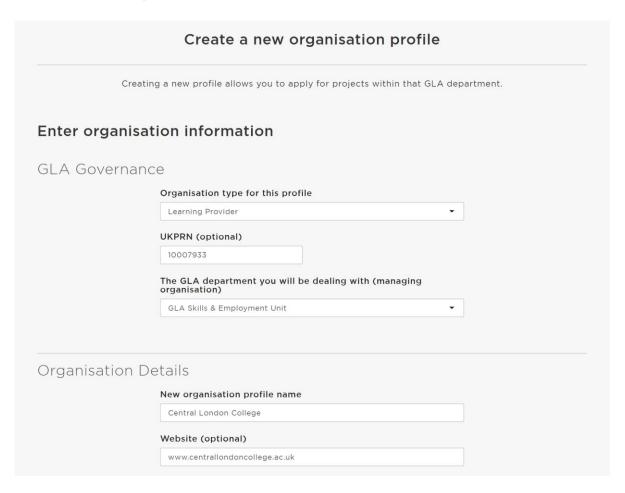# GLA Systems

GLA OPS – What is it?

- GLA OPS is a secure online system for managing your AEB funding agreement with the GLA.

- GLA OPS has been developed using an Agile approach, with initial features focused on registration of providers and making payments.

- Other system features will become live during the year, before they are required. E.G. the *GLA AEB Funding Claim* form will become available in Jan 2020, before first submission in Feb 2020.

GLA OPS – Onboarding

- As part of the onboarding process, you will be asked to:

  - register on the GLA OPS system

  - create a project for your AEB Grant

  - enter information on your allocation

  - complete and submit a subcontracting plan – if you plan to subcontract part of your AEB delivery

- You will shortly be sent a link with guidance on how to register on OPS.

- Guidance and instructions on creating a project, entering allocation information and completing your subcontracting plan will be sent out in June.

- Guidance on basic OPS functionality – such as registering additional users – is available on the GLA website.
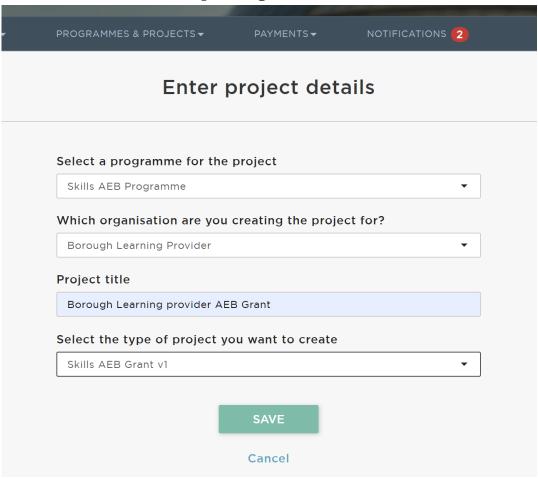
MAYOR OF LONDON

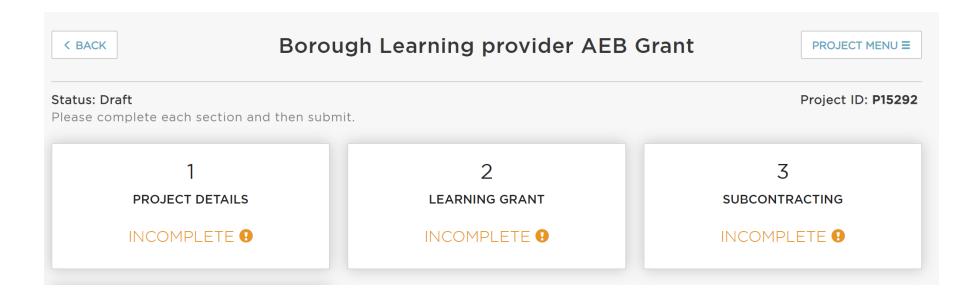# GLA OPS – Registration (1)

Create a new organisation profile

Creating a new profile allows you to apply for projects within that GLA department.

Enter organisation information

GLA Governance

Organisation type for this profile

Learning Provider

UKPRN (optional)

10007933

The GLA department you will be dealing with (managing organisation)

GLA Skills & Employment Unit

Organisation Details

New organisation profile name

Central London College

Website (optional)

www.centrallondoncollege.ac.uk

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GLA OPS – Registration (2)

