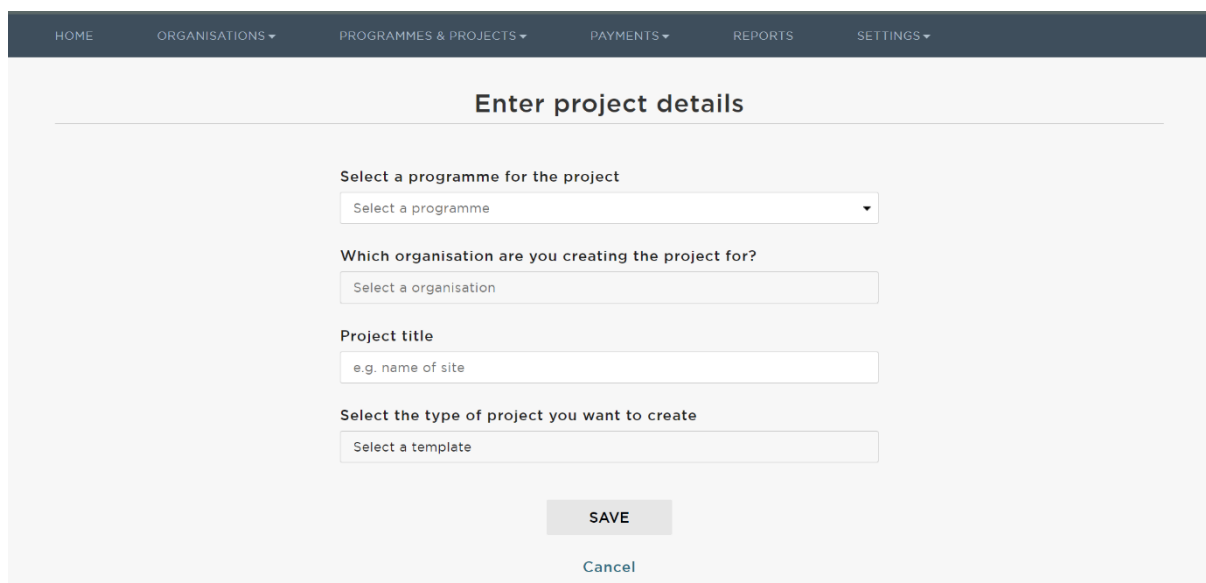
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# Create a project

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



- This will bring up a short form.



- 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 2024-25**
  - For 'project type', select 'Multiply Grant 2024-25'.
- 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'.

The screenshot shows the 'Project Overview' screen for 'London College Multiply Grant 2024-25'. The page has a dark blue header with navigation links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the header, the page title 'London College Multiply Grant 2024-25' is centered, with 'London College' below it. On the left, there is a '< BACK' button. On the right, there is a 'PROJECT MENU' button. The status is 'Draft' and the Project ID is 'P27753'. Below the status, it says 'Please complete each section and then submit.' and 'Project is with: Partner'. There are two main blocks: '1 PROJECT DETAILS' and '2 SUBCONTRACTING', both marked as 'INCOMPLETE' with a yellow warning icon. At the bottom, there is a 'Project History' button with a dropdown arrow.

### 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.

The screenshot shows the 'Welcome to the Greater London Authority Open Project System (GLA-OPS)' homepage. The page has a dark blue header with navigation links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the header, the title 'Welcome to the Greater London Authority Open Project System (GLA-OPS)' is centered. The main content area is divided into two columns. The left column contains 'Projects' (You have access to 1 projects, of which 0 are active) and 'Notifications' (You have 2 unread notifications, 2 Notifications For Information, 0 Notifications To Action). The right column contains 'Organisations' (You are a member of 1 organisations, and have 0 pending request for access) and a list of 'GLA OPS User Guides' including: How to register, How to create a project, How to manage organisations & users, How to claim milestones, How to create consortiums & partnerships, Project processing, How to personalise OPS notifications, SAP payment notifications: how to resolve payment issues (internal GLA use only), and GLA OPS notification guidance.

