MAYOR OF LONDON

European Union
European
Social Fund

GLA Adult Education Budget (AEB) Procured Programme

FileCloud Guidance Note Version 2.0,

July 2021

<mark>Changes to version 1 are highlighted</mark>

GLA AEB Procured providers are required to upload evidence to support the monthly claims made to the Greater London Authority (GLA).

Providers are required to process this data in line with the AEB Procured Contract for Services which sets out the confidentiality and data protection requirements for processing this data.

It is best practice to submit the evidence via the Filecloud on a monthly basis along with your ILR and Supplementary Data form. Supporting evidence must also be submitted along with the submission of the Earnings Adjustment Statement (EAS).

Log in details

1. Your named Provider Manager will provide you with your FileCloud username
2. You must then arrange a time to speak with Humayra Kothia (Humayra.Kothia@london.gov.uk) who will give your password over the phone

Logging in to FileCloud

1. Log onto Filecloud - https://filecloud.london.gov.uk/
2. Enter username and password

3. Once you are on the home screen your Organisation name should appear.
4. Click on the Organisation Name

Uploading Claims

1. Create a folder for the claim period ie. 'August 2019'
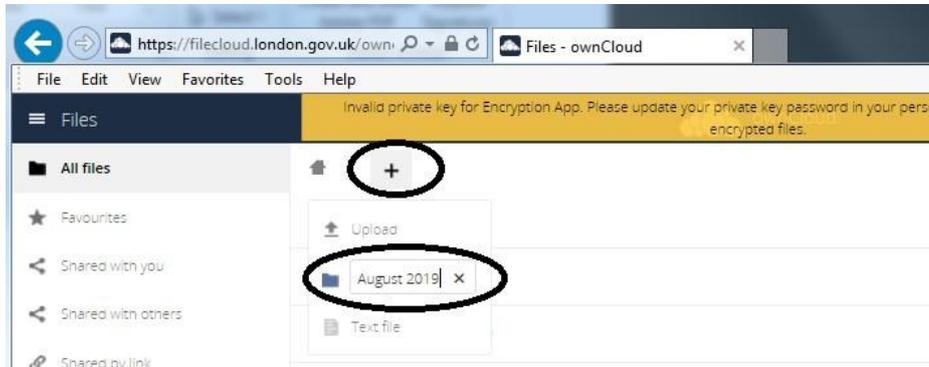
2. Drag and drop your scanned PDF files into the folder or upload them from the drives on your computer. For example, if you are submitting evidence for claims made in August, the evidence should be saved in the 'August 2019' folder even though you are uploading the evidence in September 2019.

3. If the evidence is being scanned in one batch, all paperwork pertaining to an individual learner must be scanned concurrently (i.e. enrolment documents per learner to include enrolment form, signed declarations and evidence to support eligibility to be scanned together) and the learner files should be scanned in the order listed on the signed certification as per below. If you are loading individual learner files into the folder, please name each learner file with the learner's reference number (as per the ILR), which should correspond with those listed on the signed certification.

4. Repeat this on a monthly basis

Filename convention

There are now two different formats for uploads. The first naming convention is to be used for general document uploads. Please use the second format when uploading individual learner files.

Please follow the filename convention below for uploads. The date used in the filename should be the date of upload to FileCloud.

YYYY_MM_DD_Document_Name_Provider e.g. 2020_08_01_ Participants Data Form_London_College

If you are uploading individual learner files, please follow the format below:

YYYY_MM_DD_LearnerReferenceNumber_Document_Name_Provider e.g. 2020_08_01_1234_ Enrolment_Form_London_College'

Certification

There are now two options to certificate a claims submission (listed below). A signature is now required for the scanned Word document.

'In order to certificate a claims submission please either include

- *a scanned Word document signed by an authorised signatory; or*
- *an email from an authorised signatory provided the sender information and date are clearly visible;*

with the following text and information:

Name of programme: GLA AEB Procured Programme: [Insert project name]

Name of authorised person:

Signature:

Position in organisation:

Name of organisation:

Date:'

I certify that the folder containing this letter, [Q1 Apr-Jun 2020], contains true copies of original documents relating to the participants listed in the table below on The Mayor's ESF 2019-2023 Programme:

Order of scanned submission	*Learner Reference Number*
1	
2	
3	
4	
5	
6	
7	

General

Please notify your named Provider Manager when staff are no longer working on the project or have left the organisation, so the account can be deleted, and access can be removed.