MAYOR OF LONDON

European Union
European
Social Fund

GLA Adult Education Budget (AEB) Procured Provision

Guidance Note Version 1, September 2019

FileCloud Guidance

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).

1. Log onto Filecloud - https://filecloud.london.gov.uk/owncloud/index.php/login

2. Enter username and password

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

4. Click on the Organisation Name

5. Create a folder for the claim period ie. 'August 2019'
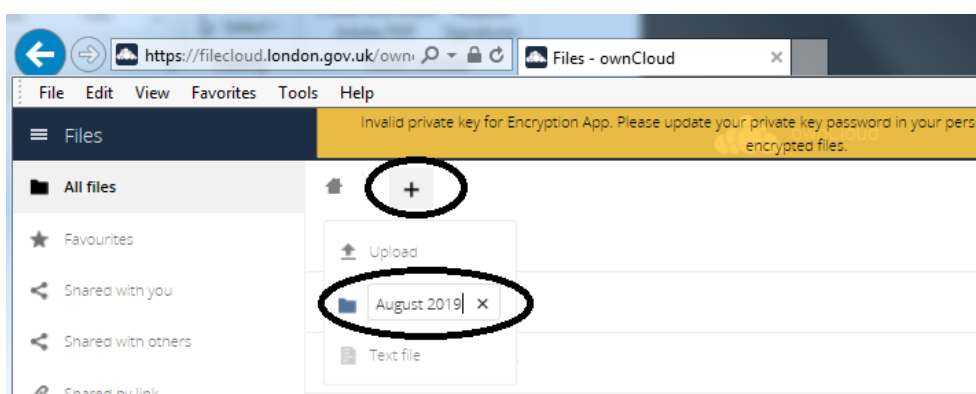
6. Drag and drop your scanned PDF files into the folder or upload them from the drives on your computer. For example, if you are submitting evidence for claims made in August, the evidence should be saved in the 'August 2019' folder even though you are uploading the evidence in September 2019.
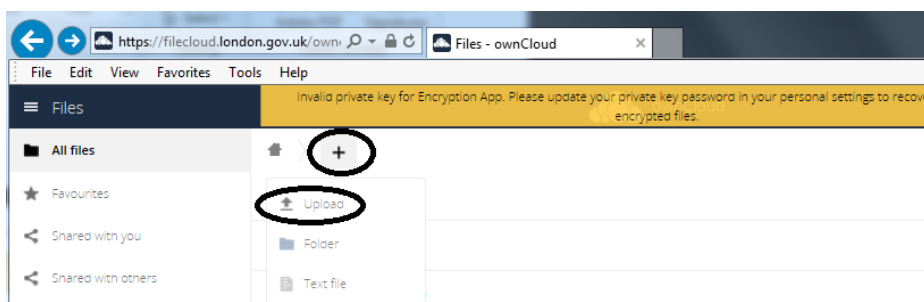
7. If the evidence is being scanned in one batch, all paperwork pertaining to an individual learner must be scanned concurrently (i.e. enrolment documents per learner to include enrolment form, signed declarations and evidence to support eligibility to be scanned together) and the learner files should 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.

8. Repeat this on a monthly basis

Certification

For each claims submission please attach a Word document with the following text and information:

Name of programme: GLA AEB Procured Programme 2019-2023
Name of authorised person:
Position in organisation:
Name of organisation:
Date:

I certify that the folder containing this letter, [August 2019], contains true copies of original documents relating to the learners listed in the table below on the GLA AEB Procured Programme 2019-2023:

Order of scanned submission	Learner Reference No.
1	
2	
3	
4	
5	
6	
7	