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 the 'Project Details' form within a web application. At the top is a dark navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The form header includes the title 'Project Details', a 'DONE' button with an edit icon, and the text 'London College'. On the right, it says 'Project ID: P27753'. The form fields are as follows:

- Project title:** A text box containing 'London College Multiply Grant 2024-25'.
- Bidding Arrangement:** A text box containing 'London College'.
- Organisation name:** A text box containing 'London College'.
- Programme selected:** A text box containing 'Multiply Programme'.
- Project type selected:** A text box containing 'Multiply Grant 2024-25'.
- Enter a brief project description (optional):** A large text area with placeholder text: 'Provide an overview of project objectives and deliverables, max 1,000 characters (optional)'.
- Enter the address of the project:** A section with a 'First Line' text box.
- Borough:** A dropdown menu with the option 'Select a borough'.
- Postcode:** A text box with the placeholder 'Postcode'.

# 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.

The screenshot shows the 'Subcontracting' form for 'London College'. The form is part of a project with ID 'P27753'. It contains several compliance questions with radio button options for 'Yes' and 'No'. The first question is 'Does this project have subcontractors? Please note that you must not enter into a subcontract prior to GLA OPS approval or commence delivery without a signed subcontract agreement.' The second question is 'Do your due diligence and management processes for subcontractors comply with the GLA funding rules including completing a declaration of interests check for planned subcontracting?'. The third question is 'Do you have a performance monitoring plan in place which includes a contingency plan for discontinued subcontracted delivery?'. The fourth question is 'Do you have an external assurance report or have been awarded the ESFA Subcontracting Standard?'. The fifth question is 'Is your subcontracting funding retention and charges policy up to date and visible on your website?'. There are also two red error messages: 'All questions must be answered if this project has Subcontractor' and 'At least one Subcontractor must be entered'. A green 'DONE' button with a checkmark icon is in the top right. An 'ADD SUBCONTRACTOR +' button is in the bottom right. The 'Not provided' text is at the bottom left.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

### Subcontracting

London College

Project ID: P27753

All questions must be answered if this project has Subcontractor

Does this project have subcontractors? Please note that you must not enter into a subcontract prior to GLA OPS approval or commence delivery without a signed subcontract agreement.

☒ Yes ☐ No

Do your due diligence and management processes for subcontractors comply with the GLA funding rules including completing a declaration of interests check for planned subcontracting?

☐ Yes ☐ No

Do you have a performance monitoring plan in place which includes a contingency plan for discontinued subcontracted delivery?

☐ Yes ☐ No

Do you have an external assurance report or have been awarded the ESFA Subcontracting Standard? ☐ 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 +