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GLA OPS – Create a project

GLA OPS – Project blocks

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GLA OPS – Project Details

Project Details

Project title

Borough Learning provider AEB Grant

Bidding Arrangement

Borough Learning Provider

Organisation name

Borough Learning Provider

Programme selected
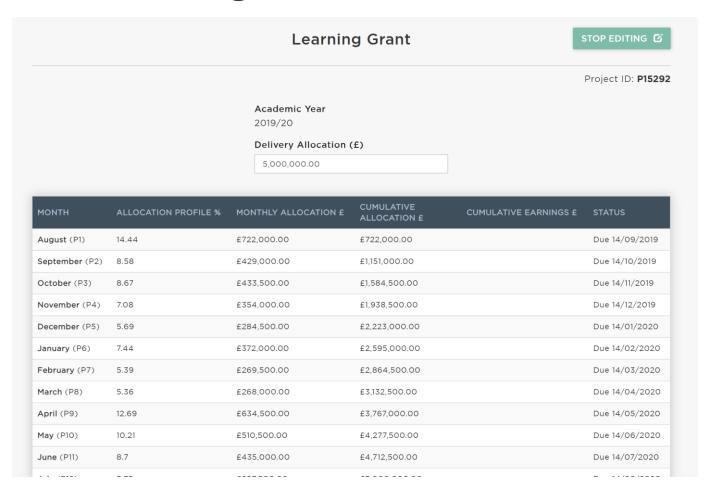
Skills AEB Programme

Project type selected

Skills AEB Grant2

Enter a brief project description (optional)

Provide an overview of project objectives and deliverables, max 1,000 characters (optional)

GLA OPS – Learning Grant

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GLA SAP – Registration for Payments (1)

- The GLA uses the SAP finance system to make its payments.

- All payments will be made via BACS into your organisation's bank account.

- To receive payments, you will need to supply some key financial information so that we can register you as a Vendor on the GLA SAP system.

- When we send out guidance on OPS registration we will also send you a spreadsheet with financial information for you to complete and return to us.

- **Return date for information – 30st May 2019.**

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GLA SAP – Registration for Payments(2)

	A	B	C	D	E	F	G	H	I	J	K
1	IMS-OPS SUPPLIER TEMPLATE										
2											
3		Name	Search term 1	Search term 2	Telephone	Fax	Street 2	Street 3	Street/House number	Street 4	Postal Co
4	e.g.	British Print Industries Federation	BRITISH	PRINTING	01676 526 031	01676 526 034	Meriden Business Park		2 Villiers Court	Copse Drive	CV5 9RN
5											
6											
7											
8											
9											

	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1															
2															
3	City	Companies House no	Vat Reg no (if applicable)	Sort Code	Bank Account	Email address for remittances									
4	Coventry	4340242	GB232227107	000000	00000000	steve.oldham@bpif.org.uk									
5															
6															
7															
8															
9															

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GLA OPS – Data returns (1)

- GLA AEB providers will continue to submit *Individualised Learner Record* (ILR) and *Earnings Adjustment Statement* (EAS) data to the ESFA.

- ESFA will provide monthly ILR and EAS data relating to GLA funded provision to the GLA, which we will use make payments and monitor performance.

- The national *ILR Specification 2019/20* includes new coding relating to delegated AEB provision funded by the GLA, including:

    - *Source of Funding Code* for GLA funded provision: SOF 116

    - Learning Delivery *Learning Start Date Postcode*

    - FAM type *Devolved Area Monitoring* and four fields to capture *DAM* codes

- The final list of GLA-specific DAM codes is being created by the ESFA and will be confirmed before 1 August.

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GLA OPS – Data returns (2) - Postcodes

- Only London residents are funded by the GLA.

- The new *Learning Start Date Postcode* (LSDP) field will need to be completed for every Learning Delivery record in 2019/20.

- The ESFA will use a combination of the LSDP and SOF code to allocate delivery to the correct funding agency and conduct data validation.

- Providers should take particular care in completing these two fields, to ensure that the GLA can pay for delivery to London residents.

- To aid providers, the ESFA have committed to providing a postcode data table in FIS to enable easier checking of Local Authority.

GLA OPS – Data returns (3)

- Providers using the EAS to claim additional funding for GLA-funded initiatives must ensure they flag enrolments with the relevant DAM code, E.G.:

  - Full funding for British Sign Language qualifications

  - Full funding for London Living Wage

- The GLA will also collect a small amount of information directly from providers:

  - *GLA AEB Funding Claim* data – all providers, 3 submissions per academic year

  - *GLA Supplementary Data* – AEB Procured providers only, ESF eligibility-related contractual requirements

- More detailed operational ILR guidance for GLA AEB providers will be issued to supplement the national Provider Support Manual.

GLA OPS – Data and Payments

- As part of a new national process, the ESFA make available two new ILR earnings reports to providers and the GLA for 2019/20:

  - *Funding Summary Report* (FSR) – summary of ILR and EAS earnings for delivery to GLA-funded London residents

  - *Occupancy Report* – ILR earnings detail for delivery to London residents

- Monthly ILR delivery earnings will be displayed in GLA OPS, against monthly standard national profile and payments issued.

- For Grant-funded providers, a monthly payment will be issued from SAP based on the standard payment profile.

- Providers with a Contract will be paid monthly in arrears, based on the value of their ILR submission.

- All provision will be subject to a year end reconciliation, based on final R14 ILR and GLA AEB Funding Claim submissions.