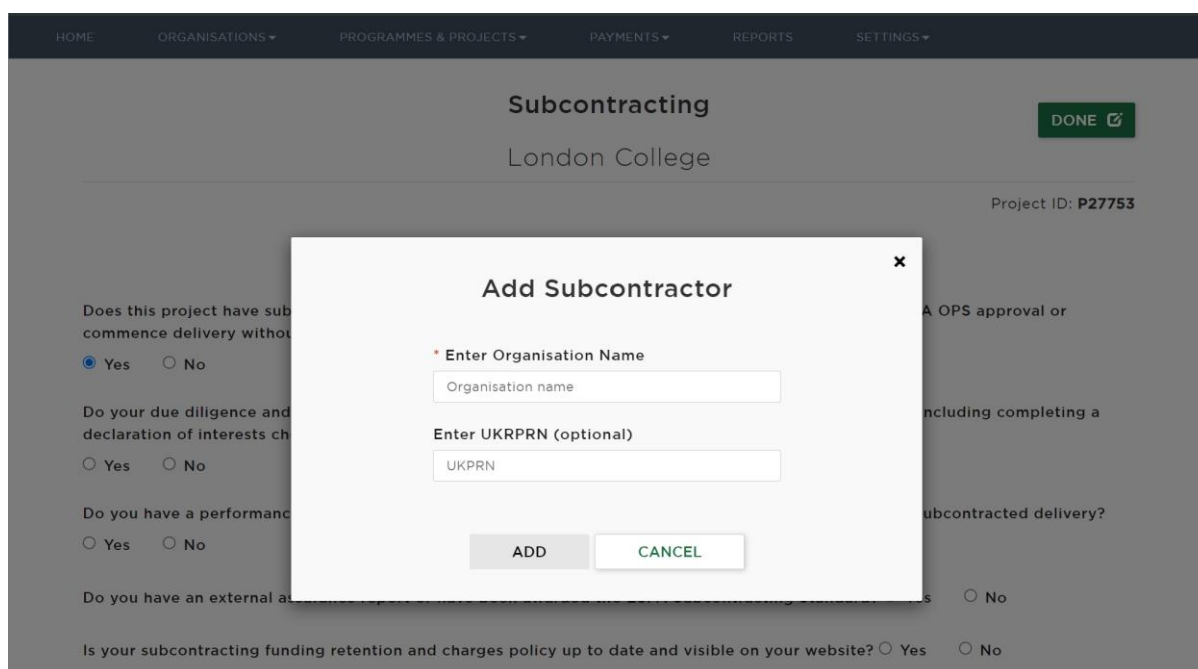
Not provided

- 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 2023/24 the submission deadline is 30 November 2024. Guidance and certificate template on External Assurance on Subcontracting will be published on the [Information for GLA AEB Providers](#) page by July 2024. 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' for 'London College'. A modal window titled 'Add Subcontractor' is open. The modal has a close button (X) in the top right corner. It contains two text input fields: the first is labeled '\* Enter Organisation Name' and the second is labeled 'Enter UKRPRN (optional)'. Below the second field is a small text label 'UKRPRN'. At the bottom of the modal are two buttons: 'ADD' and 'CANCEL'. The background shows a form with various questions and radio button options, and a 'DONE' button in the top right corner.

- 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.

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 Multiply Grant allocation as showing on your learning grant block.

### **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.

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London College Multiply Grant 2024-25

PROJECT MENU ≡

London College

Status: Active  
Unapproved Changes

Project ID: P27753  
Project is with: Partner ⓘ

1  
PROJECT DETAILS  
APPROVED ✓

2  
LEARNING GRANT  
APPROVED ✓

3  
SUBCONTRACTING  
UNAPPROVED ⚠

4  
DELIVERY REPORTS  
APPROVED ✓

Project History ▼

Comments

Add an explanatory comment

REQUEST APPROVAL

- 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.

## Submit a project

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

The screenshot shows the 'Submit a project' interface for the 'London College Multiply Grant 2024-25'. At the top is a navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main header area includes a '< BACK' button, the title 'London College Multiply Grant 2024-25', the organization name 'London College', and a 'PROJECT MENU' button. Below this, the status is 'Draft' and a message states 'This project is now ready to submit'. The project ID is 'P27753' and it is associated with a 'Partner'. A instruction reads 'Please complete each section and then submit.' Two progress blocks are shown: '1 PROJECT DETAILS' and '2 SUBCONTRACTING', both marked as 'COMPLETE' with green checkmarks. A 'Project History' dropdown menu is located below these blocks. A 'Comments' section with a text input field and the placeholder 'Add an explanatory comment' is present. At the bottom, there is a prominent green 'SUBMIT PROJECT' button.

Once you have checked through the information in all the blocks, you can submit your project application 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 application.

After clicking the 'SUBMIT PROJECT' button a pop-up window will show asking you to assign yourself and/or other colleagues within your organisation to the project. Choose relevant colleague(s) and click 'SAVE'. **Please note, you will need to assign at least one person to proceed.**

Assign Project

Project ID:

27753

Project title:

London College Multiply Grant 2024-25

Organisation name:

London College

Select assignee:

☒

Name Surname

SAVE

CANCEL

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

PROJECT ACTIONS

Showing 1 - 1 of 1

	PROJECT ID	PROJECT TITLE	ORG NAME	ORG CODE	ASSIGNEES	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
<input type="checkbox"/>	P27753	London College Multiply Grant 2024-25	London College	14025	<a href="#">View Assignees</a>	Multiply Programme	Multiply Grant 2024-25	Submitted	Feb 5, 2024 09:36

Withdrawal

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

[HOME](#) [ORGANISATIONS ▾](#) [PROGRAMMES & PROJECTS ▾](#) [PAYMENTS ▾](#) [REPORTS](#) [SETTINGS ▾](#)

[< BACK](#)

### London College Multiply Grant 2024-25

London College

Status: Submitted

This project is submitted and must be withdrawn before being edited or abandoned

Project ID: **P27753**  
Project is with: GLA

1

PROJECT DETAILS

COMPLETE ✓

2

SUBCONTRACTING

COMPLETE ✓

Project History ▾

Comments

Add an explanatory comment

WITHDRAW

Please note, this option is only available when the project application status is 'submitted' and until the set deadline. Once the project application is being reviewed by the GLA, the status will show as 'assess' and you can no longer withdraw.

## 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 2024-25.

### 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.
- 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.

### 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

London College Multiply Grant 2024-25

London College

PROJECT MENU

Status: Returned ● This project is under assessment and has been returned back for edits

Project ID: P27753

Project is with: Partner

Please complete each section and then submit.

1 PROJECT DETAILS COMPLETE ✓

2 SUBCONTRACTING COMPLETE ✓

Project History

05/02/2024 at 09:40	Returned by Aleksandra Sersniova
Please update the Subcontracting block as discussed and resubmit the project.	
05/02/2024 at 09:39	Assessed by Aleksandra Sersniova
05/02/2024 at 09:36	Submitted by Name Surname
05/02/2024 at 09:26	Created by Name Surname

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.

## Project approval

Once the GLA 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 2024-25 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.

The screenshot displays the 'London College Multiply Grant 2024-25' dashboard. At the top, a navigation bar includes links for HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. The main header shows the project title 'London College Multiply Grant 2024-25' and the organization 'London College'. A 'PROJECT MENU' button is located on the right. The project status is 'Active', and the Project ID is 'P27753'. Below this, four project blocks are shown: 1. PROJECT DETAILS (APPROVED), 2. LEARNING GRANT (UNAPPROVED, INCOMPLETE), 3. SUBCONTRACTING (APPROVED), and 4. DELIVERY REPORTS (UNAPPROVED, INCOMPLETE). A 'Project History' dropdown is at the bottom.

HOME ORGANISATIONS PROGRAMMES & PROJECTS PAYMENTS REPORTS SETTINGS

London College Multiply Grant 2024-25

London College

PROJECT MENU

Status: Active Project ID: P27753 Project is with: Partner

1 PROJECT DETAILS APPROVED

2 LEARNING GRANT UNAPPROVED INCOMPLETE

3 SUBCONTRACTING APPROVED

4 DELIVERY REPORTS UNAPPROVED INCOMPLETE

Project History

# Learning Grant

This block will display information about your Multiply Grant 2024-25 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.

HOME	ORGANISATIONS ▾	PROGRAMMES & PROJECTS ▾	PAYMENTS ▾	REPORTS	SETTINGS ▾
<div> <div>&lt; PROJECT OVERVIEW</div> <div> <div>Learning Grant</div> <div>London College</div> </div> </div>					
Active Version 2 Approved on 05/02/2024 <a href="#">View History</a>				Project ID: <b>P27753</b> UKPRN: <b>12345678</b>	
< PREVIOUS BLOCK		<b>Academic Year</b> 2024/25		NEXT BLOCK >	
		<b>Delivery Allocation (£)</b> 1,000,000			
MONTH	ALLOCATION PROFILE %	MONTHLY ALLOCATION £	CUMULATIVE ALLOCATION £	PAYMENT DUE £	STATUS
August (P1)	12.5	125,000.00	125,000.00	125,000.00	Due 14/08/2024
September (P2)	12.5	125,000.00	250,000.00	125,000.00	Due 14/09/2024
October (P3)	12.5	125,000.00	375,000.00	125,000.00	Due 14/10/2024
November (P4)	12.5	125,000.00	500,000.00	125,000.00	Due 14/11/2024
December (P5)	12.5	125,000.00	625,000.00	125,000.00	Due 14/12/2024
January (P6)	12.5	125,000.00	750,000.00	125,000.00	Due 14/01/2025
February (P7)	12.5	125,000.00	875,000.00	125,000.00	Due 14/02/2025
March (P8)	12.5	125,000.00	1,000,000.00	125,000.00	Due 14/03/2025
April (P9)	N/A	0.00	1,000,000.00	0.00	Due 14/04/2025
May (P10)	N/A	0.00	1,000,000.00	0.00	Due 14/05/2025
June (P11)	N/A	0.00	1,000,000.00	0.00	Due 14/06/2025
July (P12)	N/A	0.00	1,000,000.00	0.00	Due 14/07/2025
Return (P13)	N/A	N/A	1,000,000.00	N/A	
Return (P14)	N/A	N/A	1,000,000.00	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 2024-25 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 2024-25 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.

The screenshot shows the 'Delivery Reports' section for 'London College'. At the top, there is a navigation bar with links: HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and SETTINGS. Below the navigation bar, the title 'Delivery Reports' is centered, with a 'DONE' button and a link icon to its right. Underneath the title, 'London College' is displayed. To the right, the 'Project ID: P27753' is shown. The main content area contains instructions: 'Upload submissions of GLA Multiply 2024-25 delivery reports to published deadlines, using the template provided by the GLA to set out your delivery volumes and funding values'. Below this is an 'Attachments' box with the text 'Combined file size limit: 25MB Remaining: 25.0MB' and an 'ADD DOCUMENT +' button. At the bottom of the box, it says 'No files added.'

- Go back to the Project Overview page; and
- 'Request Approval' at the bottom of the page to submit your Delivery Report to the GLA.

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London College Multiply Grant 2024-25

PROJECT MENU ≡

London College

Status: Active  
Unapproved Changes

Project ID: P27753  
Project is with: Partner ⓘ

1  
PROJECT DETAILS  
APPROVED ✓

NEW

2  
LEARNING GRANT  
APPROVED ✓

3  
SUBCONTRACTING  
APPROVED ✓

NEW

4  
DELIVERY REPORTS  
UNAPPROVED ⓘ

Project History ▼

Comments

Add an explanatory comment

REQUEST APPROVAL

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## Agreement Variation e-signing

We'll be using electronic signature functionality for Agreement Variations via GLA-OPS. Please read all the information below carefully and complete the required steps.

### Step 1: Authorised signatory

You already have confirmed Authorised Signatory(-ies) within GLA-OPS. If you need to request changes to your existing Authorised Signatory(-ies) for your organisation please email [AEB@london.gov.uk](mailto:AEB@london.gov.uk), Cc [Lia.tseki@london.gov.uk](mailto:Lia.tseki@london.gov.uk), adding subject line '**Authorised Signatory**', to request the Authorised Signatory template.

Only one authorised signatory for your organisation will need to 'accept' the Agreement Variation as pre-signed and offered by the GLA. Once complete the GLA will process your variation amount via GLA-OPS. Please refer to the 'Learning Grant block and variation payment activation' section for further details.

**'An authorised signatory is a person at your organisation, who is duly and validly authorised to accept GLA Skills & Employment Unit funding offers, execute agreements on behalf of and legally bind your organisation in this manner.'**

**Typically, authorised signatories will need to have direct or delegated budget holder permissions that cover the total allocation value as reflected on the Agreement Variation.**

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

When the Agreement Variations are issued and ready, we will issue an electronic Agreement Variation offer for your project via GLA-OPS.

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

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

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

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

The screenshot shows the 'Organisations' page. At the top, there's a navigation bar with 'HOME', 'ORGANISATIONS', 'PROGRAMMES & PROJECTS', 'PAYMENTS', 'REPORTS', and 'SETTINGS'. The 'ORGANISATIONS' dropdown menu is open, showing 'All users', 'Manage organisations', and 'Consortiums & Partnerships'. Below the navigation bar, there's a search bar with a dropdown set to 'By Organisation' and a text input field 'Enter organisation ID or name'. To the right of the search bar are two dropdowns for 'Organisation Type' and 'Org. status', both set to 'None selected'. There are two green buttons: 'REQUEST ACCESS +' and 'CREATE NEW PROFILE +'. Below the search bar, it says 'Showing 1 - 1 of 1'. The table below has the following data:

ID NO.	ORG. NAME	ORG. TYPE	MANAGED BY	TEAM	DEFAULT SAP ID	ORG. STATUS	GLA WATCHING
14025	London College	Educational body (excluding Local Authorities/Limited Companies/Specialist Designated Institutions)	GLA Skills & Employment Unit		18001234	Approved	Stop watching

- Scroll down to the 'Contracts' section of the Organisation record.
- Click 'View details' link for the offered variation document (please disregard the Contract Type names below, used as an example, the contract type names will match the type of your project the Agreement Variation is issued for).

▼ Multiply Grant Agreement 2022-25	Signed	22/02/2024	Name Surname	<a href="#">View Details</a>
Multiply Grant Agreement 2022-25 Variation	Offered	22/02/2024	Skills PM	<a href="#">View Details</a>

- 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.

HOMEORGANISATIONS +PROGRAMMES & PROJECTS +PAYMENTS +REPORTSSETTINGS +

BACK

Contract Variation

Organisation

London College

Contract type

Multiply Grant Agreement 2022-25

Variation status:


Offered

Variation name

Multiply Grant Agreement 2022-25 Variation

Reason for variation

Variation Growth

DOCUMENT NAME	UPLOAD DATE	UPLOADED BY
 Multiply Grant Agreement 2022-25 Variation.pdf	Feb 22, 2024	pm@skills.com

Your name

Name Surname

Your job title at London College

Authorised Signatory job title

☒ I, a person duly and validly authorised to execute documents for and on behalf of and legally bind the Body (in this instance by clicking "accept") as confirmed by the Body in writing to the GLA prior to the GLA making this offer by submission of the above "Document", hereby accept the offer (on the terms of the above "Document") and represent and warrant that the Body has read and understood the "Document" and agrees to be legally bound fully by its terms from the time and date of such acceptance.

ACCEPT OFFER

▼Multiply Grant Agreement 2022-25	Signed	22/02/2024	Name Surname	<a href="#">View Details</a>
Multiply Grant Agreement 2022-25 Variation	Signed	22/02/2024	Name Surname	<a href="#">View Details</a>

Once you e-sign the Agreement Variation, the GLA will proceed to the variation payment activation stage.

## Learning Grant block variation payment activation

Once you e-sign the Agreement Variation, the GLA will proceed to the variation payment activation stage. This step will be completed centrally by the GLA and will not require any additional steps from your side.

The supplementary payment or reclaim amount(s) will be generated via GLA-OPS based on your revised Delivery Allocation amount and a record will be shown on your project's Learning Grant Block.

You will also be able to view all transaction details by looking through the transaction information on the [All Payments](#) page on GLA-OPS.

Please note that this is not an automatic process. The Learning Grant Block will be updated before your next payment date.

**IMPORTANT** Please note that processed and approved reclaim(s) will be added to your SAP account and therefore future payments will be netted off until the full reclaim amount is recovered.

## 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. We recommend that there are at least two "Org Admins" for one organisation. 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 will 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.
- Then approve by clicking the 'DONE' button.

### How to find the Org ID

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

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### London College

Status: Approved Registration requested on 01/09/2023 by Name Surname  
Organisation approved on 01/09/2023 by Aleksandra Sersniova

DETAILS GLA GOVERNANCE SAP IDS PROGRAMMES CONTRACTS

#### Organisation details

Organisation name	London College
Also known as	Not provided
Address	169 Union Street London SE1 0LL
Website	Not provided
Finance contact email address(es)	Not provided
GLA OPS ID	13918
Registration key	4394ae02
Organisation type	Educational body (excluding Local Authorities/Limited Companies/Specialist Designated Institutions)
Registered with the housing regulator	No
Registered Learning Provider	Yes
UKPRN	12345678

EDIT